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Suggestions to Leaders of Homemakers Clubs

Without leadership, a home, a club, or a community cannot exist long as a unit. Only with properly trained leaders can an organization function and develop to the best advantage. A good leader is one whose personality, ability, and knowledge are such that others are willing to work with her toward certain ideals. Many persons with potential qualities of leadership have never had an opportunity to develop them, but with proper training and experience they may become effective leaders in a community. "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."¹ Every officer, project leader, or committee member is a successful leader in so far as she possesses or acquires certain characteristics, abilities, and information. The qualifications of leadership in all these positions are the same, but the specific information necessary to perform the duties of each differs. (See the "Qualities of a Good Leader" listed on page 4.)

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 5 to 10).
2. That a homemakers club is maintained only in counties having a home demonstration agent.
3. That the organization is for the members and that any by-laws, or necessary changes, are to be made by the members in orderly parliamentary fashion.
4. That each member is a part of the association and consequently helps to establish its standing.
5. That the organization promotes and develops an educational program and service available to all county homes.
6. That homemakers are joining their efforts with other educational forces to improve their community.

¹M. C. Burritt, formerly Assistant Director of Extension, Cornell University.

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: its origin, purpose, and program.
Fairness		
Impartiality	"A follower of other leaders"	Vision of what work can do
Promptness	Ability to organize	
Tactfulness	Ability to think clearly and put thoughts into action (ability to express one's self clearly)	Specific duties of office, and how to perform them
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		
Earnestness and convincing qualities	Ability to gain confidence and respect of others	
Cheerfulness	"Balanced good judgment"	
Courage of convictions, decisiveness, forcefulness	Ability to instruct others	
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.)

7. The fundamentals of parliamentary law so that all business may be conducted and recorded in regular and systematic fashion.

8. The duties of the officers and committeemen so that they may assist whenever called upon.

9. 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.

10. That there is a State Federation of Homemakers composed of county homemakers associations throughout the state, and that the State Federation is a member of the National Home Demonstration Council and the Country Woman's Council of U.S.A., which is a part of an international organization, the Associated Country Women of the World. Thus the individual club member becomes "a link in a chain of friendship reaching around the world."

11. That a County Homemakers Association is eligible to become a member of the Kentucky Federation of Homemakers.

12. That forty-eight states in the United States, Alaska, Hawaii, and Puerto Rico are engaging in a similar Extension program.

13. That the Smith-Lever and subsequent Acts make it possible for any county in any state to procure a Home Demonstration Agent and a County Agent, provided the state meets the federal requirements and the county makes the required appropriations.

14. That the United States Department of Agriculture, the College of Agriculture and Home Economics, and the county cooperate to carry on an Extension program.

15. That the funds are administered and the program supervised by the Extension Division of the College of Agriculture and Home Economics, University of Kentucky.

16. That the cost of running the County Homemakers Association is determined by its members. When a club or a county sees the need of funds, the amount and the method of obtaining it are determined by the members of the association.

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 under guidance of the home demonstration agent, super-

visors and specialists of the College of Agriculture and Home Economics, 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 signing an enrollment card.

ARTICLE IV—*Expenses*

Funds needed to meet the expenses for demonstrations, illustrative materials, and other activities in connection with the home demonstration program, shall be raised by means decided upon by the members of the association.

ARTICLE V—*Officers*

Section 1. The officers shall be a president, a vice-president, a secretary-treasurer or a secretary and a treasurer, all of whom shall be elected by ballot by members present at the annual meeting and shall serve until their successors shall be elected and qualify. No officers shall serve more than two consecutive years. In event an elected officer cannot serve and her successor is not otherwise provided for, the advisory council shall elect her successor. Optional provisions:

(a) The officers shall be chosen from past or present members of the advisory council.

(b) Two of the officers shall be elected in even years and the other two in odd years.

Section 2. The president shall preside at all county meetings of the association, of the executive committee, and of the advisory council, and shall appoint all committees not otherwise provided for, 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 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 the membership chairman (vice-president) from each homemakers club, as often as necessary; shall give such committee necessary instructions and directions for effectively maintaining the membership of the organization.

