

# County Home Demonstration Council MANUAL



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**TO COUNTY HOME DEMONSTRATION  
COUNCILS OF TEXAS:**

It is fitting that this revision of the County Home Demonstration Council Manual should carry the picture of Mrs. Maggie W. Barry, formerly Extension Adviser in Organization.

The first councils were organized under her direction in 1924. From then until her death April 30, 1945, she guided your development with wisdom and enthusiasm. She watched carefully to see that you grew in accordance with established principles of organization.

She was especially proud of your Expansion or Good Neighbor work and studied your reports with critical interest. She often said the Texas Home Demonstration Councils were the best lay organizations in the nation and that the effectiveness of the professional work of the county home demonstration agents was multiplied many fold by your skill in carrying to the people of the entire county the information you received.

Thousands of Texas women have been inspired by Mrs. Barry's wisdom and vision. Your interests have been broadened, self-expression has been encouraged, and leadership has been developed. You want to pass on to others the knowledge and training you have received.

Mrs. Barry could have no greater memorial than the maintenance in each county of a Home Demonstration Council which will carry out her dream of developing all rural women as individuals, homemakers and citizens.

# COUNTY HOME DEMONSTRATION COUNCIL MANUAL

By

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The principal objectives of county home demonstration councils are to develop leadership, to forward and extend home demonstration work among both women and girls through county-wide cooperation with all rural homemakers, and to serve as a medium through which the agent may receive information from the communities and give additional help to rural homemakers.

## ORGANIZATION STATUS

The council has the status of an advisory committee. It functions within the limitation imposed by the policies of the state home demonstration staff. All its activities are subject to the approval of the county home demonstration agent, the representative of the staff in the county. It is responsible both to the staff and to the home demonstration clubs from which its membership is drawn. It cannot take official action on anything except matters pertaining to home demonstration work and cannot join, as an organization, other groups not directly related to cooperative Extension work.

## THE COUNTY HOME DEMONSTRATION COUNCIL IS AN ADVISORY COMMITTEE

As an advisory committee the County Home Demonstration Council assists the agent

1. In determining and stating the objectives of the work in the county.
2. In planning for the attainment of these objectives.
3. In carrying out these plans.
4. In evaluating the results.

The County Home Demonstration Council is the county-wide organization which coordinates all group activities related to home demonstration work. It should be familiar with all phases of the work in all parts of the county. While its membership is drawn from the women's home demonstration clubs, its work should not be confined to planning for them and to carrying out their programs and plans. It should recognize its responsibility toward girls' 4-H clubs and should assist

the agent and girls in developing work that will reach the largest possible number. It is neither possible nor advisable to organize local home demonstration clubs in all communities. However, the council should plan for them to be reached with the work through community home demonstration committees, expansion work from the council or clubs or by special campaigns.

Sometimes it is advisable to organize groups dealing with specific activities such as reporters, marketing, or recreation associations. These should have the relationship or committees of the council. The county home demonstration agent should not give continuous official service to home demonstration organizations not related to the council. New organizations or committees should not be created unless the work to be performed cannot be done effectively through groups already functioning or through individual effort.

The council helps plan for the cooperation of the home demonstration and 4-H clubs with organizations having related objectives. These might include the Red Cross, the school lunch program, fair associations, garden clubs, or any others with whom a cooperative program has been arranged.

### **THE COUNTY HOME DEMONSTRATION COUNCIL IS A DEMONSTRATION IN ORGANIZATION**

The county home demonstration council is a demonstration in organization. The local home demonstration clubs have the relationship of cooperators. Each council meeting should be a training school for the organization demonstrators, the officers and members, and should contribute something definite to the demonstration as a whole.

As in any demonstration the agent is responsible for the instruction of the council. It should be trained in proper parliamentary procedure. Committees should be taught to function effectively. Members should understand their responsibility for developing a harmonious working machine through which under the guidance of the agent the benefits of home demonstration work may be extended to all rural families in the county.

