
RURAL COMMUNITY BUILDINGS



Circular 470

UNIVERSITY OF ILLINOIS · · COLLEGE OF AGRICULTURE
AGRICULTURAL EXPERIMENT STATION AND EXTENSION
SERVICE IN AGRICULTURE AND HOME ECONOMICS

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Cover illustration: *Sugar Grove Community Building, Kane county, built in 1929. Cost, \$40,000, met by a bond issue paid by real-estate tax and by a gift of \$1,000. Use is free to community groups; private groups pay a small fee; groups outside the township, a larger fee. Management is vested in an elected board of directors.*

RURAL COMMUNITY BUILDINGS

By D. E. LINDSTROM, W. A. FOSTER, and MAX G. FULLER¹

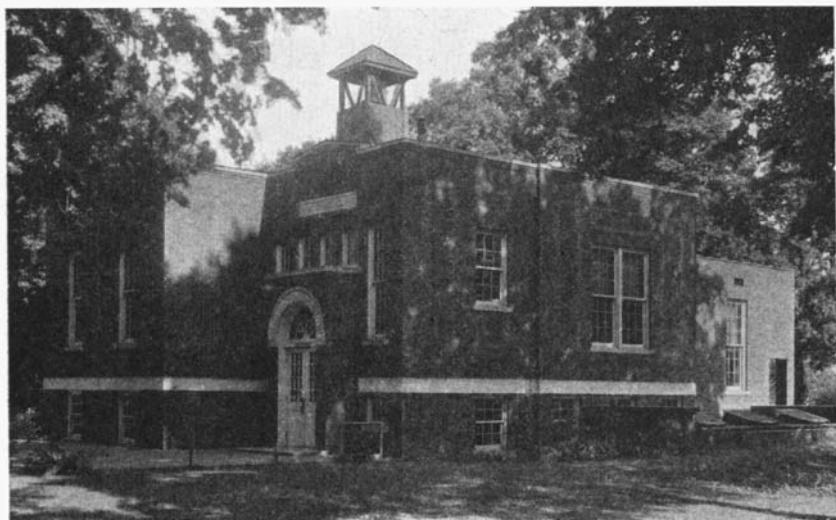
COMMUNITY MEETINGS and meeting places have assumed increasing importance to rural people in recent years. Stimulated by the rapid social and economic changes taking place, people of rural communities have felt more and more the need of coming together to discuss common problems and ways and means of carrying out programs of a community-wide nature. Often, however, the lack of a suitable place in which to meet has proved a serious deterrent to such programs. While groups have sometimes tried to get along by meeting in private homes, one-room schools, churches, or private club halls, such arrangements are frequently unsatisfactory. Attempts to provide a meeting place by erecting a building designed for the purpose or remodeling an old one have often been frustrated by lack of knowledge as to how to proceed and lack of organized backing.

To start a community building project, the support of a strong community organization is usually necessary.² Methods of financing must be worked out. Plans must be developed that will provide for a building and grounds that will really meet the needs of the community. Methods of maintaining and operating the building once it is built must be formulated. In short, foresight and careful planning are necessary at every point.

This circular tells what some communities have already done in the way of providing a suitable place for community activities, suggests plans for new or remodeled buildings and the landscaping of the grounds, and describes the various methods of financing and management that may be used. In the Appendix will be found a copy of the Illinois law authorizing communities "to purchase or erect, acquire . . . and maintain community buildings and to issue bonds and levy taxes therefor." Sample constitutions and by-laws in use in various communities are also included.

¹D. E. LINDSTROM, Assistant Professor of Rural Sociology; W. A. FOSTER, Associate Professor of Rural Architecture; and MAX G. FULLER, Extension Specialist in Landscape Gardening. The authors acknowledge the assistance of A. B. Henning, a student in architecture, in drawing the plans for community buildings, and of Gerald Hudson, in the preparation of the manuscript.

²For suggestions for the development of a community organization see Lindstrom, D. E., "The Organization of the Community Unit," Ill. Agr. Ext. Serv. mimeo. pub.



INDIAN POINT SCHOOL, A COMMUNITY CENTER IN MENARD COUNTY

This open-country elementary-school building serves as a center for all kinds of community activities. It is across the road from the hundred-year-old Indian Point church, and thus is a meeting place for many church groups also. The room shown below is used by the Community Club, the Parent-Teachers Association, church groups, 4-H clubs, for extension and other educational meetings, and for dinners and entertainments. At the far end is a stage.



NEW TYPE OF BUILDING SERVES MANY PURPOSES

Buildings better adapted to the needs of the rural community than was the makeshift frame structure that usually served as the old "township hall" are now appearing in many rural communities.

These buildings are usually well located on an all-weather road, are accessible to electric service, have grounds suitable for landscaping, and are as near the true centers of the communities¹ they serve as is practicable. Sometimes they are found in the open country, sometimes in a cross-roads village, and sometimes in a town.

Often erected primarily for social gatherings or recreation, the new type of building usually provides space also for meetings of economic groups. Likewise buildings erected primarily as a center for economic interests often provide accommodations for social activities also.

The range of interests and activities being centered in these community buildings, or that might well be centered in such buildings, is suggested by the replies of a group of rural leaders in Illinois to an inquiry on this subject. They stated that such buildings are needed for and are being used chiefly to provide meeting places for rural organizations and societies in carrying on social functions, extension work, plays and entertainments, recreation and athletics, demonstrations, church functions, exhibits, community fairs, carnivals, and part-time adult education classes. They may contain reading rooms and libraries, nursery rooms, and hospital units. They may be used for mass meetings and elections, and may contain office rooms for town officers.

Such buildings may also be useful as work centers, providing facilities to repair and construct home and farm equipment, furnishings, and tools, to prepare and preserve food products for community use, to process agricultural commodities for market, and to make surplus products for sale or exchange. While the work-center idea has not been developed in Illinois communities as yet, it has been developed in other states,² and may well be given consideration.

Buildings adequate in size to meet all the above needs, and conveniently arranged, add greatly to the effectiveness and satisfaction of community life. They also give people a certain pride of ownership, and thus strengthen the bonds that bind the community together.

¹The community served by one of these buildings, while usually about the size of a township, is not necessarily bound by the township lines. See Ill. Agr. Exp. Sta. Bul. 392, "Local Group Organization Among Illinois Farm People," by D. E. Lindstrom.

²For information on work centers, see references 6, 8, and 9, page 47.



HIGH SCHOOL AND COMMUNITY BUILDING, WILLIAMSVILLE,
SANGAMON COUNTY

This combination building was built by the taxpayers at a cost of \$93,000. It includes an auditorium, a community room seating 150, a kitchen, a stage, and basketball apparatus as well as classrooms. The community room was furnished by the community club at a cost of \$1,000. Controlled by the board of directors of the high school, the room is available without charge to all community groups.

The auditorium (*below*) when equipped with chairs will seat 1,500 people. It is used largely for basketball games and social functions of the high school and for large public meetings. The women's community club, the farm-bureau unit, 4-H clubs, district-school groups, and several societies also use it.

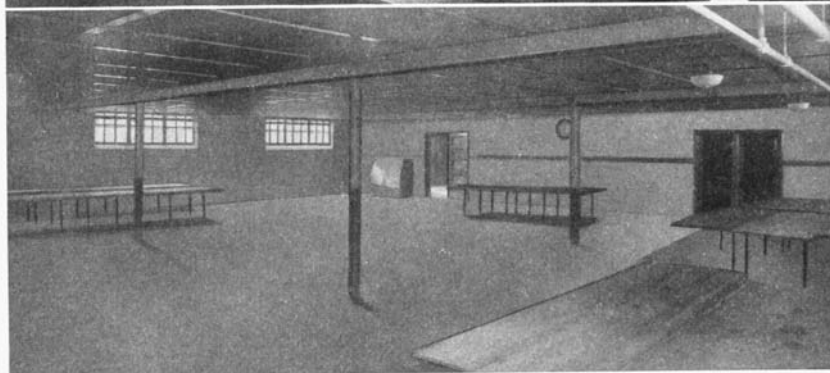
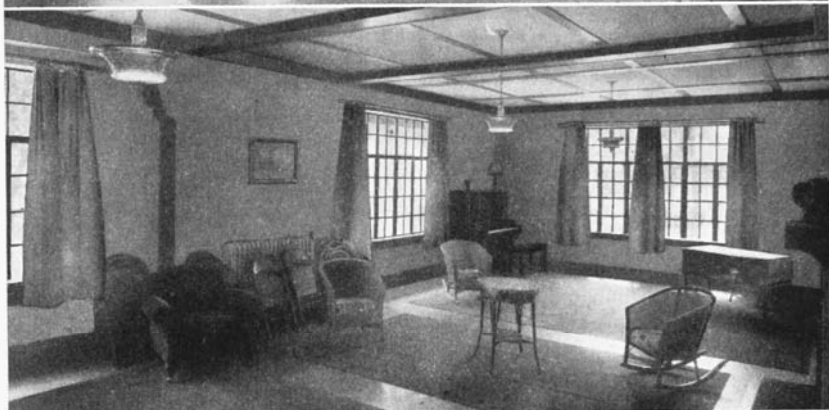


Some rural communities have had the foresight to provide in their grade or high-school buildings for community centers. School buildings so equipped are shown on pages 4 and 6. Many community high schools, however, have been built for school purposes only and are not arranged to take care of community activities except as they relate to the school program. The erection of another building for general community purposes is often felt to be too great a financial burden. In such communities the need is sometimes met by remodeling an abandoned church or school building at small expense. Typical buildings of this kind are shown on page 28.

Whatever the nature of the building—whether it is an old building remodeled at little cost, or a new one with the most up-to-date equipment—it will be used effectively and with the greatest value to the community only if certain definite principles are kept in mind in its planning and its operation.

First, the needs of *all* the people of the community—boys and girls, young men and young women, and adults—must be recognized when plans are being made, and outdoor as well as indoor activities must be considered.

Second, for the building to be a truly serviceable community center—a center of neighborliness—there must be a definite plan of operation, and the persons in charge must see that the buildings and grounds are freely available to the whole community and not just to certain groups or cliques.



INTERIOR OF SUGAR GROVE COMMUNITY HOUSE, KANE COUNTY

The auditorium (*top*) seats more than a thousand people. It is used as a gymnasium, for entertainments, and for various public gatherings. The women's room (*center*) is used by the women's club, church societies, extension groups, and other small gatherings. The dining room (*bottom*) is used for bazaars and for dinners and banquets. See front cover for exterior of building.

INVENTORYING THE COMMUNITY NEEDS

The activities and organizations to be housed in the proposed building and the type of facilities required by them should be carefully inventoried when the committee is making its preliminary estimate of the kind, size, and general plan of the building to be erected. The following list of requirements is suggestive:

General gatherings and lectures will require an assembly hall.

Dramatics will require a stage and stage equipment and dressing rooms.

Moving pictures will require a screen and booth.

Suppers and banquets will require an equipped kitchen and dining hall.

A library will require bookcases or shelves, reading tables, and appropriate lighting.

Athletic games require a gymnasium and a shower room and lockers.

The gymnasium may be a special room or the same room as that used for the assembly hall or dining room. The locker or dressing room may be the same as the dressing room used for dramatics.

Rest rooms, probably rooms for special organizations and societies, and a *game room* or a *work room* with tables and space for play or work, should also be provided.

A play room where small children can be cared for while their parents are engaged in adult activities should be considered.

In this connection the cost of maintenance should be roughly calculated and an estimate made of the revenue likely to accrue from the use of the building by groups who would be charged for the privilege. Future needs and possible expansion should also be considered.

ESTIMATING SUM THAT CAN BE SPENT

Experience has demonstrated that people working cooperatively to raise money for a public enterprise can usually raise more than they at first expect. It is therefore usually safe for a committee working on plans for a building to figure the cost as a little more than people in general feel can be raised. However, it is also true that the completed building is likely to cost somewhat more than originally anticipated, for while the work or the making of the plans is in progress there usually is a desire to incorporate some feature or features previously overlooked.

These two opposing situations must be considered when decisions as to cost are being made. Of course there is always better feeling if the completed building comes within the sum contributed freely and without the exertion of undue pressure.

Suggestions for estimating building costs are given on page 25. Sample plans will be found on pages 26 to 39.

FINANCING THE CONSTRUCTION OF A COMMUNITY BUILDING

Money for a community building may be raised by community enterprise thru subscriptions or the sale of stock; or by appropriation by the local government of tax money already in the treasury, by special taxes, or by the issuance of bonds to be retired thru taxation. Clubs and societies sometimes erect such buildings and make them available to the community on a fee basis; a public-spirited citizen may donate all or part of the money, or local industry may supply it.

Money Raised by Community Enterprise

When the people of a community decide to erect a community building thru their own united efforts, a committee authorized by the people canvass the needs of the community and recommend the kind, size, and general plan of the building which they believe will most nearly meet the needs within the funds that they believe can be raised.

Two Methods of Financing

The usual methods of financing a building to be built by community enterprise are (a) voluntary contributions and (b) sale of stock. Proceeds from entertainments and loans often supplement funds raised by these methods. The simple building pictured on page 12 was financed by donations both from groups and from individuals. A more elaborate and costly building similarly financed is shown on page 11.

To raise funds by *voluntary contributions* a building association must be formed, with a clause in its constitution enabling it to collect general contributions. Subscriptions may be paid in money, in labor, or materials, or part in money and part in labor or materials.

