

Suggested Constitution and By-Laws for Women's Home Demonstration Clubs.

Article I.—Name.

The name of the organization shall be the _____ Home Demonstration Club.

Article II.—Object.

The object of the club shall be the study of home and community problems—food production, preservation, and preparation, clothing, home improvement, home management, and child and community welfare, with the purpose of putting the lessons learned into immediate practice in home and community.

Article III.—Membership.

Any woman in the community, of eighteen years or more, who is willing to undertake regular and definite work is eligible to membership.

Article IV.—Officers.

The officers of the club shall be a president, vice-president and secretary. Should occasion arise for the need of a treasurer, the secretary shall act as treasurer. The Home Demonstration Agent shall be an adviser to the club.

Article V.—Election of Officers.

The officers shall be elected annually by any method which the club may choose and shall hold office until their successors are elected and installed.

Article VI.—Duties of Officers.

President.—It shall be the duty of the president to preside at all meetings of the club, to appoint all necessary committees, to call special meetings, and to perform such other duties as appertain to the office.

Vice-President.—It shall be the duty of the vice-president to perform the duties of the president in case of her absence or disability.

Secretary.—It shall be the duty of the secretary to keep accurate minutes of all the meetings of the club, to attend to all correspondence, to receive and keep properly filed all important communications and reports, to distribute all literature for the members, and to make regular reports to the county Home Demonstration Agent. If she is also treasurer she is to render an account of all monies collected and expended.

Home Demonstration Agent.—It shall be the duty of the County Home Demonstration Agent to act as adviser to the club and if possible, to give demonstrations when requested by the club to do so, and secure speakers for special occasions, to furnish information as to sources of literature, and to do all in her power to promote interest and to advance the work of the club.

Article VII.—Committees.

The standing committees of the club shall be a Membership Committee, a Program Committee, and Finance Committee.

Other committees shall be appointed by the president as need for them is found to exist.

All standing committees shall serve until the close of the year's work.

Article VIII.—Duties of Committees.

The Membership Committee—shall endeavor to induce every woman in the community to become members of the club, and shall investigate the cause of each absence from a meeting.

The Program Committee—shall, with the advice and assistance of the County Home Demonstration Agent, plan the year's work for the club and make arrangements for special programs.

The Finance Committee—shall have charge of all plans to make or raise money and the expenditure under the direction of the club, making a written report of this work to the secretary-treasurer.

Article IX.—Meetings.

Regular meetings shall be held..... Special meetings may be called by the president.

Article X.—Funds.

No membership dues shall be required except by a vote of a majority of the membership.

Article XI.—Amendments.

This constitution may be amended by a majority, at any regular meeting of the club.

By-Laws.

1. A quorum to transact business shall consist of a majority of the membership.

2. The order of business shall be as follows:

- a. Meeting called to order.
- b. Roll call.
- c. Reading of minutes.
- d. Reports of committees.
- e. unfinished business.
- f. New business.
- g. Reports of home work.
- h. Regular work of program.
- i. Reading of program for next meeting.
- j. Apjournment.

COMMITTEES.

MEMBERSHIP.

PROGRAM.

FINANCE.

SPECIAL.

SUMMARY OF YEAR'S WORK.

The following summary should be very carefully made out after the last meeting of the year. It can easily be filled out from the information on the preceding pages.

1. Date club was organized.
2. Number of meetings held during year.
4. Total number of visitors present.

Grand Total.

WORK DONE.

Number of gardens planted.....	Spring.....	Winter.....
Number of fruit trees	berry vines.....	grape vines.....
Number of pounds of vegetables used fresh:		Value
Number of pounds of vegetables sold fresh.....		-----
Number of pounds of vegetables dried.....		-----
Number of quarts of vegetables canned		-----
Number of pounds of fruit used fresh		-----
Number of pounds of fruit sold fresh		-----
Number of pounds of fruit dried		-----
Number of quarts of fruit canned		-----
Number of quarts pickles made		-----
Number of quarts jam.....	marmalades.....	preserves.....
jellies.....	made	-----
Number of gallons of vinegar made		-----
Number of gallons of fruit juices made		-----
Number of cans of meat canned: pork.....	beef.....	poultry.....
game.....	fish and oysters.....	-----
Number of pounds of meat cured		-----
Number of pounds of sausage made		-----
Number of pounds of lard made		-----
Number of pounds of soap made		-----

DAIRY WORK.

Number of club members milking one or more cows.....	-----
Number of club members having enough milk for family use.....	-----
Number of club members having surplus.....	-----
Number of pounds of butter used at home.....	Value
Number of pounds of butter sold	-----
Number of pounds of cottage cheese made.....	-----
Number of pounds of milk sold	-----
Number of pounds of cream sold	-----

POULTRY.

Number of members who are poultry demonstrators.....	-----
Number of standard bred chickens owned by demonstrator	Value
Number of flocks culled this year	-----
Number of chickens raised this year	-----
Number of chickens kept at home	-----

Number of chickens sold for breeding purposes -----
 Number of chickens sold on market -----
 Number of eggs produced -----
 Number of eggs used at home -----
 Number of eggs sold -----
 Number of eggs preserved -----

FOOD PREPARATION.

