

## HOW TO ORGANIZE A HOME DEMONSTRATION CLUB

Extension Service, State College of Washington

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Home demonstration work is a nation-wide system of education for home-making carried on by the Extension Service of the United States Department of Agriculture and the State colleges of agriculture. This program is directed toward aiding rural homemakers in utilizing all the resources of the home, the farm, and the community in providing satisfying life for the family. It deals with family problems of food, health, clothing, child care and training, management of time and money, improvement of housing, furnishings and home grounds, recreation and community life.

It has been found that home economics extension is carried on more effectively by organized groups than through unorganized groups. In all sections of the country Home Demonstration Clubs have been formed, and have been an effective agency for extending the extension program of better home practices to large groups of homes. A club may be a formal organization carrying over from year to year, or it may be organized informally to handle a piece of work, and disbanded when that work has been completed. The former plan has been most generally accepted.

### PURPOSE AND SCOPE OF HOME DEMONSTRATION CLUBS

1. To plan and carry on a home improvement program in cooperation with the Extension Service.
2. To extend the benefits of its program to all homes in the community. (It should be understood that meetings for extension work should be open to all residents of the community, whether they have previously identified themselves with the club or not.)
3. To record achievement, reports of which are made to the Extension Service.
4. To sponsor 4-H club work in the community.
5. To carry on a supplementary program for the personal development of its members. Book reviews, music, papers, discussions, and dramatics are suggested.
6. To foster the social and civic life of the community.

### WHERE A HOME DEMONSTRATION CLUB MAY BE FORMED

1. It is wise to consider whether an organization already existing can handle the Home Economics Extension program. Special committees of members of Women's Clubs, Granges, Farm Bureau, and other organizations can sometimes be appointed to handle the program.
2. Where there is no other organization which can bring all the women together, a group of ten or more women may organize a Home Demonstration Club.

3. A Home Demonstration Club may be formed at any time. The regular annual election of officers, however, should take place at end of the club year—September or October.

### HOW TO ORGANIZE

1. Call together a small group of interested women who may locally be regarded as leaders. Explain the good to be derived from such an organization. Then, with every woman in the group informed, assign each to solicit two, three, or four other members, until a favorable sentiment is created in the community.
2. Advise with your County Agent.
3. Call a meeting of all the women in the community to make final decision and to organize the club.
4. Procedure at organization meeting:
  - a. One of the women, who arranged for meeting, may call the meeting to order.
  - b. Elect a temporary chairman.
  - c. Chairman appoints a secretary who writes minutes of the meeting.
  - d. Chairman calls for motion to organize a Home Demonstration club—motion must be made, seconded, and discussed. Then vote is taken.
  - e. If the motion is carried, the constitution is considered. The suggested constitution outlined in this circular may be modified and adopted, or a committee may be appointed to draw up a constitution and by-laws. This should be settled by a motion upon which vote is taken.
  - f. If constitution outline is used, the secretary reads it through, without discussion. It is then re-read, the secretary asking after each article if there are any changes to propose. If changes are proposed, they are to be voted upon and incorporated in the article under discussion. When the reading is finished, the constitution, with changes, is adopted as a whole.
  - g. The constitution is then signed by the women present, who thus become charter members.
  - h. By-laws are then considered in the same manner as the constitution.
  - i. Election of officers. A nominating committee of three is appointed by the temporary chairman. They retire and prepare a list of names for voting—at least one for each office. After the report of the nominating committee is accepted, other nominations for President, Vice-President, Secretary-Treasurer should be called for from the floor. If only one name is being considered for an office, someone may move that the secretary be instructed to cast a unanimous ballot for such officer. This motion, if seconded and carried, constitutes an election and saves the time of balloting.
  - j. Appointment of committees. (See Constitution, Article VI.)
  - k. Arrangements are made for the next meeting—time, place, and program. Arrangements are made also for each committee to hold its first meeting. Meetings of committees should be held as soon as possible.

5. The secretary reports the formation of the club to the County Extension Office and sends in the list of officers and members. In the event the club is not formed, a report of this meeting should be sent at once to the County Extension Office.
6. At the next meeting, the newly elected officers take their places. The regular order of business, as indicated in the by-laws, is followed.

### SUGGESTIONS FOR MEETINGS

(Guide for Program Committee)

The club calendar should be prepared according to the following outline and written into the Secretary-Treasurer's Record of Home Demonstration Work.

Outline 10 meetings—more or less, as desired.

- Date .....
- Place of Meeting .....
- Hostesses .....
- Business Meeting
- Community Singing
- Roll Call
- Paper
- Discussion
- Demonstration

### CONSTITUTION AND BY-LAWS

(If this constitution is adopted without too much change, it may be taken out and pasted in the Secretary's Book.)

#### ARTICLE I

**Name:** The name of this organization shall be the .....  
 ..... Home Demonstration Club.

#### ARTICLE II

**Object:** The object of this organization shall be the study of home and community problems, with consideration of methods of meeting them and with the purpose of putting the information received into practice in home and community.

