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A MANUAL FOR OFFICERS AND MEMBERS OF
HOMEMAKERS CLUBS

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CONTENTS

	Page
Purpose of the publication	3
Importance and qualities of leadership	3
Qualities of a good leader	4
Things all Homemakers Club members should know	5
Constitution for Homemakers Association	6
Officers and project leaders and their duties	11
The president	11
The vice president	18
The secretary	20
Publicity	23
The treasurer	25
The program conductor	26
The project leader	27
The project leader for girls club	28
Election of officers	30
Appointment of project leaders	32
Annual meeting of county Homemakers Association	32
Program of work.	33
Advisory Council meetings	36
Constitution of Kentucky Federation of Homemakers	37

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**A MANUAL FOR OFFICERS AND MEMBERS OF
HOMEMAKERS CLUBS**

By **ZELMA MONROE**

Assistant State Leader of Home Demonstration Agents

PURPOSE OF THE PUBLICATION

This circular is published for the purpose of assisting officers and members of homemakers clubs in performing their duties. Some qualities of leadership are defined for the guidance of members in selecting their officers and project leaders; the duties of the various officers and how these duties are to be performed are explained. Only enough parliamentary law is given to enable members and officers to conduct meetings properly.

IMPORTANCE OF LEADERSHIP

A home, a club, a community, a nation, cannot exist long as a unit without leadership. A real leader is one whose personality, ability and knowledge are such that others are willing to work with her toward certain ideals. Only thru properly trained leaders can an organization function and develop to the best advantage. There are many persons with potential qualities of leadership who have never had an opportunity to develop them and who with proper training and experience may become effective leaders in their communities.

SOME QUALITIES OF LEADERSHIP

"Leadership is the more or less intangible quality of knowledge and power, of feeling, of friendliness, which, when exercised by a good personality in a common-sense way, secures, first, attention, then respect and, finally, the confident following of others."* Every officer or project leader or committee member is a successful leader

* M. C. Burritt, formerly assistant director of extension, Cornell University.

in so far as she possesses or acquires certain characteristics, abilities and information. The qualifications of leadership in all these positions are the same, tho the specific information necessary to perform the duties of each differs.

QUALITIES OF A GOOD LEADER

Personal characteristics	Ability, native or acquired	Information or knowledge
Friendliness	Ability to be a good mixer	Knowledge of community and people, interests, needs, conditions.
Affability	Ability to cooperate	
Graciousness	Ability to take suggestions from others (be a good listener)	Knowledge of organization. Origin. Purpose. Why it is organized. Program.
Fairness		
Impartiality	"A follower of other leaders"	Vision of what work can do.
Promptness	Ability to organize	Specific duties of office, and how to perform them.
Tactfulness	Ability to think clearly and put thoughts into action (ability to express one's self clearly)	
Neatness		
Faith in one's self	Ability to make suggestions in such a way that others accept and follow them.	
Faith in others		
Loyalty	Ability to get others to work or assume responsibility.	
Honesty, sincerity and dependability	Willingness to delegate duties to others	
Unselfishness	Ability to interest others in organization	
Willingness to expend own effort	Ability to gain confidence and respect of others	
Earnestness and convincing qualities	"Balanced good judgment"	
Cheerfulness	Ability to instruct others	
Courage of convictions, decisiveness, forcefulness		
Health		
Constructive thinking		
Openmindedness		
Desire to serve		
Sense of the dramatic		

(For many of the items on the above list we are indebted to M. C. Burritt.)

SOME THINGS ALL HOMEMAKERS CLUB MEMBERS SHOULD KNOW

All members of a Homemakers Club should know:

1. The provisions of the constitution of the County Homemakers Association and Community Homemakers Club (pages 6 to 11).
2. That this organization can be maintained only in counties having a Home Demonstration Agent.
3. That the organization is their own and that any by-laws or necessary changes are to be made by the membership in orderly parliamentary fashion.
4. That each member is a part of the association and consequently helps to establish the standing of the association. "A chain is as strong as its weakest link."
5. That they are joining their efforts with educational forces for the purpose of improving their community.
6. That they should know the fundamentals of parliamentary law so that all business may be conducted and recorded in regular and systematic fashion.
7. That they should know the duties of the officers and committeemen so that they may assist whenever called upon.
8. That the County Homemakers Association is a mobilization of rural women for the purpose of furthering Agriculture and Home Economics Extension work as provided for under the Smith-Lever Act of 1914.
9. That in Kentucky there is a State Federation of Homemakers composed of county homemakers organizations in the state, which, in turn, is a member of the National Home Demonstration Council and the International organization, "Associated Country Women of the World." Thus the individual club member becomes "a link in a chain of friendship reaching around the world." A County Homemakers Association may become a member of the State Federation when it so desires and pays the fee the State Federation requires.
10. That forty-eight states in the United States are engaging in a similiar program.
11. That the Smith-Lever Act makes it possible for any county in any state to procure a Home Demonstration Agent and a County Agent, provided the state has met the federal requirement and the county in turn meets the state requirement.

12. That the agencies cooperating to make this program possible are the United States Department of Agriculture, the College of Agriculture and the county.

13. That the funds are administered and the program is supervised by the Extension Division of the College of Agriculture, University of Kentucky.

14. That the cost of running the organization is determined by its members. No dues nor fees are levied by the state or federal office of Extension. When a club or a county sees the need of establishing a fund the amount and the method of obtaining it is determined by the county.

SUGGESTED CONSTITUTION FOR HOMEMAKERS ASSOCIATIONS

CONSTITUTION FOR THE

COUNTY HOMEMAKERS ASSOCIATION

ARTICLE I—Name

The name of this organization shall be the
County Homemakers Association.

ARTICLE II—Object

The object of this organization is to extend to homemakers the opportunity to study home-making problems under trained leadership, to increase their skill, add to their information, develop their appreciations to the end that they may apply the contributions of science and art to their chosen profession, Homemaking, and may more effectively contribute to the well-being of their communities.

ARTICLE III—Membership

Any person interested in the object of this organization may become a member by assenting to this constitution and signing an enrollment card.

ARTICLE IV—Dues

Membership dues, if any, shall be designated by mutual agreement of the members of the association.

ARTICLE V—Officers

Section 1. The officers shall be a president, a vice president, a secretary-treasurer and a program conductor, all of whom shall be elected for one year by members present at the annual meeting and

shall serve until their successors shall be elected and qualify. The officers shall be chosen from past or present members of the advisory council, as hereinafter provided. No officers shall serve more than two consecutive years.

Section 2. The president shall preside at all county meetings of the association, of the executive committee and of the advisory council, shall appoint all committees not otherwise provided for, sign all orders of the advisory council for the disbursement of funds, sign all contracts and agreements and perform such other duties as usually devolve upon a chief executive officer.