Section 4. The secretary shall keep a record of the transactions

of the association, of the executive committee, and of the advisory council.

Section 5. The treasurer shall have charge of all funds of the association and shall pay them out on order of the advisory council; and shall make a treasurer's report to the executive committee and advisory council at each meeting.

ARTICLE VI—Advisory Council

Section 1. The direction of the affairs of the association shall be vested in an advisory council composed of the county officers, presidents of the homemakers clubs, county project leaders as hereinafter provided, county chairmen of State Federation standing committees, any officer of the State Federation residing in the county, chairmen of any special committees the council and president may appoint during the year, and the retiring county president.

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 with her in her work, and plan the county program of work.

Section 3. The advisory council may schedule regular monthly meetings or bimonthly 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 having 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 homemakers clubs shall be president, vice-president, secretary-treasurer or secretary and treasurer. These officers shall constitute an executive committee. They shall be elected

annually by ballot by the Homemakers Club members present at a regular meeting. No officer shall serve more than two consecutive years.

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

Section 4. The vice-president shall perform all duties of the president in case of the president's absence or disability and shall act as membership chairman. As membership chairman, she shall be responsible for the membership program in her community and shall serve on the county membership committee.

Section 5. The secretary shall keep a roll of the club membership and 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 shall be responsible for sending records of the meetings to the home demonstration agent, upon request.

Section 6. The treasurer 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 7. The executive committee will help to arrange for meetings and demonstrations and cooperate with the home demonstration agent in her work. The president of each local club shall submit the recommendations of her committee and her club to the advisory council.

ARTICLE IX—County Project Committees

Section 1. In order to carry on the program of work selected by the county, there shall be set up each year a committee for each phase of work included in the county program, such as recreation, membership, publicity and homemaking projects. Each committee will consist of: (1) a county leader and one or two leaders from each homemakers club. These leaders shall be selected because of their particular interest and ability.

Section 2. County leaders for each phase of work shall be elected at annual meetings of the association, from the club leaders in that phase of work.

OR

Section 2. County leaders shall be selected by club leaders in their line of work.

OR

Section 2. County leaders shall be appointed by the county president.

Section 3. Club leaders shall be elected at the annual meeting of the club.

OR

Section 3. Club leaders shall be appointed by the community committee.

OR

Section 3. Club leaders shall be appointed by the club president.

Section 4. The duties of the county leaders are to call together their committees when necessary, plan ways and means of best carrying on the county program in their projects, attend council meeting, secure and summarize reports.

Section 5. The club leaders shall attend training meetings conducted by specialists or home demonstration agents, present the information to their respective clubs and communities and assist in carrying on the program in their communities. They shall assemble the reports and accomplishments of their communities into a report and submit same to the county leader.

ARTICLE X—County Meetings

Section 1. The date of annual meetings shall be determined by the advisory council. 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 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. Reports of committees.
7. Report and recommendations of agents.
8. Unfinished business.
9. New business.
10. Program.
11. Adjournment.

ARTICLE XI—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.

THE PRESIDENT AND HER 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 unselfish service—their club will thrive and flourish. Wise leaders will develop other leaders who also will “carry on.”

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 clubs to the county council and the county council to the clubs.

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 if requested.

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).
- Special committees (report given by chairman).
- Announcements by agent.
- Announcements by president.
- Old business and unfinished business.
- New business.
- Adjournment of business meeting.
- Program for the day.

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, nor does she make side remarks or personal remarks, or 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, the 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 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." 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?"

* Adapted from Robert's Rules of Order.

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," raising the right hand or standing. After the vote is counted she says, "All opposed signify by "nay," or "no," raising right hand or standing (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 leader's 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.

* 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.

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.

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 business 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.

THE VICE PRESIDENT AND HER DUTIES

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 chairman of membership committee, according to provisions of constitution.

To give membership report.

To welcome new members.

To invite visitors to join.

To be punctual and regular in club attendance.

To represent her club on the county membership committee.

To keep the secretary and agent informed of any changes in membership.

