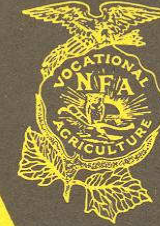




GUIDE

FOR

NFA



THE NATIONAL ORGANIZATION
FOR STUDENTS STUDYING
VOCATIONAL AGRICULTURE

Prepared and published by the New Farmers
of America in cooperation with the Office
of Education, Department of Health,
Education, and Welfare

REVISED 1963

CREED
OF
THE NEW FARMERS OF AMERICA

I believe in the dignity of farm work and that I shall prosper in proportion as I learn to put knowledge and skill into the occupations of farming.

I believe that the farm boy who learns to produce better crops and better livestock; who learns to improve and beautify his home surroundings will find joy and success in meeting the challenging situations as they arise in his daily living.

I believe that rural organizations should develop their leaders from within; that the boys in the rural communities should look forward to positions of leadership in the civic, social and public life surrounding them.

I believe that the life of service is the life that counts; that happiness endures to mankind when it comes from having helped lift the burdens of others.

I believe in the practice of cooperation in agriculture; that it will aid in bringing to the man lowest down a wealth of giving as well as receiving.

I believe that each farm boy bears the responsibility for finding and developing his talents to the end that the life of his people may thereby be enriched so that happiness and contentment will come to all.

NATIONAL ADULT OFFICERS
NEW FARMERS OF AMERICA

Administrative Adviser, A. W. TENNEY, Office of Education, Washington 25, D. C.

Administrative Executive Secretary, R. E. NAUGHER, U. S. Office of Education, Washington 25, D. C.

National Adviser, G. W. CONOLY, Florida A. & M. University, Tallahassee, Florida

Executive Secretary, E. M. NORRIS, Prairie View A. & M. College, Prairie View, Texas

Executive Treasurer, W. T. JOHNSON, A. & T. College, Greensboro, N. C.

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Swift and Company, Chicago, Illinois, Agricultural Research Department.
(May be secured without cost through State Adviser)

NFA CHAPTER TREASURER'S BOOK, CHAPTER SECRETARY'S BOOK, and PRINTED SUPPLIES.

Future Farmers Supply Service, Box 1180, Alexandria, Va.

ELECTROTYPE CUTS OF NEW FARMERS OF AMERICA EMBLEM.

French-Bray Printing Company, Candler Bldg., Baltimore, Md. 21202

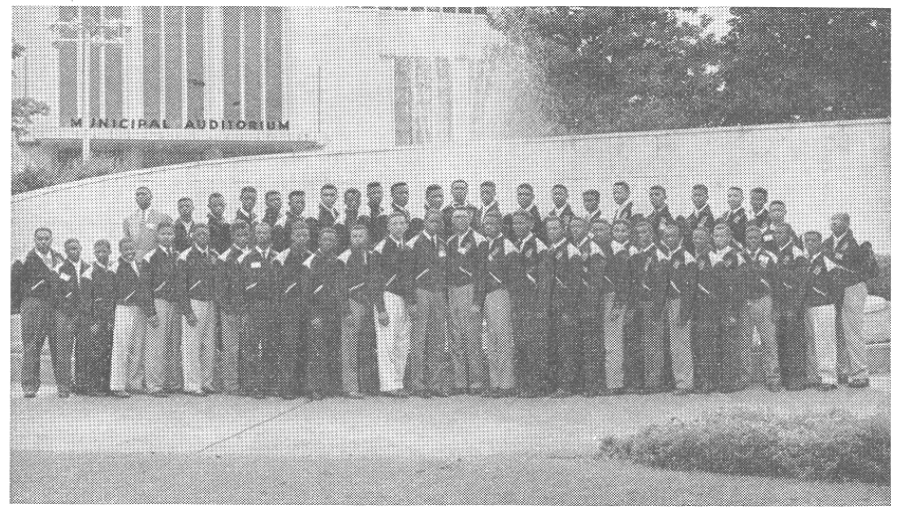
NFA BUTTONS.

St. Louis Button Company, St. Louis, Mo.

-lieve that boys who learn to pro-duce, Bet-ter live- stock and crops up-on their
 -lieve that all boys should look for-ward. To lead all so-cial civ-ic life so
 -spon-si-ble, we all do be-lieve, For train-ing all our tal-ents great and

farm, Will find all joy and suc-cess in this chan-nel, A--mid sur-
 true, To help man-kind thru lives of ser-vice that count 'Tow'rd hap-pi-
 small, To en-rich lives of all our dear good farm-folk, And con-tent

-round-ings of his na-tive home.
 -ness that lasts 'twill long en-dure.
 -ment that lasts will come-to all.



NATIONAL NFA CHORUS—IRA S. GLOVER, GEORGIA, DIRECTOR

GIVE ME THAT OLD NFA SPIRIT

Give me that old NFA Spirit
 Give me that old NFA Spirit
 Give me that old NFA Spirit
 It's good enough for me.

It was good for our advisers
 It was good for our advisers
 It was good for our advisers
 It's good enough for me.

It was good for our dear fathers
 It was good for our dear fathers
 It was good for our dear fathers
 It's good enough for me.

**THE N.F.A. CREED SONG
 FOR NEW FARMERS OF AMERICA**

TUNE LONDONDERRY AIR

LONDONDERRY. 11. 10. 11. 10. D.

B.S. Luter a

Irish traditional melody **b**/



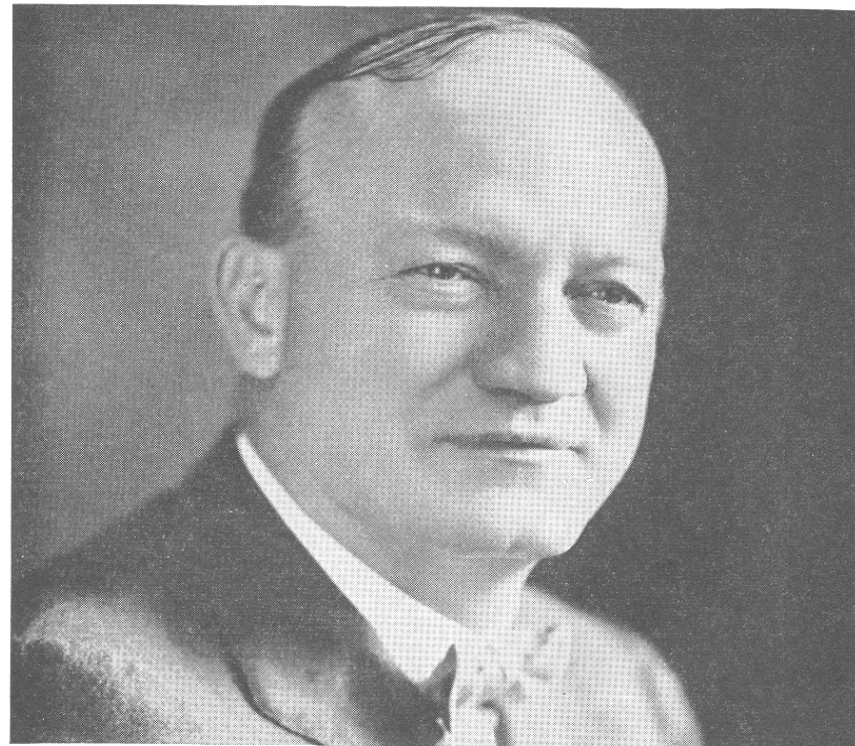
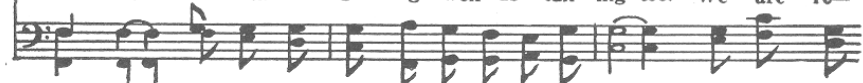
1. We do be-lieve in dig-ni-ty of farm work, We'll pros-per
 2. It is our joy to all be fit and rea-dy, To go and
 3. We do be-lieve to use co-op-er-a-tion, In ag-ri



in pro-por-tion as we learn, To put our skill and knowl-edge in this
 meet all chall-en-ges that rise, We do be-lieve that our be-lov-ed
 cul-ture aid-ing us to bring, To men low down the scale of life and



call-ing Our oc-cu-pa-tions that we'll strive to learn. We do be-
 chap-ter, Should make its lead-ers from with-in its ranks. We do be-
 la-bor, A wealth of giv-ing well as tak-ing too. We are re-



DR. H. O. SARGENT

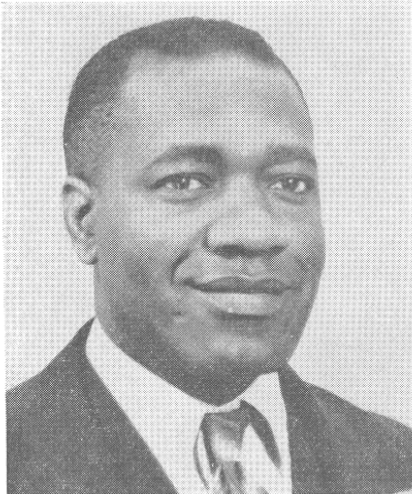
DR. H. O. SARGENT was born near Russellville, Alabama in 1875. He graduated from Alabama Polytechnic Institute, Auburn, Alabama, with the degrees of Bachelor and Master of Science. Later he was awarded the degree of Ph.D. at George Washington University, Washington, D. C.

In 1917, Dr. Sargent went to the U. S. Office of Education and was placed in charge of vocational training in agriculture for the Negro schools. For eighteen years he served in that capacity. His labors carried him to every Southern State. He was loved by educators, both white and colored throughout the entire South.

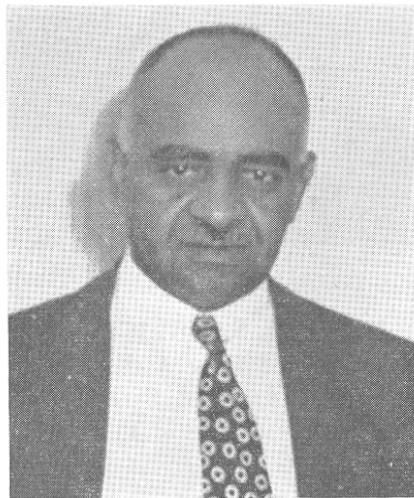
Dr. Sargent's interest, understanding of, and sympathy for the Southern Negro was one of his commendable virtues. For the service he rendered and the way he developed the farmer training program, he has received the acclaim of both races. To the Negro he was in life a friend, in death a hero.

DEDIC

The Twelfth Edition of the NFA Guide of the New Farmers of America is Dedicated to three former National Adult NFA Officers and four State Leaders who did much to further promote Vocational Education in Agriculture and the New Farmers of America.



D. C. Jones, Langston University, Langston, Oklahoma, Teacher Trainer 1926-63. National NFA Advisor 1946-54. (Deceased February 1963)



S. B. Simmons, Greensboro, North Carolina, Teacher Trainer and Supervisor 1923-57. State NFA Advisor 1935-57; National Executive Secretary 1935-41; Executive Treasurer 1935-55. (Deceased July 1957)



J. R. Thomas, Virginia State College, Petersburg, Virginia. Teacher of Vocational Agriculture 1924-29; Teacher Trainer 1929-55; Consultant in Agricultural Education in Jamaica 1955-57; State NFA Advisor 1935-55; National Advisor 1937-45; National Executive Secretary 1945-54.



"LIFT EVERY VOICE AND SING"

Words by

JAMES WELDON JOHNSON

Music by

J. ROSAMOND JOHNSON

*Permission of The Edward B. Marks Music Corporation,
R. C. A. Building, New York City.*

Lift ev'ry voice and sing,
'Til Earth and Heaven ring,
Ring with the harmonies of liberty.
Let our rejoicing rise
High as the listening skies;
Let it resound loud as the rolling sea.
Sing a song, full of the faith that the dark past has taught us.
Sing a song, full of the hope that the present has brought us.
Facing the rising sun, our new day begun;
Let us march on 'til victory is won.

Stony the road we trod,
Bitter the chastening rod,
Felt in the days when hope unborn had died.
Yet with a steady beat
Have not our weary feet
Come to the place for which our fathers sighed?
We have come over a way that with tears have been watered.
We have come treading our way through the blood of the slaughter.
Out of a gloomy past, 'til now we stand at last
Where the white gleam of our bright star is cast.

God of our weary years,
God of our silent tears,
Thou has brought us thus far on the way.
Thou, who hast by Thy might, let us into the light,
Keep us forever in the path we pray.
Lest our feet stray from the places our God where we met Thee;
Lest, our hearts drunk with the wine of the world, we forget Thee.
Shadowed beneath Thy hand may we forever stand
True to our God, true to our native land.

CEREMONY FOR INSTALLING OFFICERS

Retiring President: (To President-elect.) "Mr. President-elect you have been selected by your fellow members to be the leader of our association for the coming year. Your past record of accomplishment has marked you as possessing those qualities of leadership which all New Farmers should possess. Hence, you now become responsible for leading our association in all its worthy undertakings and out of the darkness of selfishness into the glorious sunlight of brotherhood and cooperation. May you work intelligently and seriously to ably discharge the responsibilities of your office."

Retiring Vice-President: "Mr. Vice-President-elect, you have shown your leadership ability by being elected to this station. You are to assist the President at all times in directing the work of your association, preside over meetings in his absence, and help him keep all committees working efficiently."

Retiring Secretary: "Mr. Secretary-elect, you have been chosen by your fellow members to keep accurate minutes of all meetings, carry on all correspondence of our association, and preside over meetings in the absence of both President and Vice-President, or until a temporary chairman has been chosen. You must be responsible for association reports. The Secretary has custody of the constitution, by-laws, and other records of the association. You will keep an accurate list of members and the degrees awarded and furnish membership cards. You should provide the chairman with a statement of all business to be transacted at each meeting along with a list of all committees."

Retiring Treasurer: "Mr. Treasurer-elect, being selected for this office means your association has placed high honor and trust upon you. Your duties require you to keep accurate records of all receipts and disbursements and be ready at all times to give a report of the financial condition of our association. It is your duty to receive and deposit all association funds, pay them out as directed, prepare a budget of proposed expenditures, and collect dues. It is also your responsibility to encourage thrift in the association, and among your fellow members thereby assisting them to achieve financial independence."

Retiring Reporter: "Mr. Reporter-elect, your duty is to strive to supply the public with information. This can be accomplished in part by gathering and submitting all interesting news to your local papers. All outstanding news should be reported to your State Reporter who, in turn will send it to our New Farmer Publications and national agricultural journals. You will assist the Secretary in making association reports by keeping a scrapbook of pictures and articles published concerning the association and its members, and help in compiling our association history."

Retiring President: "Being elected to an office is not all honor. From time to time during the year you will encounter difficult problems, and only through cooperation, hard work, and perseverance will you succeed and the association prosper.

"Do each of you accept the duties and responsibilities of your office and will you do your best to discharge them while upholding the ideals and principles of NFA?"

Newly-Elected Officers: "We do."