Section 3. The vice president shall perform all duties of the president in the absence or disability of the president; shall have charge of the arrangements of all county meetings and meetings of the advisory council and shall act as county membership chairman. As membership chairman, she shall have charge of the county membership program; shall call together her committee consisting of a membership chairman from each community organization, as often as necessary; shall give such committee necessary instructions and directions for effectively maintaining the membership of the organization. The county vice-president shall also act as county chairman of Speakers Bureau for the State Federation.

Section 4. The secretary-treasurer shall keep a record of the transactions of the association, of the executive committee and of the advisory council. As treasurer, she shall have charge of all funds of the association and shall pay them out only on order of the advisory council, taking a receipt therefor; shall make a treasurer's report to the executive committee and advisory council at each meeting. The secretary may act as county publicity chairman; or the president may appoint another member to serve as publicity chairman.

Section 5. The county program conductor shall have charge of the social program for any county-wide meeting and shall be nominated and elected from the club program conductors at the annual meeting, as are other officers.

ARTICLE VI—*Advisory Council*

Section 1. The direction of the affairs of the association shall be vested in an advisory council composed of the chairmen of the community organizations, county project leaders as hereinafter

provided, county chairmen of State Federation standing committees, any officer of the State Federation residing in the county, and chairmen of any special committees the council and president may appoint during the year.

Section 2. It shall be the duty of the advisory council to formulate policies for the association, make definite suggestions and recommendations to the home demonstration agent, cooperate as far as possible with her in her work and plan the county program of work. Each year the county program for the ensuing year shall be planned previous to the annual community election and annual county meeting.

Section 3. The advisory council may schedule regular monthly meetings or bi-monthly meetings; may meet upon call of the president of the association or upon the written request of ten members of the association. At least four meetings shall be held each year.

ARTICLE VII—*Executive Committee*

Section 1. There shall be a county executive committee composed of the officers of the association.

Section 2. The executive committee shall act as a sub-advisory committee to the county home demonstration agent, consulting her on matters of insufficient importance to necessitate a meeting of the entire advisory council or when it is impossible to get the entire council together, and shall act as county finance committee.

ARTICLE VIII—*Community Organization*

Section 1. There shall be a community organization known as the Homemakers Club of the County Homemakers Association in each community within the county procuring an adequate membership. The minimum number of members to constitute a community organization shall be as designated by the advisory council.

Section 2. The officers of the community organization shall be chairman, vice-chairman, secretary-treasurer and program conductor. The community officers shall be elected annually by the Homemakers Club members present at the regular meeting preceding the annual county meeting of the association. No officer shall serve more than two consecutive years.

Section 3. The chairman shall preside at all community meetings of the Homemakers Club, shall appoint all community committees not otherwise provided for and shall have supervision of all matters pertaining to the interest of the club.

Section 4. The vice-chairman shall perform all duties of the chairman in case of the chairman's absence or disability; shall act as membership chairman. As membership chairman she shall keep a record of all memberships, see that enrollment cards are signed and sent to the home demonstration agent. She shall be responsible for the membership program in her community. She shall act as local club chairman of the speaker's bureau, sending names of club speakers to county vice president.

Section 5. The secretary-treasurer shall keep a roll of the club membership; shall keep a record of all meetings of the club. This record shall include business transactions, policies, recommendations, attendance, program and other matters of interest. The secretary-treasurer shall be responsible for local publicity and for sending records of the meetings to the home demonstration agent. As treasurer, she shall receive all funds belonging to the club and pay them out on order of the club. She shall make a treasurer's report as often as necessary.

Section 6. The program conductor shall act as chairman of the local program committee, whose duty it is to plan the local club program, which supplements the county program of the association. The local club program should be planned previous to the annual community elections. The program conductor shall be responsible for assigning talks, discussions, demonstrations, recreational numbers, etc., to the club members.

Section 7. It shall be the duty of club members to attend all meetings promptly and regularly. Any member not able to fill her place on the program shall notify the program conductor, who shall supply a substitute.

ARTICLE IX—*Community Committees*

The officers of the community Homemakers Club shall constitute a committee representing the club in the community. They will help to arrange for meetings and demonstrations, cooperate with the home demonstration agent in her work. The chairman of

each local committee shall submit the recommendations of her committee and her club to the advisory council.

ARTICLE X—County Project Committees

Section 1. In order to carry on effectively the program of work selected by the county for each ensuing year, there shall be a county committee for each phase of homemaking included in the county program. Each committee will consist of (1) a county project leader who shall be elected at the annual meeting of the association and (2) a project leader and an assistant from each community who shall be appointed by the community committee in consultation with the home demonstration agent at the regular annual meeting of the club. These project leaders shall be selected because of their particular interest in the project and their ability as leaders.

Section 2. The duties of the county project leaders are to call together their committees when necessary, plan ways and means of best carrying on the county program in their projects.

Section 3. The local club project leaders and assistants shall act as local leaders in their respective communities, attend training schools conducted by the specialist or home demonstration agents, present the information so acquired to their respective local clubs and in every way assist in the project they are appointed to represent. They shall assemble the reports of the club members in their projects into a report and submit same to the home demonstration agent.

ARTICLE XI—County Meetings

Section 1. The annual meeting shall be held between the and of Other meetings may be held upon the call of the president or the written request of twenty members. All members shall be notified of the time and place of all county meetings at least five days before the time of such meeting. Twenty members shall constitute a quorum.

Section 2. The order of business at all meetings of the Homemakers Association shall be as follows:

1. Call to order by president.
2. Roll call.
3. Reading the minutes of the previous meeting.
4. Report of the secretary.
5. Report of the treasurer.

6. Report and recommendations of agents.
7. Reports of committees.
8. Unfinished business.
9. New business.
10. Adjournment.
11. Program.

ARTICLE XII—Amendments

This constitution may be amended by a two-thirds vote of the members present at any annual meeting or called meeting of the association, provided notice of such meeting and of the proposed amendments has been given to all members at least five days previous to the time of such meeting.

OFFICERS AND PROJECT LEADERS AND THEIR DUTIES

Much of the success of a club depends upon the care with which officers and leaders are chosen. When they are interested in their jobs, are willing to give unselfishly of their service for their club and community, then that club will thrive and flourish. Wise leaders will develop other leaders who also will "carry on."

THE PRESIDENT

Qualifications:

Personal characteristics and abilities of a good leader (see page 4).
Vital interest in the purpose and program of the Homemakers Association.

Vision of the possibilities of the work in the community.

Knowledge of the community and its problems.

Respect and approval of the people in the community.

Executive ability.

Loyalty to people and steadfastness of purpose.

Ability and willingness to give time and energy to the work of the club.