To conduct the membership program in her community.

To keep the public informed by assisting the publicity chairman.

To act as chairman of speakers' bureau for her club.

Essential information

The vice president should be well informed about:

Extension work

The year's Extension Program in the County

County Homemakers Association

Provisions of the Constitution

Membership (see Constitution)

How to conduct membership program

Parliamentary rules of procedure

Kentucky Federation of Homemakers

National Home Demonstration Council

Country Women's Council of the United States of America (United States branch of the Associated Country Women of the World)

Associated Country Women of the World

Suggested procedure

In conducting a club membership program, the following suggestions may be helpful:

1. The membership chairman or a member of her committee sees to it that all new members sign two membership cards, one of which the membership chairman keeps on file and the other she sends to the home demonstration agent.

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

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

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

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

6. A member of the membership committee should visit prospective members early in the year to inform them regarding the work of the club.

7. Any member of the club should report a prospective member to the membership chairman or a member of her committee.

8. The membership chairman should report to her club:

New members present.

Prospective members who have been invited by the membership committee.

Activities of the membership committee during the month.

Members added.

Members dropped.

Ask for prospective members.

9. Keep secretary and home agent informed of changes in membership and addresses.

THE SECRETARY AND HER DUTIES

Qualifications

Accurate and alert.

Punctual and regular 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.

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

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 see that club members are notified 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 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.
8. A clear and concise record of what was "done"; i.e., what motions were made, seconded and carried or lost; names of persons who made and seconded the motions.
9. The reports of committees received and adopted. Unless a motion was passed, that a committee report be "entered" in the minutes, the secretary records that a committee gave a report, giving a brief summary of same.

Procedure

In order to write good minutes it is necessary for the secretary to take notes separate from her secretary's book and enter complete minutes in the permanent secretary's book.

Examples of good minutes

January 19— meeting called to order 1:30 p.m. by chairman at home of Mrs. Sam Jones. Twenty members answered roll call by "my most useful Christmas gift."

* From Robert's Rules of Order.

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 by Mrs. John White, seconded by Mrs. George Hawes and carried. Minutes were corrected and approved.

The treasurer's report was read. Mrs. John Doe moved to accept the report. Motion seconded by Mrs. Joe Brown. Carried.

The membership chairman reported that Mrs. Martin New and Mrs. Dale 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 will 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." A social program will follow the business meeting and lesson.

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 business meeting was adjourned. Mrs. John Mills and Mrs. Will Stone, the project leaders, then gave the lesson on (give subject) emphasizing the following points (here give subject she discussed and important facts brought out).

The following recreation 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. Franked envelopes must be used only for information and reports requested by the Home Agent and signed by her.

THE PUBLICITY CHAIRMAN AND HER DUTIES

There are several ways of letting the public know of the work being done by homemakers clubs and their members. Newspapers and radio reach the largest number of people, but the use of local window displays, posters, exhibits at fairs, and community and county tours should not be neglected.

The reporter or publicity chairman of a homemakers club has one of the most important offices in the organization, for it is largely through her efforts that those who are not members learn of the worthwhile results of projects carried in the club, and its other activities. The newspaper editor stands ready to cooperate, for he wants news items about local people, particularly if the stories are timely. Reported regularly, they will be the best kind of publicity for the club. Sources of stories are homemakers club meetings, other club events, and accomplishments of members as a result of home demonstration work.

Every meeting has the possibilities of a news story. Just as the reporter's family asks questions upon her return from a meeting, so the public wants to know the same facts. Such information is usually covered by the questions: *Who* was there, *what* was done, *why* or *how* was it done, and *where* and *when* was it. These keys, or fact-finders, not only help one get all the necessary information at the time, but they serve as a check list to be sure the story is complete.

There is no set rule as to which of these questions should be answered first. *WHO* becomes important in elections, or in the case of some individual who did or said something unusual. *WHAT* and *WHY* bring out specific information and hence are important. *WHERE* and *WHEN* are rarely of first importance.

In a well-written story, the answers to these questions are given in the first paragraph or two, and then are followed by less significant facts. There are two reasons for this plan: The reader can grasp the main points without having to read the entire story, and the editor can cut the story if space is limited, without losing important facts.