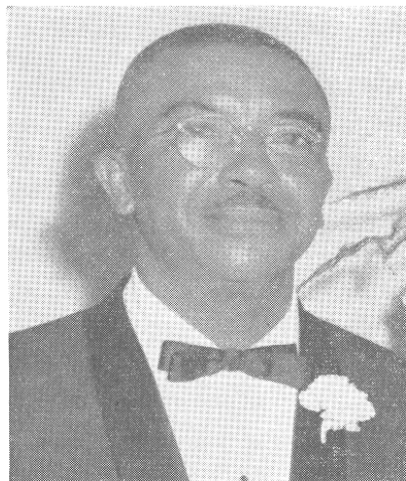
Retiring President: More specific duties are listed for each of you in the official Guide. Familiarize yourself with them as soon as possible.

"I now declare each of you properly and duly installed in the respective association office to which you were elected. Retiring officers (turning to them), will you please escort the newly-elected officers to their proper stations?"

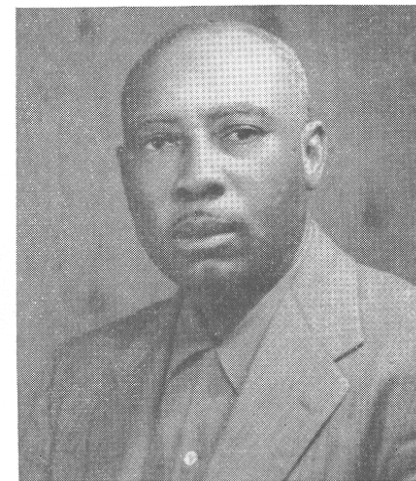
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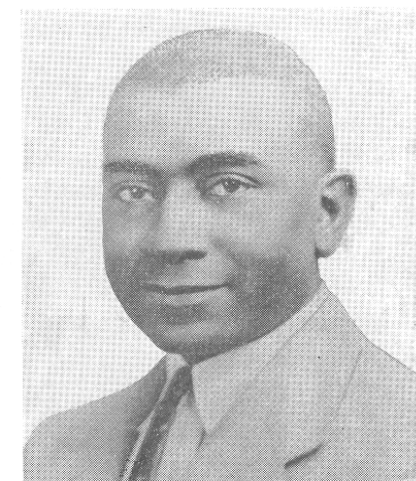
Arthur Floyd, Tuskegee Institute, Tuskegee, Ala. Teacher Trainer, Itinerant Teacher Trainer, Special Supervisor 1924-63; State NFA Advisor 1935-63. (Deceased August 1963)



M. N. Sullivan, South Carolina State College, Orangeburg, South Carolina. Teacher of Vocational Agriculture; Assistant Teacher Trainer and Assistant State NFA Advisor 1952-63. (Deceased September 1963)



Paul Rutledge, Sr., Palestine, Texas; Teacher of Vocational Agriculture 1931-37; Principal of Schools 1937-39; Area Supervisor, Vocational Agriculture 1939-62. (Deceased December 1962)



A. D. Fobbs, Alcorn A. & M. College, Lorman, Mississippi. Teacher of Vocational Agriculture 1932-39; Assistant Teacher Trainer 1939-43; Head State NFA Advisor 1943-63. (Deceased April 1962)



GEORGE WASHINGTON OWENS

GEORGE WASHINGTON OWENS was reared on a Kansas livestock farm. He graduated from Kansas State Agricultural College in 1899. Dr. Booker T. Washington employed him as an assistant to Dr. George Washington Carver and head of the Dairy Department from 1899 to 1908. In 1908, Mr. Owens was employed by Virginia State College as head of the Department of Agriculture. He served in this position until 1927, when he became Head Teacher-Trainer in Agricultural Education. He remained in this position until he retired in 1945.

Professor Owens has been a dynamic figure in the development of agricultural education throughout the South. He was one of the founders of the New Farmers of America.

according to the provisions of our constitution. You are proud to have attained your goal; we are proud to reward your efforts in the name of the New Farmers of America.

Second Vice-President: Boundaries within our country exist only in name. The true American citizen is interested in and loyal to his local community and State, but his greatest devotion is to his country. The true Superior Farmer in the NFA looks beyond the stages of Farm Hand, Improved Farmer and Modern Farmer. He concerns himself not only with the national organization, working for the upbuilding of agriculture throughout the land, which, in turn, upbuilds his local community and State.

First Vice-President: As Farm Hands, Improved Farmers and Modern Farmers you were constantly urged and encouraged to strive to advance to the degree of Superior Farmer. Through your untiring efforts you have now succeeded in attaining this end. Again this honor carries with it additional responsibility and we look upon this occasion merely as a milestone in your life of achievement in agriculture. Your vision has expanded beyond the limits of your home community and the confines of your State until it has reached the broad horizon of this great field of the organization. Therefore you are expected, on the one hand, to provide a worthy example of progressive and firmly established farming, and on the other hand, to exert leadership wherever possible in agricultural thought and counsel.

National Adviser: As Superior Farmers, I charge you to continue your abounding faith in the agricultural industry and home life in the open country. Be ever proud to be tillers of the soil and producers of livestock. Appreciate the bounties of nature and realize that man gets from life only what he can use and enjoy. Be conscious of your service to the nation as primary producers of many of the necessities of life. Consider your work as a calling and take pride in your achievement as craftsmen and artists. But with all the virtues of independence in thought and action, be ever mindful of your individual limitations and your vital need to cooperate with your neighbor in the larger business and social activities which have become an essential part of modern farming. Remember, "In union there is strength!"

National President: As Modern Farmers, you received an emblem of that degree mounted on a golden key which unlocked for you the gate to a larger field of responsibility and achievement in agriculture. On the emblem of the Superior Farmer degree, the Modern Farmer key has been surmounted by an eagle which is symbolic of strength, courage and prowess and which indicates the national scope of the organization and the extended honor which has been conferred upon you. From earliest times the eagle has been used as an emblem of leadership, power and progress. The Romans carried a gold eagle on a spear at the head of their legions. In 1782 the United States adopted as its emblem the eagle with outspread wings, a shield on its breast, holding an olive branch and a sheaf of arrows in its talons. The eagle is a bird of superb strength, keenness of sight and marvelous powers of flight. As the eagle soars high, so let your vision soar and lead you to greater heights of achievement. Bring keen thought to bear on your problems. Be strong and fearless in spirit and action.

I therefore, on behalf of the National Organization of NFA confer upon you the degree of Superior Farmer, together with its honors and privileges, and present you this key, the emblem of this degree.

(Presents each Superior Farmer with a key, and all return to seats in audience.)

America, the election and raising of Modern Farmers to the degree of Superior Farmer. The Superior Farmer degree marks the highest grade of membership achievement in our organization.

As you all know, our constitution sets up certain requirements which must be met before candidates are eligible for election to the degree of Superior Farmer. Mr. Secretary, will you please read the qualifications for this degree.

Secretary: (Rises and reads the qualifications as set up in Article IV, Section E of the National NFA Constitution.)

National President: Mr. Executive Secretary, what have you to report concerning applications for Superior Farmer degrees?

Executive Secretary: (Rises.) I am pleased to read the names of the following candidates submitted for the Superior Farmer degree.

(Reads names of both active and honorary candidates.)

National President: Mr. Adviser, have the records of each of these candidates been carefully examined and reviewed?

National Adviser: They have, Mr. President. Briefs of the candidates' records have been prepared and placed in the hands of the delegates present. The candidates' records have been reviewed by the National Board of Trustees. All candidates nominated have been found worthy of the honor of the Superior Farmer degree and are recommended for election at this time.

National President: Mr. Treasurer, are the State Associations nominating these candidates in good standing and have the national dues been paid which entitle the States represented to the number of candidates submitted?

Student Treasurer: They have, Mr. President.

(Reads record of dues if requested.)

National President: It then remains for these candidates whose names have been submitted and whose records have been reviewed to receive a majority vote of the delegates present for election, having met the qualifications for the degree and having been properly recommended by the Board of Trustees. I am now ready to entertain a motion from the floor that the candidates whose names have been submitted be declared elected to the degree of Superior Farmer.

(Some delegate moves and another seconds that the candidates recommended receive the degree of Superior Farmer. Vote may be taken on all at the same time.)

National President: Mr. Secretary, what is the result of the vote?

Secretary: Mr. President, the vote is.....to.....(or unanimous).

National President: Then I declare the candidates duly elected according to your vote. Will the newly-elected Superior Farmers come forward and take places on the stage facing the delegates? Will the national officers come forward and take places facing the candidates?

(When all are in place, the ceremony proceeds as follows:)

Third Vice-President: Welcome, newly-elected Superior Farmers. By your accomplishments you have proven not only your interest but your efficiency in agriculture, the world's basic industry. You are entitled to honors and privileges which accompany the Superior Farmer degree of the NFA. May your efforts in the future be as steady and productive as they have been in the past.

As national officers it is our duty to transact the business of the national organization, and acknowledge achievement in a fitting and proper manner



WILLIAM NILES ELAM, Program Specialist for Vocational Education in Agriculture, U. S. Office of Education was born on a 1200 acre farm in Hamilton County, Texas, on January 27, 1890.

Mr. Elam graduated from the Texas A and M College in 1917 with a B.S. degree in Agriculture and in 1928 he received from Colorado A and M. the M.S. degree in Agricultural Education. From 1918 to 1936 he served as a teacher of Vocational Agriculture in Williamson County, Texas. Twice he was designated in Texas, as the "Master Teacher of Vocational Agriculture." While teaching at Taylor, Texas from 1928 to 1936 he also served as the District Supervisor of Vocational Agriculture.

In 1936 Mr. Elam was appointed to the staff of the U. S. Office of Education to serve in the Vocational Agriculture branch as program specialist for special groups, retiring in January 1960. While serving in this capacity, his labors were mainly with the Negro schools. His achievements met with wide acclaim among farm youth and adults. Mr. Elam also conducted the NFA Conventions from 1937 through 1959, served on a National Committee that prepared instructional manuals for the CCC camps, and authored several bulletins on Vocational Agriculture.

To his associates in the Office of Education and co-workers in the field, Mr. Elam was known for his sincere friendliness, outstanding accomplishments, true devotion to his work, and never complaining attitude which endears him to all.

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State Treasurer: This achievement brings you greater honors as well as additional responsibilities. As Modern Farmers, you have widened the field of your service and influence in the upbuilding of agriculture, the most basic industry of the nation and the most important occupation of civilized man. With the tillage of the soil, man emerged from savagery and a roving existence. From earliest times, the farmer has not only produced food, raiment, and raw material for the sons of men, but also furnished the city population with the flower of its humanity, free-thinking, well-nurtured youth.

State Adviser: In your own time, in view of the vast problems of providing food and other supplies for the crowded populations of the world, agriculture possesses an importance never before realized, and is the subject of highly scientific study and experimentation.

The advancement of this State has been due largely to the improvement of agricultural practices and living conditions in the open country. We have multiplied our individual efforts in manifold ways through the use of labor-saving machinery and the harnessing of mechanical power, through the intelligent use of science and invention, through the application of business practice and managerial ability and through the wise conservation of both human and natural resources.

Through the NFA activities, you have learned to cooperate as well as to appreciate the value of a wise division of labor and responsibility. I therefore charge each one of you as Modern Farmers to generously accept and execute the duties and responsibilities to which you are best adapted in the advancement of agricultural prosperity.

State President: As Farm Hands and as Improved Farmers, you were told that the golden key of a Modern Farmer was awaiting you. The bronze emblem of the Farm Hand has given place to the silver emblem of the Improved Farmer, which now in turn, has evolved into the golden key of a Modern Farmer. This is symbolic of your growth and development in your chosen occupation.

May the permanence of the rare and golden qualities of this emblem be a constant reminder to you of the soundness of your training, the worthiness of your achievement, and the loftiness of your ideals.

This key is further symbolic of life and of the golden opportunities for service and influence which it may unlock for you as you continue with glowing enthusiasm in your worthy progress.

I therefore, on behalf of the (.....State) Association of New Farmers of America, confer upon you the degree of Modern Farmer, together with its honors and privileges, and present to you this charm, the emblem of the degree.

(President and other officers congratulate the Modern Farmers and all return to their seats.)

INITIATION CEREMONY FOR THE DEGREE OF SUPERIOR FARMER

(The raising of Modern Farmers to Superior Farmers will be conducted as one of the features of the National Convention of New Farmers of America. The following ceremony is to be used for this program. National officers will be in charge.)

National President: (Raps for attention.) We now come to one of the most important activities of the National Convention of New Farmers of

examined and carefully reviewed the records of these candidates?

Secretary State Executive Committee: We have, Mr. President.

State President: Mr. Secretary of the Executive Committee, what is the nature of the achievement records submitted by these worthy candidates?

Secretary State Executive Committee: Mr. President, we have prepared a brief of the record of each candidate nominated.

State President: Mr. Secretary, will you please present your report on the candidates?

(Secretary should present briefs of the candidates' records and comment upon them; candidates acknowledge nomination when called upon.)

State President: According to the provisions of our State Constitution and in harmony with the provisions of the National NFA Constitution, our State is entitled to elect annually 5 or more qualified candidates to the degree of Modern Farmer, but not in excess of 2 percent of total membership where it exceeds 250 individuals. It now remains for the delegates to ballot on these nominees and to elect to the degree of Modern Farmer those who, in their judgment, are most eminently qualified to receive it.

(The balloting is conducted in accordance with the by-laws.)

President may call for same while vote is being counted.

State President: Mr. Secretary, has the vote on the newly-elected Modern Farmers been recorded?

State Secretary: It has.

State President: Mr. Secretary, will you please read the names of the candidates who have been so elected?

(Secretary reads names of newly-elected Modern Farmers.)

State President: Will the newly-elected Modern Farmers please rise, and will the State Reporter conduct them to the platform?

(It is suggested that the Modern Farmers be lined up facing the audience.)

State President: Will the officers of the State Association now prepare to raise the newly-elected Modern Farmers to the third degree of NFA?

(Officers take their proper places on the platform for the ceremony; when all officers are in place ceremony proceeds.)

State Reporter: It is a great honor to be nominated for the Modern Farmer degree. It is a still greater honor to be duly elected to this degree by your fellow members of.....Association of NFA.

First Vice-President: *(To the newly-elected Modern Farmers assembled before him.)*

As Farm Hands and Improved Farmers, you were constantly urged to strive to advance toward higher degrees in the organization of New Farmers of America. You have succeeded in attaining the third degree, that of Modern Farmer, and in progressing toward the ultimate goal of a Superior Farmer.

NEW FARMERS OF AMERICA

INTRODUCTION

THE NEW FARMERS OF AMERICA is the national organization of farm boys studying vocational agriculture in the public schools throughout the United States. Organized in Virginia in May, 1927, with a few chapters and members, it has expanded until now it numbers 1,030 chapters and 58,132 active members in 1963.

The New Farmers of America is a non-profit organization which has for its purpose the development of its members in their vocational, social and recreational life through established local chapters where vocational agriculture is taught.