Courage to undertake the solution of difficult problems.

Willingness to acquire information necessary to serve as a club president.

Courage to "carry on" in the face of difficulty.

Duties:

To preside at all meetings of the club.

To select committees not otherwise provided for in the constitution and to keep them working.

- To have general supervision of the club affairs in the community.
- To attend all advisory council meetings, to represent the community to the county council and the county council to the community.
- To represent the Homemakers Club and Association to other organizations or individuals.
- To discover ability in others and to encourage its development.
- To stimulate active participation of all club members by seeing that they are given parts in the club program.
- To interest others in the Homemakers Club and Association.
- To see that the organization program is carried out.
- To know the rules of parliamentary procedure.
- To compile an annual report of her club for the annual county meeting.

Order of Business:

- Call to order by President.
- Roll call by Secretary.
- Minutes of last meeting.
- Correction and adoption of minutes.
- Treasurer's report.
- Correction and adoption of report.
- Bills presented and allowed.
- Committee reports.
 - Standing committees (report given by chairman).
 - Membership (Vice-president of club is chairman of membership committee).
 - Program (Program Conductor is chairman of program committee).
 - Project (Project leaders are considered chairmen of project committees).
 - Special committees (report given by chairman).
 - (Unless otherwise specified, the first one named on a committee is considered chairman).
- Suggestions by agent.
- Suggestions by president.
- Old business and unfinished business.
- New business.
- Introduction of visitors.
- Adjournment for project work and program.

NOTE. A presiding officer cannot conduct a good business meeting unless the entire membership is informed regarding correct parliamentary procedure. It is recommended that every Homemakers Club spend enough time on the study of parliamentary procedure to give all club members the information necessary to conduct a good business meeting. At the beginning of the year some clubs appoint a member who is well versed in parliamentary practice to act as parliamentarian.

Parliamentary Courtesies:

The courteous club member

Stands when addressing the chair, as in making a motion, discussing a question before the house, or making a committee report.

Addresses the chair as "Madam Chairman" or "Madam President."

Sits promptly when she has finished talking.

Does not speak during the business meeting except when she addresses the chair and is properly recognized.

Never talks nor whispers to another member, neither does she make side remarks or personal remarks, nor does she in any way disturb the meeting.

Never stands to get recognition from the chair while another member has the floor.

Confines herself to the question before the assembly.

Refers to an officer by an official title, to members by "the member who spoke last" or otherwise designates members, but not by their names.

Is punctual at club meetings.

Willingly accepts the decision of the majority.

The courteous chairman

Stands during business meeting except during the reading of reports.

Recognizes the member who stands to address the chair by either nodding head or calling the person by name, always recognizing the member who first addresses her, or one who has not spoken before.

Does not take part in discussions or comment on opinions of members.

Gives impartial recognition to opinions of all club members.
Gives courteous attention to all discussions.

Tactfully insists on correct parliamentary procedure, knows what courtesies are expected of club members and insists that they be observed.

Starts the meeting on time. Is prompt and insists on promptness in others.

*Definitions of Parliamentary Terms**

"The chair" is the presiding officer.

"The house" is the group of members constituting or present at a meeting.

"Standing committees" are those appointed at the beginning of the year (i e., when officers are elected) to exist for the year, such as membership, finance, program and project leaders.

"Special committees" are those appointed for a special piece of work and cease to exist as soon as the work is done and reported, unless requested to continue.

"A quorum" is "such a number as is competent to transact business." "Unless there is a special rule on the subject, the quorum of every assembly is a majority of all members of the assembly." When an organization has a permanent existence usually a certain number is adopted as a quorum, about one-twentieth of the membership.

"To obtain the floor" means that a member stands, addresses the chair and is recognized, thus obtaining privilege to speak.

*Procedure**

1. To call a meeting to order, the President should stand and say, "The meeting will now come to order."

2. To call for the roll, the president says, "We will now have the roll call. You are to answer by— (whatever the members have been previously assigned)."

3. To call for minutes, president says, "The secretary will read the minutes of the last meeting" and if there has been a special meeting she says, "Will you please read the minutes of the special meeting also."

4. After the reading the president says, "You have heard the reading of the minutes. Are there any corrections?" After waiting for

* Adapted from Robert's Rules of Order.

corrections and if there are none she says, "If there are no corrections the minutes stand approved as read." If there are corrections she says, "Are there any further corrections? If not, the minutes will stand approved as corrected." Always she must wait to see if there are any further corrections.

5. To get any business before the house a motion is necessary. In order to make a motion a member must obtain the floor. She then proceeds, "I move that" (If it is to accept a report she says here "to accept the report of" if it is a matter of business to be considered she states the business.)

Another member must second the motion by saying, "I second the motion."

The chair then says to the club, "You have heard the motion made and seconded that we" (stating the motion). If the motion is not seconded as soon as made the chair may ask for a second by stating, "You have heard the motion that , do I hear a second?" If no second is forthcoming the motion is lost for want of a second. After the motion has been made, seconded and restated, the chair continues, "Is there any discussion?" If there is discussion the chair should give all an opportunity to express themselves. After ample time has been given for discussion and amendments (discussion of amendments given below) she then says, "If there is no further discussion, are you ready for the question?"

The members should then say "question" if there is no further discussion.

The chair then restates the question or if it is a long motion has the secretary read it stating, "All in favor of the motion signify by the usual sign." The sign may be "aye," "yes" or raising the right hand. After the vote is counted she says, "All opposed signify by "nay" or "no" or raising right hand (whichever is used in the club.)

After the vote is taken the chair then says, "The motion that" (stating motion) "passed" (or "is carried"), or if it did not, "the motion is lost."

6. An amendment to a motion must be made during the discussion of the motion. A member may make a motion to amend a motion by adding to it or substituting a word or phrase or omitting a part of it. When this amendment is made it must be seconded and

stated by the president and put to a vote. If it carries then the motion as amended must be stated and voted upon.

7. To call for reports (this includes treasurer's report, committee chairman's report, project leaders' report,* etc.) the president says "Will the treasurer now make her report?" (If it is a committee report she says, "Will the committee now make its report?") The treasurer or chairman of the committee obtains the floor and makes a complete report which she has in writing and which she gives to the secretary for recording when the report is accepted.

To have a report accepted after it is read the president says, "You have heard the report of the" (treasurer, or committee), "what do you wish to do with it?" A motion must then be made, seconded and carried "that report be accepted."

If there are corrections or additions they should be made at the time of the discussion, in the form of amendments, if it is a committee report. In order to save time the one making the report may make the motion to accept it.

8. To call for bills to be allowed, the president says, "Are there any bills to be allowed today?" If there are bills they should either be handed to the treasurer to be presented or the member who has them may present them. When the president asks for bills, the one presenting them should obtain the floor and say, "I would like to present the bill" (or bills) ". for," following this statement with a list of bills.