Number of women making bread following suggestions learned
 through club work -----
 Number of women making cake following suggestions learned
 through club work -----
 Number of women making soups following suggestions learned
 through club work -----
 Number of women making salads following suggestions learned
 through club work -----
 Number of women cooking eggs following suggestions learned
 through club work -----
 Number of women cooking milk dishes following suggestions
 learned through club work -----
 Number of women cooking other food following suggestions
 learned through club work -----
 Number of women packing school lunches following sugges-
 tions learned through club work -----

CLOTHING.

Number of garments made for grown ups using ideas learned
 through club work -----
 Number of children's garments made using ideas learned
 Number of layettes made using ideas learned through club
 work -----
 Number of made over garments made using ideas learned
 through club work -----
 Number of hats made and made over -----
 through club work -----
 Number of articles of sewing for household: curtains.....
 rugs -----
 luncheon sets -----
 Etc. -----
 Number of dress forms made in clubs -----

HOME IMPROVEMENT.

Number of homes of club members screened during year.....
 Number of other homes screened as direct or indirect result ..
 Number of homes in community renovated or rearranged dur-
 ing the year.
 Number of homes installing or extending running water
 Number of homes installing improved lighting system.....
 Kind -----

Number of homes buying or making improved lanudry -----
 equipment -----
 Articles -----
 Number of homes buying or making improved dairy equip-
 ment -----
 Articles -----
 Number of homes buying or making improved poultry equip
 ment -----
 Number of home conveniences bought or made other than
 those already listed -----
 Number of articles of furniture renovated -----
 Number of vines, flowerbeds, shrubs, trees, window boxes,
 lawns planted -----
 Number of women in club keeping accounts:
 Personal -----
 Household -----
 Miscellaneous -----

COMMUNITY WORK.

Does this club maintain a hot school lunch? -----
 Date established? -----
 Number of children in school? -----
 Other things done for the school? -----
 Has this club begun a community library? -----
 Number of books bought for library? -----
 Number of magazines and papers taken for library? -----
 Number of magazines and papers subscribed for by members during
 the year? -----
 Number of pieces of literature distributed to club members? -----
 Number of short courses held by club? -----
 Kind? -----
 Did this club take part in a county short course? -----
 How many members attended short course at Grubbs Vocational College at
 Arlington -----; John Tarleton College at Stephenville -----;
 or A. and M. College at College Station ----- ? -----
 Number of exhibits made by this club: Community -----; County
 -----; State -----
 Products exhibited? -----
 Prizes won -----
 Number of entertainments held for purely social purposes -----
 Number of entertainments held for money -----
 Amount made -----
 How expended -----
 Is this club federated? -----
 Number of members attending federation meetings: County -----
 District -----; State -----
 Number of members attending Mothers' Congress meeting: County -----;
 District -----; State -----; Miscellaneous -----

CALENDAR OF SUGGESTIVE WORK FOR WOMEN'S CLUBS.

JANUARY

- Food Production**—The Poultry Yard. Chicken Houses and Brooders. Milk for the Family. Hot Beds.
- Food Preparation and Preservation**—The Balanced Meal in Mid-Winter. The Place of Meat in the Diet.
- Clothing**—Study of Textiles. Darning and Other Mending. January Sales. Advantages and Disadvantages.
- The Inside of the Home**—Sanitation. Proper Ventilation in Mid-Winter. Lighting and Heating.
- The Outside of the Home**—Sanitation. Drainage. The Sanitary Closet.
- The Child**—Large Aspects of Child Welfare. How to Eliminate Bad Colds.
- Community Problems**—Sanitation of the Schools. Ventilation.

FEBRUARY

- Food Production**—The Early Hatch. Incubation. Planning the Spring Garden. Preparation of the Soil. Cold Frames.
- Food Preparation and Preservation**—Care and Utilization of milk. Different Methods of Cooking and Serving Meat. Bread Making. Quick Bread.
- Clothing**—Appropriateness in Dress. The Family Spring Wardrobe. Use of Commercial Patterns.
- The Inside of the Home**—Home Conveniences. The Convient Kitchen. Equipment and Arrangement.
- The Outside of the Home**—Planning the Flower Beds. The Home Orchard. Care of the Home Orchard.
- The Child**—Clothing for the Child. School Clothing. The Model Layette. Community Problems. School Clean-up Day. Planning the School Garden. Celebration of Arbor Day.

MARCH

- Food Production**—Plans for the Winter Pantry. (Selection of Vegetables.) Planting the Garden. Care of the Young Chicks.
- Food Preparation and Preservation**—Use of Fresh Fruits and Vegetables in the Diet. Bread Making. Yeast Breads.
- Clothing**—Care of Clotheing Versus Family Income. Making over the Summer hat.
- The Inside of the Home**—Spring House Cleaning. Labor Saving Methods. Rearranging for Convenience.
- The Outside of the Home**—Permanent Plantings. Perennials and Annuals suited to Locality.
- The Child**—The Child's Diet Versus Spring Tonics.
- Community Problems**—The School Flower and Vegetable Garden.