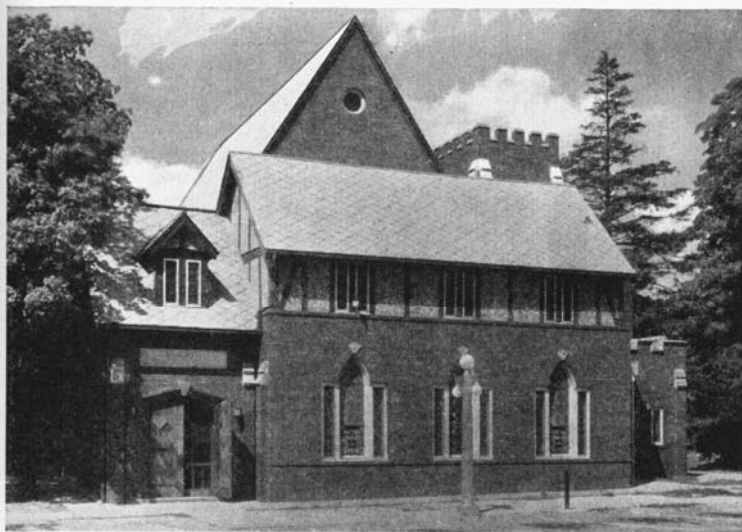
When funds are raised by *sale of stock*, an ordinary stock company is formed, generally incorporated. This company issues stock certificates, the total value of which equals the amount of money to be raised. The certificates, nonassessible and paying no dividends, are usually of denominations small enough to fit the most humble purse, and the number that can be bought by any one buyer is limited so that no one purchaser may obtain undue power nor a small group of people secure control of the association. Stock is often paid for in labor or materials as well as in cash. Voting power in the company may depend upon the amount of stock owned or merely upon membership.

The collection of contributions and the sale of stock are often

stimulated by drives so planned as to come after an educational campaign emphasizing the need for the proposed building and designed to get the majority of the people to favor it and to subscribe to it.

Advantage of Community Financing

The community method of financing, if contributions are well distributed among the members of the community, develops community cooperation, promotes unity, and reduces local antagonisms by bringing together different organizations and factions in a common project.

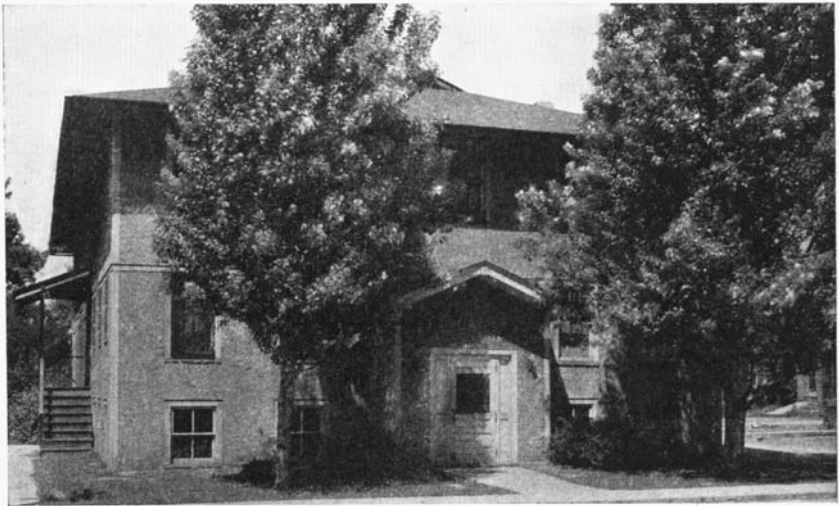


**DONATIONS, SUBSCRIPTIONS, AND MEMBERSHIP FEES SUPPLIED
THE FUNDS FOR THIS BUILDING**

This Memorial Community Center in Sycamore, DeKalb county, includes a gymnasium, a kitchen, a lounge, a swimming pool, bowling alleys, public rest room, scout room, and American Legion room. Eighty firms and individuals contributed \$49,000 to the building fund; \$30,000 was given by two local citizens; and the grounds were donated by the church society that owned the original building. Membership fees range from \$3 for nonresident membership to \$100 for an honorary membership. Endowments, rentals, and admission fees bring in additional income. The building is used extensively by community groups.

As the money is voluntarily given from their private funds, the people have a greater degree of pride and interest in the building than they do under other methods of financing. Furthermore they feel freer to make experiments in a building financed in this way than in a building erected with funds supplied by taxes or by an individual donor or club.

Another advantage of this type of financing is that public spirit at its best is in control. Those who pay, control, and only those persons having a high sense of citizenship ordinarily subscribe to funds of this kind. Political influence, which unfortunately often creeps into the control of publicly supported institutions, is at a minimum.



LOCAL CONTRIBUTIONS SUPPLIED THE FUNDS FOR THIS BUILDING

This community building in Plainfield, Will county, was erected in 1921 at a cost of \$15,000. A local church retains title to the lot, but the building is owned by the people of the community. It is used by the farmers' community unit, lodges, women's clubs, school groups, American Legion, church groups, and many others, for meetings, dinners, banquets, and entertainments.

Financing a building by general voluntary contributions is perhaps the simplest, quickest, and most elastic method of financing, but incorporated stock associations often make a greater appeal because they give the appearance of greater financial permanence. Furthermore the possession of stock gives buyers a sense of ownership in the building, and the stock is negotiable.

Money Appropriated by Local Government

That it is as logical to use taxes to erect buildings for the educational, social, and recreational needs for all the citizens as it is to use them for the needs of government, the education of youth, and for health has come to be recognized more and more in recent years. A number of buildings have been financed, erected, and operated very successfully by a government unit, usually a township.

The proposition to erect a community building to be financed by taxation must, of course, be submitted to the vote of the people. If the vote is favorable, the building may be financed from funds already in the treasury, by special taxes, or by the issue of bonds (see Appendix for Illinois law on community buildings supported by taxation).

There are several advantages in financing a community building by taxation. Title and control then rest with an established, continuous organization: the government. The building thus has the advantage of a greater degree of permanency than it could have under private or



**PHILO COMMUNITY BUILDING, CHAMPAIGN COUNTY, FINANCED
BY A SHORT-TERM BOND ISSUE**

This school and community building is a source of pride to the entire Philo community. It is the center for civic groups and social gatherings and is a meeting place for farm-bureau and home-bureau units. Both public and parochial schools use it for athletic and social activities. The basketball floor is collegiate size, the building measuring 62 by 110 feet. The bonds, issued in 1926, have been retired. What Philo has done many other small country communities can do. Plan for a similar building, somewhat smaller, is shown on page 31.

quasi-public control. Furthermore the association is enabled to proceed with the construction of the building without undue worry about maintaining the building once it is built.

Community buildings of this class are financed and maintained, as are other public buildings, by the payment of taxes. If distributed over a long period of time, the individual financial support given to such a building is felt much less than when the total amount must be paid at once or in a few installments.

A community building supported by taxation is a highly democratic institution, for all citizens contribute to it and are entitled to share equally in its use.



ANOTHER BUILDING FINANCED BY A BOND ISSUE

The community house at Hinckley, DeKalb county, includes the library shown below, an auditorium, a rest room, a community room in the basement, a men's lounging room, and a kitchen. The building is used by the local farm-bureau unit, the women's club, American Legion, 4-H clubs, church groups, and lodges. The cost was approximately \$25,000. The site was donated by a resident of the community. A number of public-spirited women support the attractive library.



Clubs and Societies May Furnish Funds

Community buildings are sometimes erected by a social or fraternal organization having a membership that includes most if not all of the people of the community. Usually in such instances the society needs a permanent meeting place—a home of its own—and the community needs a community center. Thru the efforts of the society or club a building is erected which meets both needs. Funds, altho raised as a rule by general community contributions, go into the treasury of the society. The building is then paid for by the society, and the title rests with the society.

Community buildings are frequently erected in this manner by farmers' clubs, women's clubs, athletic associations, churches, and similar organizations. Buildings erected by groups in which the membership embraces practically the whole population are community centers by virtue of the extent of the original membership. Where the membership of the club or society is not so extensive, those in the community who do not belong to the society may be granted use of the building. Control and management of the building in such cases is usually vested in an organization formed of representatives of the society erecting the building and representatives of other societies and of the unorganized people of the community. The society that builds thus occupies a subordinate position except in the matter of ownership.

Above all, if the society initiating the movement wishes the building to be a community center, it must conduct itself so as not to invite the criticism that it is using the building as a means of recruiting membership from the members of other societies or of advancing its own particular interests at the expense of others.

Individuals May Donate Funds

A number of community buildings have been erected and are maintained in Illinois as gifts from community-minded persons. Such buildings are usually placed ostensibly under the control of the people of the community, altho actual and final control is generally placed in a self-perpetuating board appointed by the donor.

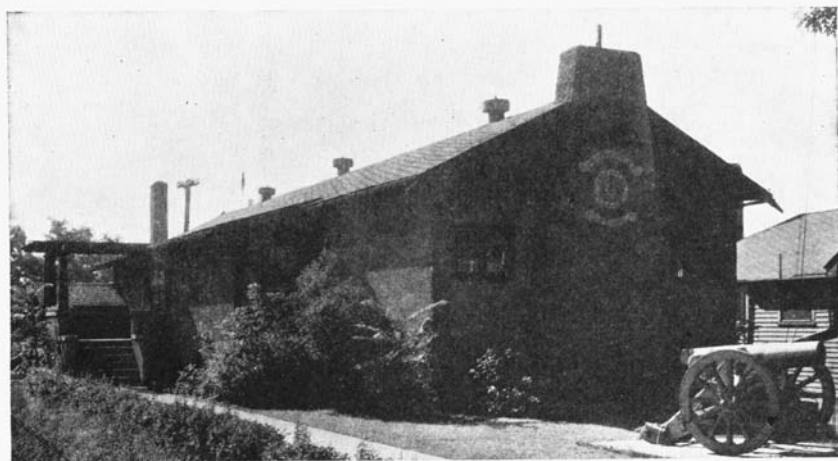
The individual-donation method may be fairly satisfactory in communities that are weak financially or that have not enough leadership to carry on a financial campaign. It is advisable, however, for the community to furnish at least part of the funds since an endowed organization, not being answerable to the public, may occupy a position apart from and unresponsive to the public. Furthermore people natur-



TWO BUILDINGS BUILT BY LOCAL CLUBS

The Udina Farmers' Community Club, Kane county, owns the hospitable-looking house shown above, which was built in 1920 at a cost of \$5,000, the labor being donated. The money was raised by sale of stock. It is used by the local home-bureau unit as well as by the farm bureau and the community club.

The building shown below, located in Paxton, Ford county, was built by the American Legion in 1921. Financed by the building and loan association, it cost \$8,800, including the lot, \$1,800; old school-district building, \$1,500; moving, \$200; labor and materials, \$5,300. It is used also by the local farm-bureau unit, the local women's club, and three oil companies, all of which are charged a rental. Use is free to boy and girl scouts.



ally take greater interest in an enterprise in which they have money invested.

Anyone who contemplates presenting a building to a community should satisfy himself first that there is need for it; second, that it is wanted and will be used by the people of the community; and third, that it will be properly maintained thru the years.

Sometimes a public-spirited person will donate the use of a room for neighborhood or small community meetings. The basement of a house, if well lighted and ventilated and provided with an outside entrance, is frequently used in this manner (page 26). This type of community room is found most often among farm people.

Local Industry May Donate Funds

Leaders in rural-industrial communities have come to look upon the community house as the ideal center of village or town life, and realizing the value of a well-rounded program of social and recreational activities which identifies the worker with the community, they are often glad to finance such a project in whole or in part. A number of such small-town community buildings are now in successful operation.

A necessary condition for the success of such a project is that the industrial concern subordinate itself in its control and management. A community organization composed of dues-paying members is formed, with duly elected officers to direct and operate the building. The title itself, where conditions permit, is transferred to this organization. Employers and employees and other residents of the town and country who become members thus have equal rights, duties, and privileges.

An industrial concern sponsoring such a building should be careful to so conduct itself in relation to the project that the people of the community will not feel that they are being paternalized or given charity. Pride of possession, operation, and use by all the members of the community are to be encouraged.

FINANCING THE MAINTENANCE OF A COMMUNITY BUILDING

No matter how the funds for erecting the building have been raised, some provision for meeting the current expenses must be made.

Membership fees, taxes, and rental fees are common sources of maintenance funds. Buildings financed by taxation may be maintained by taxes, but funds accruing from the use of such buildings are usually sufficient to meet the current expenses. Buildings erected by clubs or societies, by community enterprise, or by donation are often maintained by membership fees. Clubs or societies usually have an active membership already functioning. The community-initiated organization requires some provision for subscribing or dues-paying membership to meet the maintenance costs. And under the donation system the building is usually turned over to an organization or association which guarantees maintenance as a condition of the donation. Sometimes this organization is the local government. If some such arrangement is not made, a perpetual maintenance fund should be included by the donor in the original endowment.

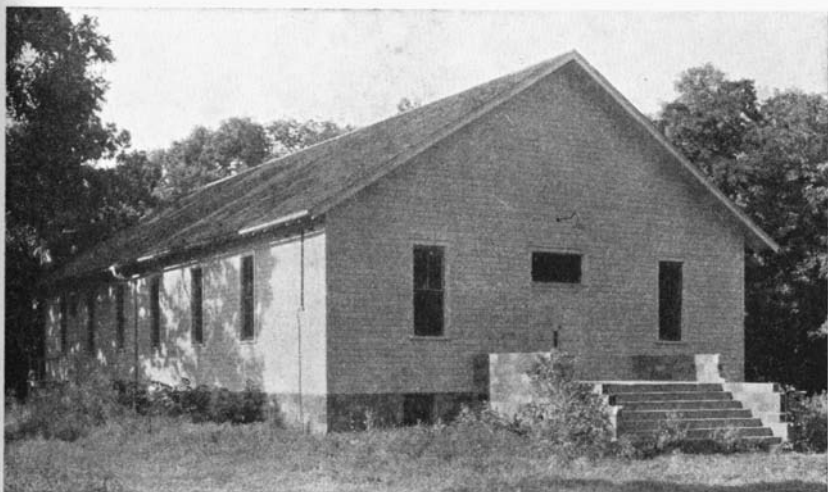
Expenses

Provision for heat, light, taxes, insurance, a caretaker for the building, and perhaps a secretary, physical director, or librarian in the more elaborate buildings, should be considered in the original planning of the building. Such expenses usually range each year from 5 to 10 percent of the original cost of the building. Expenditures are not hard to meet, as a rule, if there is clear recognition of them at the start.

Receipts

Expenses are met by dues, fees, rentals, and receipts from entertainments and concessions. In some of the more highly organized buildings concessions for the sale of candy, fruit, etc., are sold; but most buildings are maintained by returns from entertainments and rentals.