This organization affords its members an excellent opportunity to develop a type of leadership which is very essential for the modern successful farmer. This leadership ability is developed through judging, public speaking, chapter contests, and from the training received through the work of the chapter committees under the supervision of the local adviser. These NFA activities develop boys into capable rural leaders and are designed to supplement training opportunities for boys who are progressing toward the goal of establishment in a farming business.

THE NFA EMBLEM



The NFA Emblem is described in the National Constitution under Article V. The Emblem is made up of five symbols: (1) The plow, representing tillage of the soil, the basis of modern agriculture; (2) the owl, representing wisdom; (3) the rising sun, representing progress; (4) an open boll of cotton with two leaves attached at its base, representing important economic agricultural interests of many members; and (5) an American eagle with shield, arrows, and olive branch, representing the wide scope of the organization. The Emblem shall also carry the three letters "NFA" and the words "Vocational Agriculture."

WHY THE NFA APPEALS TO BOYS

If you are a student of vocational agriculture in a high school and do not belong to the New Farmers of America, you are missing something. You should be initiated at once. It's a lot of fun. Yet, aside from the fun there are other things you are missing. As long as you live you are going to be attending meetings of various kinds. You will be going to church meetings, young peoples' meetings, class meetings, and other meetings that deal with the problems of your community and the people with whom you live. You should be able to express your ideas clearly at any of these meetings but you will not be able to speak clearly and forcefully unless you are trained. You might as well prepare yourself now for all of these occasions that you are going to attend. You might as well learn how to preside at these meetings for you will be asked to do this many times in your life. You might as well learn how to be a leader and how to conduct any meeting according to parliamentary procedure. This in itself is quite an accomplishment.

In most of the meetings you attend, you will find people who can talk with ease to one person, but when they try to talk before an audience, their speech fails them. One of the best opportunities you have for developing the ability to speak before an audience will be found in the New Farmers of America.

And surely, you don't want to miss the opportunity of working with a group of your friends on a definite project that will better the home life of your community. No healthy, red-blooded young American wants to miss all of the social and recreational activities of his chapter.

Therefore, if you like to play, if you enjoy doing something worthwhile, if you want to take a part in activities that are both broadening and strengthening for you, there is only one thing left to be done. An NFA Chapter must be organized in your school. If your chapter is to have an active wide-awake program throughout the entire year, it is going to take team work. What are you going to do about it? This NFA Guide is your handbook.

Study it. Make your organization one of the best NFA Chapters in your State.

HISTORY OF THE NEW FARMERS OF AMERICA

This organization was begun at the suggestion of Dr. H. O. Sargent, Federal Agent for Agricultural Education for Negroes, U. S. Office of Education, Washington, D. C., who believed that the time was ripe for an organization of Negro agricultural students similar to the Future Farmers of Virginia.

G. W. Owens, Teacher-Trainer of Virginia State College, wrote a constitution and by-laws for the New Farmers of Virginia, which in the beginning was composed of eighteen local chapters with about 400 members. Other chapters rapidly followed. In May, 1927, the New Farmers of Virginia chapters held their first State meeting and rally at Virginia State College, Petersburg.

In the meantime, other States, stimulated by Dr. Sargent's advocacy of an organization for Negro agricultural students, signified their desire to establish similar groups and were supplied with details concerning the New Farmers of Virginia as well as with copies of its constitution and by-laws. In a few years, most of the Southern States had set up local chapters and State Associations. At this stage of development, each State maintained a separate and distinct organization.

let me remind you that there are heights yet to be attained. Just as there are other metals more precious than silver, there are rarer and more precious laurels to be won in our organization. A charm is waiting for those who strive for it—the golden charm of a Modern Farmer. In order to obtain that charm you must possess rare and golden qualities. You must be malleable but never crushed; ductile but never drawn into anything base or dishonorable; glowing with enthusiasm but unaltered by the heat of conflict.

Every worthwhile reward carries with it an obligation. You have been marked for distinction in our organization. For that reason, we shall expect more of you. Your instructor, your parents and the community will expect you to accomplish much more as an Improved Farmer than you did as a Farm Hand. As a token of our esteem we have advanced you to the degree of Improved Farmer. In return, we shall expect more loyalty and effort for the New Farmers of America and more service to your fellowmen. Be seated.

(Meeting is then closed with regular closing ceremony.)

INITIATION CEREMONY FOR THE DEGREE OF MODERN FARMER

(The raising of Improved Farmers to Modern Farmers will be conducted as one of the features on the State convention program. The following ceremony should be used for this part of the program. State officers should be in charge.)

State President: (Raps for attention.) At this time, we will proceed with the raising of Improved Farmers to the degree of Modern Farmer. Mr. Secretary, what have you to report concerning candidates eligible for this degree?

(Each State may use the name to designate the State Farmer degree as set forth in its constitution.)

State Secretary: I am pleased to submit the names of the following candidates who have been nominated by the State Executive Committee as those who have been found most worthy of the honor of the degree of Modern Farmer. *(Reads names.)*

State President: As all of you know, our constitution sets up certain minimum qualifications which must be met before candidates are eligible for election to this degree with the honors and privileges pertaining thereto. Mr. Secretary, will you please read the qualifications for the Modern Farmer degree?

(Secretary reads from the State Constitution the qualifications for the Modern Farmer degree.)

State President: Mr. Adviser, have you carefully examined and reviewed the records of these candidates before submitting your recommendations to the State Executive Committee?

State Adviser: I have, Mr. President, and have found all candidates eligible for election.

State President: Mr. Secretary of the Executive Committee, has your Committee

can be no accomplishment and without the realization of accomplishment there can be no human happiness. Although labor sometimes seems arduous and the job to be done seems hard, the planning and doing of a good piece of work brings a certain satisfaction that is the reward of the industrious man.

When you were made a Farm Hand you were told that the plow is symbolic of labor and tillage of the soil. During the past century our forefathers have used this implement to good advantage in transforming America from a wilderness to the greatest nation on earth. New Farmers of America should honor the plow and the hardy pioneers who have used it so industriously. The New Farmer must use his brain as well as his hands. Careful study of modern methods and careful planning of work will reduce the amount of manual labor and lower production costs on the farm. May I suggest, then, that you work in order to be happy. Work with others—cooperate.

The fourth obstruction, Isolation, has been replaced by Cooperation. You will be conducted to Cooperation. Learn from him.

(The Watchman will lead the initiates to Cooperation. At this place the blindfolds will be removed and each candidate will be handed a fiber from a rope.)

(The President acts as Cooperation.)

Cooperation: Break the fiber which I have given you. *(Candidates break fibers.)* Just so will you be broken if you remain in isolation as did our forefathers. I shall now give you a rope. Break this also. *(Candidates attempt one at a time to break the rope but are unable to do so.)*

Watchman: You had several fibers bound together. It was impossible to break the fibers when they were bound together.

Cooperation: You speak the truth. Our organization is bound together even as this rope is bound. Together we shall achieve great things. Together we shall serve our fellowmen. My symbol is the rising sun. *(Cooperation shakes hands with candidates.)* Remember that Cooperation is our fourth great ideal and that he who serves best must first learn to work with others. Thousands of New Farmers of America are ready to cooperate with you in order to improve and enlarge our organization. The spirit of Cooperation engendered in chapters of New Farmers of America will live with us after we leave this school. When we are all working together—in this community, in this State and in this, our Country—a new day indeed will have dawned. Let us all work together and hasten the coming of the Rising Sun.

President: It gives me great pleasure to tell you that you have been raised to the degree of Improved Farmer. This is the highest grade of membership that can be conferred upon you by any local chapter. You are now entitled to wear a silver emblem rather than one of bronze. I have the honor of presenting each of you with the silver emblem of this degree. As you wear the emblem may you develop more and more noble qualities. May you never be tarnished with selfishness, thoughtlessness, and wastefulness. Although you are laying aside the bronze emblem of a Farm Hand, I hope you will retain those bronze-like qualities of hardness and endurance that have won for you promotion in our organization.

Although you have done well your first year and merit this recognition,

The first sectional group meeting was held at Virginia State College in 1928. At this meeting, the Washington Section was formed, consisting of North Carolina, South Carolina, and Virginia. Later Maryland, West Virginia and New Jersey were added. Shortly thereafter, the Almot Section was formed, consisting of Arkansas, Louisiana, Mississippi, Missouri, Oklahoma, and Texas. The Sargent Section was formed to include Alabama, Georgia, Florida, Tennessee and Kentucky. The sectional organizations held their annual meetings in the various States of the section from 1928 until 1935. During these years, the New Farmers organization was known only by the name of each respective State; for example, N. F. F. designated the "New Farmers of Florida" and N. F. T. meant the "New Farmers of Tennessee." All other States were similarly designated. (New Jersey, Missouri and West Virginia no longer have State Associations.)

During these years, the idea of a National Organization of New Farmers of America had been growing. At the Orangeburg meeting of the Advisers of the Washington and Sargent Sections in 1929, the consensus of the NFA representatives from Florida, Georgia, Alabama, North Carolina, South Carolina, New Jersey, West Virginia and Virginia was that a national organization was not only feasible but highly desirable and necessary for securing the best results in the State Associations and promoting vocational agriculture in the Negro schools throughout the Southland. A committee was appointed to submit recommendations at the next Sectional meetings for the proposed organization and also to design appropriate pins, medals, and keys. At the Sectional meeting in Washington, D. C. in 1931, reports favorable to having a National Organization were discussed and adopted. Meanwhile, the Almot and Sargent Sections also felt that such an organization was desirable. Early in 1935, the late Dr. H. O. Sargent, Federal Agent for Agricultural Education, made arrangements to hold the first National meeting of New Farmers of America at Tuskegee Institute, Alabama. In August of the same year, representatives from all the Southern State Associations met and formed the National Organization of New Farmers of America with a tentative constitution and by-laws.

The tentative constitution and by-laws with certain modifications and changes was formally adopted in 1936, when the National Organization held its second meeting at Hampton Institute, Hampton, Virginia.

The present National Constitution was revised at the national convention held in Atlanta, Georgia, October 1956.

The NFA Guide was first published in 1938, and was revised in 1940, 1944, 1946, 1950, 1952, 1954, 1956, 1958, 1960, 1962 and 1963.

The national organization has become an important factor in the development of the New Farmers of America. It is stimulating for a New Farmer to know that he is a part of a great national organization that is made up of similar groups of agricultural students from the other States of the Union.

STATE ASSOCIATIONS

Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas and Virginia.

NATIONAL CONSTITUTION OF THE NEW FARMERS OF AMERICA

ARTICLE I

NAME AND PURPOSE

SECTION A. The name of this organization shall be "The New Farmers of America." Members are hereinafter referred to as "New Farmers of America." The letters "NFA" may be officially used to designate the organization, its units, or members thereof.

SECTION B. The purposes for which this organization is formed are as follows:

1. To develop competent, aggressive, agricultural and rural leadership.
2. To encourage intelligent choice of farming occupations.
3. To encourage members in the development of individual farming programs.
4. To encourage members to improve the home, the farm and surroundings.
5. To participate in worthy undertakings for the improvement of agriculture.
6. To practice and encourage thrift.
7. To develop character, train for useful citizenship, and foster patriotism.
8. To participate in cooperative effort.
9. To provide and encourage the development of organized rural recreational activities.
10. To strengthen the confidence of farm boys and young men in themselves and their work.
11. To encourage improvement in scholarship.
12. To create and nurture a love of country life.

ARTICLE II

ORGANIZATION

SECTION A. The New Farmers of America is the national organization for farm boys who are studying vocational agriculture in the public schools. It shall consist of chartered State associations which, in turn, are composed of not less than three local chapters chartered by a State association and having a total active membership of not less than 100. Collegiate chapters may also be organized and chartered under the direct jurisdiction of the respective State associations.

SECTION B. Active chapters of the New Farmers of America shall be chartered only in such schools where recognized systematic instruction in vocational agriculture of the all-day or day-unit type is offered under the provisions of the National Vocational Education Acts.

SECTION C. Delegates from active chapters shall meet in State convention, organize, adopt a constitution not in conflict with the national constitution, elect officers, set up a program of work, and then apply to the National Executive Secretary for membership in the national organization. Upon receipt of a charter from the national organization, the members of a State association in the various chartered chapters thereof will be recognized as New Farmers of America.

SECTION D. Collegiate chapters, designed primarily for training prospective

Wisdom: Halt! Who dares to pass the great spirit of Wisdom?

Watchman: Farm Hands who would become Improved Farmers.

Wisdom: Ha! So they think to become farmers. Have they not heard that many say that farming is no longer a respectable calling, that none enter into farming but boors, peasants and those men fitted for nothing else?

Watchman: They have heard it, but they believe this to be false. They believe farming is a calling only to be accepted by those highly trained in the arts of agriculture.

Wisdom: How now, then do these Farm Hands, unskilled in this great occupation, presume to consider farming?

Watchman: They are eager to learn the principles of scientific agriculture through study and participation in farming activities.

Wisdom: You have spoken well. It is true, those who succeed best in life, for whatever occupation, are themselves students and know the means whereby the great problems may be solved. Ignorance leads to indolence, neglect, waste, want and poverty. Wisdom leads to industry, productivity, plenty and happiness. My symbol is the owl, traditionally the wisest of all birds. May this symbol inspire you to study each problem knowing that he who is successful in agriculture must know why and how. The Watchman will now take you to the feet of Thrift who now takes the place of Waste. He will instruct you in the meaning of this word in our order.

(The Treasurer represents Thrift.)

Thrift: Candidates, you have been conducted to this place to learn more of the value of thrift. The story is told that Joseph, son of Jacob, was sent by his father to meet his brethren who were feeding their father's flocks at Shechem. His brethren hated him and when he drew near unto them they stripped him of his coat of many colors, which his father had given him, and sold him unto captivity in Egypt. Later, because he found favor with the Lord, he was put in charge of the storehouses of Egypt to direct the production and storing of food against the seven years of famine. In due time his brethren heard that there was food in Egypt and made a journey to that country that they and their families might not starve. Joseph knew them at once and not only gave them food but returned in each man's sack the money which he had brought to buy food, and in further token of his forgiveness, asked that they bring their father, together with their flocks and families, to Egypt that they might enjoy food and protection through the famine.

May this story of the boy who rendered service to his needy brothers be a constant reminder to you. May the example of this thrifty man, Joseph, be your guide. Save and prepare for the lean years in order that you may better be able to support yourself, your family and the worthy enterprises of your community.

You will now be conducted to the place where Indolence has been displaced by Labor; there you will be further instructed.

(The Vice-President represents Labor.)

Labor: My friends, you have observed that we have removed the obstruction, Indolence, and I, Labor, stand in its place. Without intelligent work there

Has any member anything to say for or against the first candidate?
(Discuss qualifications of the first candidate, the second candidate, etc.)

President: If there is no further discussion we shall proceed to ballot. Remember that a majority vote of the members present is necessary in order that a Farm Hand may advance to the degree of Improved Farmer.
(Each candidate is voted on separately.)