The agent should also train the council members in how to present each step of the demonstration to the community home demonstration clubs so that they may be good cooperators in organization procedures.

The agent should strive to stimulate the initiative and the sense of individual and collective responsibility of the council members.

The county home demonstration agent is not a member of the county home demonstration council; consequently, she can never preside over its meetings, introduce or put motions, vote or handle the money of the council but she has all the privileges of the floor in a council meeting.

### Standing Rules

Every group working together for a common purpose should adopt rules to which all members pledge themselves to conform. This helps the group work together harmoniously and efficiently. These rules should always be written in the affirmative and positively stated.

The number and character of the rules vary with the size and purposes of the group. The subjects usually included are:

1. Name
2. Purpose
3. Membership
4. Officers
5. Term of office
6. Annual meetings and election of officers
7. Money received and paid out
8. Standing committees
9. Meetings
10. Voting body
11. Quorum
12. Amendment

Because the council must conform to the policies of the home demonstration staff, certain requirements must be followed in the rules adopted.

The following rules are suggested. In counties which have had home demonstration work for a long time, where there are a large number of home demonstration clubs and where special activities and interests have developed they should be changed to meet local conditions. The only exception is Rule 7 in regard to the council funds. This must be adopted as given. Some of the rules are followed by explanation. These notes should not be copied as parts of the standing rules for a council.

### Suggested Standing Rules For

#### \_\_\_\_\_ County Home Demonstration Council

1. NAME—The name of this organization shall be the \_\_\_\_\_ County Home Demonstration Council.

2. **PURPOSE**—The purpose shall be to forward and extend home demonstration work through county-wide cooperation with all rural homemakers.

3. **MEMBERSHIP**—Council membership shall consist of club representatives, council officers and chairmen of special standing committees. Club representatives shall be the club presidents and one elected delegate from each home demonstration club. They shall serve not less than one year and not more than two consecutive years.

**Note**—Club presidents are required to be representatives because they are responsible for proper club procedure and for carrying out the recommendations of the council. Since one of her duties is to act in the absence of the president, the vice-president may represent the club if the president is not present. No elected delegate can take the place of the executive officers.

The club may elect an alternate for the delegate if the standing rules provide for it. This is not a good plan for it divides responsibility and lessens the continuity of council action. Since no elective position should be filled by appointment, alternates cannot be appointed. They should not be elected to serve for one or two meetings. If a delegate is prevented from attending a council meeting, she or the club president may ask another club member to attend the meeting and to bring back a report to the club for its information. This club member would be a visitor at the council meeting and would not be allowed to make a motion or vote. The council chairman might ask her for information and with the consent of the council might give her the privilege of the floor.

No matter how many clubs there are in a county the representation should not be less than two, because both the executive group and the body of the clubs should be represented. In counties having a sparse rural population and in which there will be not more than 4 or 5 home demonstration clubs, provision may be made for electing two delegates.

Club representatives cannot serve more than two years. If a club elects the same president for more than two years, she cannot represent it in council.

4. **OFFICERS**—The officers shall be a chairman, vice-chairman and secretary-treasurer.

**Note**—The last two offices may be separated if the council desires.

5. **TERM OF OFFICE**—Officers shall be elected annually and are not eligible for the same office for more than two consecutive years.

**Note**—Officers may be elected to higher offices than those they have held.

6. **ANNUAL MEETING**—The regular meeting in October shall be the annual meeting for the election of officers and receiving of annual reports. Officers shall be elected from the authorized voting body.

**Note**—If the council meets early in the month so that it is difficult to get reports from the club achievement meetings, the council annual meeting may be held in November. Or the election may be held and council officers' reports received at one meeting and committee and club reports at the next. Officers are chosen from the present membership of the council. Women who have worked together for a year will be able to choose from their number those who are dependable, tactful and enthusiastic. Continuity of council action is assured by having officers who are familiar with the previous year's work.