Organizations of a public nature use the building free, as a rule, while others pay a small rental charge. A higher charge is usually made for money-raising events. Rentals that are too high, however, may keep many worthy groups from using the building. Consequently it often is better to raise maintenance funds thru entertainments or "pay" functions than to deny the use of the building to deserving groups lacking the ability to pay high rental fees.



TWO VERY SIMPLE STYLES OF COMMUNITY BUILDING

Above is Gleaners Hall in Aux Sable community, Grundy county, which was recently equipped with electric lights and is used by the Aux Sable community unit of the farm bureau. Plantings would relieve the rather austere appearance of the front of this building and relate it better to the woodland setting.

Somer Town Hall, Champaign county, shown below was erected in 1899. It is used by the local extension groups and other community groups. An excellent type of neighborhood house for open-country communities.



ORGANIZATION FOR CONTROL OF A COMMUNITY BUILDING

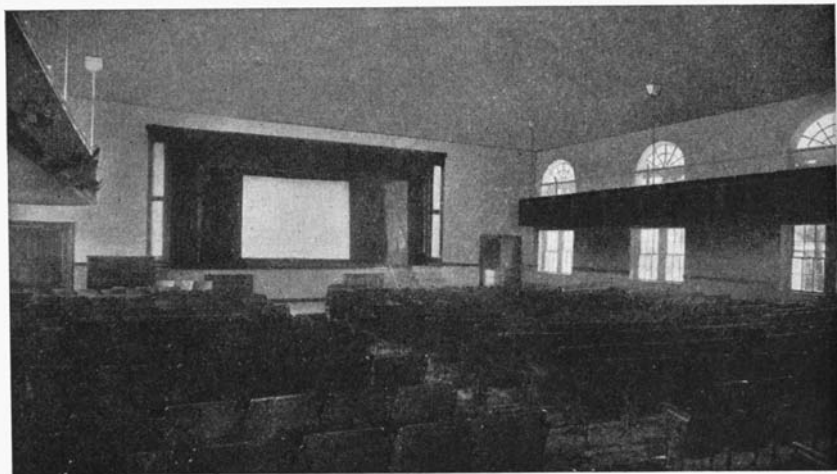
The form of organization that will be best adapted to the control and maintenance of the community building in any particular community should receive careful consideration when the building is being planned. Money has sometimes been wasted and time and energy misguided in the erection of buildings with laudable purposes back of them but without efficient organization to control and administer them.

When Building Is Financed by Community Effort

Title usually rests with the association which was formed to finance the building or with its elected trustees. The association is generally incorporated to enable it to own and acquire property.

Membership may be of two classes: (1) regular members, or those who helped finance the building; and (2) social members, or those who pay dues in order to help maintain the building and who are permitted common use of it.

Control, with slight variations in form, usually rests with the association which financed the building and is exerted thru a board of directors or trustees elected by the members of the association. Officers are elected from among the members of the board and are charged with



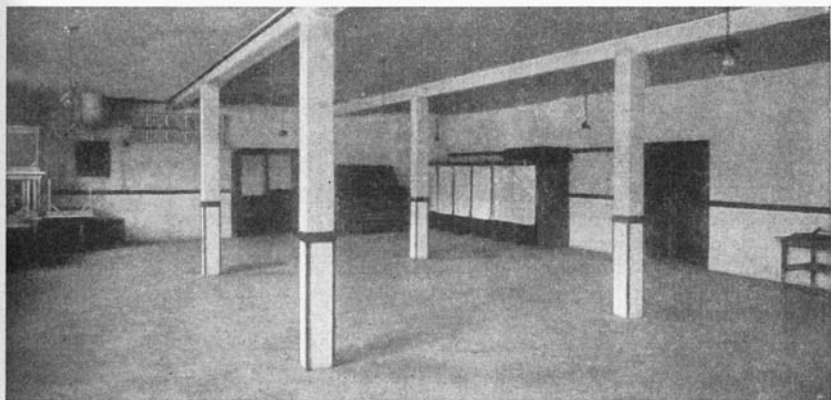
AUDITORIUM OF EMDEN COMMUNITY BUILDING

This room, which seats 1,200 people, is used for high-school assembly, as a movie house, and for public and community gatherings.



**EMDEN COMMUNITY HOUSE, LOGAN COUNTY, BUILT BY
POPULAR SUBSCRIPTION**

Personal subscriptions provided \$20,000 of the cost of this building erected in 1920, the remainder of the debt, \$7,000, being assumed by twenty-seven citizens. Governed by a board of directors, the building may be used by any group for a small rental fee, which is applied to the reduction of the debt. The high school is housed here and also a community movie house. Farmers' organizations, the American Legion, and various civic groups hold their meetings here. The dining room shown below is used for elections and small gatherings, as well as for dinners and banquets.

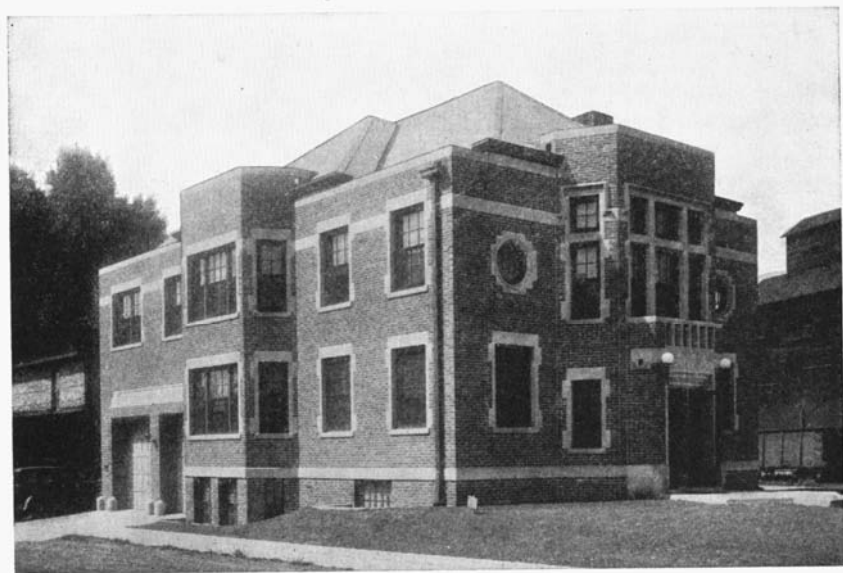


the care of the building subject to action by the board or the association as a whole.

Scope of use is unlimited, for all people of the community, tho they did not contribute toward putting up the building, are encouraged to become members.

When Building Is Financed by Local Government

Title rests with the governmental body which financed the building. *Membership* includes all the citizens of the governmental unit. *Control* rests with the local governmental officials. *Management* is provided by a regular official of the government or by its appointed representative.



MUNICIPAL BUILDING IN RANTOUL, CHAMPAIGN COUNTY

Built in 1934 from the profits of the municipal light plant, at a cost of \$25,000, this building can be used without charge by all groups in the community. It includes a community room, village board room, fire department, jail, and tax collector's office. It is used by the city, by extension, church, women's and business men's groups. Political meetings are held here, as well as school elections, dinners, baseball meetings, and so forth. In short, it is a center for all events of a community nature.

Scope of use is determined by the limitations which apply to other local buildings of a public nature. Usually almost any community group of good standing and with a worthwhile purpose may have free use of the building.

When Building Is Financed by a Club

Title remains with the club.

Membership is frequently extended to everyone in the community who pays the required annual dues of the community association.

Control, to all intents and purposes, is in the hands of the community association where the title may rest ultimately. Sometimes a board of directors composed of representatives of the club and other organizations is formed.

Management is often vested in a secretary or house committee appointed by the original society or by the joint board.

Scope of use varies. Use may be restricted to the members of the club which financed the building. On the other hand, and especially if a general subscription campaign was made among nonmembers, the club itself may not hold a more preferred position than other organizations in the community.

When Building Is Financed by Individuals or Concerns

Title remains, as a rule, with the donor or his heirs; or it may be turned over to the municipality or township, or to a club or society or a community association organized especially to receive and manage the building. When the title is retained by the family or the industrial concern, use of the building would of course revert to the owner should the building no longer be used in the manner intended. When title is turned over to some organization, as much permanency as possible in the management is desired. Control by the local government assures the use of the building for some public purpose even tho its original purpose be terminated. Placing the title in a community association or other organization usually gives control to those who are in entire sympathy with the purposes for which the building was founded.

Membership is usually open without restriction to every member of the community, especially when the donor has provided for the maintenance of the building in perpetuity. If the building is supported by an association, all who are willing to pay dues become members.

Control is generally exercised by a self-perpetuating board of trustees appointed by the donor. If title is elsewhere, control rests with the title holder.

Management is provided by the trustees in the form of a house committee or manager.

Scope of use is determined by the nature of the donation, and frequently the building is available to all nonpolitical, nonsectarian, non-factional groups which are working for the public benefit. Sometimes buildings erected by industrial concerns furnish their employees with special privileges or facilities such as bath, pool, locker, gymnasium, or library.

ARTICLES OF INCORPORATION, CONSTITUTION, AND BY-LAWS

Community associations which finance their buildings by issuing stock usually incorporate under the state laws in order that they may have an effective instrument for buying, selling, and holding property. The constitution of an association of this character is more important than the constitutions of most local societies.

Besides prescribing for the election and duties of officers, the constitution often treats of more complex matters, such as the election, duties, and powers of trustees, the relationship existing between the incorporating financing body and the social membership, the basis of control, voting units, etc.

A constitution should be as short, simple, and direct as it is possible to make it. The best constitution includes only what is necessary to make clear the work to be done, the manner of doing it, and who is to be responsible for doing it. Many constitutions now in use are well expressed and the scope and manner of work well defined.

A constitution suitable for one association might not be adapted to another. For that reason no "model" constitution is presented.

A few entire constitutions to illustrate the different forms suitable for different conditions, and excerpts from others, adopted by associations in actual operation, are printed in the Appendix, pages 52 to 59.

In this connection it must be remembered that a constitution alone cannot assure success. No matter how long studied and how well drafted the constitution of an association may be, an association can be successful only if it has high aims, is founded on high principles, and is conducted in a spirit of mutual helpfulness and cooperation.

SUGGESTED PLANS FOR COMMUNITY BUILDINGS

The following plans for community buildings are suggestive of the various types that can be built, and they show the facilities that should be included. They range from a simple community room in a farmhouse basement and a remodeled church to a two-story building with wings. They show how, by careful planning from the beginning, a building may be erected that can be added to from time to time as circumstances warrant. The designs for new buildings (pages 30 to 38) are based on plans developed by leading architects thruout the country.

Probable Cost

Cost is the governing factor in any building, for most buildings are erected under conditions which require rigid economy. But rigid economy should not mean inferior materials. Above all else, *build well*. Choose materials which will endure and require low maintenance costs. Avoid such hazards as narrow stairs, undersize flues, minimum-size heating plant, or temporary wiring. Safety and security are essential in any first-class building.

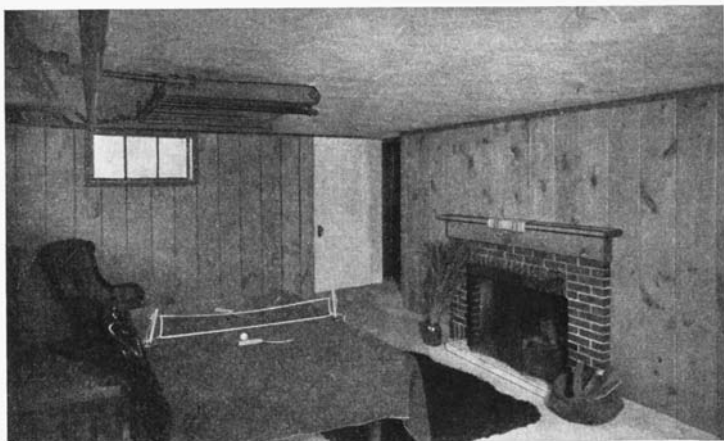
To obtain the approximate cost of a building, multiply the volume in cubic feet by a "cost variable," a figure which may be obtained readily from any reliable contractor. Then to be on the safe side add 20 to 25 percent for shrinkage in collections and unforeseen demands. It is always better to have a surplus than a deficit.

Employment of Architect

The first thing to do in getting ready to build a community building is to engage a reliable architect. He will prepare plans, give estimates, make needed sketches for perfecting the organization of the building, and anticipate items which will later on enter the venture. Do not expect to save money by employing cheap service or by using inferior materials or low-priced labor.

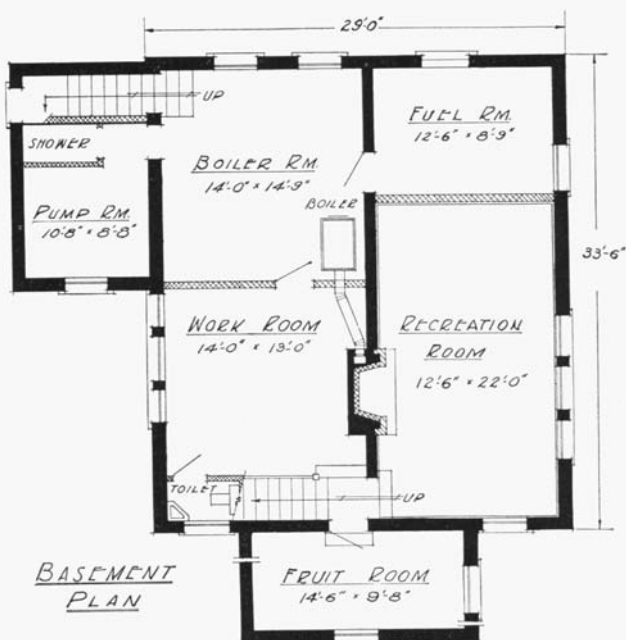
Community Room in a Farm-House Basement

The basement plan of a brick farm house recently built in central Illinois is shown on page 26. The special feature of this home is the recreation room which was planned primarily for a meeting place for the community unit of the farm and home bureaus, the church circle, and family groups. At the same time, this room serves the family for their games, parties, and anniversary dinners.