President: Mr. Reporter, will you recall the candidates after they have been blindfolded?
(Candidates are blindfolded before entering the room.) Watchman knocks on outside of door.

Parliamentarian: Who comes to the portals of our chapter seeking knowledge of the deeper mysteries of agrarian life and brotherly love?

Watchman: Friends who have been elected to membership in this most worthy band, and who wish further knowledge of the rights and privileges which come from a closer fellowship.

Parliamentarian: Have they shown by interest in our organization, in agricultural problems and community improvements and by their plans for improving their home farm enterprises that they will uphold the honor and integrity of our organization?

Watchman: They have fulfilled the requirements of Farm Hands in our chapter and now seek to become Improved Farmers.

Parliamentarian: Bid them enter and take the steps which all Farm Hands have taken before them. Let them mark well the way which leads them to their goal.

(Enter candidates through the doorway where they meet obstructions at points (A) "Ignorance," (B) "Waste," (C) "Indolence" and (D) "Isolation.")
At obstructions (A), (B), (C) and (D), each candidate is stopped by members representing Ignorance, Waste, Indolence and Isolation, respectively, by putting their hands on the shoulders of the candidate as the latter approaches him. Each "stop" announces who he is. "I am Ignorance. I block your progress," etc.
(Candidates are led to President's station.)

President: You met with four obstructions in your path upon entering this room, the first of which represents Ignorance, the second Waste, the third Indolence, and the fourth Isolation. These, my friends, are stumbling blocks, blocking the way to a prosperous and happy community. Are you, as members of this chapter, willing to help in casting these obstructions out of this, your community?
(Candidates answer: I am willing.)

President: There are things which you must learn ere you will receive the full benefits of the NFA. The Watchman will now lead you to the place where you met the first obstruction, Ignorance. There you will learn of the first ideal for which our chapter stands.
(Candidates are led to the place where they met the first obstruction, Ignorance. There they are stopped by Wisdom—the Adviser under the owl.)

teachers of vocational agriculture in their duties as local advisers of the NFA, may be established only in institutions officially recognized in State plans for vocational education approved by the U. S. Office of Education for training of teachers of vocational agriculture. The general plan for the provisions under which collegiate chapters operate shall be included in the by-laws attached to this constitution.

ARTICLE III

MEMBERSHIP

SECTION A. Membership in this organization shall be of four kinds: (1) Active; (2) Associate; (3) Collegiate; and (4) Honorary.

SECTION B. Active Membership. Any male student not over 21 years of age who is regularly enrolled in an all-day class in vocational agriculture is entitled to become an active member of any chartered NFA chapter. A member may retain his active membership, continuously, throughout his entire school career and for three years after the first national convention following graduation from, or leaving school. No individual, however, may retain his active membership beyond his 25th birthday.

Any member who is in good standing at the time he is inducted into the armed forces of the United States of America shall be in good standing during the period of his induction without further payment of dues or attendance at meetings. Time spent in the armed forces and the age of the inductee shall not be considered in determining the maximum period of three years after the first national convention following completion of vocational agriculture classroom instruction or leaving school. Members making use of this waiver of service time for the purpose of maintaining active membership for application for advanced degrees, must resume active participation within six months after having been honorably discharged from service, indicating such a desire by payment of dues and attendance at meetings.

SECTION C. Associate Membership. Following the termination of active membership status, a member automatically becomes an associate member.

SECTION D. Collegiate Membership. This may include all trainees preparing to teach vocational agriculture, and former active NFA members of chartered local chapters who may be enrolled in the institution concerned.

SECTION E. Honorary Membership. Supervisors, school superintendents, principals, members of boards of education, instructors, teachers of agriculture, business men, farmers, and others, who are helping to advance vocational agriculture and the NFA, and who have rendered outstanding service, may be elected to honorary membership by a majority vote of the members present at any regular meeting or convention.

Honorary membership shall be limited to the Honorary Improved Farmer Degree in the local chapter; to the Honorary Modern Farmer Degree in the State association; and to the Honorary Superior Farmer Degree in the national organization.

ARTICLE IV

ACTIVE MEMBERSHIP DEGREES AND PRIVILEGES

SECTION A. There shall be only four degrees of active membership based upon achievement. These degrees are: (1) Farm Hand, (2) Improved Farmer,

(3) Modern Farmer, and (4) Superior Farmer. The national organization shall set the minimum standards for these degrees.

SECTION B. Farm Hand Degree. Minimum requirements for election:

1. Be regularly enrolled in an all-day class in vocational agriculture and have satisfactory and acceptable plans for a program of supervised farming.
2. Be familiar with the purposes of the NFA and the program of work of the local chapter.
3. Recite from memory the Creed of the New Farmers of America.
4. Receive a majority vote of the members present at a regular meeting of a local chapter of the New Farmers of America.

SECTION C. Improved Farmer Degree. Minimum requirements for election:

1. Must have held the degree of Farm Hand preceding election to the degree of Improved Farmer and have a record of satisfactory participation in the activities of the local chapter.
2. Must have satisfactorily completed at least one year of instruction in vocational agriculture, have in operation an improved supervised farming program, and be regularly enrolled in a vocational agriculture class.
3. Be familiar with the purposes and programs of work of the State association and national organization.
4. Be familiar with the provisions of the constitution of the local chapter.
5. Be familiar with parliamentary procedure.
6. Be able to lead a group discussion for fifteen minutes.
7. Must have earned by his own efforts from his supervised farming program and deposited in a bank or otherwise productively invested at least \$50.00.
8. Receive a majority vote of the members present at a regular local chapter meeting.

SECTION D. Modern Farmer Degree. Minimum requirements for election:

1. Must have held the Degree of Improved Farmer preceding election to the degree of Modern Farmer, have been an active member of the NFA for at least two years, and have a record of satisfactory participation in the activities of the local chapter.
2. Must have satisfactorily completed at least two years of instruction in vocational agriculture, have in operation an outstanding program of supervised farming, and be regularly enrolled in a vocational agriculture class (or have completed all the vocational agriculture offered in the school attended).
3. Be familiar with the provisions of the constitution of the State association and national organization.
4. Demonstrate proficiency in parliamentary procedure.
5. Be able to lead a group discussion for twenty minutes and pass some occupational or NFA test provided by the State Executive Committee.
6. Must have earned by his own efforts from farming or other agricultural work and deposited in a bank or otherwise productively invested in farming at least \$200, provided that at least two-thirds of the amount must be derived from his supervised farming program.

INITIATION CEREMONY FOR THE DEGREE OF IMPROVED FARMER

(Opening the meeting with the regular opening ceremony.)

Secretary: Mr. President, it becomes my privilege to announce that the following Farm Hands, having been members of our local chapter for at least one year, are candidates for the grade of Improved Farmer:

(Reads their names.)

President: As all of you know, our constitution sets up certain minimum requirements which must be met before these candidates are entitled to advanced standing. I shall determine whether these minimum qualifications have been met.

Mr. Adviser have these Farm Hands had at least one year's instruction in vocational agriculture including a satisfactory program of supervised farming and one year's membership in the NFA?

Adviser: They have.

(The adviser may, at this point, tell of any outstanding work done by the Farm Hands.)

President: Mr. Treasurer, do your records show that each of these candidates has earned and has on deposit, or otherwise productively invested, at least \$50?

Treasurer: The candidates have earned and invested the following amounts:
(The Treasurer reads the thrift account of each Farm Hand.)

President: Mr. Adviser, are these Farm Hands regularly enrolled in your classes for the second year, and are you satisfied that each of them mapped out an amplified program of supervised farming that will merit the honor we are about to bestow?

Adviser: They are all regularly enrolled and satisfactory programs of supervised farming have been approved.

President: Are these Farm Hands familiar with the State and local constitutions of NFA?

Adviser: They are.

President: Mr. Adviser, are you satisfied that each of these Farm Hands is able to lead a group discussion for ten minutes whenever called upon to do so?

Adviser: I am satisfied as to that.

President: I shall now ask the candidates to leave the room while the members vote for or against the advancement of the Farm Hands to the rank of Improved Farmer.

(All Farm Hands retire.)

Fellow members of the.....Chapter of New Farmers of America, you have had an opportunity to judge for yourselves as to the fitness of these Farm Hands. If you feel that any of them has met the requirements necessary for election to the grade of Improved Farmer, the chair will be glad to entertain nominations to that grade.

(Candidates are nominated, no second being required.)

President: You have heard the nominations. We shall vote on the nominees.

capped. The uneducated man cannot compete with the educated man, other things being equal. We are asking that you learn and that you so apply yourselves to your studies that your brain, like Booker T. Washington's, will direct your hands to do the common things in an uncommon way, thus making farm life better in every way.

(Candidates are conducted to the Vice-President.)

Vice-President: The plow is the emblem of labor and tillage of the soil. It has been the forerunner of civilization. Without the steel plow we might still be plowing with sticks, and this marvelous machine age would still be far in the future. Although it looks simple, the plow is a very intricate piece of machinery. There is a lot of mathematics in a plowshare. Without hard labor we can accomplish little. Unless our labor is directed by an intelligent brain, we accomplish nothing. Work hard, but plan before you work. Pass on!

(The candidates are conducted to the President.)

President: The rising sun is emblematic of the new day that will dawn when all farmers in all States have learned to cooperate. Farm work has been hard. Every farmer competes with his neighbors in the markets of the world. The farm income has been low. The farm family has had to do without many of the conveniences that city people enjoy. Only through cooperation can this situation be changed. Here we learn scientific production and marketing. We practice thrift. We have recreation and educational entertainment. We welcome you as members of our chapter. You will be the leaders in this chapter in two or three years if you develop qualities of leadership. We need you and we need rural leadership. May you prove worthy of the honor we bestow upon you. I will ask the Adviser to present each of you with a Farm Hand emblem.

Adviser: The emblem worn by Farm Hands is made of bronze. Bronze because of its hardness and endurance has been used for ages by men who sought a good substitute for crude stone instruments. May those qualities of hardness and endurance carry you far in our organization. I take pleasure, therefore, in presenting each of you with the bronze emblem of the New Farmers of America. Although you have done well and merit this recognition, let me remind you that there are heights yet to be attained. Just as there are metals more precious than bronze, there are rarer and more precious laurels to be won in our organization. The silver emblem of an Improved Farmer awaits you next year. A charm awaits those who strive for it—the golden charm of a Modern Farmer. In order to obtain the charm you must possess rare and golden qualities. You must be malleable but never crushed; ductile but never drawn into anything base or dishonorable; glowing with enthusiasm, but unaltered by the heat of conflict. It is my sincere wish that some of you may eventually be awarded the key of a Superior Farmer.

Your future is before you and you may attain that eminence in the organization so eagerly sought by all worthy members.

President: We welcome you as Farm Hands. Please be seated.

(Meeting is then closed with the regular closing ceremony.)

□

7. Show leadership ability by having held responsible positions in connection with student, chapter, or community activities or a member of the school judging team, debating team, or some other team representing the school.
8. Possess a satisfactory scholarship record as certified to by the local school superintendent or principal.
9. Must have participated in an outstanding way in activities for community improvement and the development of agriculture.
10. Each State shall be entitled to elect five qualified individuals annually, but where State membership exceeds 250, not more than 2% of the total State membership shall be elected (fractions counted to the nearest whole number). Written records of achievement verified by the local adviser should be submitted to the State adviser by the local executive committee at least one month prior to the State convention. The State adviser should then review the records, prepare the briefs, and submit his recommendations to the State Executive Committee. This committee should nominate at the regular State convention the candidates who have been found most worthy to receive the honor. Briefs of the records should be made available to the delegates when the candidates are nominated. The delegates shall then proceed to elect or reject to the Modern Farmer Degree the candidate nominated.

SECTION E. Superior Farmer Degree. Minimum requirements for election:

1. Must have held each of the three prerequisite degrees prior to election to the Degree of Superior Farmer, have been an active member of the NFA continuously for at least 36 months, and have a record of satisfactory participation in the activities of the local chapter and State association.
2. Must have satisfactorily completed at least three school years of instruction in vocational agriculture, or have completed all of the vocational agriculture offered in the school last attended, have been out of school for at least 12 months prior to the convention at which the degree is granted, and have in operation an outstanding program of supervised farming. Productive projects must show comprehensive planning, continuation, growth, and increase in scope as substantiated by complete, accurate and neat records.
3. During the period covered by his application, the candidate must have earned by his own efforts from farming and other agricultural work and have deposited in a bank or otherwise productively invested in farming at least \$600, provided that at least two-thirds of this amount is derived from his supervised farming program. In the cases where the applicant has assisted in the support of dependents, the amount so expended, in the judgment of the National Board of Trustees, may be considered as an investment.
4. Show outstanding ability in leadership and cooperation and possess a satisfactory scholarship record as certified to by the local school superintendent or principal.
5. Superior Farmer candidates must be recommended by the National Board of Trustees and receive a majority vote of the delegates present at the National NFA Convention.
6. The time limit of awarding the Superior Farmer Degree shall be three years after the first national convention following graduation from or leaving high school.

ARTICLE V

EMBLEM

SECTION A. The emblem of the New Farmers of America shall be made up of five symbols: (1) The plow, representing tillage of the soil, the basis of modern agriculture; (2) the owl, representing wisdom; (3) the rising sun, representing progress; (4) an open boll of cotton with two leaves attached at its base, representing important economic agricultural interests of many members; and (5) an American eagle with shield, arrows, and olive branch, representing the wide scope of the organization. The emblem shall also carry the three letters "NFA" and the words "Vocational Agriculture."

SECTION B. Emblems shall be uniform in all associations and recognized units thereof. All members are entitled to wear the emblem.

SECTION C. "Farm Hands" are entitled to wear the regulation bronze emblem degree pin; "Improved Farmers" are entitled to wear the regulation silver emblem degree pin; "Modern Farmers" are entitled to wear the regulation gold emblem charm; and "Superior Farmers" are entitled to wear the regulation gold emblem key.

SECTION D. "Honorary Improved Farmers" are entitled to wear either the regulation silver or gold emblem degree pin; "Honorary Modern Farmers" are entitled to wear the regulation gold emblem charm; and "Honorary Superior Farmers" are entitled to wear the regulation gold emblem key.

SECTION E. Collegiate chapter members and advisers are entitled to wear a pin of special design.

ARTICLE VI

OFFICERS

SECTION A. The student officers of the national organization shall be a President, three Vice-Presidents (one from each NFA section), a Secretary, a Treasurer, and a Reporter.

The adult offices of the national organization shall consist of an Administrative Adviser, an Adviser, three Sectional Advisers, (one from each NFA section), an Administrative Executive Secretary, an Executive Secretary and an Executive Treasurer.

The Chief of the Agricultural Education Service of the U. S. Office of Education shall be the Administrative Adviser and he shall designate a member of his staff as Administrative Executive Secretary. All other officers of the national organization should be elected annually by a majority vote of the delegates assembled at a national NFA convention. These officers shall perform the duties of their respective offices as set forth in the by-laws attached to this constitution.