Both county home demonstration council and club annual meetings should be held early enough for the names of officers and committee members to be printed in the home demonstration club year books. Presiding officers elect may name their committees though they do not assume office until January 1.

Another reason for early annual meetings is that the county home demonstration agent may have the information for her annual report which is due early in December.

7. **TREASURER**—The treasurer shall receive, hold and disburse all funds belonging to the county home demonstration council of \_\_\_\_\_ county. She shall make a full report at each annual meeting and at any other time upon the request of the chairman.

Money paid out by the treasurer must be authorized by a majority vote of the council, except in an emergency the treasurer is authorized to pay out not more than \_\_\_\_\_ dollars on a written order for same signed by the chairman to be reported at the next meeting of the council. All disbursements must be made by check signed by both the council chairman and treasurer.

The outgoing treasurer shall, after the annual meeting and before the beginning of the next council year, turn over to the treasurer-elect all money, books and papers of the county council in her custody.

**Note**—As has been said previously this rule must be adopted as given. Nothing is more disturbing to an organization than uncertainty in regard to its financial affairs. This rule provides for four essentials in caring for organization funds.

1. They must be received, held and disbursed by one person. No committee or individual should retain or expend council funds.
2. The expenditure of money must be authorized by a majority vote of the council, except in a real emergency when the amount to be spent is limited to an amount previously determined by the council. This must be reported promptly.
3. All checks must be signed by two persons. This provides that two people have a definite knowledge of the transaction. This means that a council must look ahead to see what transactions will be completed before the next regular council meeting.
4. All money and records must be turned over to the incoming treasurer so she will be able to continue the work of the organization without a break.

8. **COMMITTEES**—Standing committees shall be finance, year book, expansion-education, marketing, sponsors, recreation and reporters. These committees shall be appointed by the council chairman at the first meeting of the year.

The finance and year book committees shall consist of three members of the council.

The other committees may be appointed from the membership of the home demonstration clubs.

The expansion-education committee shall consist of the chairman and four other women, one from each commissioners precinct.

The marketing committee shall consist of three members appointed by the council chairman.

The sponsors committee shall consist of the sponsors of girls' 4-H clubs. They shall elect their own chairman.

The recreation committee shall consist of three members selected from the membership of the home demonstration clubs.

The reporters committee shall consist of the chairman, appointed by the council chairman, and the reporters of the various home demonstration clubs.

Additional standing committees may be appointed at any time and in any way that the council determines advisable.

**Note**—This rule should be studied carefully. It should be changed to suit the individual county. Counties where home demonstration work is new or where there are few clubs should not have many standing committees. One committee may assume responsibility for activities usually assigned to two or three. For instance, the education committee may serve as an expansion and exhibit committee. This combination committee is sometimes called the E. E. E. Committee. In other counties a publicity committee combines reporters, radio and exhibit work. On the other hand large counties in which the council has developed a variety of interests frequently have many committees. Care should be taken to see that the unity of council work is not destroyed by having too many committees. If the council has a parliamentarian, provision should be made here for her appointment since she has the status of a chairman of a standing committee.

9. MEETINGS—The council shall meet the second \_\_\_\_\_ of each month at \_\_\_\_\_. The meeting shall close not later than \_\_\_\_\_ o'clock.

**Note**—It is usually a good plan to have the council meeting in the middle of the month. Club officers will have had time to compile the results of the previous month's work and still will have time to plan for the distribution and use of any material secured at council for the succeeding month. Members of the state staff who must be at headquarters the first of the month will have more opportunities to meet with the council.

10. VOTING BODY—The voting body shall consist of the members as defined in Rule I.

11. QUORUM—A quorum shall consist of \_\_\_\_\_ voting members. In this number \_\_\_\_\_ clubs shall be represented.

**Note**—This rule should be studied carefully. The quorum should be large enough to represent the entire county and small enough so that there will be reasonable assurance that meetings will be held. The location of the clubs and the nature of the roads should be considered. Numbers between one-third and one-half of the full membership are usually selected for a quorum.