COMMUNITY ROOM IN A FARM-HOUSE BASEMENT

In the Jordan home near Sadorus, Champaign county, is this attractive community room. The floor is of concrete with a coved concrete base extending to a height of 7 inches. Knotty yellow pine ship lap with vertical V-joints stands on this base. Dovetail-shaped 2 x 4's were formed in the concrete by tacking them horizontally inside the forms before the concrete was poured. After the wall had hardened and become dry, the wall was water-proofed with two coats of water-proofing paint inside and out. The basement plan is shown below.



This room, as the plan indicates, is accessible from the outside without passing thru the house. The guests go directly from the rear entrance to the recreation room. If wraps need to be placed, they are hung in the work room adjoining the recreation room.

The room was placed under the living room so that the fireplace base of the living room might be used for a fireplace in the basement. The fireplace adds cheerfulness and attractiveness to the room and at the same time heats the room in mild weather when the heating plant is not in operation. In addition to the fireplace, the heat main and return pass thru the room and some additional radiation is supported on the ceiling.

By careful planning a room of this nature may be built into the basement of a new home. In houses already standing there is often a room in the basement which could be converted with a little well-planned remodeling into a recreation room that would also serve as a suitable meeting place. The requirements are adequate space for a group, accessibility, dryness, heat, outside windows, and attractiveness.

Remodeling an Old Church or School Building

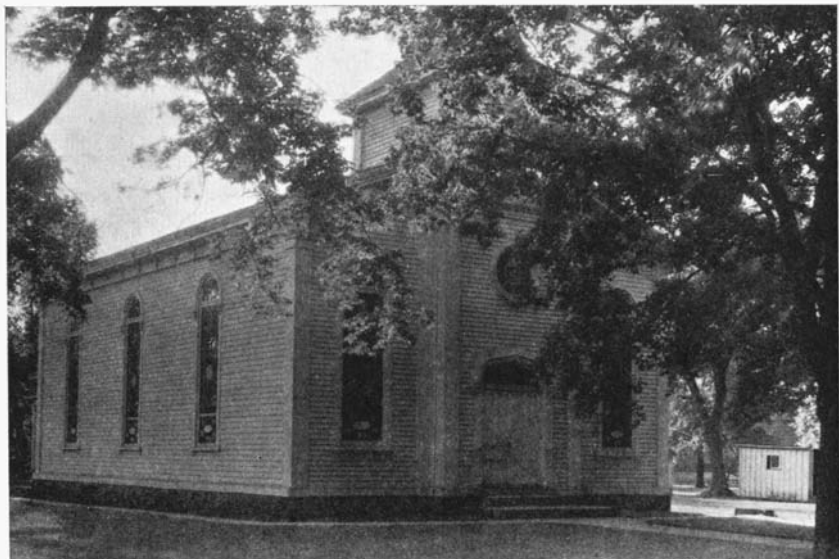
An unused public building, such as a country school house or church which may be purchased at a low figure, can usually be remodeled into a desirable community building at a small cost. Such buildings, tho varying in size and condition, have usually been substantially built with first-class materials. Often they are located in beautiful settings, which are central for groups welded together thru several generations of neighborliness. Sentiments have grown around such buildings, and many local people are willing to support movements to perpetuate these buildings rather than consent to have them torn down.

If the exterior lines and masses of the old building are good, cheap adornment and additions are likely to ruin the appearance of the building. If the lines are not good, they often may be improved by adding a portico or entrance.

The interior of such buildings usually lends itself well to remodeling into a meeting room. Windows are usually on the sides, and the front and rear walls are blank. It is a simple matter to erect a small stage at the rear and a lobby, cloak room or a staircase at the front. The plan on page 29 suggests a scheme for this arrangement.

The needs of the community, the type of construction in the original building, and other factors should be studied thoroly so that the original building may be adapted most advantageously to the new uses.

Usually these old buildings consist of one story and have no base-



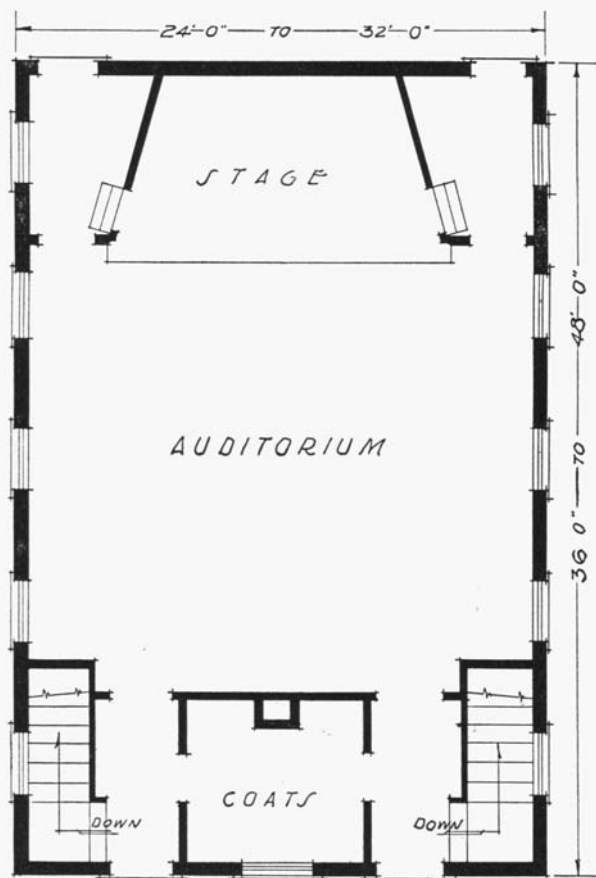
TWO ACTIVE COMMUNITY CENTERS FORMERLY CHURCHES

The Bristol community hall, Kendall county, shown above, was donated to the community by the Federated Church.

Below is a remodeled church building leased by the Fancy Creek farm-bureau unit, Sangamon county. This room seats 150 to 200 people and is used for meetings of the community unit, 4-H club meetings, and many public gatherings.



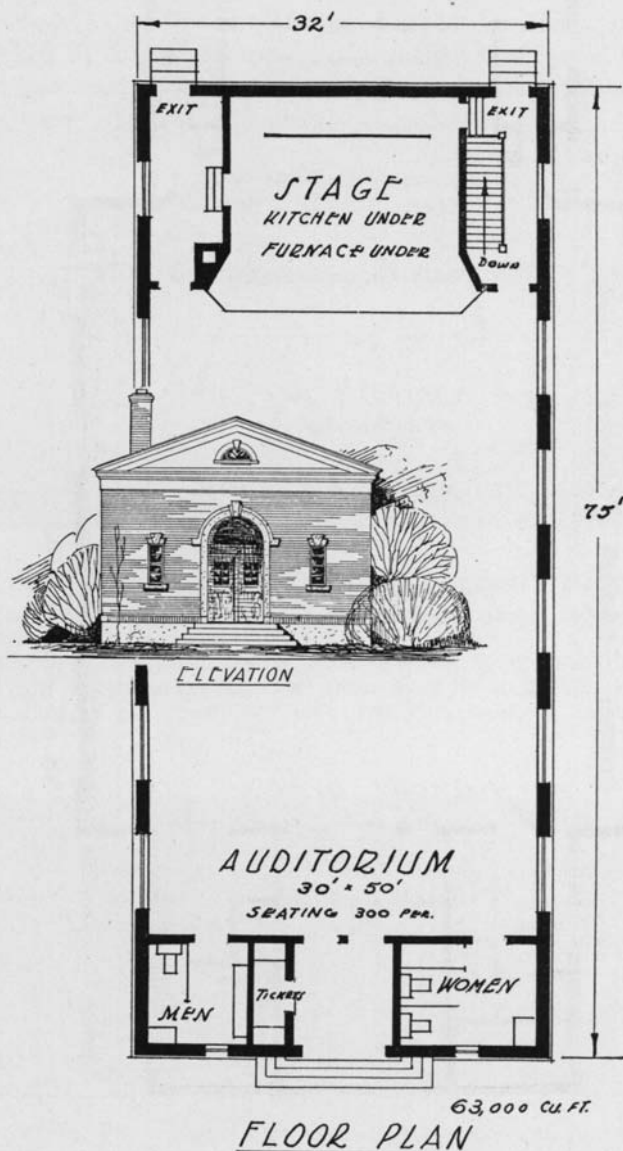
ment, but it is usually practicable to construct a basement large enough for a heating plant, toilets, and storage of fuel. Thoro examination by an architect may reveal many possibilities. Much of the work—excavation, hauling, and common labor—can be donated by the group, thus reducing the cost. Such donations add to the interest and appreciation of the enterprise, since possession earned thru labor means more than when acquired by gift.



PLAN FOR CONVERTING A CHURCH INTO A COMMUNITY BUILDING

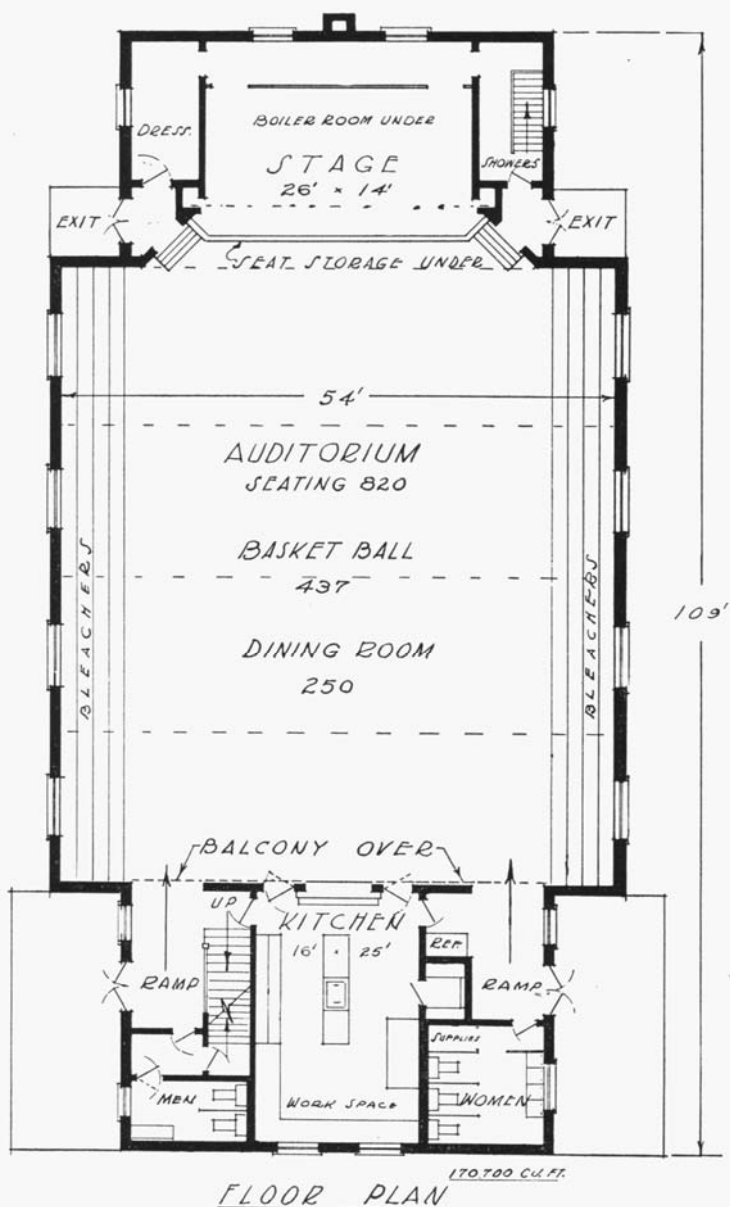
The seats have been removed to give free floor space. The pulpit platform has been converted into a stage.

Plans for New Buildings



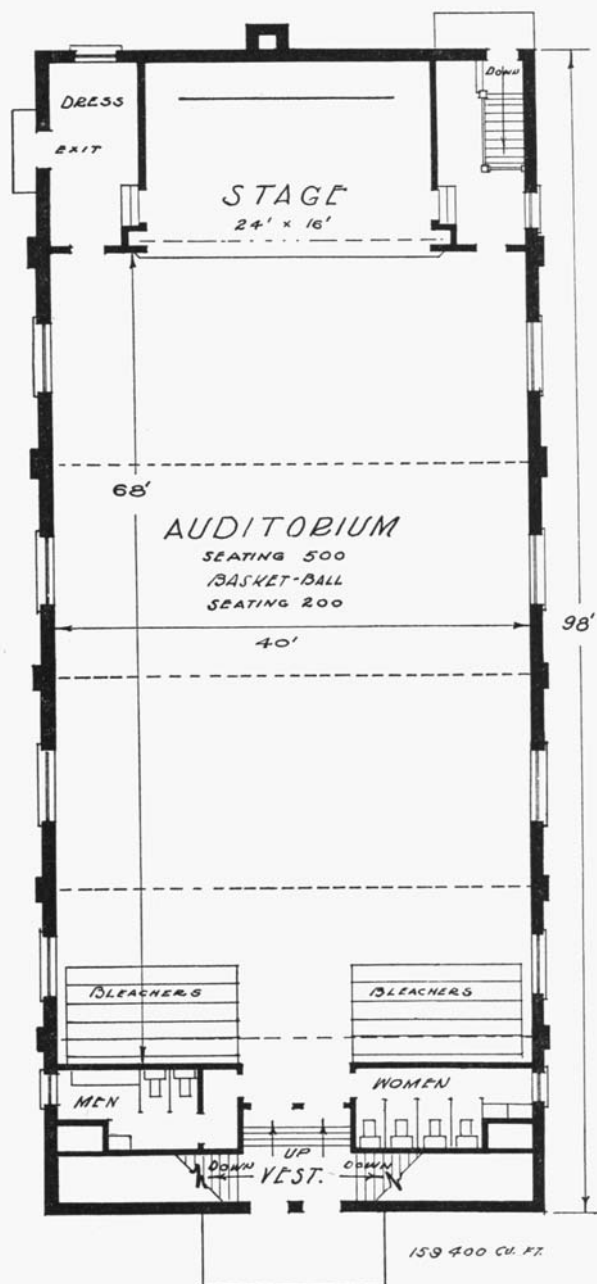
A SMALL COMMUNITY HALL

Ample for many needs but too small for a regulation basketball court, tho the dimensions could be changed to accommodate one. See page 12 for photograph of a larger hall of this type.