The student officers, Administrative Adviser, Adviser, Administrative Executive Secretary, Executive Secretary, and Executive Treasurer, together with the outgoing National President shall constitute the Board of Trustees of the national organization. The Board of Trustees shall have full authority and control over the organization subject to such regulations and by-laws as may be adopted by the national organization of the New Farmers of America.

SECTION B. The officers of the State association shall consist of: a President, Vice-Presidents, Secretary, Treasurer, Reporter, Administrative Adviser, and Adviser. Other officers may also be designated if desirable. The State Supervisor

Candidates: We will.

Watchman: All candidates will now recite the NFA Creed in unison. All together now, "I believe....."

(All candidates recite Creed from memory. If there is doubt as to ability of certain candidate to recite Creed alone, he should be called upon to do so.)

Watchman: Let me congratulate you. I hope that you will always carry the spirit of the Creed in your hearts as you have carried the words in your memory. Pass on.

(Conductors lead candidates to the Reporter.)

Reporter: Sirs, the business of farming is the keystone of the arch of industries under which all time must pass. To be a good farmer is one of the greatest and noblest callings. "The first farmer was the first man, and all historic nobility rests on possession and use of lands." Pass on!

(Conductors lead candidates to the Treasurer.)

Treasurer: Sirs, may I call your attention to the picture at my station? Booker T. Washington was a pioneer in the field of vocational education. He developed the outstanding vocational school in the country. He encouraged farmers to buy land, to develop their soil, to beautify their homes and other community institutions. His love and faith in the possibilities for rural life were expressed in many of his talks to students at Tuskegee and in his writings. He felt that every good farmer should strive to make each year's work more successful to himself, family and community by adopting the most improved practices; they should analyze their business, keep records of all accounts and cooperate on all matters relating to their work with other farmers. He encouraged farm organizations on local, State and national basis. Therefore, I am very happy to know that you are interested in farm life and to say this organization hopes that you will strive to carry out its principles in the same manner in which Booker T. Washington went about all his activities. May you at all times labor to improve yourselves, community and all phases of the New Farmers of America.

(Candidates are conducted to the Secretary.)

Secretary: At this time your attention is called to this boll of cotton, a plant which has played a great part in the life of this American civilization. Perhaps it could be said that it has played and is playing a most important part economically, socially and educationally in the lives of the American people. Because of its importance as related above we give it outstanding consideration in the work of the organization and use it as one of the symbols of our national organization. As you wear the emblem which is made in the shape of the cotton boll, we hope you will work to improve this plant and make it a most useful factor in America and that your successful efforts will advance you to the higher degrees of the organization.

(The candidates are conducted to the Adviser.)

Adviser: The owl is the time-honored symbol of wisdom. Knowledge, properly weighed and digested, brings wisdom. Without education we are handi-

INITIATION CEREMONY

FOR THE DEGREE OF FARM HAND

(Opening the meeting with the regular opening ceremony.)

Secretary: Mr. President, I have here the applications of the following students of vocational agriculture who wish to join our organization.

(Secretary reads names.)

President: As all of you know, our constitution sets up certain minimum requirements which must be met before these candidates are entitled to membership. I shall now determine whether these minimum qualifications have been met.

Mr. Adviser, are all candidates regularly enrolled in a class in vocational agriculture?

Adviser: They are.

President: And do they possess facilities for and have satisfactory programs of supervised farming?

Adviser: They have.

(The adviser gives any interesting details regarding scope, plans, etc.)

President: Then we shall proceed to ballot. Remember that a majority vote is necessary to elect. *(Vote for each candidate separately.)*

President: Mr. Secretary, please read the names of the successful candidates.

(Secretary does so.)

President: Are these candidates present today?

Vice-President: They are in an adjoining room.

President: Are they prepared for initiation?

Vice-President: They are.

President: We are ready to receive them. Let the Watchman attend the door.

(Three raps at the door.)

Watchman: (Number) candidates seek to become Farm Hands.

President: Are they properly prepared and accompanied?

Watchman: They are.

President: Admit them.

(The candidates enter. They hold on to a hay rope with their left hands and the conductors carry the two ends of the rope. Each candidate wears a white cotton glove on right hand.)

Watchman: What have we here?

First Conductor: (Number) candidates who wish to become Farm Hands.

Watchman: Candidates, do you realize that you are about to join an organization of farm boys who have entered the vocation of farming?

Candidates: We do.

Watchman: This is a national organization of farm boys. Will you strive to make it a better organization and to advance vocational agriculture?

of Agricultural Education shall be the administrative Adviser. The State Adviser shall be appointed from the State professional agricultural education staff by the State Supervisor of Agricultural Education. All other State officers shall be elected annually by a majority vote of the delegates present at a regular State convention of New Farmers of America.

SECTION C. Chapter officers shall consist of a President, Vice-Presidents, Secretary, Treasurer, Reporter, and Adviser. Other officers may also be designated if desirable. The local teacher of vocational agriculture shall be the local adviser. Officers of the local chapter shall be elected annually or semi-annually at a regular meeting of the local chapter.

SECTION D. Honorary members shall not vote nor shall they hold any office except that of:

1. Adviser in the local chapter,
2. Administrative Adviser, Adviser and Treasurer in the State association,
3. Administrative Adviser, Adviser, Administrative Executive Secretary, Executive Secretary and Executive Treasurer in the national organization.

SECTION E. Only members who have been elected to the degree of Superior Farmer or Modern Farmer are eligible to hold national office. Two years after a State association has been chartered, all State officers shall have attained the Modern Farmer Degree. Officers in a local chapter must not rank lower than the grade of Improved Farmer after the chapter has been established in any given school for one year or longer.

ARTICLE VII

MEETINGS AND CONVENTIONS

SECTION A. A national convention of New Farmers of America shall be held annually, except in case of an extreme emergency when it may be cancelled by the National Board of Trustees with the approval of the National Advisory Council in which event all powers of a convention shall be assumed by the National Board of Trustees. The time and place of meeting shall be determined by the National Board of Trustees.

SECTION B. Each State shall be entitled to two delegates for the first 1,000 active members or fraction thereof and shall be entitled to one additional delegate for each 1,000 active members above the first thousand or major fraction thereof. The scale is as follows:

1,000 or less active members.....	2 delegates
1,501 or more active members.....	3 delegates
2,501 or more active members.....	4 delegates

A State association may empower one delegate to cast the total vote for their State at the national convention. Fifteen delegates from at least eight States shall constitute a quorum.

SECTION C. State associations shall determine the number of delegates to State conventions.

SECTION D. The several State conventions shall, except in case of extreme emergency, be held annually and should be at least 30 days prior to the national convention at a time and place to be determined by the State Executive Committee.

SECTION E. Local chapters should hold their meetings monthly or more often throughout the calendar year, and at a time and place as may be decided upon by the Executive Committee of the local chapter.

ARTICLE VIII

NATIONAL ADVISORY COUNCIL

SECTION A. There shall be a National Advisory Council of the New Farmers of America composed of: The Administrative Adviser, Adviser, Administrative Executive Secretary, Executive Secretary, Executive Treasurer, the Southern Regional Agent for Agricultural Education, and three Sectional Advisers (one from each NFA section). State Advisers shall serve as Sectional advisers and shall annually rotate from State to State within each section, in alphabetical order of the States except the States having National Adult Officers. In the event that a member of the Advisory Council is absent from a meeting of the Advisory Council, the chairman shall possess the power to appoint a qualified individual to serve during that meeting.

SECTION B. The National Advisory Council shall cooperate with and serve in an advisory capacity to the Administrative Adviser of the NFA on the general direction of the national organization and on the interpretation of the national constitution of the NFA.

SECTION C. The council shall possess the power to approve the actions of the Board of Trustees and delegates to National Conventions, in order to assure conformity with the provisions of the National Vocational Education Acts and policies of the U. S. Office of Education.

SECTION D. Nominations for the Honorary Superior Farmer Degree shall be approved by the National Advisory Council. This approval shall be based upon outstanding service to the New Farmers of America organization.

ARTICLE IX

DUES

SECTION A. Annual membership dues in the national organization shall be fixed by the National Board of Trustees on the basis of a budget submitted by said trustees and approved by a majority vote of the delegates present at a national convention of New Farmers of America. The NFA year for the payment of national dues shall be July 1 to June 30.

SECTION B. Annual membership dues in State associations shall be fixed by the State Executive Committee, subject to approval by a majority vote of the delegates present at a State convention of New Farmers of America.

SECTION C. The dues of any chapter shall be fixed by the Chapter Executive Committee subject to a majority vote of the membership of that chapter.

ARTICLE X

AMENDMENTS

SECTION A. Proposed amendments to the national constitution and by-laws must be submitted in writing by authorized representatives of State associations to the Administrative Adviser at least sixty days prior to any annual national convention of New Farmers of America. The Administrative Adviser shall submit all proposed amendments to the State Administrative Advisers at least thirty days prior to the national convention at which they are to be considered. These proposed changes must be reviewed by the National Board of Trustees and submitted to the delegates in national convention with recommendations. Amendments may be adopted or revisions made in the national constitution at any national convention by a two-thirds vote of the delegates present, providing they represent a quorum.

SECTION B. By-Laws may be adopted to fit the needs of any unit of the national organization, providing they are not in conflict with the national constitution.

THE CLOSING CEREMONY

President: Mr. Secretary, have you any record of further business which should be transacted?

Secretary: I have none, Sir.

President: Does any member know of any new or unfinished business which should properly come before this meeting?

(If no answer, proceed as follows):

We are about to adjourn this meeting of the..... Chapter. As we join with our fellow students, classmates and friends, let us be diligent in labor, just in our dealings, and in all things be honest, and above all, play the game fair. Fellow members, join me in a salute to our flag.

Raps three times with gavel to call members to stand.

All: (At salute) "I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

President: I now declare this meeting adjourned.

Raps with gavel as meeting is adjourned.

OFFICIAL NFA SALUTE

The official salute of the NFA organization consists of standing erect and facing the flag of the United States, placing the right hand over the heart and with the left hand in its natural position at the side. At the conclusion of the pledge the right hand should be dropped to the side and the member should again face the president's station. This salute should always be used in the official closing ceremony for meetings and other NFA gatherings.

SCHEDULE FOR ROTATING NATIONAL NFA OFFICERS

SECTIONS	CONVENTION YEARS		
	1963	1964	1965
ALMOT	1st Vice President Secretary	3rd Vice President Treasurer	President 2nd Vice President Reporter
WASHINGTON	President 2nd Vice President Reporter	1st Vice President Secretary	Treasurer 3rd Vice President
SARGENT	3rd Vice President Treasurer	President 2nd Vice President Reporter	1st Vice President Secretary

need arises. I hope that my advice will always be based on true knowledge and ripened with wisdom—Mr. Vice-President, why do you keep a plow at your station?

Vice-President: The plow is the symbol of labor and tillage of the soil. Without labor, neither knowledge nor wisdom can accomplish much. My duties require me to work for this organization in every way possible. I preside over meetings in the absence of our president, who stands beneath the rising sun, and assist him at all times in directing the work of the chapter.

Adviser: Why is the president stationed beneath the rising sun?

Vice-President: The rising sun is the token of a new era in agriculture. If we will but follow the leadership of our president, we shall be led out of the darkness of selfishness and into the glorious sunlight of brotherhood and cooperation. Mr. President, all officers are at their stations.

President: The secretary will call the roll of members.
(*Secretary rises and calls roll.*)

Secretary: All present are members in good standing in this organization, Mr. President, or they are otherwise authorized to be here.

President: Thank you. New Farmers, why are we here?
(*All stand at three raps of gavel.*)

All: To practice brotherhood, honor rural opportunities and responsibilities, and develop those qualities of leadership which a New Farmer of America should possess. (*Take seats.*)

President: May we accomplish our purposes. I now declare the..... Chapter of New Farmers of America duly opened for the transaction of business, or attention to any matters which may properly be presented.

SUGGESTED ORDER OF BUSINESS

1. Opening ceremony (includes the call to order and roll call).
2. Minutes of the previous meeting.
3. Order of the day, if any, (statement of general order of business, determined for the meeting by the secretary).
4. Officers' reports.
5. Report on plans and accomplishments in connection with the program of work.
6. Special feature (music, speaker, etc.).
7. Unfinished business.
8. Committee reports:
 - (1) Standing.
 - (2) Special.
9. New business.
10. Degree ceremonies.
11. Closing ceremony.
12. Entertainment, recreation, refreshments.

BY-LAWS

ARTICLE I

DUTIES OF THE NATIONAL OFFICERS

SECTION A. The President. It shall be the duty of the President to preside over national conventions of New Farmers of America and over meetings of the National Board of Trustees. The President shall call one national convention each year on such date and at such place as shall be fixed by a majority vote of the Board of Trustees. The President shall appoint all committees and may serve as an ex-officio member of these committees.

SECTION B. Vice-Presidents. It shall be the duty of the three Vice-Presidents, acting under the direction of the President, to look after the welfare of the organization in the three NFA sections. In case the office of President becomes vacant by resignation or otherwise, the First Vice-President shall assume his duties, followed in turn if occasion demands, by the Second and Third Vice-Presidents in the order named.

SECTION C. The Student Secretary. The Student Secretary shall perform the duties common to such an office, such as keeping an accurate record of the sessions of the national convention and of the meetings of the Board of Trustees, retaining copies for his own files. He shall perform such other duties as he is directed to perform by the Board of Trustees, or by the Executive Secretary.

SECTION D. The Student Treasurer. The Student Treasurer shall keep a record of receipts and disbursements based upon records submitted to him by the Executive Treasurer, make a report to the delegates assembled in national convention on the condition of the treasury; and serve as chairman of the Auditing Committee.

SECTION E. The Reporter. The Reporter shall collect news to be published in the press; clip and assemble articles on the NFA that have been published; and keep a national scrapbook to be presented at national conventions, meetings of the Board of Trustees and at other appropriate gatherings.

SECTION F. The Administrative Adviser. The Administrative Adviser is an ex-officio member of all committees and chairman of the National Advisory Council. It is his duty to advise the Board of Trustees, delegates and committees on matters of policy, and to review all applications for the Superior Farmer Degree, making his recommendations, in turn, to the Board of Trustees.

SECTION G. The Administrative Executive Secretary. The Administrative Executive Secretary shall act as agent for the Board of Trustees; issue charters to States, and receive and review reports from State associations, informing the Board of Trustees of any proceedings which appear to be in conflict with provisions in the national constitution. He shall keep the permanent records of the organization, assist the Executive Secretary in making preliminary arrangements for national conventions, and perform such other duties as directed by the Board of Trustees.

SECTION H. The Adviser. The Adviser shall assist the Administrative Adviser in conducting the work of the national organization; serve as Adviser at national conventions; and assist the Executive Secretary in arranging for and carrying through national conventions.

SECTION I. The Sectional Advisers. The Sectional Advisers shall assist the Administrative Adviser.