As an illustration, a county having twelve home demonstration clubs might be considered. There are 24 club representatives, 3 council officers and 5 chairmen of standing com-

mittees, making a total membership of 32. However, the roads are not very good and some of the clubs are on the edge of the county, so it would be wise to place the quorum at 12 which is less than half of the council members and to provide for the representation of only five clubs. The rule would then read "A quorum shall consist of 12 members. In this number 5 clubs shall be represented."

12. AMENDMENTS—These rules may be amended by a two-thirds vote at any regular meeting.

In order that the Extension Sociologist in Rural Women's Organizations and the district agents may be informed about the rules of the councils, copies of the rules should be attached to the county home demonstrations agent's monthly report after the first council meeting of the year.

### Officers

The success and efficiency of an organization depend largely on the enthusiasm, tact and ability of its officers. In all democratic organizations they should be elected from and by the voting body. There are only three kinds of offices. These are the executive, the secretarial and the financial. Each of them may be divided according to the purposes and activities of the organization. For instance, there may be a president and one or more vice-presidents; the secretary's work may be divided between a recording and a corresponding secretary and there may be a treasurer and an auditor. All of these persons are called officers.

Other persons having special duties, such as the reporter and parliamentarian, have the standing of committee chairmen and usually are appointed.

CHAIRMAN—Because the county home demonstration council is a committee its presiding officer is called a chairman. It is her responsibility to see that the council accomplishes its work promptly and efficiently. Among the things which she does are:

1. Makes an agenda or program for the meeting and sees that members are informed of their share in carrying it out.
2. Calls the meeting to order.
3. Follows the adopted order of business.
4. Recognizes impartially members wishing to make or discuss motions.

5. Puts motions and announces the result of the vote.
6. Appoints committees.
7. Sees that proper parliamentary procedure is followed and that business is transacted in an orderly manner without undue noise or confusion.
8. Enforces any rules agreed on by the council as to time limits for speakers.
9. Adjourns the meeting on time.

The chairman should maintain strict impartiality and should not enter into discussions while presiding. If she has information which the council needs before a question can be intelligently discussed and acted upon, she should ask the vice-chairman to take the chair while she presents it.

The council chairman and the county home demonstration agent should have a conference a week or more before each council meeting. They should discuss the unfinished business to be completed, committee meetings and reports to be arranged for, and new business to be introduced. The agenda for the council meeting should come out of this conference.

It usually requires three months to develop a piece of work through the council. It is discussed at one meeting and reported to the local home demonstration clubs. Their action on the recommendations made are reported at the next council meeting and the program is carried out the third month. The council chairman and county home demonstration agent must take this into consideration and look well ahead in planning council meetings.

**THE VICE-CHAIRMAN** assumes the duties of the chairman in her absence and in case of the permanent absence or disability automatically becomes chairman.

The vice-chairman may be appointed to any committee but should not be chairman of any committee ex officio.

**THE SECRETARY-TREASURER**—The secretary-treasurer has two sets of duties. She keeps the records of the meetings of the council, compiles reports given at the meeting and summarizes them for the home demonstration agent annually or at any other time the agent may call for them. She answers communications of all kinds addressed to the council.

As treasurer, the secretary-treasurer must follow in detail the standing rule regarding the council funds. The county home demonstration agent should never be asked to receive, hold or disburse money belonging to the council.

## Standing Committees

Standing committees are those which serve during all of a council chairman's administration. She will discuss the selection of committee members with the county home demonstration agent and with home demonstration club presidents. When committee chairmen have been chosen they may assist in the naming of other members of the committees. It is always a good plan to have at least one member on a committee who has served the previous year.

All parts of the county and if possible all clubs should be represented on standing committees. However, the members of individual committees should not be so scattered that it will be difficult for them to meet. For instance, a committee might be made up of members of clubs being along the same highway or going to the same trading center.