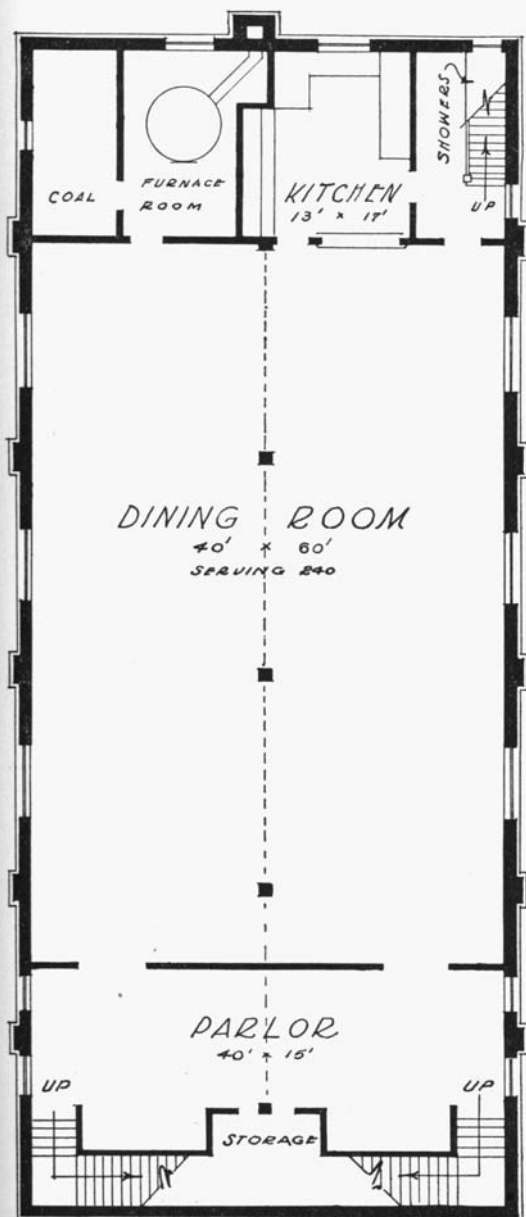
BUILDING ALL ON ONE FLOOR

The kitchen is at the front, and the heating plant under the stage. A bank of bleachers, with a balcony over the kitchen, supplies seating space. The kitchen plan shown on page 39 is a development of the kitchen unit included above.



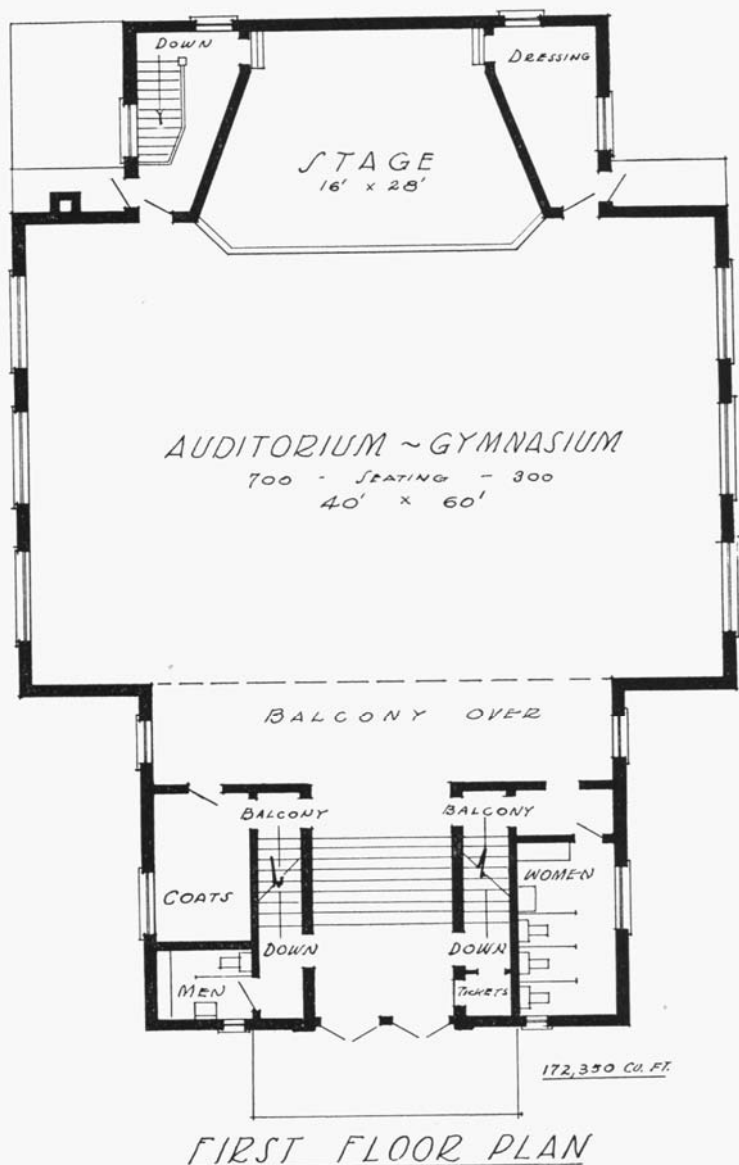
TWO-STORY BUILDING
 First Floor. The auditorium provides space for a medium-size gathering and for basketball. Bleachers at front and chairs on stage provide further seats for games.

FIRST FLOOR PLAN



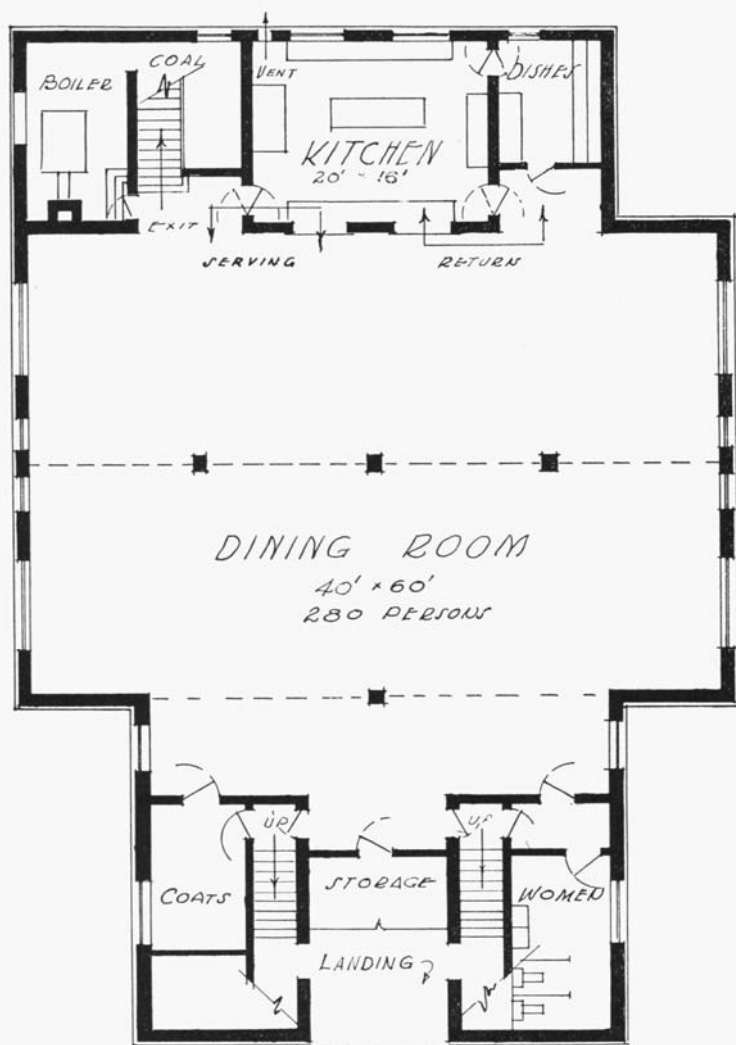
Basement of Two-Story Plan on page 31. Ground floor, slightly below grade, includes dining room, kitchen, store-room for dining equipment, toilet, and showers under the stairs.

BASMENT PLAN



BUILDING ADAPTED TO A WIDE SHALLOW LOT

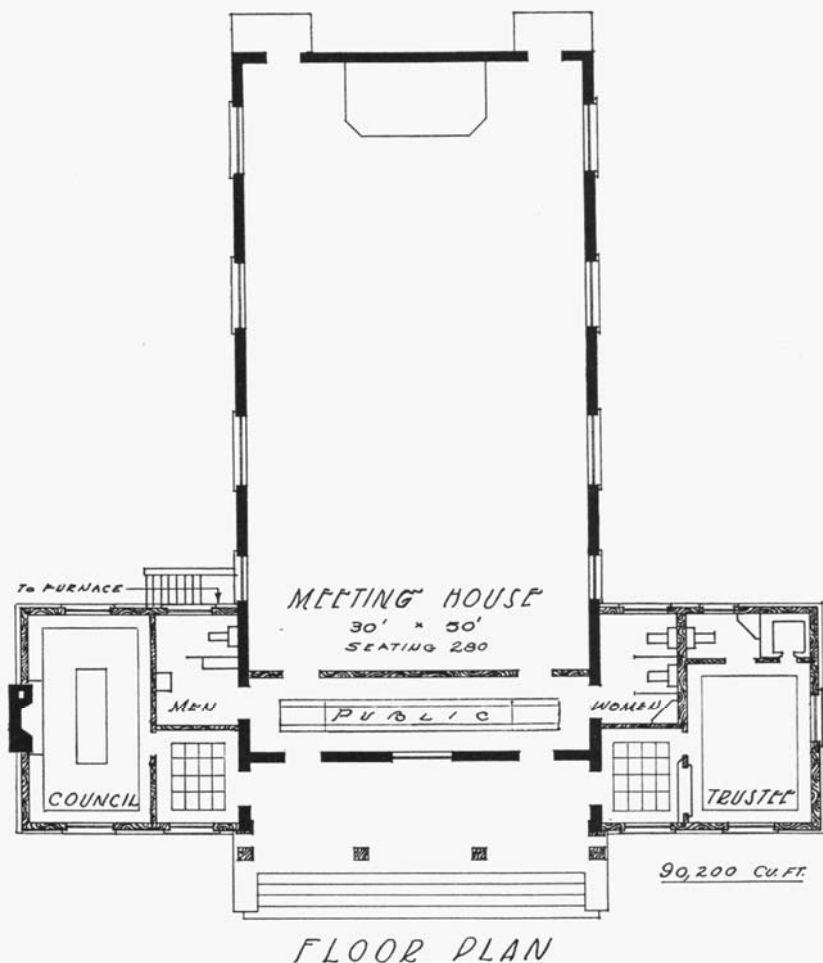
This plan is adapted to either a one-floor or a two-floor building. In the two-floor plan shown here the first floor consists mainly of an auditorium. A balcony with permanent seats is built at the front and the stage at the rear. Dead corners for piano and equipment should be kept as small as possible.



BASEMENT PLAN

BASEMENT PLAN OF BUILDING ON PRECEDING PAGE

The heating plant and kitchen are placed under the stage. The dining room is under the auditorium. Pictures of the dining room, auditorium, and women's club room in a building of this type are shown on page 8.

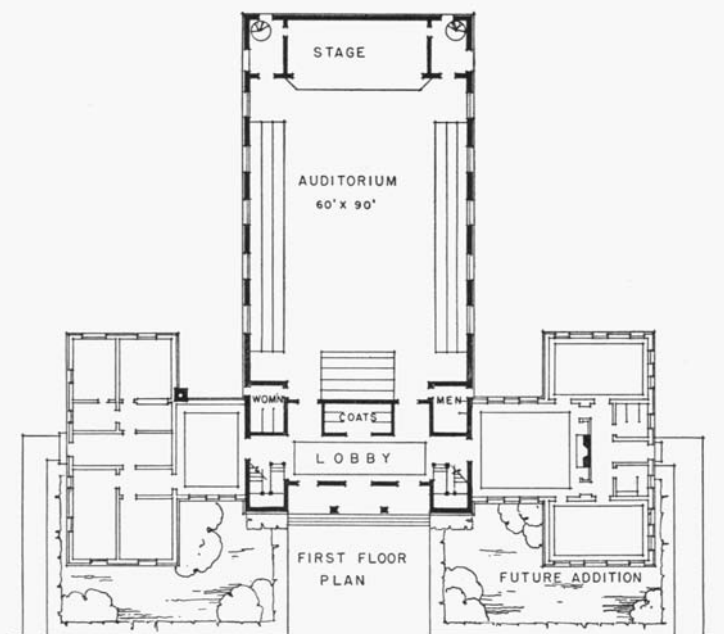


FURTHER DEVELOPMENT OF TYPE OF BUILDING SHOWN ON PAGE 32

Wings provide a council room and a trustees room. The walls of the wings are of temporary construction so that enlargements or other changes can be made with a minimum of expense. When further space is needed and funds are available, larger wings of permanent construction, like those shown in the plan on page 37, can be built. The front elevation of this building is shown at the top of page 37.

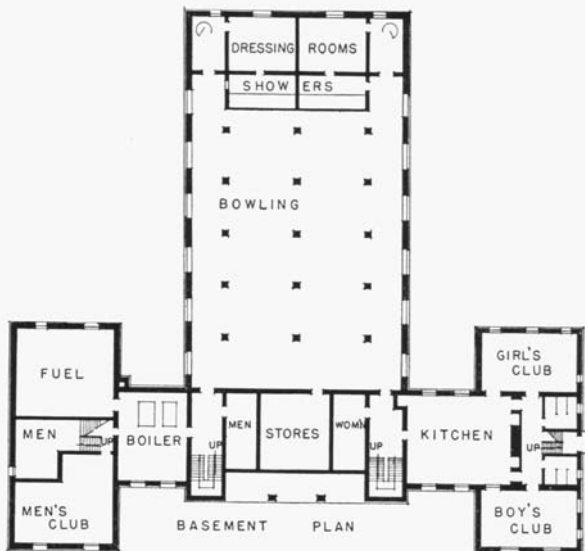


FRONT ELEVATION OF PLAN SHOWN ON PAGE 36



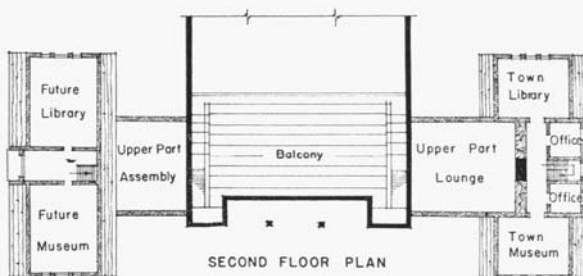
FIRST FLOOR OF A GROWING TYPE OF BUILDING

By obtaining a large site and making complete plans from the beginning, a building can be erected that will permit additions to be made as needs arise and funds are available. The auditorium of the above building may be built without the wings, and the wings added later, either to the limit of expansion, as shown above, or smaller and of temporary construction, as shown on page 36. For basement and second-floor plans see page 38.