SECTION J. The Executive Secretary. The Executive Secretary shall assist the Administrative Adviser and the Administrative Executive Secretary in promoting the general welfare of the organization; prepare, in cooperation with the Adminis-

trative Adviser, budgets covering the same periods as covered by the annual reports of the Executive Treasurer, submitting them to the Board of Trustees. He shall receive applications for State charters, forwarding them on to the Administrative Executive Secretary. He shall be in charge of annual national conventions and shall provide the Administrative Executive Secretary with originals of minutes of national conventions, meetings of the Board of Trustees, and other records and reports for the permanent files of the organization.

SECTION K. The Executive Treasurer. The Executive Treasurer shall keep an accurate record of all receipts, bank deposits, and disbursements and make an annual report on the same to the National Board of Trustees. He shall act as the custodian of the funds of the organization, collect State dues, and prepare such other reports as may be directed by the Board of Trustees.

He shall pay out of the treasury such funds as are ordered paid by the Board of Trustees and the Administrative Adviser on checks countersigned by the President, and furnish the Auditing Committee with an annual bank statement signed by an officer of the bank in which the funds are kept. He shall furnish a suitable bond, the amount to be fixed by the Board of Trustees.

ARTICLE II

NFA SECTIONS

The NFA Sections and the States included therein are:

1. The Booker T. Washington Section—Delaware, Maryland, North Carolina, South Carolina and Virginia.
2. The H. O. Sargent Section—Alabama, Florida, Georgia, Kentucky, and Tennessee.
3. The Almmot Section—Arkansas, Louisiana, Mississippi, Missouri, Oklahoma and Texas.

ARTICLE III

COMMITTEES

The President of the New Farmers of America shall appoint three regular committees annually: the Nominating Committee; the Auditing Committee; and the Committee on Program of Work. Other special committees may be appointed as necessary.

The Nominating Committee shall, after careful consideration of personnel, place in nomination the candidates for the various national student offices.

The Auditing Committee shall examine the books of the Treasurer.

The Committee on Program of Work shall set up the annual objectives and goals of the national organization and suggest ways and means of attaining them.

The members of these committees shall serve through one convention.

ARTICLE IV

REPORTS TO THE ADMINISTRATIVE EXECUTIVE SECRETARY

Each State association shall submit the following information to the Administrative Executive Secretary, copies or summaries of which shall be sent to the Executive Secretary.

1. A list of the newly elected State association officers immediately following each State convention.

NFA CEREMONIES

SUGGESTIONS FOR USING NFA CEREMONIES

It is very important that all NFA degrees be properly conferred with their designated ceremonies.

The opening and closing ceremonies should be used by the officers in all regular meetings. However, it is very desirable to select initiating teams for the other ceremonies. These teams may be composed of regular officers, but it is probably preferable for the initiating teams to be selected from the other qualified members. This plan allows a greater number of boys to participate in the ceremonies.

THE CEREMONY FOR OPENING THE MEETING

President: (Raps with gavel.) This chapter will come to order. We are holding a meeting of the.....Chapter of New Farmers of America.
Are all officers at their stations, Mr. Vice-President?

Vice-President: I shall call the roll of officers to ascertain whether they are at their station and report back to you, Mr. President.

(The arrangement of room may be modified to suit local conditions.)

Vice-President: (Calling roll of officers.) The Reporter.

Reporter: Stationed at the flag of the United States of America.

Vice-President: Why at the flag?

Reporter: As the flag covers America, so should I strive to cover the country with information in order that the public may know that the New Farmers of America is a National Organization that is found in many of the States having rural high schools.

Vice-President: The Treasurer.

Treasurer: Stationed at the picture of Booker T. Washington.

Vice-President: Why at the picture of Booker T. Washington?

Treasurer: I keep records of receipts and disbursements just as Washington kept his accounts—carefully and accurately. I encourage thrift among the members and strive to build up our financial standing through savings and investments. Booker T. Washington was better able to serve his countrymen and posterity, because he was financially independent.

Vice-President: The Secretary.

Secretary: Stationed at the boll of cotton.

Vice-President: What are your duties there?

Secretary: I keep an accurate record of all meetings and correspond with other secretaries wherever cotton is grown and New Farmers are organized.

Vice-President: Mr. Adviser.

Adviser: Stationed at the owl.

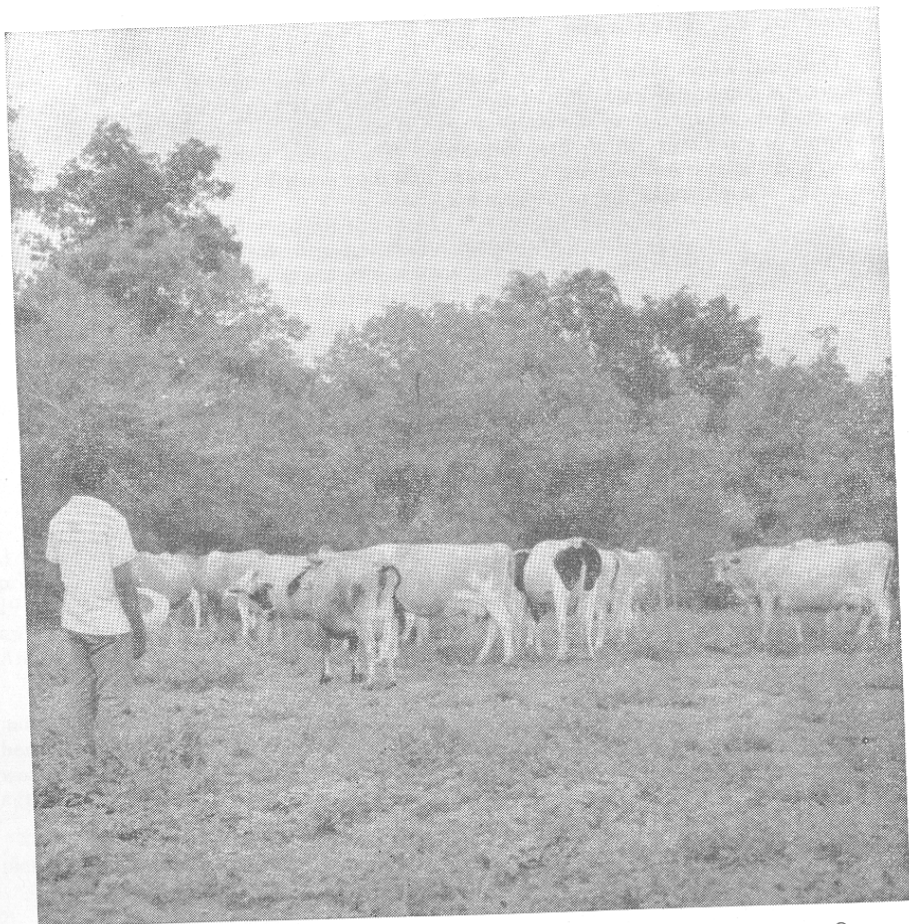
Vice-President: Why stationed at the owl?

Adviser: The owl is the time-honored emblem of knowledge and wisdom. Being older than the rest of you, I am asked to advise you from time to time as the

It proceeds according to an established order of business.
 It is conducted according to accepted parliamentary procedure.
 It includes well prepared committee reports.
 It shows that each officer is familiar with his duties and responsibilities.
 It commands the interest and attention of all members.
 It provides for maximum member participation and develops the cooperative attitude.

It includes both business and entertainment features.

It moves along with "snap" thus preventing monotony and the wasting of time.



THE NEW FARMERS ARE DEVELOPING VALUABLE DAIRY HERDS OF THEIR OWN.

2. A report on any changes in, or amendments to, the State association constitution and by-laws immediately following each association convention.
3. A list of official delegates to the national convention at least two weeks prior to the convention.
4. An annual association report on forms furnished by the Executive Secretary, giving such data on status, activities, and progress as may be deemed advisable and called for by the National Board of Trustees.

ARTICLE V

PROCEDURE FOR ELECTING NATIONAL OFFICERS

A Nominating Committee, consisting of two members from each of the three NFA sections and one at large, shall study and review the qualifications for all members who are eligible for consideration for national office. This committee shall report during the national convention. Election of officers shall require a majority vote.

The President shall be elected from the membership at large, but shall not be elected from the same section for two successive years.

The election of Vice-Presidents shall follow a seniority cycle. The section from which the Second Vice-President comes during the current year shall be entitled to a First Vice-President the succeeding year and so on for the other sections.

All other student officers shall rotate from section to section.

National student officers shall be elected to serve from one national convention through the next succeeding national convention and shall not be re-elected to any National office at any time. If, in case of extreme emergency a national convention is not held in any given year, the student officers already serving shall continue to hold office through the next succeeding national convention. The National Board of Trustees shall have the power to appoint temporary officers to fill any office declared vacant between national conventions, with the approval of the National Advisory Council.

The Adviser, Executive Secretary and Executive Treasurer shall be elected by the house of delegates at national conventions upon the recommendation of the State NFA Advisers.

ARTICLE VI

PROCEDURE FOR ISSUING CHARTERS TO STATE ASSOCIATIONS

States shall apply through the Executive Secretary for affiliation with the New Farmers of America organization, using the form available. Such application shall be signed by the State President, Student Secretary and Adviser. The following materials shall accompany the application for an association charter:

1. A copy of the proposed constitution and by-laws.
2. A copy of the annual program of work.
3. A complete list of local chapters, with statement of total membership of each.
4. A list of the association officers, with name, grade of membership, and address of each.
5. A remittance of \$5 to cover the cost of charter and engraving.

A charter shall be granted by the National Board of Trustees upon the receipt of such application, provided that the proposed State association constitution is

not in conflict with the national constitution of the New Farmers of America. The charter will be signed by the National President and by the Administrative Adviser.

The delegates of any annual national convention shall have the power to suspend State association charters upon receipt of evidence of infringement on provisions of the national constitution.

ARTICLE VII

PROCEDURE FOR DETERMINING STANDING OF STATE

ASSOCIATIONS, CHAPTERS AND MEMBERS

A State association of NFA shall be considered in good standing with the national organization of New Farmers of America when the following general conditions are met:

1. All current annual national dues paid into the national treasury on or before June 30.
2. All current reports received by the Administrative Executive Secretary on or before June 30.
3. State association constitution not in conflict with the national constitution in any of its provisions. Activities in harmony with the ideals and purposes of the national organization.

In case any association is not in good standing, the delegates in national convention shall have the power, upon recommendation of the National Board of Trustees, to withdraw or suspend the charter and refuse such association representation at the annual national convention. When, and if, such action is taken, the State association in question, and chapters and members thereof shall be denied the regular privileges of the organization. A State association may be reinstated at any time by action of the National Board of Trustees, effective not earlier than ten days after the close of the National Convention, provided the State association pays a delinquent membership fee equal to 75 percent of its all-day enrollment as last reported to the U. S. Office of Education, and further provided no State shall be reinstated for a sum less than ten dollars (\$10.00).

A local chapter shall be considered in good standing with a State association when the following general conditions are met:

1. All current State and national dues paid by a date to be specified by each association.
2. All reports submitted as requested.
3. Chapter constitution not in conflict with the State and national constitutions in any of its provisions. Activities in harmony with the ideals and purposes of the national organization.

In case any local chapter is not in good standing with a State association the delegates in State convention shall have the power, upon recommendation of the State Executive Committee, to withdraw or suspend the charter and refuse such chapter official representation at the State convention. When, and if, such action is taken, the chapter in question and members thereof shall be denied the regular privileges of the organization. A chapter may be reinstated at any time by action of the State Executive Committee, effective not earlier than ten days after the close of the State convention.

In case a local department of vocational agriculture in which a chartered

PLANNING CHAPTER MEETINGS

Well planned, regular chapter meetings are essential in order to maintain member interest, secure attendance, insure efficiency, and promote the general welfare of the group. Each meeting should be a unit in the series for the year, instead of being detached from other chapter interests and activities. The primary reason for holding meetings is to conduct the business of the chapter and much of this business should be the result of an attempt to carry out a challenging program of work.

A chapter meeting should not be considered in the same light as a class in school. Since the NFA is an outgrowth of vocational agriculture, its activities are an extension of various phases of this work. Such activities help to vitalize and supplement the usual school work of members, rather than to take the place of any of it.

The order of business should include a combination of elements involved in any well planned meeting. These are: the business to be taken up, special features, ceremonies, and entertainment.

One of the best plans to follow in providing special features for a meeting is to designate a committee early in the year whose duty it is to provide them. Under a plan which is acceptable to the chapter group, talent can be secured and a series of programs worked out which has continuity. Sometimes a theme for the year is chosen and the features selected so planned that they contribute to a central thought. Too many straight talks are to be avoided.

Regular chapter meetings are more interesting and worthwhile when they include something educational such as demonstrations, music, and novel presentations. Variety increases interest. Good stunts, entertainment, recreation and refreshments, are always in order after the business session. Member talent should not be overlooked and every member should have an opportunity to appear on at least one program during the year. A well selected entertainment committee will be found helpful in this connection.

The length of a regular meeting depends on the items included. It should be so timed that it can be brought to a close at a reasonable hour and allow the members to go home. It should be a combination of business and fun. Every chapter needs a song leader and a yell leader.

The time of day at which NFA meetings can be held varies with the school situation, weather, roads and the distance members must travel. In any event, there should be time available in which to take care of the affairs of the chapter satisfactorily. There should be time to do business in an orderly way and time to fully discuss matters of importance. Hurried or ill-considered action usually causes difficulty later on. The official opening and closing ceremonies should be used at all regular meetings and officers should be familiar with their parts. The necessary equipment for conducting a meeting properly is essential. A well-lighted, well-ventilated, comfortable room contributes much to a successful meeting.

Special chapter meetings called for a specific purpose do not necessarily follow the procedure outlined for the regular meetings. They are usually short and only designed to take care of urgent matters affecting the chapter or certain members thereof.

Some essentials of a satisfactory regular chapter meeting are:

It is carefully planned in advance of meeting time.

It starts and closes on time.

7. FARM AND HOME IMPROVEMENT

This award is designed to stimulate activities for increasing the farm income and beautifying the farm home. Every NFA member should strive for this award.

8. SOIL AND WATER MANAGEMENT

Since the conservation and management of soil and water is vital to our national welfare and it is a real farm problem in nearly all areas, it is included in the instructional program of vocational agriculture. The farm practices should conform to the standards of the services of Soil Conservation, Forestry and Reclamation.

B. CONTESTS

1. PUBLIC SPEAKING

This contest is designed to develop the ability in young men to speak forcefully and effectively before any audience. Only winners of the State and sectional public speaking contests are eligible to enter the National NFA Public Speaking Contest.

2. QUARTET

The purpose of this contest is to develop a greater appreciation for good music, including the Negro spirituals. It should stimulate NFA members to sing and develop desirable musical talent among farm boys.

3. QUIZ

This contest is conducted for the purpose of stimulating a thorough study of the NFA Constitution and By-Laws, the NFA Guide, and correct parliamentary practice for NFA members. It is a most enjoyable and instructional contest and should be conducted by every NFA Chapter.