When bills have been presented the president says, "You have heard these bills, what will you do with them?" Some member will have to move that they be allowed. Then the motion, if seconded, is stated, discussed and voted upon. If the motion carries, the president says, "The motion carried and the bills will be allowed." If the motion does not carry, the president will have to raise the question of how these bills will be met. This will have to be handled as a separate matter of business, with a second to the motion, discussion and vote. The final result is always stated by the president.

* A project leader's report given at this time consists of suggestions adopted and reports of progress in the project during the month. At this time she may also procure additional reports of progress from members to add to her report. A summary of these reports should be given to the secretary.

9. To call for old business the president says, "Is there any old business to come before the club today?" (To facilitate matters, previous to the meeting, the president will have instructed various members to bring up different items of old business.) Any unfinished business brought up for discussion should be in the form of a motion, seconded and discussed, voted upon, final result stated and recorded by the secretary. The president continues to call for old business until all old matters are disposed of.

10. To call for new business the president says, "If there is no further old business we will now proceed to new business. Is there any new business to come before us today?" The new business should be brought before the club by a member in the form of a motion.

If an informal discussion is desired before a motion is made, it may be moved, seconded and carried that the club discuss the matter as in committee of the whole. When such discussion is at an end a motion must be made, seconded and carried to return to formal order. Then a motion is made concerning the matter, seconded, discussed and voted upon and the result recorded by the secretary. During discussion in committee of the whole, the president may appoint another chairman and enter into the discussion herself.

11. To call for discussions of matters to be presented to the club after all business is attended to, the president says, "Are there any matters of importance to be presented to the club today?" or if some other organization has a representative there to present some special matter she may say, "We have with us today from organization and she" (or he) "has a matter of importance to bring before us. Mrs." (or Miss or Mr.) "., will you please tell us of this matter?" The person thus addressed should obtain the floor and present the matter. If the club wishes to take action upon the matter a motion should be made, seconded and vote taken.

12. To adjourn a meeting after all business has been disposed of the president will say, "If there is no further business is there a motion to adjourn?" A motion to adjourn must then be made, seconded and carried. This motion should include the statement "Adjourn for the program and project work."

THE VICE PRESIDENT*Qualifications:*

- The same personal qualifications as president.
- Good salesmanship ability (understands people and knows how to approach them).
- Knowledge of her organization and her community.

Duties:

- To take the place of the president in the latter's absence.
- To act as ex-officio chairman of membership committee, according to provisions of constitution.
- To give membership report at every club meeting.
- To welcome new members.
- To invite visitors to join.
- To be punctual and regular in club attendance.
- To keep a record of her club attendance.
- To represent her club on the county membership committee.
- To keep the secretary informed of any changes in membership, either new members, dropped members, or changes in address.
- To conduct the membership campaign in her community.
- To keep the public informed by assisting the secretary with publicity.
- To conduct a well-planned, constructive membership program.
- To act as chairman of speakers bureau for her club.

Essential Information:

- Knowledge of the Homemakers Club as an organization.
 - Provisions of the constitution (pp. 6 to 11).
 - Eligibility of membership (see constitution).
 - Scope of the organization.
- Knowledge of the year's program in her county.
- History of extension work.
 - National (Government bulletins give this).
 - State (Annual reports of the Extension Division of the College of Agriculture).
 - County (Annual reports of agent).
- Parliamentary rules of procedure (pp. 14 to 18).
- How to conduct membership work in the community.

Procedure:

- The membership chairman or a member of her committee sees to it that all members sign two membership cards, one of which the

membership chairman keeps on file. She should see that this card is filled out accurately and kept up-to-date. The duplicate she should send to the home demonstration agent.

In conducting a club membership program, the following suggested plan may be helpful.

1. At the beginning of the club year the club president, on recommendation of the vice president, appoints a membership committee to help thruout the year in membership work. The members of this committee should come from different parts of the community.

2. Early in the year this committee should meet and make a list of carefully selected persons living in the community who may become members of the club.

3. Everybody may be invited by general invitation to a club meeting but a special invitation should be extended to prospective members.

4. Prospective members should be invited to several meetings to give them an opportunity to really become interested in the program and to know what they are invited to join.

5. A special effort should be made to have good newspaper publicity, making a feature of the year's program.

6. A member of the membership committee should call on each prospective member early in the year to inform her regarding the work of the club.

7. Any member of the club should report a prospective member to the membership chairman who, in turn, will invite her to the club meeting.

Before each club meeting the membership chairman should prepare a written report which includes:

Introduction and welcome of new members present and prospective members who have been invited by the membership committee.

Activities of the membership committee during the month.

New members added.

Delinquent members dropped.

Changes of addresses.

Call for report of club members on prospective members.

Either before or after each club meeting the membership chairman and club secretary should get together to check up on their records and make necessary changes.

The membership chairman should see that new members or visitors are introduced to club members and made to feel welcome.

THE SECRETARY

Qualifications:

Accuracy and alertness.

Punctuality and steadiness in attendance.

Ability to express herself in writing.

Duties:

To keep accurate minutes.

To send reports to the Home Demonstration Agent (Blanks are furnished for this purpose).

To keep duplicates of such reports.

To send reports to local papers, i. e., give good publicity.

In the absence of both the president and the vice president, the secretary assumes the duties of these officers.

If she is treasurer, too, she performs the duties of that office.

Before each meeting she should submit to the president a list of all items of business that have to be discussed for the day, so that no old business or committees will be overlooked.

To notify members of club meetings (notice-of-meeting cards are furnished by the Extension Division of the College of Agriculture, University of Kentucky).

Essential Information:

How to write good minutes. Good minutes should include:*

1. A statement of the kind of meeting (regular or special or adjourned).

2. The name of the assembly or club.

3. The date and place of meeting.

4. The presence of regular chairman and secretary or, in their absence, the names of substitutes.

5. Whether the minutes of the previous meeting were read and approved.

6. The signature of the person who acted as secretary.

7. No criticism of any transaction or member.

* From Robert's Rules of Order.

8. A clear and concise record of what was "done"; i. e., what motions were made, seconded and carried or failed to carry. When votes are actually counted (as in yea and nay vote or division vote) she should record the number voting each way. Only when the matter may be of interest for publication is it necessary to record debate or discussion.

9. The reports of committees received and adopted. Unless a motion was passed, that a committee report be "entered" in the minutes, the secretary simply records that such and such a committee gave a report, giving merely a brief summary of same.

Procedure:

In order to take good minutes it is necessary for the secretary to take notes in a notebook entirely separate from her regular secretary's book. These minutes should be read just before adjournment of the meeting so that corrections may be made and the minutes may be put in the regular book before the next meeting.

