



**Constitution  
and Bylaws for  
Home Demonstration Clubs**

TEXAS A&M UNIVERSITY • TEXAS AGRICULTURAL EXTENSION SERVICE

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# CONSTITUTION AND BYLAWS FOR HOME DEMONSTRATION CLUBS

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The constitution and bylaws as they appear in this leaflet are to help you draw up similar agreements for your club. Adapt them to your own situation.

## Constitution

### ARTICLE I – NAME

The name of this organization shall be the \_\_\_\_\_  
Home Demonstration Club.

### ARTICLE II – OBJECT

The object of the club shall be to bring together demonstrators and cooperators for home demonstration work under the direction of the home demonstration agent and to promote the welfare of the member, her home and her community.

### ARTICLE III – MEMBERSHIP

Any homemaker living in the community is eligible for membership.

### ARTICLE IV – OFFICERS

The officers of the club shall be a president, vice president and a secretary-treasurer.

### ARTICLE V – ELECTION OF OFFICERS

Officers shall be elected annually. No officer shall serve longer than two consecutive years.

### ARTICLE VI – DUTIES OF OFFICERS

President – It shall be the duty of the president to preside at all meetings of the club, to appoint committees, to call special meetings and to perform other duties that pertain to the office.

Vice President – It shall be the duty of the vice president to perform the duties of the president in her absence or disability.

Secretary — It shall be the duty of the secretary to keep accurate minutes of all club meetings, to keep a roll of members, to handle all correspondence, to receive and properly file all important communications and reports, to distribute all literature to the members and to make regular reports to the county home demonstration agent.

Treasurer — It shall be the duty of the treasurer to receive, hold and disburse all funds belonging to the clubs. She shall make a full report at each annual meeting and at any other time upon request of the president. The outgoing treasurer shall turn over to the elected treasurer all money, books and papers of the club in her custody within one month after the close of the annual meeting.

Money paid out by the treasurer must be authorized by a majority vote of the club — except in an emergency the treasurer is authorized to pay out not more than \_\_\_\_\_ dollars on a written order for same signed by the president, to be reported at the next meeting of the club.

#### ARTICLE VII — COMMITTEES

Standing committees shall be program, finance, education — expansion — exhibit and 4-H. Each committee shall consist of three members appointed by the president. Other committees may be appointed by the president as needed to carry out the work of the club. All standing committees shall serve during the president's administration.

#### ARTICLE VIII — DUTIES OF THE COMMITTEES

The duties of the education-expansion-exhibit committee shall be to:

1. Encourage every woman interested in home problems to become a member of the club. Inquire as to the cause of each absence from a meeting.
2. Make plans for teaching nonmembers homemaking practices.
3. Keep the general public informed about the progress and activities of home demonstration work in the community.
4. Plan exhibits to show the methods and accomplishments of home demonstration work in the club.

The finance committee shall plan the club budget and ways of raising the money to meet the budget.

The program committee shall work with the yearbook committee of the county home demonstration council and the county home demonstration agent to plan the club's program for the year. The committee shall make arrangements for the programs.

The 4-H committee plans ways for adults to help 4-H Club members carry out their work.

#### ARTICLE IX – MEETINGS

Regular meetings shall be held \_\_\_\_\_  
Special meetings may be called by the president.

#### ARTICLE X – FUNDS

No membership dues shall be required.

#### ARTICLE XI – AMENDMENTS

This constitution may be amended by a majority vote at any regular meeting of the club.

#### Bylaws

#### ARTICLE I – QUORUM

A quorum to transact business shall consist of \_\_\_\_\_ (this should state the number of members which should be less than a majority – a club of fifteen members should have seven for a quorum).

#### ARTICLE II – ELECTION OF OFFICERS

Officers shall be elected at first meeting of ( \_\_\_\_\_ or \_\_\_\_\_ ). Officers shall take office in ( \_\_\_\_\_ ).

#### ARTICLE III – ORDER OF BUSINESS

The order of business shall be as follows:

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