4. TALENT (*NFA Award*)

This contest is designed to encourage the use of desirable entertainment and develop musical ability in NFA members.

THE FUTURE FARMERS OF AMERICA FOUNDATION

All national awards for outstanding accomplishment by New Farmers of America members, and many of those offered on a State and local basis, are provided by the Future Farmers of America Foundation, which was established in 1944 to provide business and industrial firms, organizations and individuals with an opportunity to cooperate in furthering the programs of the Future Farmers of America and the New Farmers of America.

More than 300 donors make annual contributions to the FFA Foundation. The money is used to finance an award system to recognize those FFA and NFA members whose accomplishments have been outstanding, thereby stimulating them to work and study harder, and to achieve more in their pursuit of an education in agriculture.

The FFA Foundation is administered by a Board of Trustees of fifteen members, eight of whom are State leaders in agricultural education.

The donors also have organized a Sponsoring Committee for the FFA Foundation and elect one member from their group each year to serve as Chairman of the Sponsoring Committee. The tremendous increase in the number of donors to the FFA Foundation during the past few years has been accomplished through the efforts of the Sponsoring Committee.

chapter of the NFA is located is discontinued, the chapter so involved may be permitted to operate officially for a period not to exceed 36 months from the date of the discontinuance of the department in the school concerned, providing proper supervision and guidance can be given to the chapter work by a member of a school faculty having the approval of the State Adviser. Local chapter charters must be surrendered to the State Adviser at the end of the 36-month period.

An active member shall be considered in good standing when:

1. He attends local chapter meetings with reasonable regularity while enrolled in the school where the local chapter is established.
2. He shows an interest in, and takes part in, the affairs of the chapter.
3. He pays his local, State and national dues regularly and conducts himself in a manner becoming a member of the organization.

ARTICLE VIII

PROCEDURE FOR CHOOSING CANDIDATES FOR THE SUPERIOR FARMER DEGREE

SECTION A. A State association may submit, annually, one candidate for the Superior Farmer Degree for the first 1,000 active members or fraction thereof and one additional candidate for each 1,000 active members above the first 1,000 or major fraction thereof in the association computed on the basis of national dues received in the office of the National Treasurer by midnight of June 30.

SECTION B. Applications for the degree approved by the State Adviser must be in the national NFA office not later than midnight of June 30, prior to the national convention at which the application will be considered. No additions or corrections will be accepted after that date, and the application as received will be considered as the final basis for selection. Applications not in the national NFA office on June 30 or received from States from which all national dues for the fiscal year have not been received by the National Executive Treasurer on or before June 30, will be rejected.

SECTION C. Neatly compiled applications conforming to regulation guide forms prepared and distributed by the Administrative Executive Secretary must be submitted.

SECTION D. Superior farmer candidates must be recommended by the National Board of Trustees and receive a majority vote of the delegates present at the National Convention of the NFA.

ARTICLE IX

COLLEGIATE CHAPTERS

Collegiate chapters of the New Farmers of America may be organized in institutions recognized for training teachers of vocational agriculture under provisions of State plans for vocational education approved by the U. S. Office of Education.

Membership may include trainees preparing to teach vocational agriculture and former active NFA members who are enrolled in the institution.

The general plans for collegiate chapter work shall be developed by the National Board of Trustees but may be approved, altered, and revised by the delegates assembled in national convention.

All activities of collegiate chapters of New Farmers of America and members

thereof shall be in harmony with the purposes, principles, and ideals of the New Farmers of America organization.

Each collegiate chapter shall submit to the State Adviser an annual report covering program of work and achievements for the current school year.

Collegiate chapters shall be chartered by and be under the authority of State associations of New Farmers of America in the State concerned.

The work of collegiate chapters shall be carried on with the regular equipment and paraphernalia of the New Farmers of America, except that members of collegiate chapters who were not NFA members in high school shall not be entitled to wear the regular emblem of the New Farmers of America.



NFA MEMBERS ARE TAUGHT TO BEAUTIFY THEIR HOMES.

THE NATIONAL NFA CONVENTION

Each year the New Farmers of America conduct their national convention during the month of September or October in the Municipal Auditorium, Atlanta, Georgia, during the opening week of the Southeastern Fair.

The national NFA convention meetings and other activities are conducted for the purpose of developing leadership, cooperation, and good citizenship.

During this convention the National FFA Foundation Award winners are determined. They are as follows:

A. ESTABLISHMENT IN FARMING AWARDS

All awards under this heading are provided primarily to assist NFA members to become established in farming. It is therefore highly desirable that all NFA members are fully informed each year in regard to the requirements of each contest and award. This information may be secured from the State NFA Adviser. The members stand a better chance of winning an award if they make definite plans several years in advance.

1. H. O. SARGENT (*Young Farmer Award*)

This award is made each year to the most successful former student of vocational agriculture who has been out of public school at least three years and not more than ten years and who has completed four years of instruction in day-unit, all-day, or young farmer classes.

2. STAR SUPERIOR FARMER

This award is made to outstanding active members who have reached a high degree of proficiency in farming and community leadership. The provisions for this degree are set up in the NFA constitution.

3. STAR MODERN FARMER (*State awards only*)

Each year the most outstanding Modern Farmer in each State may be certified for an award if a brief story of his accomplishments and a suitable photograph are sent to the national office.

4. DAIRY FARMING

Dairy farming is becoming increasingly important in our national economy for both food production and soil fertility. Each year an increasing number of NFA members receive the Dairy Farming awards.

5. FARM MECHANICS

This award stimulates achievement in farm mechanics and the care, operation, and repair of farm machinery in both the shop and the NFA members home farm. It encourages students to construct and repair their own farm buildings.

6. FARM ELECTRIFICATION

Since electricity has been extended to many rural areas it is important that NFA members become familiar with opportunities, problems, and necessary skills in the use of electricity on the farm.

COLLEGIATE CHAPTERS

Realizing that the success of the NFA organization is largely dependent on the training, wisdom and vision of advisers, the national organization has specifically provided for collegiate chapters in its national constitution. Institutions of higher learning recognized for the training of teachers of vocational agriculture have accepted this responsibility as a part of adequate preparation for the job of teaching vocational agriculture.

While collegiate chapters are designed primarily to assist prospective teachers of vocational agriculture in becoming good advisers of local NFA chapters, the membership may include, in addition to trainees, any former active members of NFA who are enrolled in the institution. The basis on which such persons are admitted to membership depends upon provisions in the constitution of the collegiate chapter concerned. All collegiate chapters are chartered by and are under the authority of chartered State associations of NFA. Their organization and operation, including all activities engaged in, must always be in harmony with the purposes, principles and ideals of the State association and of the national organization of NFA. Annual reports are made to the State association.

In order to function properly a collegiate chapter should have an acceptable constitution and by-laws; interested members; capable officers; a challenging program of work, built to harmonize the needs of its members with the student activities of the institution and the program of work of the State association of NFA; adequate financing; participating experience and responsibility for all members; and the proper equipment with which to work.

The regular paraphernalia of the NFA organization should be used to carry on the work of collegiate chapters. The same applies to standard ceremonies and procedures as set forth in the NFA Guide with which all members should become thoroughly familiar. The national organization does not recognize and permit certain adaptations and additions in ceremonies and initiations.

All collegiate members are entitled to wear the official specially designed pin, available both in bronze and in gold. Which members shall wear bronze or gold pins is left to each collegiate chapter. In general, during recent years, all members have worn the bronze pin after being initiated as Collegiate Green Hands. Then, in the senior year, trainees holding the College Farmer Degree who do outstanding work are usually presented with gold owl pins in recognition of their service. No standard NFA emblems should be worn by collegiate members unless such emblems were actually obtained previously through the active membership channel.

Collegiate chapters should meet regularly at least once a month and more often if possible. The meetings should be carefully planned so that interest will be maintained and conducted in such a manner that the prospective teachers of vocational agriculture will be continually increasing their ability to serve as local NFA advisers. There is no substitute for participating experience on the part of collegiate members in the fundamental duties of local NFA advisers. Trainees should learn what the NFA is, where it fits into vocational agriculture, and how the various units of the NFA operate. They should observe the NFA in action whenever and wherever possible.

THE CHAPTER EQUIPMENT

In NFA meetings, each officer should have a regular place or post and his emblem should be displayed so that it may be seen from all parts of the room. If there is more than one door to the room where the meeting is being held, these doors should be securely fastened, and all persons entering the place of meeting should pass through the door at which the Watchman and Historian may be stationed.

All equipment of the NFA Chapter should be kept in good repair and well displayed in the room at all times. The following is a suggested list of the officers with their designated emblem:

Required

President	Rising Sun
Vice-President	Plow
Secretary	Cotton Boll
Treasurer.....	Picture of Booker T. Washington
Reporter.....	United States flag and NFA flag
Adviser.....	Owl and picture of H. O. Sargent

May Be Added

Watchman.....	Straight stick of native wood about four feet long
Historian	Scrapbook
Parliamentarian.....	Stewart's Helps In Mastering Parliamentary Procedure
Chaplain	Bible
Song Leader	Baton

It is the duty of the officers to see that the chapter equipment is provided for use in the meetings. Most of this material may be secured at very little cost.

The Rising Sun should be drawn upon white cardboard or it may be purchased as a New Farmer felt banner. It should be placed above the station occupied by the President.

Several large open bolls of cotton should be secured and each lock fastened in the burr with glue and placed in a stand at the Secretary's station.

A miniature plow should be secured from Deere & Company, Moline, Ill. Send a letter requesting the plow to your State Adviser for his approval.

A United States flag should be secured and placed in a stand at the Reporter's station.

An owl should be secured and placed at the Adviser's station.

A picture of Booker T. Washington should be secured from Swift and Company and placed at the Treasurer's station. Send a letter requesting the picture to your State Adviser for his approval.

The required chapter equipment is necessary for use in meetings and initiations. The NFA Chapter will not be complete without it.

DUTIES AND RESPONSIBILITIES OF OFFICERS

THE ADVISOR

Those who have the responsibility of advising local or State NFA units should realize that the organization is mainly a device which is used in developing more efficient rural citizens. The adviser's first duty is to acquaint himself with the purposes of the NFA and develop the procedure to be used in getting the membership to take part in carrying out each objective.

1. Assume the initiative for getting a chapter established in the school.
2. Become familiar with history, principles, constitutional provisions, ceremonies, typical activities, parliamentary procedure, and other essentials of the organization.
3. Assist with plans for securing an efficient set of officers.
4. Instruct newly-elected officers in their duties and provide leadership training for all members.
5. Assist members in setting up practical and worthwhile programs of work and guide to completion.
6. See that programs are adequately financed and chapter funds properly protected.
7. See that chapter meetings are held regularly throughout the year and conducted in a businesslike manner.
8. Prevent secrecy and rough play, especially in connection with initiations.
9. Encourage members to strive for the higher membership degrees.
10. Check member qualifications for Degree advancement and recommend only fully qualified candidates for advancement.
11. See that standard chapter equipment and supplies are secured, used and properly protected.
12. Help set up a system of adequate chapter records and accounts.
13. See that a chapter library is developed and used.
14. See that all ceremonies, initiations, public performances, and displays are carefully planned and creditably carried out.
15. Keep school authorities and the public in touch with activities and developments.
16. Keep informed on new developments in the NFA and call them to the attention of members.
17. Counsel individual members and committees on problems.
18. Impress members with the fact that the NFA is their organization.
19. Use committee system in putting over various objectives. Try to get all members on one of the committees and see that each committee is headed by a member who has had experience.
20. See that all dues are paid and promptly forwarded to State Adviser or to the properly designated authority.
21. Make room in filing cabinet for NFA Secretary's records, minutes of meetings and other material.

NEWS WRITING

"One of the principal helps in building a stronger local chapter of the New Farmers of America is publicity. You can awaken the interest of boys who do not belong and of their fathers and mothers by well-written stories about what you are doing. It adds to the interest of your own members to see the name of their organization in print. Use whatever papers are at hand. If a weekly newspaper is near-by be sure to send your stories to it. If the principal paper in your neighborhood is the white daily or weekly, get your stories up in good shape, go to the editor and tell him manfully that you represent the New Farmers of America; tell him what your organization is doing; take along some of your literature. Sell him on your program, and you will find the columns of these papers always open to you. Boys who are working with an organization such as the New Farmers of America are an asset to a community and editors will be quick to recognize that fact.

"Here is a good simple rule. In your first paragraph, tell what happened, where it happened, when it happened, and how it happened and why it happened. That is what you call your "lead paragraph." You see, you may take your story to the paper and the editor may not have much room that day. He can cut your story off right after the first paragraph and still have most of the facts you wanted to get over.

"After you have written this first paragraph, begin by developing other details of what happened. You will wish to include the names of those involved and to tell in greater detail all of the things making up your story by giving a fuller description.

"Facts, plus names of the local folks concerned, minus all expressions of opinion, equal NEWS."

The A B C's of writing are:

Accuracy as to facts, names, and dates.

Brevity which is complete but does not pad.

Clearness which makes the meaning impossible to mistake.

Do not waste your time in writing subject matter articles. Your newspaper work, in the main, is of three kinds:

1. Reports of work done, or of meetings held.
2. Announcements of what is to be done.
3. Announcements of meetings to be held.



a house to a pole at the edge of the sidewalk, the Flag should be hoisted out from the building towards the pole, union first.)

8. When the Flag is displayed in a manner other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the Flag's own right, i.e., to the observer's left. When displayed in a window it should be displayed the same way, that is, with the union or blue field to the left of the observer in the street. When festoons, rosettes or drapings of blue, white and red are desired, bunting should be used, but never the Flag.
9. When the Flag is displayed over the middle of the street, as between buildings, the Flag should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.
10. When used on a speaker's platform, the Flag, if displayed flat, should be displayed above and behind the speaker. If flown from a staff it should be in the position of honor, at the speaker's right. It should never be used to cover the speaker's desk, or to drape over the front of the platform.
11. When used in connection with the unveiling of a statue or monument, the Flag should form a distinctive feature during the ceremony, but the Flag itself should never be used as the covering for the statue.
12. When flown at half-staff, the Flag should be hoisted to the peak for an instant then lowered to the half-staff position; but before lowering the Flag for the day it is raised again to the peak. By half-staff is meant hauling down the Flag to one-half the distance between the top and the bottom of the staff. If local conditions require, divergence from this position is permissible. On Memorial Day, May 30th, the Flag is displayed at half-staff from sunrise until noon and at full-staff from noon until sunset; for the Nation lives and the Flag is the symbol of the living Nation.
13. Flags flown from fixed staffs are placed at half-staff to indicate mourning. When the Flag is displayed on a small staff, as when carried in parade, mourning is indicated by attaching two streamers of black crepe to the spear head, allowing the streamers to fall naturally. Crepe is used on the flag-staff only by order of the President.
14. When used to cover a casket, the Flag should be placed so that the union is at the head and over the left shoulder. The Flag should not be lowered into the grave nor allowed to touch the ground. The casket should be carried foot first.
15. When the Flag is displayed in the body of the church, it should be from a staff placed in the position of honor at the congregation's right as they face the clergyman. The service flag, the State flag or other flags should be at the left of the congregation. If in the chancel or on the platform, the Flag of the United States of America should be placed on the clergyman's right as he faces the congregation and the other flags at his left.
16. When the Flag is in such condition that it is no longer a fitting emblem for display, it should not be cast aside or used in any way that might be viewed as disrespectful to the National colors, but should be destroyed as a whole, privately, preferably by burning, or by some other method in harmony with the reverence and respect we owe to the emblem representing our country.