#### ARTICLE III

**Membership:** Any woman over sixteen years of age in the community who subscribes to the objectives of this organization and will take an active part, is eligible for membership.

#### ARTICLE IV

**Officers:** The officers of the club shall be the President; Vice-President; and Secretary-Treasurer. They shall be elected each year by ballot at the next to the last meeting of the year, occurring in the month of September or October. The officers should be installed at the last meeting of the year—October.  
 The County Extension Agent may act as an advisor to the organization.

## ARTICLE V

### Duties of Officers:

**President:** It shall be the duty of the President to preside at the regular monthly meetings of the club; to appoint committees; to call special meetings; and to perform such other duties as pertain to this office. The President is Chairman of the Executive and Program Committees and is a member ex-officio of all other committees of the organization. The President by virtue of her office is a member of the County Home Demonstration Council (if one exists).

**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. She shall also be Chairman of the Membership Committee.

**Secretary-Treasurer:** It shall be the duty of the Secretary-Treasurer to keep accurate minutes of all club meetings and a roll of club membership; to attend to all correspondence and to file all important communications. She shall report the accomplishments of the club to the County Extension Office, as directed in the Secretary's Book, and also send publicity regarding meeting to local papers. She shall, therefore, be Chairman of the Publicity Committee. The Secretary-Treasurer, also by virtue of her office, is a member of the County Home Demonstration Council.

The Secretary-Treasurer shall have charge of all funds and shall be Chairman of the Finance Committee, for raising such community funds as are needed to carry on the program and business of the association.

## ARTICLE VI

**Committees:** The standing committees of this organization shall be: an Executive Committee, a Membership Committee, a Program Committee, and a Publicity Committee. Other committees may be appointed by the President as the need arises. All standing committees shall serve until the end of the club year.

## ARTICLE VII

**Duties of Committees:** The **Executive Committee** shall consist of the President, Vice-President, Secretary-Treasurer. They shall have general supervision of the interests of the club and in unusual matters requiring prompt action shall act for the club.

The **Membership Committee** shall be appointed by the President. Usually it is desirable for the Vice-President to act as Chairman of this committee. Members of this committee will endeavor to interest every woman in the community in joining the club. A special effort to secure new members should be made before a new project is begun. This committee shall have charge of the initiation of new members and shall investigate the causes of absences, and report to the club. It shall be the duty of this committee to secure attendance of non-members at meetings conducted by the Extension Service.

The **Program Committee** shall consist of the officers of the club, the project leaders, the special leaders (play leader, music leader, etc.) This committee should confer with the County Extension Agent and incorporate project work into club programs whenever advisable, and

plan supplementary and special work of the club. The Program Committee should incorporate plans for project work recommended by the County Home Demonstration Council. Copies of the year's program should be ready at the first meeting (usually September to October). If club meetings are held during the summer months, plans should be made to hold most, if not all, of these without the help of the Home Demonstration Agent since summer months are devoted very largely to 4-H Club work.

The **Publicity Committee**. The duties of this committee are outlined under the duties of the Secretary-Treasurer under Article V.

#### ARTICLE VIII

**Meetings:** Regular meetings shall be held on .....  
of each month beginning at ..... o'clock.

#### ARTICLE IX

**Funds:** No membership dues shall be required. Special assessments may be authorized by vote of the club.

#### ARTICLE X

**Amendments:** This constitution may be amended at any regular meeting by a two-thirds vote of all members present. Notice of such proposal to amend should be given at the previous regular meeting.

#### BY-LAWS

(The by-laws of any club are those rules which can be easily changed or amended. Any suggestions it seems best to put in writing for the guidance of the club and which are not necessarily a part of the constitution may be put in the by-laws.)

**Section I.** The parliamentary proceedings of this club shall be governed by Robert's Rules of Order.

#### **Section II. Order of Business:**

1. Meeting called to order by President.
2. Music or group singing, led by music leader.
3. Roll call by Secretary. (Each member answers by giving a short statement on some subject particularly applicable to the subject under discussion as: "My Favorite Poem," "Best Short Cut in Sewing," "How I Use My Leisure Time," etc., depending on the nature of the program planned. This roll call subject to be arranged by the program committee.)
4. Reading of minutes. (Chairman asks if secretary has properly stated the main facts of the last meeting by saying, "Are there any corrections to the minutes as read?" If no corrections are offered, she says, "If not, they stand approved.")
5. Report of committees and project leaders. ("We will now hear from the committee on ..... appointed at the last meeting. I will ask Mrs. .... to report to you as chairman of the committee.") Project leaders at this time should report on project meetings held during the month, either by local leaders, agents, or specialists; they may also take this time to secure reports of

work done at home; and make arrangements for project meetings to come.