APRIL

- Food Production**—Diseases of Poultry. Plant Diseases. Factors Affecting the Production of Good Milk.
- Food Preparation and Preservation**—Cooking of Fresh Vegetables. Salads and Salad Dressings.
- Clothing**—Textiles. Underwear. Trimmings. Lace. Embroideries, Decorative Stitches.
- The Inside of the Home**—Spring House Cleaning. Labor Saving Methods. Rearranging for Convenience.
- The Outside of the Home**—Painting the Farm House and other Buildings. Vines: Their uses and Arrangements.

The Child—Child Feeding: The Place of Milk in the Child's Diet. Communicable Diseases.

Community Problems—Play Ground Equipment. How can we use our School Plant Through the Summer.

MAY

Food Production—Feeding for Egg Production. Infertile Egg Production.

Food Preparation and Preservation—The Canning of Fruit. The Canning of Vegetables.

Clothing—Millinery. Styles for Different Types.

The Inside of the Home—Color in the Home. Paper and Draperies.

The Outside of the Home—Care of Flowers. How to have Cut Flowers Through the Summer.

The Child—Recreation for the Child. Simple Games, Plays, and Songs.

Community Problems—Community Picnics or Play. Summer Care of the School Plant.

JUNE

Food Production—The Egg Circle. Butter making on the Farm.

Food Preparation and Preservation—Hot weather Dishes. Preserves and Jelly Making.

Clothing—Care of the Summer Clothing. Cleaning and Renovating. Removing Stains.

The Inside of the Home—Color in the Home: Miscellaneous: Bed Linens, Pillows, Shades, Scarfs, Lunch Cloths, Etc.

The Outside of the Home—Plant Diseases. Control of Insects.

The Child—Child Labor Laws. Proper and Improper methods of Punishing Children.

Community Problems—School Lawns. How to Secure State Aid.

JULY

Food Production—Planning the Fall Garden. Culling the Flock.

Food Preparation and Preservation—Pickling and Drying and Brining Fruits and Vegetables. Fireless and Steam Pressure Cookery.

Clothing—Short Cuts in Laundering. Laundry equipment.

The Inside of the Home—Design: Selection and Arrangement of Furniture. Selection and Hanging of Pictures.

The Outside of the Home—The care of the Lawn in Summer.

The Child—Lessons in Hygiene. Suitable Literature for the Child. Story Telling.

Community Problems—The School as a Social Center. A home for the Teacher.

AUGUST

Food Production—Preparation for the Fall Garden. Fall Poultry raising.

Food Preparation and Preservation—Cold Desserts and Beverages. Diet for the Sick.

Clothing—Study of Textiles. Cotton and Linen.

The Inside of the Home—System in the Home. Family Spending.

The Outside of the Home—Study of Fall Flowers.

The Child—The Child's allowance. Vacations for the Children.

Community Problems—The Supplementary Hot Dish for the School lunch. Plans for it.

SEPTEMBER

Food Production—Planting the fall Garden. Increasing the Meat supply. Belgian Hares.

- Food Preparation and Preservation**—The Improved Cold School Lunch. What it should contain. How it should be prepared.
- Clothing**—Planning the School Clothing: Suitable Shoes and Hose. Fall Millinery.
- The Inside of the Home**—System in the Home: The daily Schedule or planning of the House work.
- The Outside of the Home**—The Fall Flower Garden. Rooting Roses and Vines.
- The Child**—The Child's Part in the Routine of House Work.
- Community Problems**—Recreation for the School Year. Plans for the School Lunch Continued.
- Food Production**—Storing Fresh and Canned Products for the Winter.
- Food Preparation and Preservation**—Study of Proteins. Egg Cookery.
- Clothing**—Study of Textiles: Wool and Silk.
- The Inside of the Home**—System in the Home. Meal Planning. Table Service.
- The Outside of the Home**—Window Boxes and Pot Plants for the Coming Winter.
- The Child**—Guarding the Health of the Child: His Food. Home Study for the School Child.
- Community Problems**—The Community Fair.
- Food Production**—The Winter Garden.
- Food Preparation and Preservation**—The Study of Carbohydrates: Cereals, Rice, Hominy, etc. The Thanksgiving Dinner.
- Clothing**—Renovation of Winter Clothing and Hats.
- The Inside of the Home**—Household Hygiene. Care of the Sick.
- The Outside of the Home**—Ways to eliminate Barrenness in Winter. Evergreen Shrubbery. The Home orchard: Planting.
- The Child**—Child Health Conference with Public Health Nurse.
- Community Problems**—A Community Thanksgiving.

DECEMBER

- Food Production**—The Winter supply of Meat and Lard. Curing Meat. Sausage making.
- Food Preparation and Preservation**—Study of Fats, Oils, Sugars. Christmas Candies. The Christmas dinner.
- Clothing**—Making over Winter Garments.
- The Inside of the Home**—Simple and Effective Christmas Decorations.
- The Outside of the Home**—Planning the Farmstead.
- The Child**—A safe, Sane, Sensible Christmas for the Child. Indoor Recreation: Story Telling.
- Community Problems**—The Community Christmas. The Community Library.