Example of Good Minutes:

January, 1925. Meeting called to order 1:30 P. M. by chairman at home of Mrs. Sam Jones. Roll call was answered by "my most useful Christmas gift." Twenty members answered.

The minutes of the last meeting were read. Mrs. Frank Smith called attention to the omission of the motion to have a Christmas party, which was made, seconded and carried. Minutes were corrected and approved.

The membership chairman reported that Mrs. New and Mrs. Robbins were new members whom we were glad to welcome to the club. She also extended an invitation to any guest present to join the club after business meeting.

The program committee reported that the next meeting would be held at the home of Mrs. Frank Smith. The subject of the day will be "Meat Cookery." Mrs. Cruthers and Mrs. Jones will have charge of the meeting. The roll call will be "What I expect to gain from this food program." There will be an interesting social program following the business meeting and lesson. Miss Jennie Holmes who will be visiting in the community at this time has been persuaded to give several readings.

The food chairman gave the following report: "Since the last meeting I have a record of 11 members who have cooked spinach

as we demonstrated, at least once a week, 10 who have prepared carrots once a week, and 12 who scalloped cabbage as suggested." There were two members who had not reported to the food chairman and they each reported that they had prepared all three dishes once a week. Necessary corrections were made. Mrs. Smith moved that this report be accepted. Motion seconded and carried.

The home agent was present and asked the club to take up the matter of: (list suggestions of home agent here).

The president gave a report of the last advisory council meeting and gave the following suggestions: (list suggestions given).

There was no old business.

New business. It was moved by Mrs. Will Temple that the club undertake the beautification of the school grounds as a community project and that a special committee be appointed to outline a definite program. Motion seconded by Mrs. John White. After discussion the motion carried. The president stated she would, together with her executive committee, appoint a committee at next meeting.

There being no more business, the meeting was adjourned and turned over to the program conductor, Mrs. Loring, who introduced our faithful project leader, Mrs. Mills. The project leader then gave her lesson on (give subject) emphasizing the following points (here give subject she discussed and important facts brought out).

The following program was given: (Give program and any special features.)

(Signed) Sec.

The secretary should fill out the secretary blank and send it to the office of the Home Demonstration Agent immediately after each meeting of the club (regular and special). She should obtain a supply of these blanks signed by the Home Demonstration Agent, and envelopes for sending them. If she fills these out carefully, incorporating all information in her minutes, she will have accurate information for the President's annual report at the end of the year.

The secretary writes all club publicity, announcements and reports of regular and special meetings and of all other activities of the club. She will get best results by making a personal contact with the editor of the local paper and interesting him in the program of her organization.

PUBLICITY

What Is Publicity? Publicity is the means of interesting a market in a commodity to the extent that the market desires that commodity. In other words, it is the necessary step for selling any commodity or ware to the public. Hence, the origin of the slogan, "It pays to advertise," for advertising is one form of publicity. Publicity applies to any commodity, whether it be stove polish or an educational program.*

Why Publicity? Publicity is the usual and most effective way to develop public opinion. In other words to direct favorable attention to our organization and its activities. "We must be known to live." Competition in this day and age makes it necessary to be known, even if we exist for a worth while purpose.

Publicity is a means of keeping the members informed.

It is a means of creating a desire on the part of non-members to become members.

How Is Good Publicity Created? "Intelligent publicity is like the human hand—effective and forceful when all five fingers function efficiently—these fingers are the five qualities essential to good publicity. Good publicity must be: (1) interesting; (2) readable; (3) educational; (4) truthful; (5) sincere.

Interesting. This means interesting to the market or, in our case, the public and the non-members, particularly women.

It means that we must take into consideration needs and desires of women, and the fact that women respond to esthetic and spiritual appeals, rather than figures and facts. Women instinctively respond to appeals involving maternal instinct, health, cleanliness, economy, beauty, pride, play, devotion, personal element, sociability, curiosity, invitation, style, self-preservation, love, ambition, acquisitiveness.

It means that the secretary must know how the Homemakers Association, thru its program, satisfies these needs and desires of women, if she is to sell the commodity to the market.

Readable. The story must be so written that it arrests attention and maintains interest thruout. Not only the subject matter but the way an article is written makes it readable. Names, places, inci-

* From Rose Briem's "Good Publicity."

dents, human interest, personal experiences, written in story form make very readable publicity.

Educational. Publicity is not good or even justifiable unless it actually tells something new and of interest to the public. For instance, in writing about a meeting, besides telling the necessary time, place etc., good publicity will include at least one bit of information presented at that meeting.

Sincere and Truthful. Any information (and in this case, publicity is information) must be sincere, truthful and accurate because this is the only permanent and secure foundation for growth. A false report or an exaggerated report breaks down confidence.

How to Write a News Story:

A. Six W's

"I have six honest serving men
Who taught me all I know;
Their names are What and Where and When
and How and Why and Who."

First sentence or paragraph of a news story must include the first four W's (what, where, when and who). The other two (how and why) follow.

Put the most important things first.

Make the story accurate, brief, clear, simple.

Put in local color by referring to local people, places or events.

B. Mechanical Make-up

If long hand, write on ruled paper, preferably 8½" x 11".

Write on one side of paper only.

At end of each article write "end."

Suggest topic of article but editors prefer to write own headlines.

If you write headlines, use verb.

Write time of release in upper right-hand corner.

Get out in plenty of time.

Spell out in full all words except those you want abbreviated. Give correct initials.

C. What Is Wanted?

New stories of current happenings.

Practical articles of information.

Feature stories telling specific experiences and incidents.

Human-interest experiences in story style.

D. Some things to avoid.

Subject matter should not be given in club news stories. This would be repetition. Leave this for the agent, specialist or especially appointed leaders.

“Pestering” the editor. Sometimes articles have to be cut down.

THE TREASURER

Qualifications:

Accuracy.

Dependability.

Business ability—some business experience or training, if possible.

Duties:

To accept all fees.

To establish a bank account in the name of the club.

To pay all funds by check and only on order of the club.

To keep accurate account of all receipts and expenditures.

To make a report of finances at each meeting.

To keep balances accurately.

To have books balanced at least twice a year; at the beginning of the year when she takes them and at the end of the year when she turns them over to her successor.

Essential Information:

How to balance accounts.

How to add and subtract.

How to keep books (simple method).

How to make financial reports.

Procedure:

When a bank account is established in the name of the club the treasurer obtains a check book and pass book and writes all checks from this set of books.

Treasurer's notebook should be kept as follows:

Enter on one page money received.

Enter on opposite page all items of expense.

Balance accounts at the end of each month.

Treasurer should make a report monthly to the club including:

Statement of balance for preceding month.

Statement of receipts for current month.