The chairman of the county home demonstration council should ask each woman on the committee to serve and should announce her appointment. This helps to make the members feel their responsibility to the council rather than to the chairman of her particular committee or to the home demonstration agent. All members of the committee should have consented to serve before their appointment is announced.

Each committee should recommend plans for the activities for which it is responsible very early in the year. These plans must be approved by both the council and the clubs. The committees should make suggestions for carrying out these plans; should give timely reminders to the clubs suggesting methods of work; should make progress reports and finally should make a complete report at the annual meeting and submit recommendations for the next committee.

Remembering that the county home demonstration council is a demonstration in organization, the clubs should have committees that correspond to the council committees. Since their membership may be smaller and the work simpler, the activities of several council committees may be combined in one club committee. For instance, the expansion and education committees may be combined and the joint committee may arrange for exhibits for which the club is responsible. It may also serve as a membership committee for the club. Or the program and recreation committees may be combined.

The number and nature of standing committees will depend on the interests and activities of the county home demonstration council. That is one reason that the personnel

of most of the committees should be selected from the entire membership of the home demonstration clubs according to their fitness and enthusiasm.

The most usual standing committees of the council are finance, year book, exhibit, expansion, education, marketing, recreation, sponsors, 4-H and reporters.

**The Finance Committee** is composed of three council members. It plans the council budget and devises ways and means for raising the money to meet it. The budget and the plans for making money must be approved by both the council and clubs. Since Extension work is supported by federal and state funds, no dues or fees may be assessed. This might prevent some rural families from receiving the benefit of the instruction offered. Money may be raised in a variety of ways. The most common are charging for recreation activities, sales and bazaars, and voluntary contributions. Finance Committees should be careful that all methods of securing money and all articles offered for sale are in accordance with home demonstration standards.

**The Year Book Committee** usually is composed of three members of the council. Sometimes in counties with a small number of home demonstration clubs, the committee is made up of a chairman appointed by the council chairman and the chairman of the program committees of the various clubs. In larger counties the local program chairmen are invited to meet with the committees two or three times during the year.

This committee, in cooperation with the agent, plans the year book, compiles it and is responsible for its publication and distribution.

**The Exhibit Committee** frequently consists of three council members but it may be selected from the membership of the home demonstration clubs. It plans exhibits, illustrating methods or accomplishments of home demonstration work.

**The Expansion Committee** usually consists of three council members, but it may be appointed from the clubs at large. This committee, with the advice and help of the county home demonstration agent, develops plans by which home demonstration work or some part of it may be extended to all rural families of all communities in the county.

**The Education Committee** usually is composed of a chairman and one or more home demonstration club members from each commissioners precinct, all members appointed by

the council chairman. This committee keeps the home demonstration clubs and the general public informed about the progress and activities of home demonstration work.

At least one member from each precinct reads the county home demonstration agent's annual and monthly reports. From the letter a summary is made of the statistical sheet for every three or four months. The committee notes the demonstrations being carried on, the progress being made, number and value of things produced and sold, and outstanding activities of any kind. This information is presented to the council so that the county home demonstration council and the home demonstration clubs may see the work as a whole and be prepared to discuss it.

The Education Committee plans for reports to be made to the county commissioners who are responsible for the county's contribution to the support of the work. These reports on the progress and accomplishments of the home demonstration program should be made at least three or four times a year. Plans for presenting them should be worked out with the commissioners, the council chairmen and the county home demonstration agent.

This committee especially sees to it that their respective county commissioners are informed as to the progress of the work and that they have opportunity on achievement days and other days to visit demonstrations and demonstrators' homes and understand the educational value of the demonstration to the family and to the community.

The committee is responsible for programs on government activities related to homemaking and agriculture. It directs such programs when they are used at county home demonstration council meetings. These programs are purely for information. The council must neither endorse nor oppose legislation. The education committee is not a legislative committee.

