



Solano Homemaker's Club



CONSTITUTION

Article I - NAME

The name of this organization shall be the *Solano Homemakers Club*.

Article II - OBJECT

The object of this club shall be to cooperate with the *Cooperative Extension Service* in the study and demonstration of approved methods of homemaking and community improvement. The club shall sponsor youth Extension work in the community.

Article III - MEMBERSHIP

Membership in the club is open to all persons without regard to race, color, religion, sex, age, handicap, national origin, or economic circumstances. Any person in the community who agrees to the objects of the club and is willing to take an active part is eligible for membership.

Any person wishing to join shall be accepted by the President.

To resign from the club, a member shall write or phone the President or Secretary, asking that the member's name be taken off the roll.

Article IV - OFFICERS

Section I. The officers of this club shall be President; 1st Vice-President; 2nd Vice-President/Parliamentarian; Secretary/Reporter; Treasurer; & Assistant Secretary/Reporter. The first (5) officers listed above shall constitute the Executive Committee of the club.

Section II. All officers shall be elected by three-fourths of the members present and at the meeting in December. The officers shall be installed in December and continue in office for one year.

Section III. Vacancies in office may be filled by the remaining members of the executive committee and appointed by the President.

Section IV. No member shall hold the same office for more than two consecutive terms.

Section V. Any part of a term in excess of six months shall be considered a term in deciding eligibility for re-election.

Article V.- MEETINGS

This club shall meet on the second Thursday of each month at a predesignated time and place. In case of change in the meeting, [i.e., place or time] the Hostess should contact the President.

Special meetings may be called by the President.

Article VI.- AMENDMENTS

This constitution may be amended by a vote of three-fourths of the members present at a regular meeting, after the proposed amendment has been read at the previous meeting.



Solano Homemaker's Club



BY-LAWS

Article I - DUES

Annual dues shall be (\$5) five dollars for County per year and are to be paid at the October meeting.

Article II - OFFICERS DUTIES

PRESIDENT:

It shall be the duty of the *PRESIDENT* to preside at all meetings of the club; to appoint all necessary committees; to call special meetings; and to perform such other duties as pertain to the office. The *PRESIDENT* shall be the ex-officio member of all committees. The *PRESIDENT* must make every effort to notify the *1ST VICE-PRESIDENT* in advance when she will be unable to perform her duties.

1ST VICE-PRESIDENT:

It shall be the duty of the *1ST VICE-PRESIDENT* to perform the duties of the *PRESIDENT* in case of the *PRESIDENT'S* absence or disability. The *1ST VICE-PRESIDENT* shall be the chairman of the Program Committee.

2ND VICE PRESIDENT/PARLIAMENTARIAN:

Shall preside over meetings in the absence of the *PRESIDENT* and *1ST VICE-PRESIDENT* and shall chair the nominating committee. The *PARLIAMENTARIAN'S* duties shall be to see that meetings are conducted according to parliamentary procedure and to assist club officers in keeping order at meetings and using correct procedure in the order of business.

SECRETARY/REPORTER:

It shall be the duty of the *SECRETARY/REPORTER* to keep accurate minutes of all meetings of the club; to receive and keep properly filed all important communications and reports; to provide a copy of the previous minutes to the *PRESIDENT*; and make regular reports to the county Extension Agent. The

SECRETARY/REPORTER shall also report to the local newspaper on the meetings and happenings of the club. She shall supply clippings and photos to the historian for the scrapbook. The outgoing *SECRETARY/REPORTER* shall, within one month after the close of the meeting in December, turn over to the elected *SECRETARY/REPORTER* all the materials and records. The *SECRETARY/REPORTER* should provide all the materials necessary to the *ASSISTANT SECRETARY/REPORTER* in performance of her duties.

TREASURER:

The *TREASURER* shall receive, hold and disburse all funds belonging to the club and shall make a full report at each meeting and at any other time upon request of *PRESIDENT*. The outgoing *TREASURER* shall, within one month after the close of the meeting in December, turn over to the elected *TREASURER* all money and books of the club in her custody. Money paid out by the *TREASURER* must be authorized by a majority vote of all the club. The *TREASURER* should provide all the materials necessary to the *ASSISTANT TREASURER* in performance of her duties.

ASSISTANT SECRETARY/REPORTER/TREASURER:

The *ASSISTANT SECRETARY/REPORTER & TREASURER* shall assist the *SECRETARY/REPORTER or TREASURER* in her duties in any capacity the *SECRETARY/REPORTER or TREASURER* deems necessary.

Article III -COMMITTEES

Standing committees shall be appointed by the *PRESIDENT* in January. All standing committees shall serve until the close of the year's work.

Standing committees of the club shall be: Fruit & Flower, Executive Program, 4-H, Secret Pal, Phone, Fair Booth and Fair Float and Historian.

Special committees may be chosen from time to time as needed

Article IV - ORDER OF BUSINESS

1. Meeting called to order
2. Pledge of Allegiance
3. Song, creed or prayer
4. Introduction of visitors
5. Roll Call
6. Reading of minutes
7. Treasurer's report
8. Correspondence
9. Report of committees
10. Unfinished business
11. New business
12. Demonstration or program
13. Adjournment

Article V - QUORUM

A quorum to transact business shall consist of one-third (1/3) of the members.

Article VI - PARLIAMENTARY AUTHORITY

All meetings shall be conducted according to parliamentary procedure as outlined by "*Robert's Rule of Order*".

Article VII - AMENDMENT

The By-laws may be amended by a vote of *three-fourths* (3/4) of the members present, as prescribed under Article VI of the Constitution.

Article VIII - STANDING RULES

Standing Rules are rules which are related to the details of the club and can be adopted or changed by popular vote at a regular meeting.

1. The club will pay registration fees and gasoline for all members attending beneficial meetings
2. Donations:
 - 4-H: (trips & other) \$25, unless it pertains to a homemaking subject, then \$35. For the annual award of completing a homemaking project based on a point system, a standing amount of \$25 to three (3) 4-Hers will be given.
 - Deaths: or immediate family (spouse or child), if funeral is in the area where the member would have extra family members staying with them, the club will purchase a meat dish for around \$20 and other club members will contribute a covered dish. If the funeral is out of the area, the club will donate \$20 to the member for traveling expenses.
 - Going Away: for members that move out of the area: \$20, but not to exceed \$25.
 - Hospital stays: \$10, this is to come from Fruit & Flower fund, except when it is low and then it should come from the club account.
 - Weddings: members & member's children: \$35, but not to exceed \$40.
 - Harding County Fair: Club will donate \$50 each year to the fair.
 - Misc: Request for contributions from outsiders: \$25, but not more than \$100, depending on who is making the request (this shall be voted on separately).
3. All above resolutions are subject to the monies available. All resolutions are subject to change by the club by popular vote at a regular meeting.