Not everything taking place at a meeting is news; hence it is up to the reporter to think through what happened to make that occasion different from any other of a similar nature. Newsworthy items might be, for example, the subject of the lesson, who the speaker was, special points made or a direct quotation, officers elected, plans made for a coming event, committees appointed, or what the club voted to do. Routine events, such as reading of minutes, roll call, motions made, refreshments served, and so on, would not be included, for they are not news.

From the list of items made, consider which information will catch the attention of the reader, then mention that first. For variety in stories, use different kinds of opening statements, such as a direct or indirect quotation, a phrase, clause, or a declaration. Examples of different openings are as follows:

(Indirect quotation) Hooked rugs are not only a means of adding beauty to the home, but a way of using worn-out wool garments or blankets, Mrs. John Hines, club leader, told the members of the Lotus Homemakers Club on Thursday afternoon.

(Phrase) Speaking at the Lotus Homemakers Club on Thursday afternoon, Mrs. John Hines, club leader, explained the necessary steps in hooking rugs.

(Clause) How hooked rugs add to the beauty of a room at the same time they ease the family budget, was explained by Mrs. John Hines, club leader, as she presented the lesson to Lotus Homemakers club at the home of Mrs. Henry Smith on the Elkhorn Pike.

(Declaration or simple statement) Mrs. John Hines, Lotus Homemakers Club leader, presented the lesson on the making of hooked rugs to the members meeting at the home of Mrs. John Smith on Thursday afternoon.

Although other homemakers clubs in the county may be studying the same lesson as your club, try to make your report distinctive. Avoid trite opening statements such as the following: "The Rose Club met . . ."; "The Rose Club held its regular meeting . . ."; "A most interesting meeting of the Rose Club was held . . ."; "On Wednesday the Rose Club met at . . .".

Information learned through the five fact-finders, other than the one mentioned in the opening statement, should be woven in so that the first paragraph or two is really a summary of the entire story.

Following this opening summary, there should be an enlargement of the main facts; mention of others taking part in the program and what they did; special numbers, such as music, demonstrations, or games; names of guests or new members; who presided, and where the next meeting will be.

Some points to remember

Learn from the editor the deadline date for copy and turn it in before that date.

Write simply, using short sentences.

Keep to the facts. Opinions are not wanted unless the source is quoted.

If possible, have copy typewritten, double-spaced on large pages. If that is impractical, write plainly in ink, leaving space between the lines for possible corrections. Use one side of page only.

Write the story in the third person avoiding the use of "I" and "You."

Spell out numbers which begin sentences.

Generally avoid using such adjectives as *inspiring* program, *beautiful* solo.

Be specific when possible. For example, instead of saying, "A large number was present," say "A total of 247 women were present."

Be sure to spell names correctly. Include given name or initials and state whether Miss or Mrs.

Identify those mentioned as taking part in the program, such as: "Mrs. Harry Lee, president of the club, presided."

THE TREASURER AND HER DUTIES

Qualifications

Accuracy.

Dependability.

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

Duties

To accept all funds payable to the club.

To establish a bank account in the name of the club if funds justify.

To pay out funds 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.

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 account should be kept as follows:

- Enter in one column money received.
- Enter in another column 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.

RECREATION LEADER AND HER DUTIES

Qualifications

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

Duties

- To act as chairman of recreation committee in her club and serve as member of county recreation committee. This club committee should be made up of at least two members besides the chairman.
- To plan recreation program for the year.
 - Secure hostesses for the year.
 - Plan roll call and singing.
 - Assign parts on the recreational program.
- To preside at community or club recreation programs.
- To plan community activities which will interest all in the community.
- To collect a file of recreational material.
- To introduce persons on recreational program.
- To pass on to her successor recreational material furnished by the Extension Service. Additional information and addresses may be secured from the Home Demonstration Agent.