Members of the committee attend the county budget hearing and encourage others to accept this responsibility of citizenship.

It assists the Expansion Committee by helping with surveys and plans for cooperation.

It keeps in touch with the reporters' group of the county home demonstration council and cooperates with this group in keeping home demonstration work before the public.

The Expansion and Education Committees frequently are combined and sometimes they also are assigned the work of the Exhibit Committee. In this case the committee is sometimes called the E. E. E. or Good Neighbor Committee. It will be made up of five or nine members. The responsibility for different phases of the committee's work may be assigned to different members to insure that no part will be neglected.

**The Council Marketing Committee** consists of from three to five members appointed by the council chairman. It presents recommendations to the council for a program of work. The home demonstration clubs should have a marketing chairman to assist in carrying out the program recommended by the council and approved by the club.

There should be programs for study and for action. A study program might consist of:

1. Improving the quality of at least one farm product for sale.
2. Improving the method of selling farm products.
3. Learning to study labels of textiles, canned foods or household equipment in order to buy more wisely.
4. Studying trade practices or legislative or governmental regulations that affect the buying or selling of commodities; or the products produced or processed in the farm home.

The action program might consist of:

1. Carrying out more efficient methods of selling or distributing farm produce.
2. Buying through pooled orders some commodities not produced on the farm.

**The Recreation Committee** consists of three members or of a chairman appointed by the council chairman and the chairman of the Recreation Committees of the home demonstration clubs. It recommends plans for community and county-wide recreation events and provides opportunity for training recreation leaders. A typical plan is that each club member shall learn to sing three songs from memory, that each club shall have four recreational events for its community and that the clubs sponsor a county-wide game tournament to raise money for the 4-H fund.

**The Sponsors Committee** consists of the sponsors of 4-H girls' clubs. They usually elect their own chairman who then becomes a member of the county home demonstration council.

This committee is to study with the county home demonstration agents the general purposes and methods of 4-H work, and to plan ways that adults can help 4-H members to take charge of their own 4-H work in a manner that will assure the best development of the girls.

**A 4-H Committee** consists of three members selected from the home demonstration clubs. It plans ways by which the women's clubs may help 4-H work by securing sponsors, assisting demonstrators and helping with achievement and recreation activities. A county council may have either or both of these committees or they may be combined if there are a sufficient number of sponsors who are active home demonstration club members.

**The Reporters' Committee** is composed of reporters of all home demonstration clubs in the county and their assistants and the reporter of the county home demonstration council and her assistant.

The council reporter serves as chairman of the Reporters' Committee. It is helpful if she is a person with previous experience as a club reporter.

The council reporter is responsible for all publicity on council activities, and county events resulting from council plans. In addition, it is her duty to report to the council on the interest, activities, and problems of the Reporters' Committee.

### **Reports to and From the Council**

Since the council is a demonstration in organization, the home demonstration clubs which are cooperators should make reports to the council. These should include reports on the clubs' action, on council recommendations, on programs, finances, committee work, community activities, cooperation with others, and any report request by the council or the county home demonstration agent.

The president of the club as its executive officer should make the report to the county home demonstration council. The council delegate should report from the council to the club. Her report should include general information from the coun-