BASEMENT OF GROWING TYPE OF BUILDING

See page 37 for first-floor plans, and see below for second-floor plans.



SECOND-FLOOR OF FRONT PART OF GROWING TYPE OF BUILDING

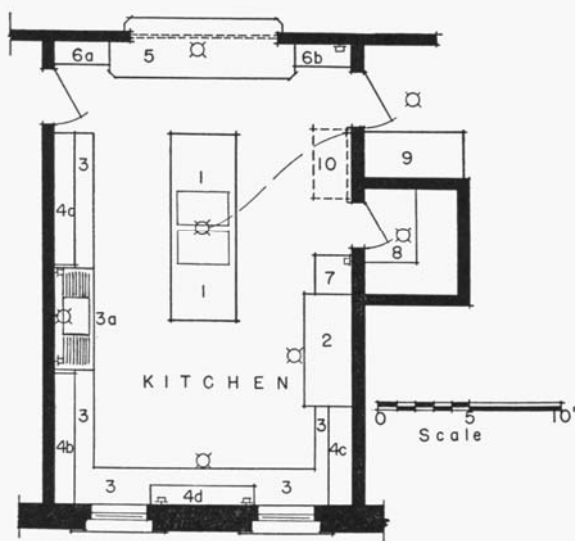
The adding of the second-floor wings, as shown here, may be deferred until they are needed.

Plan for a Kitchen in a Community Building

The kitchen in a community building deserves careful planning by the architect in conference with the local group responsible for serving the meals. The arrangement should permit different groups working in the kitchen to work more or less independently and at the same time to coordinate their efforts so that the processes of preparing, serving, and cleaning up will move forward smoothly and rapidly.

In addition to cupboards for dishes and equipment, open shelving should be provided where prepared dishes, such as salads, pastries, etc., can be placed previous to being served.

Good light, both natural and artificial, and good ventilation by means of windows or fans, are essential to a satisfactory kitchen.



KITCHEN PLAN

1. Cleaning table and sink, for preparation of fruits and vegetables; for washing equipment and utensils; and for service.
2. Range for cooking and baking.
3. Work table, with shelves or cupboards above and drawers and flour bin underneath. (Removable bracket stools should be provided for workers.) (a) Sink, with double drain board.
4. Storage cupboards over work table: (a) for service; (b) for miscellaneous purposes; (c) for cooking utensils, dippers, etc.; (d) for supplies.
5. Serving table, with shelves or cupboards underneath.
6. Shelves: (a) for miscellaneous purposes; (b) for urn, cups, etc. (Movable table underneath.)
7. Place for steam table. 8. Pantry for supplies. 9. Refrigerator. 10. Movable table or cart to transfer foods and dishes.

This plan may, of course, be reversed to suit individual conditions.

LANDSCAPING THE COMMUNITY BUILDING

Not only the community building but the grounds around it should be so planned that the community may get the most from its investment thruout the year. During the late spring, summer, and early fall many activities are more enjoyable in an outdoor setting. A building lacking adequate grounds development loses much of its use and desirability during these months.

First Requisite Is a Plan

A landscape plan is just as necessary for proper planning of grounds as an architectural plan is for the building.

The work of landscaping the grounds may be organized into a program covering several years, but the landscape plan approved by the building committee should be the permanent guide for such a program. The plan will show from year to year just what has been accomplished and where to start again. The expense can be spread out over several years and the load be made relatively small for each year.

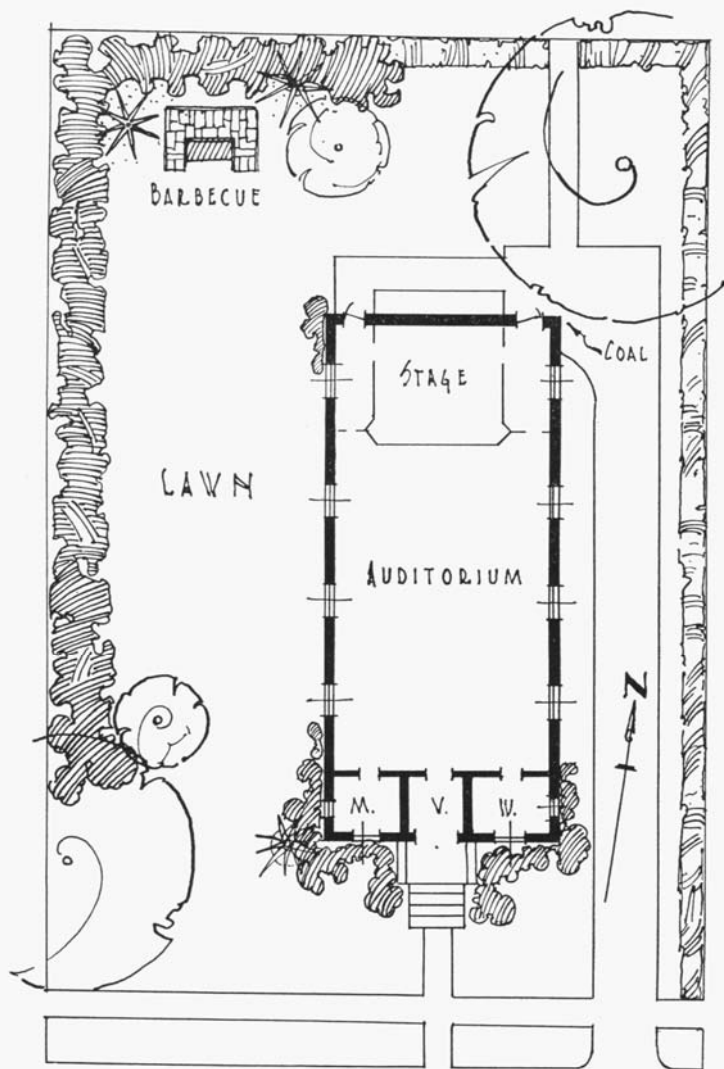
By all means the plan for landscaping should be pointed toward the future. It is better to look ahead to the needs of the community and prepare to provide for them than to restrict the program too closely to what can be done immediately. Lack of forethought in planning the building and its site may shorten the usefulness of the building and make the removal to new quarters necessary.

Altho the services of a competent landscape architect, as of a competent architect, will require the payment of a small fee, the advice obtained will, if followed, insure to the community an arrangement of grounds and building that is not of the "hit-or-miss" sort, but is usable, attractive, and well planned. At the very outset the services of these professional men should be obtained.

The services of the architect and the landscape architect should be cooperative in order that the best plan for building and grounds combined can be worked out. If finances demand, the services of the landscape architect need not be retained after the plan is drawn and the first work started.

Landscaping Plans for Small Grounds

Even a small ground space planned properly can add much to the usability of the community building.



A LANDSCAPE PLAN FOR SMALL GROUNDS

By keeping the plants to the bounding margins, space is conserved and the grounds are given an appearance of size. The drive is located on the narrow side, where it will break into the least space. It is not possible to provide parking space on grounds of this size and have a satisfactory outdoor meeting area. The plantings are very simple and inexpensive, only enough being used to blend the building to its site and accent its architectural qualities. This lot measures 96 by 150 feet.

When Building Is at Side of Lot

The plan shown on page 41 is an illustration of what can be done by remodeling and landscaping a building where there is only limited space around the building.

During the months when the outdoors is attractive, the side yard to the west of the building can be used for socials, programs, and receptions of a community nature. One feature of the plan is the opportunity it provides for people to circulate either from the front or the back of the building directly into the side yard—a great help toward making the combined unit of the building and the grounds much more usable. The drive is located in the narrow side yard, where it will break into the least space, and extends back only far enough to permit unloading near the rear entrance. To have placed it along the west side would have broken up the area planned for group gatherings. Moreover, by keeping the drive, delivery services, coal trucks, etc., on the east side away from the outdoor meeting area much dirt and annoyance is kept away from the public grounds. No parking space is provided in this plan. To attempt to include parking facilities on such small grounds would make it impossible to have an outdoor meeting area worthy of the name.

When Building Is in Center of Lot

Perhaps the building which has been remodeled as a community building is located exactly in the center of a small lot, leaving only a narrow strip of ground down each side. From the standpoint of getting the most use from the space available, it would be far better had the building been located farther toward one side or the other. To remedy the situation a strip of ground 15 or 20 feet in width can sometimes be purchased at one side or the other and added to the lot. When it is possible to acquire such extra footage at reasonable expense it is very desirable to do so.

Plantings Need Not Be Expensive

Contrary to popular opinion, a community building can be landscaped at a small cost. It is not only unnecessary but it is undesirable to fill the grounds with a great quantity of trees and shrubs. On page 41 is a lot measuring 96 by 150 feet, for which only two large trees are indicated. Two small trees and three specimen evergreens (the black stars on the drawing) complete the tree planting.

The shrub plantings are in the form of clipped hedges along the

east side and part of the north side, and in the informal hedge along the remaining portion of the north side and the west side. The straight-line marginal planting conserves space and also secures privacy.

The planting about the building itself consists only of a touch at the rear corner and a sufficient amount by the entrance and foundation at the front to give an appropriate setting. When the building is of tasteful, simple architectural lines (as in the elevation shown on page 30), only a little planting is needed and that only to blend the building to its site and to accent its architectural qualities.

In Illinois there are many sectional differences in soils and climate. Trees and shrubs suited to one part of the state are not necessarily well adapted to other sections. And inasmuch as the planting on any public grounds will naturally receive hard usage and a minimum of care, it is essential that the plants be well adapted to the region. Each section has its group of trees and shrubs, both native and naturalized, which are hardy and thrive in normal years despite hard usage and careless treatment. From these can be selected a satisfactory list for planting around the community building.

Community enterprise in obtaining or contributing plant materials often reduces landscaping costs to a very low figure. For best results nursery materials are preferred, and can probably be secured for the plan shown on page 41 for thirty or thirty-five dollars, or less.¹ Almost every community, however, offers many sources of native plant material which can be utilized if it is necessary to keep expenses to a minimum. The quality of the planting and the materials need not be sacrificed in any way, but if materials are to be obtained from native sources, someone experienced in handling plants should be in charge of the work to assure its being properly done and done with the minimum loss of materials.²

¹A list of native and adapted trees and shrubs is contained in a mimeographed publication, "Selected List of Trees and Shrubs for Landscaping About the Illinois Home Grounds," which will be sent to community committees upon request to the College of Agriculture, Urbana, Illinois.

²An Illinois law, designed to protect a user of native plant materials from collecting diseased, worthless planting stock, which would in turn infect existing plantings, prohibits the collection of native or free-growing plant materials (trees, shrubs, vines, etc.) from outlying areas about the farm, the timber, or streamside, for landscape use, unless they are first inspected by a representative of the State Department of Agriculture. By applying to the State Department of Agriculture, Division of Plant Inspection, Bureau of Plant Industry, Urbana, Illinois, prior to June 1 of any year, any person may request inspection of plant materials marked for moving and receive these services free of charge during the annual state inspection (June-September). Requests made on June 1 or thereafter, or upon short notice, will be granted only upon the payment of the expenses of the inspector.

Landscaping Plans for Larger Grounds

The landscaping plan on page 45 shows what can be done with only a moderate outlay by the average Illinois community that has acquired adequate grounds for the community building. Here the remodeled building shown in plan and elevation on page 30 is placed on a lot of greater dimensions, some 200 by 290 feet.

Both building and grounds provide ample space for most community events, and the setting is very attractive. Space is provided for normal parking needs. A large open lawn on the south side of the building gives a place for outdoor meetings during the summer particularly. In one corner of the grounds a barbecue, laid up of native stone and mortar, provides a convenient place for lunches and picnics.

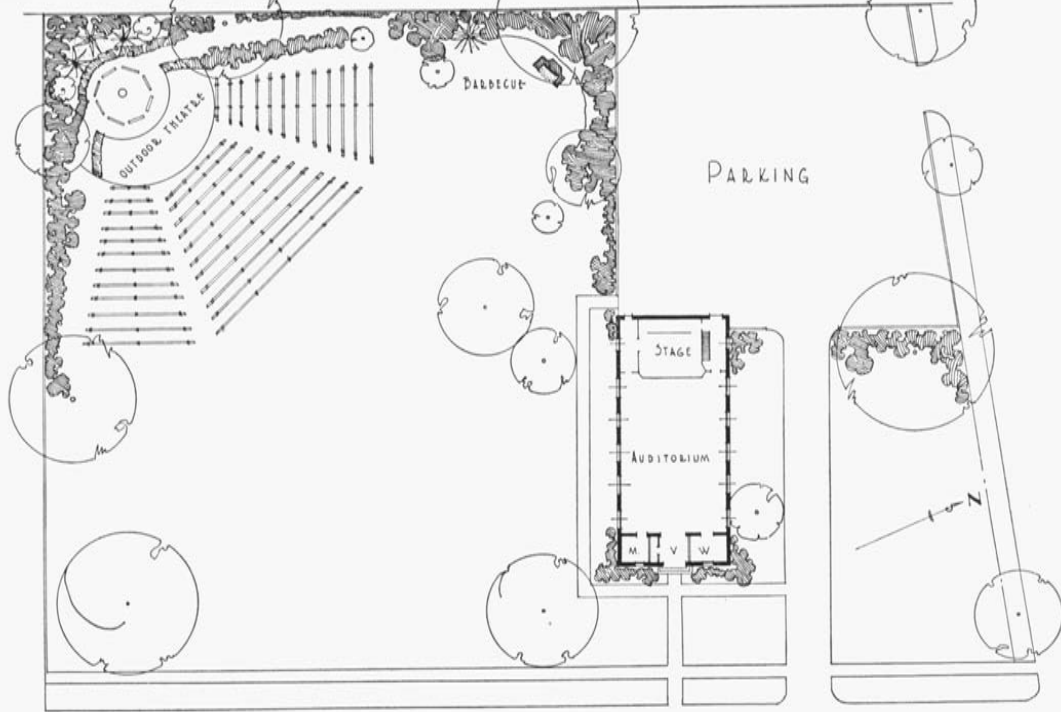
In one corner is an outdoor theatre of simple design, graded in a gentle slope toward the central part or stage. The theatre equipment is quite inexpensive. The stage is nothing more than an open, circular area backed by hedge and background planting. Within the circular area a council-circle space is provided. The native stone fire box can be laid up when needed or removed when the space is needed for theatre performances. The seats for the councilors are made of half-logs spiked to cross-log support pieces, and can be removed when necessary. The seats for the audience are also made of half-logs with cross-log supports. The half-logs are spiked to the supports at a slight angle so that the seats will conform in arrangement to the slope of the site and still provide normal seating position and comfort. When it is necessary to use this area for large community gatherings these seats also may be temporarily removed.