Procedure

The club year starts in September. Before this time the recreation leader in each club should get her committee together to plan the year's recreation program. The county committee composed of the county chairman and the recreation chairman from each club may have already planned some county wide recreational activities which may become part of the club program. The club recreation program will include

Place of meeting and hostess.

Roll call for each meeting.

A short recreation or social program for club meeting assigning parts.

Recreation activities to be sponsored by the club for the community.

If the booklet furnished by the Extension Service, A Calendar for Homemakers Clubs, is used, the club recreation committee will fill in the calendars for the club membership and distribute them at the September meeting. If programs are printed or mimeographed, this will be unnecessary.

At each meeting, the program and roll call for the next meeting should be announced by the recreation leader.

PROJECT LEADER AND HER DUTIES**Qualifications**

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.

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 of privilege as well as of responsibility toward her job.

Duties

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

To repeat the lessons to her club.

To keep records of practices adopted and to report to the home demonstration agent and to the county leader.

To give help and advice to individuals in the community.

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 alert to 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.

GENERAL INFORMATION**Election of Officers**

At the close of the year's work, after the program for the next year has been determined and before the annual county meeting, officers should be elected, leaders appointed, and committees selected in each Homemakers Club for the next year. There are several ways to conduct an election:

1. By appointing a nominating committee at the meeting previous to the election to submit a slate of officers, single or double, as desired.
2. By nominating officers from the floor on the day of the election.
3. By balloting—every member writing a ballot for each officer, the two members receiving highest vote being voted on again.

The first method provides for the most careful and constructive selection. (The election of officers should be conducted as the first item under new business.)

Nominating committee

The president says, "We will now have election of officers for next year. Will the nominating committee please report." The chairman of the committee rises, addresses the chair, "Madam President," and when recognized submits her report. The president 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." Nominations

require no second. If there are no other nominations, the president says, "If there are no other nominations for president I will ask for nominations for vice president."

This procedure is followed for each officer to be elected.

Nominations from the floor

If no nominating committee is provided for and members prefer to nominate officers from the floor, the president asks, "How shall we proceed with the election?" A member should rise, 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." Members may then nominate from the floor after being recognized by the chair. When nominations cease, the president says, "If there are no further nominations for president we will proceed with the election." When nominations cease the names of those nominated must be voted on in the order in which they were nominated. After the president has been elected, nominations for each successive officer and elections are conducted in the same way.

Nominations by ballot

Sometimes a small club whose members are familiar with each other's abilities finds it possible and feasible to have nominations 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 motion is seconded and carried 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.

Method of voting

The constitution provides for election of officers by ballot. When nominations have all been made, each member is given either a ballot prepared by a nominating committee or a blank on which she writes the name of the candidate she desires. There must be a committee of tellers to distribute, collect, and count ballots.

Annual Meeting of County Homemakers Association

The county annual meeting takes place at a time indicated by the Advisory Council. It is the round-up of the year's work. Club members should make it a matter of pride to be present. Each county

project leader should make a report embodying the reports of all the community project leaders. County officers are elected at this time. The outgoing president and agent should work together to see that all reports are ready for the day and that 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 to which the public and cooperating agencies are invited to learn of the objectives and accomplishments of the organization. One person from the central office to represent the Extension Service should be present and other speakers whom the advisory council and home demonstration agent may provide. If lunch is to be featured, perhaps the speaker should come first, followed by business.

Suggested Program for Annual Meeting

Call to order by president.

Roll call by communities (that is, as a community is called all members from that community should stand to be counted).

Minutes of last meeting.

Treasurer's report.

Committee reports.

Standing committee (such as membership, project, major and minor, and so on).

Special committees (financial, camp, publicity, state federation, and so on).

Home demonstration agent's report.

Old business.

New business.

Any amendment of constitution.

Election of officers.

Other new business.

Lunch

Speaker of the day.

Singing.

Recreation, stunts, pageant, etc.

Installation of new officers.

Advisory Council Meetings

According to the constitution, there should be at least four meetings of the advisory council during the year, each with a definite purpose in view, as:

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

2. *Winter.* Check up on program, make definite plans for Farm and Home Week, form preliminary plans for junior work, plans for securing appropriations.

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

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

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