Statement of total receipts.

Statement of expenditures for current month. (All bills paid after instructions received at last meeting should be itemized here.)

Statement of the balance on hand after expenditures.

THE PROGRAM CONDUCTOR

Qualifications:

- Originality.
- Knowledge of the community.
- Sense of humor.
- Poise.
- Alertness, enthusiasm, optimism.
- Ready store of information.
- Ability to correlate work and play.
- Ability to discover talents and interest of the women.

Duties:

- To act as chairman of program committee. (This committee is made up of at least two other members besides the program conductor and home demonstration agent. One member should be the music leader.)
- To plan the program for the year.
 - Select hostesses for the year.
 - Plan roll call and singing.
 - Assign parts on the program to local persons.
- To preside at community or club recreation programs.
- To plan community activities which will interest all the community.
- To interest people in the program.
- To introduce persons on the program, correlating the different parts of the program.

Essential Information:

- She should know where to send for information for programs.
 - State University.
 - Publishing companies.
 - State agencies, such as Department of Health, State Library, Department of Education, State Y. W. C. A. and Y. M. C. A.

Procedure:

- The club year starts in September. In August or early in September the program conductor should get the program committee together and plan the year's program in detail. This should be

ready to submit at the September meeting of the club. This report will include:

Place of meeting and hostess.

Roll call for each meeting.

Definite statement of subject of major program.

Definite statement of subject of minor program.

Definite social program for the year, assigning parts to different members.

This report should be given at the club meeting and formally adopted.

Copies of the program should be given to all members. (Program committee either has programs printed or fills out blank "Calendar for Homemakers Club Members" which may be obtained from the Extension Division of the College of Agriculture, University of Kentucky.)

At each meeting the program and roll call for the next meeting should be announced by the program conductor.

The program conductor should always indicate her appreciation to members or friends who take part in the program.

PROJECT LEADER

Qualifications:

All the characteristics and abilities of a good leader (see page 4).

Interest in the project for which she is appointed.

Training or experience in kind of work for which she is leader.

High degree of general intelligence.

Ability to express herself well and clearly.

Willingness to follow up her work by helping others.

Willingness and ability to give generously of her time and energy.

Ability to take instructions and to keep accurate notes.

Alertness.

Attitude toward her job, one of privilege as well as of responsibility.

Duties:

To attend all meetings pertaining to her project, conducted by the specialist or agent.

To repeat the lesson to her community.

To keep records of demonstrations established and practices adopted to report to her home demonstration agent and to her club.

To give help and advice to individuals in the community.

To continue to function as leader of the project permanently.
 To supervise the result demonstrations in the community
 To report at each meeting suggestions adopted since the last meeting,
 and to give suggestions for further project activities.

Essential Information:

Leader receives detailed instruction at training schools conducted by specialist or home demonstration agent.

Procedure:

The project leader should take full notes and instructions at training school and keep a folder for all subject-matter material. She is always on the alert to find information on her subject in magazines, papers, etc., to supplement information given at training school.

She reviews subject matter before presenting it to her club until she becomes so familiar with it that she can give it in her own words.

She prepares necessary illustrative material to make her teaching effective.

The leaders should so plan their work that each will have a definite part of the lesson to present to the club.

Spends considerable time in her community giving help and advice to demonstrators and to interested individuals.

Returns report blank to the agent at the time stated by the specialist. She should consult the home demonstration agent or specialist to be sure she understands the report blank.

PROJECT LEADER FOR GIRLS' CLUB

Qualifications:

Characteristics of a leader (see page 4).

High ideals and fine standards.

Vital interest in young people and ability to obtain their confidence and respect.

Originality and initiative.

Unselfish, broad minded, fair, good sportsman.

Force of character and personality to make the girls wish to follow her leadership and example.

Ability to finish a job that has been begun.

Duties:

- To attend leaders' training schools.
- To supervise and give instructions to girls in project work.
- To see that the project is finished when once started.
- To supervise business of the club.
- To help the children keep record books accurately.
- To make a report to the agent as to the progress of the work.
- To create interest in club work and camp.

Essential Information:

- Requirements of the project she is selected to supervise.
- Bulletins and literature needed in her project.
- Duties of officers of a club.
- How the local club links up with the County, State and Nation.
 - All rural girls and boys between the ages of 10 and 18 inclusive, are eligible to club membership.
 - Every county in Kentucky having either a Home Demonstration Agent or County Agent has 4-H club work.
 - Every State in the United States has this work.
- Information regarding such state activities as Junior Week and State Fair exhibits.

Procedure:

- Comes punctually to all junior leaders' training schools.
- Takes all necessary instructions and notes.
- Keeps accurate account of all subject matter or pamphlets supplied by specialist, Home Demonstration Agent or State University.
- Teaches officers of the club how to conduct meetings and to perform their official duties. (Use instructions in this circular.)
- Gets definite outline of work expected and works to achieve that goal.
- Has girls bring record books up to date at every meeting.
- Sees that program is filled out and parts assigned to different girls in advance.
- Meets regularly with the girls to supervise their project work.
- After each meeting sends report to Home Demonstration Agent.
 - Only in this way can she see wherein her club is progressing or failing.

Keeps the matter of Junior Week and camp as goals before the club. Stimulates a desire to go, stimulates interest in raising funds to send delegates and goes with the girls, if possible, or sends a substitute.

GENERAL INFORMATION

Election of Officers

At the close of the year's work, after the next year's program has been determined and previous to the annual county meeting (June or July), officers should be elected, project leaders appointed, and committees selected in each Homemakers Club for the next year. Often the question arises as to how to best conduct such an election. There are several ways, such as:

1. Appointing a nominating committee at the meeting previous to the election and requesting that committee to bring in a slate of officers, single or double, as desired, to report at the annual community meeting.
2. Nominating officers from the floor on the day of the election.
3. Balloting—every member writing a ballot for each officer, the two members receiving highest vote being again voted on, unless one has received an overwhelming majority.

Probably the first method gives the most careful and constructive selection. The election of officers should be conducted during the regular routine business, as the first item under new business.

PROCEDURE FOR ELECTION OF OFFICERS

Methods of Nominating

Nominating Committee. The chairman (or president) states, "We will now have election of officers for next year. Will the nominating committee please report." The chairman of said committee rises, addresses the chair, "Madam President (or chairman)," and when recognized submits her report. If possible, there should be a blackboard on which the names of the nominees may be written. Then either she or some member of the club makes a motion that the report of the committee be accepted. The motion must be seconded and carried, after which the chairman says: "Are there any nominations for president from the floor?" If so, the member desiring to nominate a member addresses the chair and, having been recognized, says, "I nominate Mrs. for president." If there are no other nominations, the president states, "If there are

no other nominations for president I will entertain a motion for nominations for president to close." After such a motion is made, seconded and carried, she proceeds with each officer in turn.