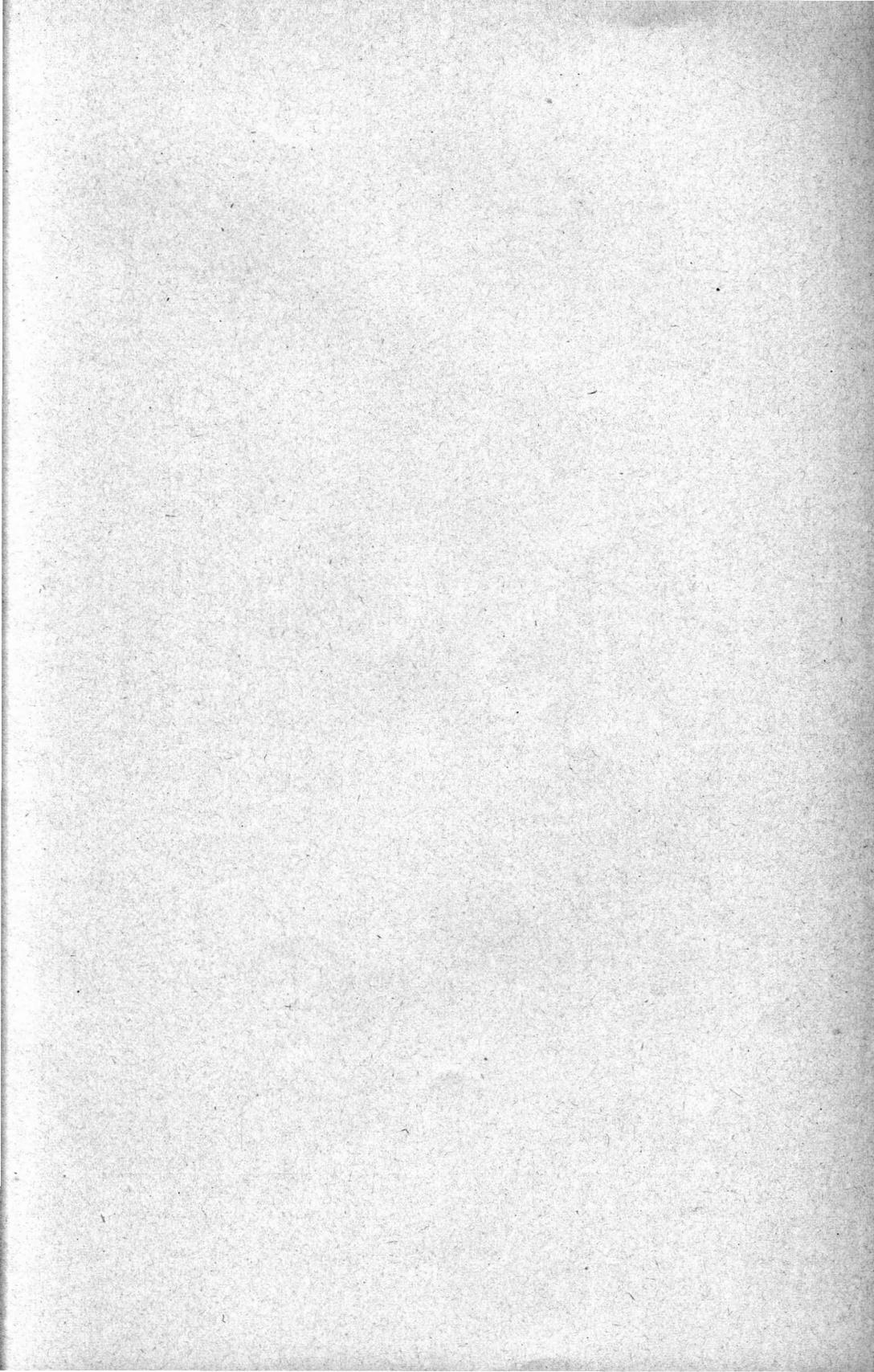
cil meeting, announcements and recommendations from the council. She should move the acceptance of the council's recommendations either as a group or singly, according to their nature and importance.

### **THE COUNTY HOME DEMONSTRATION COUNCIL AS A MEANS OF COMMUNICATION**

The county home demonstration council serves as a means of communication between the county home demonstration agent and the home demonstration clubs, between the agent and the people of the communities of the county, between the different home demonstration clubs, between the clubs and the Texas Home Demonstration Association and between the clubs and other organizations.

If there are home demonstration committees in communities where there are no home demonstration clubs, the chairmen should be invited to attend the meetings of the county home demonstration council and given the privilege of the floor but not the right to make motions or vote. Their assistance should be welcomed in planning county-wide programs and campaigns.





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