

# bylaws for home demonstration clubs

# BYLAWS FOR HOME DEMONSTRATION CLUBS

*Bonnie Cox, Florence W. Low and Claudia G. Williams\**

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 home demonstration agent, who are interested in promoting the welfare of the family, home and community.

### ARTICLE III—MEMBERSHIP

Any homemaker in a community is eligible for membership.

### ARTICLE IV—OFFICERS

Officers shall be a president, vice president and secretary-treasurer.

### ARTICLE V—ELECTION OF OFFICERS

Officers shall be elected annually at the annual meeting. (Date established in each county.) No officer shall serve more than 2 years. Officers shall take office in January or July.

### 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.

\*Original manuscript prepared by Bonnie Cox, former Extension organization specialist; and revised by Florence W. Low, Extension assistant director for home economics, and Claudia G. Williams, Extension state home demonstration agent, Texas A&M University.

**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 home demonstration 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 outgoing treasurer should turn over all club money, books and papers to the elected treasurer. Money paid out by the treasurer must be authorized by a majority vote of the membership. 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 a program committee, finance committee and education committee. Other committees shall be appointed by the president, if needed. All standing committees shall serve during the president's administration.

## ARTICLE VIII—DUTIES OF THE COMMITTEES

**The Program Committee,** with assistance from the home demonstration agent, shall plan the year's work. The home economics programs are chosen from the county home economics program developed by the family living committee, THDA recommendations and from suggestions made by club members.

**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\_\_\_\_\_.  
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.) The order of business shall be as follows:

- |                                    |                                |
|------------------------------------|--------------------------------|
| a. Meeting called to order         | g. Report of council delegates |
| b. Opening exercises               | h. Unfinished business         |
| c. Roll call                       | i. New business                |
| d. Reading of minutes and approval | j. Demonstration or program    |
| e. Reports of standing committees  | k. Announcements               |
| f. Reports of special committees   | l. Adjournment                 |

## ARTICLE X—FUNDS

No membership dues shall be required.

## ARTICLE XI—AMENDMENTS

These bylaws may be amended by a majority at any regular club meeting.