6. Unfinished business. ("Is there unfinished business from last meeting?" or "At the last meeting we postponed for further discussion the following subject ..... It is now open for discussion.")
7. New business. ("Has anyone any new business to present at this meeting?") Chairman recognizes the first person to stand. ("If there is no new business, we will proceed to the next question.")
8. Reading of next month's program.
9. Announcements.
10. Initiation of new members.
11. Adjournment. ("If there is no further business, a motion is in order to adjourn.") Member makes motion and chairman says ("Is there a second to this motion?") Another member seconds the motion and the chairman says, "It has been moved and seconded that we adjourn. All in favor signify by saying 'Aye.' The meeting stands adjourned.")
12. Program. "The study program is now in the hands of Mrs. .... the leader of the discussion for the afternoon."
13. Recreation and social period.

**Section III.** The chief speaker shall be introduced not later than 30 minutes after the meeting is called to order, even though business is postponed until after the address.

**Section IV.** An officer shall automatically forfeit her position if she is absent from three consecutive meetings without cause, and the remaining officers shall appoint her successor.

**Section V.** Subjects of a political or sectarian nature shall not be discussed at any of the club meetings.

**Section VI.** Project leaders serve until the project is completed. They are elected by the community. They call and take charge of project meetings and assemble reports of accomplishments for the project.

**Section VII.** The annual meeting shall be held (before November) at the last meeting of the club year.

**Section VIII.** At the annual meeting, the yearly report of the club shall be presented by the Secretary. The Treasurer's report shall also be given. Installation of officers may take place at this meeting.

**Section IX.** The annual report, together with a list of the new officers, with their post office addresses, shall be sent to the County Extension Office by the Secretary within one week after the annual meeting. The new program for the coming year may be included in these reports if it has been decided upon.

**Section X.** In making up the annual report, no person shall be reported as a member who has not attended at least three meetings during the year.

**Section XI.** The club shall give emergency help or relief needed in the community at any time, either by non-members or members. The President shall appoint the necessary committees or call special meetings of the club when necessary.

**Section XII.** Amendments: This constitution may be amended at any regular meeting by a two-thirds vote of all members present. Notice of such proposal to amend should be given at the previous regular meeting.

### **INSTALLATION OF OFFICERS**

To take place at the last meeting of the year.

#### **Installation Song**

Tune: "Believe Me If All Those Endearing Young Charms"

Oh, friends, as we gather once more to renew  
Our hopes and our faith in our task,  
May our failures all fade as the mists and the dew,  
While strength for new duties we ask.  
    We must work with new zest;  
    We must all do our best  
To render the service we see;  
    Then let's all join our hands  
    And go forth for the test,  
And render the service we see.

#### **Installation Ceremony**

Old officers stand up and step forward as all sing the first four lines. New officers arise and also step forward as all continue to sing on the fifth line. Old officers sit down (except those who were re-elected) and new take their places as all finish singing. At close of the song, the club greets the new officers with applause.

### **SUGGESTIONS FOR PARTICIPATION IN AN EXTENSION PROGRAM**

The group, with the advise of the Extension Agent, decides upon the desired program for the year, sets goals, outlines the subjects to be considered, and the number of meetings, demonstrations, tours, and exhibits to be conducted.

Home demonstration work is based upon a "learn to do by doing" plan, and local leaders and home demonstrators share with the Home Demonstration Agent the responsibility of carrying the information from the college to all of the homemakers in the county.

#### **Work of Local Leaders and Home Demonstrators**

##### **Local Leaders**

Local leaders are chosen by the community.

##### **Work of Local Leaders**

They are carriers of instruction from the county agents, and extension specialists to the group they represent.

They are demonstrators.

They call together groups of people to get information direct from extension agents.

They help in getting up educational exhibits.  
They help in securing financial support for extension work.  
They report extension news items for the local press.  
They keep records and make extension reports.

#### **Qualifications of Local Leaders**

Choose someone who has made a success along the line of the work she is to lead.  
Choose someone who stands well in the community and in whom the people as a whole have confidence.  
Choose someone who is able to show others the work and how it is done.  
Choose someone willing to keep records and make a report on the work.  
Choose someone who can explain the work, who has optimism and enthusiasm.  
If the work is 4-H club work, choose someone who likes children and who makes favorable contacts with them.

#### **Examples of Activities of Local Leaders**

Help in planning extension program.  
Set dates and places for meetings.  
Notify neighbors of meetings by word and telephone.  
Put up posters of meetings, campaigns, etc.  
Open and close halls.  
Help select demonstrators.  
Locate cooperators in different projects.  
Lead in boys' and girls' club work.  
Make surveys.  
Transport visitors and speakers.  
Distribute literature.

#### **Home Demonstrators**

A home demonstrator is a person who carries on, in the home, a result demonstration.

Such a demonstration involves a substantial period of time and the keeping of records. It is designed to teach others, as well as the person conducting the demonstration.

#### **Examples of Home Demonstrations**

That underweight and poor eating habits in children can be corrected through proper diet.  
That correct working heights in the kitchens save fatigue.  
That children's self-help clothing contributes to normal development.

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