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bylaws
for home
demonstration
clubs

BYLAWS FOR HOME DEMONSTRATION CLUBS

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Bylaws in this leaflet are to help clubs draw up similar agreements and adapt them to individual club situations.

BYLAWS

ARTICLE I—NAME

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

ARTICLE II—OBJECT

The club's objective shall be to bring together homemakers, under the guidance of the county Extension agent, who are interested in promoting the welfare of the family, home and community.

ARTICLE III—MEMBERSHIP

Membership is open to all homemakers regardless of race, color, national origin or economic circumstances.

ARTICLE IV—OFFICERS

Elected officers shall be a president, vice president and secretary-treasurer.

ARTICLE V—ELECTION OF OFFICERS

Officers shall be elected by ballot, at the annual meeting, to serve for 1 year, and their term of office shall begin in January or July. A majority of members present and voting shall elect. No officer shall be eligible to serve more than two consecutive terms in the same office.

*Original manuscript prepared by Bonnie Cox, former Extension organization specialist.

ARTICLE VI—DUTIES OF OFFICERS

President. The president shall preside at all club meetings, appoint committees, call special meetings and perform other duties pertaining to the office.

Vice president. The vice president shall perform duties of the president in her absence and additional duties assigned by the president.

Secretary. The secretary shall keep accurate minutes of all club meetings, keep a membership list, handle all correspondence, receive and properly file all important communications and reports, distribute all literature to members and make regular reports to the county Extension agent.

Treasurer. The treasurer shall receive, hold and disburse all club funds. She serves as a member of the finance committee. She shall make a full report at each annual meeting and upon request of the president. Within 1 month after the annual meeting, the retiring treasurer shall turn over all club money, books and papers to the new treasurer. Money paid out by the treasurer must be authorized by a vote of the club. Only in an emergency is the treasurer authorized to pay out more than _____ dollars and only on a written order by the president to be reported at the next club meeting.

ARTICLE VII—COMMITTEES

Standing committees shall be Program, Finance and Education. Other committees, if needed, shall be appointed by the president. All such committees shall serve during the term of the president who appointed them.

ARTICLE VIII—DUTIES OF THE COMMITTEES

The Program Committee, with assistance from club members, shall study needs and interests of club members and other homemakers living in the community or neighborhood that the club serves.

The Program Committee shall send the results of the study to the Program Committee chairman of the County Home Demonstration Council by _____. Upon completion of the county home demonstration club plan, the club Program Committee, with assistance from club members, shall plan the year's work and fill in year books by_____.

The **Finance Committee** shall make plans to raise and spend the club's money and give a written report to the treasurer. The budget should be approved by the club.

The **Education Committee** shall keep the public informed about the progress and activities of home demonstration work in the community and county. It should encourage all women to join or participate in programs and activities planned and conducted for their benefit.

ARTICLE IX—MEETINGS

Regular meetings shall be held _____, unless otherwise ordered by the club. Special meetings may be called by the president. A quorum to transact business shall consist of _____. (This should be less than a majority. A club of 10 to 15 members should have five for a quorum.)

ARTICLE X—FUNDS

No membership dues or contributions shall be required.

ARTICLE XI—AMENDMENTS

These bylaws may be amended at any regular meeting of the club by a two-thirds vote, provided the amendment has been previously submitted.

Educational programs conducted by the Texas Agricultural Extension Service serve people of all ages regardless of socio-economic levels, race, color, sex, religion or national origin.