THE PRESIDENT

1. Preside over and conduct meetings according to accepted parliamentary procedure.
2. Call special meetings.
3. Keep members on the subject and within time limits.
4. Appoint committees and serve as ex-officio member of them.
5. Represent the chapter and speak on occasions.
6. Coordinate chapter effort by keeping in close touch with all officers and members.
7. Follow up chapter activities and check on progress being made.

THE VICE PRESIDENT

1. Assist the president.
2. Have charge of committee work in general.
3. Preside at meetings in absence of president.
4. Be prepared to assume duties and responsibilities of president.

THE SECRETARY

1. Prepare and read the minutes of meetings.
2. Have available for the president the list of business for each meeting.
3. Attend to official correspondence.
4. Send out and post notices.
5. Count and record rising vote when taken.
6. Prepare chapter reports.
7. Keep the permanent records of the chapter in the files of the Adviser.
8. Call meeting to order in the absence of a presiding officer.
9. Read communications at meetings.
10. Have on hand for each meeting the following:
 - a. Secretary's book and minutes of previous meetings.
 - b. List of committees and committee reports.
 - c. Copies of local, State, and national programs of work.
 - d. Copies of constitutions and by-laws.
 - e. Copy of the official Guide.

THE TREASURER

1. Receive and act as custodian of chapter funds.
2. Collect dues and assessments and send in State and national dues.
3. Assist in preparing an annual budget of estimated receipts and expenditures.
4. Keep the financial records of the chapter.
5. Devise appropriate ways and means of financing chapter activities.
6. Pay out chapter funds as authorized.
7. Cooperate with the secretary in keeping an accurate membership roll.
8. Prepare financial statements and reports.

9. Encourage systematic saving—individual and chapter thrift.
10. Build up the chapter's financial standing.
11. Serve as thrift bank treasurer unless another member is designated for the place.

THE REPORTER

1. Gather and classify chapter news.
2. Prepare news notes and articles for publication.
3. Contact local newspapers, provide with a cut or mat of the emblem and supply NFA news.
4. Send news notes to State reporters.
5. File clippings and pictures of chapter activities and keep a chapter scrapbook.
6. Serve as a chapter historian.
7. Assist in maintaining a chapter bulletin board.
8. Supply materials for reports.
9. Assist with planning and arranging chapter exhibits.

THE WATCHMAN

1. Set up the meeting room and care for chapter paraphernalia and equipment.
2. Attend the door during meetings and welcome visitors.
3. See that the meeting room is kept comfortable.
4. Take charge of candidates for Degrees during initiation.
5. Assist with entertainment features and refreshments.

THE PARLIAMENTARIAN

1. Assist the officers in conducting meetings in a businesslike way.
2. Rule on points in question concerning parliamentary procedure.
3. Keep in his possession the following:
 - a. A standard publication on parliamentary procedure.
 - b. A copy of the NFA Guide.
 - c. A copy of the local constitution and by-laws.

THE HISTORIAN

1. Keep an accurate history of the organization.
2. Compile all material for and be the custodian of the scrapbook.

THE CHAPLAIN

1. Have charge of the religious ceremonies on all occasions.

THE SONG AND CHEER LEADER

1. See that the members are acquainted with appropriate songs and yells.
2. Be responsible for all music used by the chapter.

THE AMERICAN FLAG

The American Flag should be properly displayed at every NFA meeting. When members look at the Flag they should think of their country, its history, and the principles for which America stands. The Flag not only represents the Nation but every person in it who is entitled to liberty, justice, and equality of opportunity. NFA members should do their part in keeping the Flag an emblem of free people. The Flag must always command the respect of every man, woman and child, American or alien.

In order to show respect and use the Flag properly, certain laws and rules must be understood and observed. First of all, the Flag must never be subjected to contempt, disrespect, or insult, nor can it be mutilated or defaced by anyone. It cannot be used for advertising purposes and nothing should ever be attached to or worked into the cloth composing the Flag. Some other things to remember about the display of the Flag are: No other flag or pennant should go above it; never allow the Flag to touch the ground; never use it as drapery in any form; never use it as a part of a costume or uniform; never drape it over the top, sides, or back of a vehicle; and always carry it aloft and free rather than flat. Specific rules governing display of the Flag follow:*

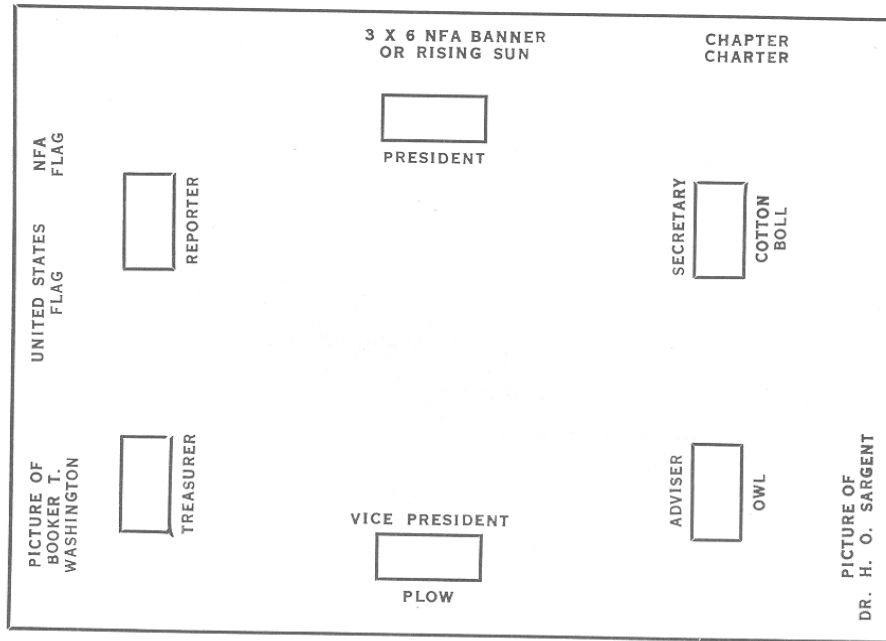
1. The Flag should be displayed only from sunrise to sunset, or between such hours as may be designated by proper authority. It should be displayed on National and State holidays, and historic and special occasions. The Flag should always be hoisted briskly and lowered slowly and ceremoniously.
2. When carried in a procession with another flag or flags, the Flag of the United States of America should be either on the marching right, i.e., the Flag's own right, or when there is a line of other flags, the Flag of the United States of America may be in front of the center of that line.
3. When displayed with another flag against a wall from cross staffs the Flag of the United States of America should be on the right, the Flag's own right, and its staff should be in front of the staff of the other flag.
4. When a number of flags of States or cities, or pennants of societies, are grouped and displayed from staffs with the Flag of the United States of America, the latter should be at the center or at the highest point of the group.
5. When flags of States or cities, or pennants of societies, are flown on the same halyard with the Flag of the United States of America, the latter should always be at the peak. When flown from adjacent staffs, the Flag of the United States of America should be hoisted first and lowered last. No such flag or pennant flown in the former position should be placed above, or in the latter position to the right of the Flag of the United States of America, i.e., to observer's left.
6. When flags of two or more nations are displayed they should be flown from separate staffs of the same height and the flags should be approximately equal size. (International usage forbids the display of the flag of one nation above that of another nation in time of peace.)
7. When the Flag is displayed from a staff projecting horizontally or at an angle from the window sill, balcony or front of building, the union of the Flag should go clear to the peak of the staff unless the Flag is at half-staff. (When the Flag is suspended over a sidewalk from a rope, extending from

* From the D. A. R. *Manual for Citizenship*. Used by permission of the Daughters of the American Revolution.

SETTING UP THE MEETING ROOM

Below is a diagram of the correct room arrangement for NFA meetings and a complete list of standard chapter paraphernalia.

ROOM ARRANGEMENT



PARAPHERNALIA

- | | |
|---------------------------------------|---------------------------------|
| 1 American Flag | 1 Gavel and Block |
| 1 Picture of Rising Sun or NFA Banner | 1 Official Secretary's Book |
| 1 Plow (Miniature) | 1 Official Treasurer's Book |
| 1 Bunch of cotton bolls | 1 Scrapbook |
| 1 Picture of Booker T. Washington | 1 Chapter Charter |
| 1 Picture of Dr. H. O. Sargent | 1 NFA Flag |
| 1 Owl | 1 Straight stick of native wood |

Every member should have an NFA Guide and there should be at least six additional NFA Guides available at all times.

In regard to the officer stations in the above diagram, if a Chaplain is used he should be stationed at the right of the President and the Watchman should be stationed at the door. This arrangement makes it possible to properly display the American Flag as described on page 34.

All chapter equipment and paraphernalia should be kept presentable at all times and carefully stored when not in use.

The killing of owls to secure the adviser's emblem should be discouraged. Only the Great Horned Owl should ever be used. Either a picture of an owl or an artificial owl is preferable to a mounted specimen.

SECTIONAL ADVISERS

1. Poll the State advisers in their section on the time and place for holding the Sectional Contest.
2. Perfect arrangements for housing and boarding the State advisers and contestants.
3. Secure competent judges for the Sectional Contests and be responsible for briefing the judges on procedures and rules of the contests.
4. Have all contestants register on arrival giving name, address and their NFA chapter.
5. Procedures for handling contests:
 - a. Secure and check needed facilities, such as: Rooms, piano, rostrum and contest paraphernalia.
 - b. Prepare the program and the order of the contests.
 - c. Meet with sectional State advisers and check eligibility of contestants to participate.
 - d. Hold an executive session of State advisers prior to the contests for purposes of clarifying procedures and rules to be observed.
 - e. See that none of the material gets into the hands of contestants or local and State advisers after the executive session has been held.
 - f. Sectional adviser may appropriately call upon respective State advisers within the Section for any assistance in carrying out the contests.
 - g. It is expected that sectional State advisers will encourage proper decorum, honesty and integrity among the students as the contest proceeds.
 - h. The judges shall be responsible only to the sectional adviser and it shall be the duty of said adviser to collect, immediately, the decisions of the judges and immediately record the results.
6. It shall be the duty of the sectional adviser to announce to the audience the results of the respective contests.
7. The sectional adviser shall certify to the National Administrative Executive Secretary the results of the contest including (1) the names of respective winners, (2) the names of their local chapters and each candidate's correct address.
8. A copy of the items set forth in number six above shall be forwarded to the respective State advisers and to the National Executive Secretary for records.
9. The sectional advisers shall assist the Administrative Adviser and the National Adviser in conducting the contests of the National Convention.

PLANNING A PROGRAM OF WORK

GENERAL STATEMENT

In planning a program of work, it is essential that the program be broad enough to be interesting to all of the members, and of such a nature that every member will have an opportunity to participate in the activities of the chapter.

The following is a suggested procedure:

1. The year's program of work should be planned within thirty days after school opens.
2. Boys discuss at chapter meeting last year's program of work, checking on both successes and failures and why. They also review the National and State programs of work. From this discussion the tentative objectives of the annual program of work are selected.
3. A committee is appointed to review and develop the new program of work. This committee sets up a tentative program based on the discussion and outcome of the preceding chapter meeting.
4. Committee reports back to the chapter. The tentative program is discussed, modified, changed, and, if necessary, may be sent back to the committee several times for further work.
5. When a program satisfactory to a majority of the members has been developed, it is adopted by the chapter.
6. The entire chapter membership sets to work on the program adopted.

The adviser should not consider the program complete until committees have been elected or appointed to carry out each goal or objective set up as a part of the year's program. Each adviser should see to it that his chapter holds regular meetings and outlines and carries out a definite program of activities throughout the entire year. For other suggestions, consult the FFA manual and other FFA publications.

SUGGESTED ACTIVITIES

The list of objectives and activities given below have been selected carefully, and should prove to be very helpful to NFA officials in planning programs of work. *Be sure to let the NFA boys do all the work. The Adviser only guides.*

I. SUPERVISED FARMING

1. Conduct project tours.
2. Hold livestock shows.

II. COOPERATION

1. Engage in cooperative buying and selling.
2. Hold special group meetings with near-by chapters for activities like tours, leadership schools, initiations, pageants, debates, fairs, etc.

III. COMMUNITY IMPROVEMENT

1. Plan local and State program for organized conservation work.
2. Make farms of members more attractive and modern.
3. Improve the school campus.

IV. LEADERSHIP

A. PUBLIC RELATIONS

1. Publish a State NFA news sheet.
2. Secure at least one local advertisement for State publication.
3. Exchange NFA publications with other organizations.
4. Provide suitable roadside markers for NFA members who carry out standard supervised farming programs.
5. Have special bulletin board which will show reports of outstanding activities from time to time.
6. Make plans to conduct a radio program.
7. Conduct a public program, for National NFA Day.
8. Give publicity to State and national radio programs.

B. LEADERSHIP TRAINING

1. Start a special NFA library and add a few new books annually.
2. Conduct a local public speaking contest.
3. Keep former members active in work of the chapter.
4. Encourage members to take part in local, State and national NFA contests.
5. Encourage more members to qualify for the Modern and Superior Farmer Degrees.
6. Develop special musical organizations.

C. EXPANSION OF PROGRAM OF DEPARTMENT

1. Keep former members active in work of the chapter.
2. Aid teacher in enrolling students in a young farmer class.
3. Help adviser keep a permanent record of former students.

D. GENERAL

1. Keep an accurate written record of achievements on program of work for use in making up annual report on accomplishments.
2. Purchase a radio for the chapter.

V. EARNINGS AND SAVINGS

1. Strive to have 100 percent of members take part in the thrift bank.
2. Make a financial budget which will enable the chapter to put over activities in the program.
3. Collect dues at earliest convenient date.
4. Have all financial activities recorded in minutes of the Secretary's and Treasurer's books.
5. Have financial accounts audited and made clear to members and school officials.

VI. CONDUCT OF MEETINGS

1. Conduct meetings for the definite purpose of providing training in parliamentary procedure.
2. Secure charter for organization.
3. Secure all chapter meeting equipment.

VII. SCHOLARSHIP

1. Stimulate members to maintain high scholastic attainment.

VIII. RECREATION

1. Plan an annual NFA banquet to be given at a strategic time and use it as a means of accomplishing a specific objective.
2. Have State Association make arrangements for summer camp and leadership schools.