Only a minimum of plants is used in this plan—in fact only enough for the background and setting of the theater and barbecue and to give appropriate foundation setting to the building. And, as stated in the discussion on page 43, only the hardiest native and naturalized plants should be used. Community enterprise may easily cut the cost of these materials to a very small amount.

By using this plan as a guide, the completion of the work may be spread over any period of time that will enable the community to finance the project without hardship.

Landscaping for New Community Buildings

Some communities are fortunate enough to be able to erect a new building for the community center instead of remodeling an old building. Here, especially, should the services of a competent architect and



A LANDSCAPE PLAN FOR A LARGER AREA

This plan would be suitable for the building shown on page 36. Note large, open lawn, barbecue grounds, outdoor theater, and parking space. A plan such as this may be developed over several years. Only a minimum of plants is used, but these should be of the hardest native and naturalized stock. This lot measures approximately 200 by 290 feet.

a competent landscape architect be called in at the beginning of the campaign. They can help in deciding upon the desirability of a site, its possibilities, and the location of the building. These are highly important considerations if the community is to get the greatest good from the investment. Lack of forethought in the preliminary planning may mar the final outcome of the community's effort.

REFERENCES

Further information on steps necessary in organizing for a community building, suggestive floor plans, and specific uses to which such a building may be put will be found in the following pamphlets.

1. **Community Buildings for Industrial Towns.** Published by the Community Service, 1 Madison Avenue, New York City. 1921.
2. **Floor Plans for Community Buildings.** By Guy Lowell. Prepared for Community Chautauquas, Inc., White Plains, New York. May be obtained thru the National Recreation Association, 315 Fourth Avenue, New York City.
3. **Organization of Rural Community Buildings.** U. S. Dept. Agr. Farmers' Bul. 1192. 1921.
4. **Plans for Rural Community Buildings.** U. S. Dept. Agr. Farmers' Bul. 1173. 1921.
5. **Rural Community Building Plans.** Arkan. Coll. of Agr. Bul. 322. 1935. Fayetteville, Ark.
6. **Rural Community Buildings in the United States.** U. S. Dept. Agr. Farmers' Bul. 825. 1920.
7. **Rural Work Centers.** L. M. Sheffer. Rural Rehabilitation 1 (No. 1), 7. Nov. 15, 1934. Federal Emergency Relief Administration, Washington, D.C.
8. **Rural Work Centers.** Texas Agr. and Mech. Coll. Exten. Circ. 101. 1934. College Station, Texas.
9. **Uses of Rural Community Buildings.** U. S. Dept. Agr. Farmers' Bul. 1274. 1922.
10. **Selected List of Trees and Shrubs for Landscaping About the Illinois Home Grounds.** Mimeo. Extension Service in Agriculture and Home Economics, College of Agriculture, University of Illinois.

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APPENDIX

ILLINOIS LAW ON COMMUNITY BUILDINGS¹

An act to authorize certain towns² to purchase or erect, acquire by dedication or gift, establish, equip, and maintain community buildings and to issue bonds and levy taxes therefor. (As amended July 1, 1931)

Be it enacted by the People of the State of Illinois represented in the General Assembly:

Bond issues by towns for community buildings.] SECTION 1. Subject to the provisions of this Act, any town of the population hereinafter specified, may issue bonds for the purpose of purchasing, or erecting and equipping community buildings.

—Petition—Submission to vote.] SECTION 2. On the petition of fifty (50) of the freeholders of any town in this state having a population of not more than five thousand (5,000) inhabitants according to the last preceding federal census, to the town clerk requesting him, when giving notice of the time and place for holding the next annual town election, to give notice that a vote will be taken at said annual election on the question "Shall bonds for community building purposes be issued to the amount of dollars (\$.....)?" , such clerk shall, when giving notice of the time and place for holding the next annual town election, also give notice that a vote will be taken at said annual election on the question "Shall bonds for community building purposes be issued to the amount of dollars (\$.....)?"

If in any such petition, a special election shall be requested for such purpose, it shall be called as follows: Upon the filing of such petition, the town clerk shall call such special town election by posting up in ten (10) of the most public places in said town at least ten (10) days prior to the day fixed for said special town election, notices of such special town election.

Said notice in either case shall refer to the filing of the petition, and set forth the question to be voted upon as follows: "Shall bonds for community building purposes be issued to the amount of dollars (\$.....)?" and the time and place of holding such election.

Such special election shall be held at the place or places of the last annual town election, and shall be conducted and the returns thereof be made in the same manner as regular annual town elections.

¹From Cahill, J. C., and Moore, F. D., Revised Statutes of the State of Illinois, 1933.

²"Town" as here used refers to the legal subdivision commonly known as "township."

The vote at such regular or special election shall invariably be by a separate ballot and shall be in substantially the following form:

Shall bonds for community building purposes be issued to the amount of _____ dollars (\$_____)?	YES	
	NO	

Board of managers—Election—Organization.] SECTION 3. Said building or buildings, if authorized at said election, shall be under the care and supervision of a board of managers. The board of managers shall consist of three (3) persons, residents of the town. The board of managers shall serve without compensation. The first board of managers shall be elected at the election at which the first issue of bonds for the establishment of a community building or buildings is authorized by the voters, to serve until the first regular town election occurring thereafter in an odd-numbered year at which election three managers shall be elected to serve terms of two, four and six years, to be determined by lot, and thereafter their successors shall be elected for a term of six years and until their successors are elected and qualified. The election of a board of managers at any election at which such initial bond issue shall fail to carry, shall be of no effect. In towns now having an elected board of managers, the successor of the manager whose term expires in 1932, shall be elected at the regular town election of that year for a term of three years and until his successor is elected and qualified. The successor of the manager whose term expires in 1933, shall be elected at the regular town election of that year for a term of four years and until his successor is elected and qualified. The successor of the manager whose term expires in 1934, shall be elected at the regular town election of that year for a term of five years and until his successor is elected and qualified. The successors of the managers herein required to be elected, shall be elected for a term of six years and until their successors are elected and qualified.

Candidates for the first board of managers shall be nominated by petition signed by ten (10) of the legal voters of said town, and filed with the town clerk at least eight (8) days before the date set for such election. Names shall appear on the ballot in the order in which petitions are filed with the town clerk.

The three (3) candidates receiving the highest number of votes, respectively, shall be declared elected.

Within ten (10) days after election the board of managers shall meet and organize. One (1) member shall be elected chairman and one (1) member shall be elected clerk of said board. A majority of the board of managers shall constitute a quorum for the transaction of business. (As amended by Act approved June 29, 1931.)

Issue of bonds—Interest—Tax levy.] SECTION 4. If a majority of the legal voters voting on said question at any election held under the provisions of this Act, vote in favor of issuing said bonds for community building purposes, the board of managers may thereafter issue bonds in an

amount not to exceed that approved by the voters at the election. Such bonds shall be signed and executed in the name of the town by the members of the board of managers or a majority thereof, and shall mature not later than twenty (20) years from the date thereof, and shall bear interest at a rate not to exceed six percent (6%) per annum payable annually or semi-annually, as the board of managers may determine. Such bonds shall be sold at not less than par.

The board of managers shall, in the resolution authorizing the bonds, provide for the collection of a direct annual tax sufficient to pay the interest and principal of said bonds as each falls due. A certified copy of the resolution authorizing the bonds and levying said tax shall be filed in the office of the county clerk of the county in which said town is located, and it shall be the duty of the county clerk to extend annually against the property in said town a tax sufficient to raise in each year the amount provided in said resolution for the payment of principal and interest in that year, *provided*, that in any event and despite any error or insufficiency of amount which may occur in said resolution, said county clerk shall extend annually against the property in said town a tax sufficient to pay the interest of said bonds in each year and to discharge the principal thereof within the period for which said bonds have been issued.

Purchase of site and erection of building—Powers of managers—Treasurer.] SECTION 5. The proceeds of the sale of said bonds shall be expended by the board of managers for the purpose of purchasing, or erecting and equipping a community building or buildings, or acquiring a site therefor. Said board of managers may exercise any and all other powers necessarily incidental in order to carry out the provisions of this Act. The supervisor of said town shall be treasurer of the funds provided for in this Act and shall pay out the same only on the written order of a majority of the board of managers.

Acquisition of property or funds by gift—Board of managers—Election.] SECTION 6. Authority is also hereby granted any town to acquire by dedication or gift, property or funds for community buildings and in the event community buildings or funds may be acquired by dedication or gift, a board of managers shall be elected at the next succeeding annual town election in the manner hereinbefore provided or at any special election called by the town clerk for that purpose, but no such special election shall be called for such purpose unless a petition requesting the calling of such special election, signed by fifty (50) legal voters of said town, be filed with the town clerk, and upon the filing of such petition it shall be the duty of such town clerk to call such special election.

Annual tax levy for maintenance.] SECTION 7. There may be levied annually in any town that acquires community buildings either by dedication, gift, purchase or erection, a maintenance tax of not to exceed one (1) mill on each dollar of assessed value of taxable property in said town.

The board of managers shall ascertain as soon as practicable, annually, how much money must be raised for maintenance purposes for the next ensuing year, and shall on or before the first Tuesday in September, file a written request with the county clerk to extend a tax sufficient to produce such sum, and the county clerk shall annually, upon such written request

signed by a majority of the board of managers, extend against the taxable property in said town, a maintenance tax of not to exceed one (1) mill on each dollar of assessed value of taxable property.

Bond of treasurer.] SECTION 8. The supervisor of any town, before receiving any said funds herein provided for, shall execute a good and sufficient bond with two (2) or more sureties to be approved by the board of managers and filed with said board for the benefit of the town, in double the amount which will probably come into his hands by authority of this Act.

Towns of less than 5000—Continuance of tax under previous act—Applicability of provisions of previous act.] SECTION 8a. Any town in which a majority of those voting on the question voted in favor of levying a tax for the establishment, erection and maintenance of a community building under the provisions of "An Act to authorize towns having a population of fewer than 5000 inhabitants to purchase, acquire, establish, erect and maintain community buildings," approved June 30, 1919, as amended; in which such tax has been levied; in which a board of managers has been elected and property acquired for a community building and in which said tax has not been discontinued in the manner provided in said Act, may continue to levy and collect such tax of not to exceed one (1) mill on each dollar of the assessed valuation of the taxable property for the establishment, erection and maintenance of a community building and to elect a board of managers, in the manner provided in this Act notwithstanding the fact that such town may now have a population of more than 5000 inhabitants. All the provisions of the Act to which this Act is amendatory, including the issuance of bonds, the expenditures of the proceeds and the use and management of community buildings shall be applicable to such town and the board of managers elected in any such town shall have all the powers and duties of boards of managers under that Act. The proceeds of any tax heretofore levied and collected in any such town for the establishment, erection and maintenance of a community building shall be held and used by the board of managers of such town for such purposes.

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Use of community buildings—Leasing.] SECTION 10. Subject to the reasonable rules and regulations of the board of managers, the community buildings shall be for the free use and benefit of the inhabitants of such town for lectures, concerts, free amusements and entertainments, and all other general educational purposes. The annual town meetings and other public assemblies may be held therein. The board of managers shall have power to lease, temporarily, the community building when not in use for public purposes, for any reasonable and legitimate private use on such terms as may be deemed reasonable and proper. Private lessees of a community building may charge admission fees. All money received from temporary rentals shall be turned over to the treasurer and shall be used only for community-building purposes.

Annual report of managers.] SECTION 11. The board of managers shall make a full and complete annual report of all its actions to the town board of auditors.

Repeal.] SECTION 12. An Act entitled "An Act to authorize towns having a population of fewer than five thousand (5000) inhabitants to establish, erect and maintain community buildings" approved June 30, 1919, as amended, be and the same is hereby repealed.

Abandonment—Referendum.] SECTION 13. Upon the petition of not less than fifty freeholders of any town which has adopted the provisions of this Act and provided a fund for community building purposes, the question of abandoning the project to purchase or erect and to equip a community building and of devoting such fund to some other purpose, shall be submitted to the legal voters of such town at the next annual election therein. Such fund may be transferred to any other township fund or to various common school districts located in such town ratably in the proportion that the portion of taxable value of the property of such school districts located in such town bears to the taxable value of all the property in the town. The vote at such election shall be by a separate ballot which shall be substantially the following form:

Shall the community building project be abandoned and the funds for that purpose transferred to _____?	YES	
	NO	

If a majority of the votes cast upon the proposition at such election are in favor thereof, the board of managers shall immediately settle all outstanding obligations against the community building and pay over any funds remaining in their hands to the proper authorities in accordance with such petition and election, and thereafter no new board of managers shall be elected, nor shall any maintenance tax be levied and collected in such town.

SAMPLE CONSTITUTIONS AND BY-LAWS

A Building in a Village of 250 Costing \$6000

(Constitution)

ARTICLE 1: The name of this club shall be the

ARTICLE 2, *Section 1*: This club shall have no capital stock; the funds for the building and maintenance shall be raised by voluntary contributions; and no charge shall be made for the use of the building for purposes hereinafter mentioned, provided that the board of trustees shall have power, if they so choose, to charge enough to cover incidental expenses.