Nominations from the Floor. If no nominating committee is provided for and members prefer to nominate officers from the floor, when the president asks, "How shall we proceed with the election?" a member should arise, address the chairman and, being recognized, say, "I move that we nominate from the floor." This motion being seconded and carried, the president says, "Nominations are now in order for president," whereupon members may nominate from the floor after being duly recognized by the chair. When nominations cease, the president should say, "If there are no further nominations for president I will entertain a motion for nominations to close" or a member wishing to close nominations may, after being recognized by the chairman, move that they close. This motion requires a second and must be voted on. When carried, the names of those nominated must be voted on. After the president has been elected, nominations for each successive officer and elections are conducted in the same way.

Ballot. Sometimes a small club whose members are familiar with each other's abilities finds it possible and feasible to have an election by ballot. In this case, when the president asks for method of procedure, a member must make the motion "to nominate by ballot." If this meets with the approval of the club a committee of tellers must be appointed. The tellers give each member one ballot for president and, when each one has voted, collect ballots, giving another for vice president, and so on until all officers have been nominated. Tellers then record the votes and the highest two in each ballot are nominees for the office indicated. The rest of the election should proceed as by nominating committee.

Methods of Voting

After all nominations for one office are closed the president says, "How shall we proceed with the election?" Then a member must make a motion which must be seconded, voted upon and carried, to proceed according to one of the following methods:

Written Ballots. Each member is given a ballot for each officer, and writes on it the name of the candidate she desires. For this there must be a special committee of tellers to distribute ballots.

collect and count them. (It is recommended that this method of voting be used whenever there is more than one nominee for an office.)

Acclamation. That is, all in favor, say Aye; opposed, No. (Not satisfactory for election unless but one candidate.)

Voting Sign. That is, by raising right hand.

Yeas and Nays. Answer to roll call.

Standing. That is, indicating by standing a vote for the candidate desired.

APPOINTMENT OF PROJECT LEADERS

After the election of the officers, they, in conference with the Home Demonstration agent, appoint the project leaders for the coming year. This election is based on:

Qualities of leadership (page 4).

Interest and ability of person in project.

Willingness to give unselfishly of time and service.

Ability to grow and get others interested in her project.

Ability to "take back" lessons.

Choose for a leader one who realizes the privilege of leadership and is at the same time unselfish enough to wish others to have the same privilege; one who thoroly appreciates the confidence her club has placed in her and who accepts her opportunity with the feeling of responsibility. To develop real leadership in a community give one leader one job and let her develop it, developing a new leader for each new job.

ANNUAL MEETING OF COUNTY HOMEMAKERS ASSOCIATION

The county annual meeting takes place at a time indicated by the constitution, usually in the late summer or early fall. It is the final round-up of the year's work. Every member of every club should make it a matter of pride to be present. A report in writing should be made by the retiring president of each club. Each county project leader should make a report embodying the reports of all the community project leaders. County officers are to be elected at this time. The annual meeting may be in the form of a formal business meeting or county picnic to which all members, families, members of the fiscal court and other co-operating agencies are invited. The outgoing president and agent should work together to see that all reports are ready for that day and a good program is

arranged. It should also be a day of inspiration for the new year's work and a real county get-together.

The business meeting is held in the morning. Lunch is served according to plans made by the advisory council. The afternoon session includes some entertainment, one or two speakers, one from the central office to represent the State Leader, if it is impossible for her to be present, and other speakers whom the advisory council and Home Demonstration Agent may provide.

The following program for an annual meeting may be helpful:

PROGRAM

- 10:00 A. M. Call to order by president.
Roll call by communities (i. e., as a community is called all members from that community should stand to be counted).
- 10:10 A. M. Minutes of last annual meeting.
- 10:15 A. M. Treasurer's report.
- 10:20 A. M. Committee reports.
Standing committee (such as membership, project, major and minor, etc.).
Special committees (financial, camp, publicity, state federation, etc.).
- 10:40 A. M. Community reports made by presidents of the various clubs, should include all activities and accomplishments of the clubs during the year.
- 11:15 A. M. Home Demonstration Agent's report.
- 11:30 A. M. Old business.
- 11:40 A. M. New business.
Any amendment of constitution.
Election of officers.
Other new business.
- 12 M. Lunch.
- 1:30 P. M. Installation of new officers.
- 2:00 P. M. Singing.
- 2:15 P. M. Speaker of the day.
- 3:00 P. M. Recreation, stunts, pageant, etc.

PROGRAM OF WORK

The program of work is not a matter of yearly determination in counties that have had a home demonstration program over a period

of several years. In many counties the Advisory Council has determined a definite goal as a basis for a long-time program. All projects and other activities are then selected with this goal in view. Often emergencies will arise, interest will be created and circumstances occur which may make it feasible to either change the order of projects or select new projects or plan special activities which may more nearly meet the new conditions.

1. For the purpose of getting suggestions for new projects, re-vamping old projects, and better understanding the interest and desires of the women in the state, the specialist meets frequently with committees composed of outstanding leaders in the various counties. The specialist is always receptive, too, during the progress of every county project to suggestions made by the leaders relative to that specific project or to suggestions for new projects. In other words, projects are planned with reference to the expressed interests, desires and needs of the women in the state. To help the women select specific projects for a year's work, the specialists have outlined projects in groups of six lessons of closely related subject matter. These outlines are revised to meet changing conditions and adapted to each individual county.

2. During the entire year the alert agent and club discuss the possible types of projects that will best carry out the county program.

3. At an early spring advisory council meeting in each county (February or March) the assistant state leader and home agent discuss with the advisory council the needs of the county and individual homemakers. This discussion may be based on actual factual data upon the expressed opinions of the various club members or both. In a county carrying on a long-time program, the discussion usually leads to a better arrangement of projects selected or even the substitution of a new project which better suits the needs of the group. Each president is asked to take any necessary notes to present to her club members and she, with the agent, leads a discussion similar to the council discussion back in the club.

At the same time discussions are held at the council (and in turn at the clubs) regarding the minor project, the special projects desired to meet the needs of special groups, such as child training, meat cutting and canning, vegetable gardening, landscaping, read-

ing, home accounts, etc., and the recreational program preferred. All presidents are urged to get suggestions from members for any of these projects.

4. During the months of March and April, similar discussions are held in all clubs by president and home agent. Usually the discussion takes place one month and the members are asked to do some thinking. Opinions are expressed and votes taken the succeeding month. Often the women have been thinking of the matter thruout the year and have a decided preference for some parts of the program when first discussed.

5. Previous to the summer council meeting (usually in May) each club is expected to give its president specific instruction as to the type of work that club feels will best carry out the county program of work and meet the needs of that community as well as stimulate the interest.