Section 2: It shall be the purpose of this club to build and hold a building that can be used as a place where the real spirit of brotherhood prevails, and to spread that spirit in the community; to furnish a wholesome, happy center for our community; to promote in every possible way the spirit of business cooperation and mutual helpfulness among the farmers and business men of the community.

ARTICLE 3, *Section 1*: Every person living in the vicinity of is considered an associate member of this club.

Section 2: Any person over 18 years of age may become an active member of this club by enrolling with the secretary and may remain so by re-enrolling within thirty days after each annual meeting, and shall have power to vote for members of the board of trustees, and upon all other questions coming before the club; provided that no new member shall have power to vote within less than thirty days after his enrollment.

ARTICLE 4, *Section 1*: A board of trustees of five members shall have charge of the community building.

Section 2: The board of trustees shall hold office for a term of five years and shall be chosen at the regular meeting of the club in the following manner: At the first meeting the club shall choose, in whatever manner they desire, one member for a term of one year, one for two years, one for three years, one for four years, and one for five years, and then at each succeeding annual meeting one member shall be chosen for a term of five years.

Section 3: Immediately after the annual election the board of trustees shall choose from their own membership a president, secretary, and treasurer, who shall serve for a term of one year.

ARTICLE 5, *Duties of Officers*: The board of trustees shall have general supervision of the club and clubhouse, and all arrangements for the use of the clubhouse shall be made with them.

A Building in a Village of Nine Hundred (Articles of Agreement of the Association)

FIRST: The undersigned, and such other subscribers as may hereafter join them, hereby organize themselves into a voluntary organization, to be called "..... Association."

SECOND: The object of such association shall be to furnish to the members thereof, and to their families and friends, a suitable meeting place in the village of, to be used for social and educational purposes.

THIRD: The association shall acquire, either by gift or purchase, the following described property:

FOURTH: The title to said property, and such other property as may be acquired, shall be conveyed to five trustees, to be selected as hereinafter stated, in trust to take possession of said property and to manage the same for the benefit of said association. The hall to be erected on said lot shall be constructed under their supervision and they shall receive and expend all moneys contributed for that purpose by the members of the Association and others and prescribe the compensation to be paid therefor; they may delegate the details of the management, including the receipt of the current income from rents and otherwise, and the payment of current expenditures, to the house committee, but shall annually or oftener receive the net income, and out of the same pay all taxes, insurance, alterations, extensions, and repairs.

FIFTH: Should there be a surplus fund not needed for the purposes above mentioned the same shall be subject to the orders and disposition of the association. The trustees shall have the power to sell or encumber said property with the written consent of four-fifths of the members of the association and the unanimous consent of the trustees for the time being.

SIXTH: The association shall also elect a house committee of three to hold office for one year and until their successors are elected and may provide by by-laws for other officers and their duties. At all elections each member shall have one vote, either in person or by proxy.

New members may be admitted upon such terms as the association may prescribe. Each new member shall subscribe to these articles of association.

SEVENTH: In case of a sale of the property, as stated in paragraph four, the proceeds of sale shall be used or divided in such manner as may be directed in writing by four-fifths of the then members of the association and by the unanimous consent of the then board of trustees, and in case such direction and consent is not obtained the proceeds shall be divided among the contributors to the funds of the said association or their legal representatives pro rata to their contributions and as they appear in the treasurer's account.

It is the intention of these articles to vest in said trustees the entire legal and equitable estate in said property and to declare that the interest of the members of the association is only in the avails and proceeds of a sale, if any should be made, and is personal property.

The articles may be amended at any annual meeting of the association by an affirmative vote of at least four-fifths of the then members of the association and four-fifths of the then trustees.

A Building Erected Thru Sale of Stock

(Constitution)

ARTICLE 1, *Name*: The name of this organization shall be "The Association."

ARTICLE 2, *Object*: The object of this company shall be to erect and maintain a hall suitable for the needs and welfare of the community.

ARTICLE 3, *Capital*: The authorized capital of this company shall be seven thousand dollars (\$7,000) divided into shares of the par value of twenty-five dollars (\$25) each.

ARTICLE 4, *Officers*: The officers of this company shall be a board of three directors, who shall be the president, vice-president, and the secretary-treasurer.

ARTICLE 5, *Amendments*: This constitution may be amended by a two-thirds vote of the stockholders present at any regularly called meeting.

ARTICLE 6, *Quorum*: Two members of the board of directors shall constitute a quorum, and may transact any business that may properly come before them.

(By-Laws)

Section 1: Each director shall be elected by a majority vote of the stockholders present at the annual meeting. The director to be elected each year and to hold office three years or until his successor has been elected and qualified.

Section 2: The annual meeting of the stockholders shall be held on the third Saturday in March. A special meeting may be called by the president or by the secretary-treasurer by giving at least seven days' written notice thereof. Each stockholder shall be entitled to one vote at such regular or special meetings, regardless of the number of shares of stock he may own.

Section 3: Immediately after election, the board of directors shall meet and elect from their number a president, a vice-president, and a secretary-treasurer. They shall also appoint a manager who shall look after the hall for the best interests of the company.

Section 4: The duties of the president shall be to preside at all meetings of the directors or stockholders. The vice-president shall perform the duties of the president in his absence.

Section 5: The duties of the secretary-treasurer shall be to keep a record of the proceedings at all directors' or stockholders' meetings and he shall make a report to the stockholders at their annual meeting showing the receipts and disbursements of all funds together with the financial condition of the company at that time and shall pay all bills as allowed by the board of directors.

Section 6: The manager shall hold office until his successor is appointed and shall have charge of the renting and upkeep of the hall under the supervision of the board of directors and shall turn over all money received promptly to the secretary-treasurer.

Section 7: The board of directors shall meet directly following the stockholders' annual meeting and as often thereafter as the secretary-treasurer shall deem necessary.

Section 8: The board of directors shall have power to borrow money in the name of and for the company to make improvements or repairs as may be necessary and to provide the necessary funds for the completion of the building and equipment, and to pledge any or all of the assets of this company for the payment of such borrowed money.

Section 9: The board of directors shall have power to fill any vacancies in the board by appointment, such appointees to hold office until the next annual election.

Section 10: The board of directors shall set aside each year as a sinking fund one-half of the net earnings of the company to retire any stock that may be offered because of the removal of the owner thereof from the county, such stock to be redeemed in the successive order that it is offered and as funds become available. All liabilities shall be paid before the distribution of any earnings is made.

A Building Erected by a Community Club (Constitution)

ARTICLE 1, *Name*: The name of this corporation shall be the ".....
..... Community Club."

ARTICLE 2, *Object*: The objects for which this company is formed and the powers which it shall exercise are: to erect, construct, equip, operate, manage and maintain a community clubhouse and club rooms for recreation and amusement; to sell social-club memberships to nonstockholders, which members shall be entitled to all the privileges of the club except the right to participate in the control of its affairs.

ARTICLE 3, *Corporate Stock, Section 1*: The amount of capital stock of said corporation shall be \$25,000.

Section 2: The capital stock shall consist of 250 shares of \$100 each, and the amount of the capital stock which the said corporation shall begin business with shall not be less than \$7,500; and the corporation may collect unpaid instalments on subscription of said capital stock by giving ten days' notice to such subscriber.

ARTICLE 4, *Board of Directors*: The number of directors shall be seven. The directors shall manage the business of the company, elect all officers of the company, and do each and everything necessary and proper for the carrying out of the objects herein expressed. The directors shall be elected at the annual meeting of the stockholders; but vacancies existing at any other time may be filled by the board itself, or, in default of a quorum, by special meeting of the stockholders. The officers of the corporation shall be elected at the meeting of the board of directors immediately following the annual election.

ARTICLE 5, *Voting*: At all meetings of the stockholders of this company, each stockholder shall be entitled to one (1) vote for each share of stock owned by him, which vote may be cast in person or by proxy. All officers shall be elected by ballot.

ARTICLE 6, *First Board of Directors*: Immediately after the capital stock of the company has been subscribed to the amount of not less than \$7,500, the incorporators herein named shall call a meeting of all subscribers to its capital stock, and said stockholders shall proceed to elect a board of directors, who shall serve until the annual meeting in January, 19....., and until their successors are elected. All other boards of directors except the first shall hold office for one year.

(Corporation By-Laws)

ARTICLE 1, *Property*: (a) The real estate and fixed property of the corporation is hereby declared to be all the real estate which it may at any time possess by virtue of purchase, lease, gift, or other manner obtained.

(b) The merchandise of the corporation is hereby declared to be: The rights and privileges of social membership, the use and comforts of the various real and personal properties of the corporation, including its auditoria, parks, etc., subject to house and grounds rules in force at any time.

ARTICLE 2, *Power of Directors*: The corporation, thru its directorate, shall make all regulations for use of the various properties, fix fees and regulations for social memberships, rentals, admission charges for exhibitions, etc., fees for games and other privileges.

ARTICLE 3, *Rights of Stockholders*: Holders of the capital stock shall have all the rights enumerated in the articles of the corporation as to the real estate and financed control of the property interests, but shall not be entitled to the privileges of social membership, nor participation in the meetings of the social organizations unless they shall qualify for the same by paying the same annual membership fee, in advance, as shall be prescribed for social members of the class to which they may be eligible.

ARTICLE 4, *The Social Organization*: The corporation shall maintain the social organization known as the Community Club, subject to the rules and regulations prescribed under the section headed "The Social Organization."

ARTICLE 5, *Advisory Board*: The members of the village board of trustees, the pastors of the various churches, the superintendent of public education, and the village marshal, provided they maintain membership in the club, shall constitute an advisory board which may meet from time to time with the board of directors in consideration of the various interests of the community.

(Social Organization By-Laws)

ARTICLE 1, *Powers and Object*: (a) The word "club" in this section shall be construed to mean the social organization as distinguished from the corporation.

(b) The social organization of the Community Club shall entitle its members to all the rights and privileges of the club, except those reserved in the articles of incorporation to the stockholders; subject to the by-laws in force and as they may be added to or amended from time to time. The club is organized for the promotion in all ways possible of the welfare, industrial, and social development, commercial, agricultural, and general public interests of the community of and adjacent to

ARTICLE 2, *Membership*: (a) Regular: Any person of legal age, of good character and standing, who is a resident of any of the following townships; may become a member in the regular class upon application signed by himself and bearing the recommendation of two members in good standing and receiving the approval of not less than two-thirds of the board of directors, said approval to be determined by ballot; application must be accompanied by initiation fee.

(b) Special: Traveling men and nonresidents. (c) Boys.

ARTICLE 3, *Fees and Dues*: Until January 1, 19....., the initiation fee shall be twenty-five cents per month payable in advance for the number of months remaining from date of application till January 1, 19..... On and after January 1, 19....., the initiation fee shall be five dollars for all persons in the regular class and 25 cents for all in special class and boys.

Dues for the regular classes shall be as follows: Family membership, \$15 per annum, payable in advance. Single man's membership, \$12 per

annum payable in advance. For special classes: boys under 21 years, \$5 payable in advance. Nonresidents, \$5 per annum, payable in advance.

ARTICLE 4, *Privileges*: The corporation shall furnish, in consideration of the annual membership fee, a comfortable meeting place for the club at its regular monthly and special meetings. It shall maintain and keep comfortable the reading rooms, gymnasium, recreation and ladies' rest room, etc., for the daily use of club members and their guests.

ARTICLE 5, *Club Funds*: The club may raise funds for its special uses by subscription, solicitation, entertainments, or in any manner not conflicting with the by-laws or state statutes for the several objects of its organizations; which funds shall be kept separate from the corporation funds by the treasurer and administered by him in accordance with the action of the club upon warrant signed by the commissioner.

The club shall have no authority to make any contract involving the corporation treasury, unless by consent of the board of directors, but shall at all times have its special funds under its own control. The right to disapprove and set aside any action of the club shall always be vested in the board of directors, and in the event of the dissolution of the club or failure to maintain interest, all the property of the club shall automatically revert to the corporation.

(House and Ground Rules)

ARTICLE 1, *Duties and Power of Commissioner*: It shall be the duty of the commissioner to act as manager of the auditorium and have general oversight of the buildings and grounds. He shall act as secretary of the social organization, conduct the correspondence, collect dues and subscriptions for various purposes as they may be authorized from time to time, and do such other work as may be ordered by the board of directors, to which he shall at all times be responsible. All assistants in the building or grounds shall be under his direction and subject to his discipline.

He shall have power at all times to administer the discipline of the club and to exact obedience to its rules.

ARTICLE 2, *Auditorium and Hall Leases and Contracts*: Every contract made for the use of the auditorium shall contain in heavy type at the head of the blank the following words: "READ YOUR CONTRACT, you know your company and production, and if you do not wish to comply with our house regulations do not sign it. We guarantee you a square deal, but we insist upon quality and the maintenance of the standard of the house." And in the body of the contract shall be the following words: "The commissioner shall have absolute authority, with or without the consultation of the advisory board or board of directors, any time he deems it advisable, to ring down the curtain upon any engagement or performance or terminate the use of the auditorium and order the repayment of the admission fee to the members of the audience, when he shall be convinced that the performance or use of the building is destructive of morality, is obscene or profane, or is offensive to the higher development of the community, or shows a lack of quality necessary to the standards of the house. In the event of any such action any advance rentals which may have been paid shall be forfeited to the corporation treasury to cover the cost of light, heat, service, or other similar expense.

LACK OF A SUITABLE MEETING PLACE is, in many communities, a serious obstacle to the development of highly desirable community activities. How to organize to obtain such a place, how to plan for it, how to finance it, how to manage and use it after it is built—these are the practical problems facing communities interested in acquiring such centers. A number of Illinois communities, either by remodeling old buildings or erecting new ones, have provided themselves with suitable centers for their activities. The purposes served by these buildings, and the types of organization used for financing, maintaining, and controlling them are described herein. Pictures and plans also are shown.

In undertaking a building project, a community should, of course, not only be convinced of the need for the building but be assured of its future use and maintenance also.