6. At the summer advisory council meeting, the advisory council discusses the opinions of the clubs, planning the next year's (or it may be two or three years') program based on the majority vote of the club. Sometimes several special projects or follow-up lessons have to be planned because there is a large minority interested in something besides the major project which will comprise six lessons of the year's work. Definite goals are set for the new year and not only the major project, but the minor and recreational and all special projects are determined so that the agent, supervisor and specialist can confer regarding specific help needed.

7. Special events in the county, such as rally days, annual homemakers day, state district federation meeting, Farm and Home Week, camps, annual day, and achievement days have also to be considered and worked into the program of work. Plans are always made for these events at a council meeting previous to the event. In fact, some things, like fairs, are discussed at nearly every council meeting.

8. During the summer each homemakers club holds its annual election of officers, selects project leaders and checks up on the work of the past year in order to be ready for annual meeting and for launching the new project in the fall.

9. Following the determining of the program, the specialists' schedule is arranged by the state leader so as to have the minimum

amount of travel for the specialist and still give every county the requested projects to carry out the county program.

10. The specialist goes to each county in which she is to conduct a major project and, if possible, where she is to have a special project, meets with the home agent and a group of outstanding leaders in that specific project and plans the project for the coming year. Whenever possible, the assistant state leader also attends this project planning meeting. Definite suggestions to make the project adaptable to the county are made by the women, goals are set and method of work definitely planned. Definite suggestions and instructions are given the agent by the specialist, also.

11. Early in the fall, preferably before the club programs start in September, a school for program conductors is held. A definite calendar of work is mapped out for the county, based on major, minor and special projects and the recreation program determined in May. The program conductors are given help in filling out calendars of work and in the social programs to be conducted in each club. A supply of calendars is given each program conductor, sufficient for her and her committee to fill out for each member. A second training school for recreational programs is held in January in order to give more specific help with games and music.

12. Previous to the launching of the new fall program (in September) the program conductor calls a meeting of her program committee and the calendar of work for each club member is filled out. These calendars of work are given to the club members at the September meeting.

ADVISORY COUNCIL MEETINGS

The advisory council is provided for in the County Constitution. It consists of the presidents of the various Homemakers Clubs, the county project leaders and special state officers. These persons form the executive body of the county association which is in close contact with the agent, understanding her problems and helping her to solve them. The advisory council and the agent should meet as often as they deem necessary. According to the constitution, there should be at least four meetings during the year, each with a definite purpose in view, as:

1. *Fall.* Instruction of new officers, discussion of plans for raising money for Farm and Home Week delegates, plans for securing appropriations, launch new program in the county.

2. *Winter.* Check up on program, make definite plans for Farm and Home Week, start mid-year program, form preliminary plans for junior work.

3. *Spring.* Preliminary discussion of next year's program, discussion of women's camp, finish up of junior work, plan for fairs and exhibits.

4. *Summer.* Definite planning of county program and women's camp, plan for junior camp, arrange annual meeting of local and county association.

CONSTITUTION OF KENTUCKY FEDERATION OF HOMEMAKERS

ARTICLE I—Name

The name of this organization shall be the Kentucky Federation of Homemakers.

ARTICLE II—Object

The object of the Kentucky Federation of Homemakers shall be to unite the County Homemakers Association of the state, to supplement the work of the home demonstration service, to help in the development and expansion of the extension program in home-making and to further the various interests of the homemakers.

ARTICLE III—Membership

Any organized County Homemakers Association is eligible for membership.

ARTICLE IV—Representation

Each association holding a membership in the federation shall be entitled to two voting delegates, one to be the county president or another officer appointed by her, the other to be selected by the county advisory council before the annual meeting of the federation. Each delegate shall be a member in good standing of the County Homemakers Association.

ARTICLE V—Dues

The annual dues of this organization shall be five cents per member, payable January 1 of each year to the federation treasurer by each county treasurer.

ARTICLE VI—*Meetings*

Section 1. The annual meeting of the Kentucky Federation of Homemakers shall be held at a designated time during Farm and Home Convention at the University of Kentucky.

Section 2. Special meetings may be called by the president or by a two-thirds vote of the Executive Board or by request of one-third of the federated association, stating reasons for the meetings. Notice of all special meetings shall be sent at least ten days prior to the meeting, stating the object of the meeting and the subject to be considered.

Section 3. A district meeting may be called in any district or by the director of the district or by request of one-third of the member counties represented in the district. Notice of such meeting shall be sent at least ten days prior to the meeting, stating the object of the meeting and the subjects to be considered.

Section 4. At all state or district meetings of the federation a majority of the delegates present shall constitute a quorum.

ARTICLE VII—*Officers*

Section 1. The officers of this association shall be president, vice president, secretary and a treasurer. The president and the secretary shall be elected for two years, the vice president and treasurer for one year and on alternate years thereafter, and shall serve until their successors are duly elected and qualified. No officer shall serve more than two years. The duties of the officers shall be those which usually devolve upon the office.

Section 2. In addition to the regular duties of her office the vice president shall act as chairman of the Speakers' Bureau.

ARTICLE VIII—*Executive Board*

Section 1. The direction of the affairs of the federation shall be vested in an Executive Board composed of the officers of the federation and elected directors, one from each district, as designated by the board, who shall serve as district chairman and state chairman of standing committees. The action of the Executive Board shall be subject to instructions and policies adopted by the federation in convention assembled. The president of the home demonstration agents' federation and the state supervisors of home demonstration work shall be members ex-officio, but without vote.

Section 2. The newly-elected executive board shall meet as soon as possible following the meeting at which they are elected and as often thereafter as is necessary. Three members of the board shall constitute a quorum.

ARTICLE IX—*Committees*

Section 1. The president, with the Executive Board, shall annually appoint standing committees, and such special or sub-committees as may seem necessary.

Section 2. There may be the following standing committees—Nominating, Speakers' Bureau, Citizenship and Publicity. Each standing committee shall be composed of a state chairman and a district chairman from each district in the state

Section 3. The Nominating Committee shall present at the annual meeting of the federation a double slate of officers. Election shall be by ballot.

Section 4. The Publicity Committee shall promote publicity for the achievements and activities of the homemakers in the various districts.

Section 5. The committee on Speakers Bureau will compile a list of homemakers who are qualified and willing to lend their services in stimulating interest in unorganized counties.

Section 6. The Citizenship Committee shall promote a program of education in citizenship and shall sponsor legislation of special interest to homemakers.

ARTICLE X—*Amendments*

This constitution may be amended by a two-thirds vote of the delegates at any annual meeting, provided notice of the meeting has been sent to the delegates previous to the meeting and the delegates are given advance information regarding proposed amendments.

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