

Leashmore S.W.R.I.

Scottish Women's Rural Institutes



FOR HOME AND COUNTRY

HAND BOOK

PART I.

ISSUED BY THE CENTRAL COUNCIL,
SCOTTISH WOMEN'S RURAL INSTITUTES.

NOVEMBER, 1935

Copies (Price FOURPENCE) may be had from Secretary, Central Council,
S.W.R.I., 7 North St David Street, Edinburgh, 2.

AREA AND FEDERATION OFFICES :—

Northern Area	Cononbridge, Ross-shire.
West Highland Area	8 Kinnoull Street, Perth.
Central Area	8 Kinnoull Street, Perth.
Aberdeenshire	Prudential Buildings, Crown Street, Aberdeen.

MAGAZINE OFFICE :—

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Scottish Women's Rural Institutes.

CONSTITUTION AND ORGANISATION.

Women's Rural Institutes are groups of women who join together for education, recreation, and social intercourse. The objects of Institutes are :—

1. To develop initiative and latent talent in their members.
2. To bring experts to lecture and demonstrate on subjects of interest to their members, to develop educational opportunities, and to improve handicrafts.
3. To promote social intercourse and recreation among women of all classes in country communities.

Institutes shall be self-governing bodies, having control of their own affairs, financial and otherwise, subject to the condition that no Institute shall be used for purposes of party-political or sectarian propaganda.

Institutes shall be entitled to recognition by the Central Council and County Federations, and to assistance and advice, provided that they fulfil the necessary requirements within the Constitution.

In order to keep Institutes in touch with each other, and to maintain the national character of the movement, the following scheme of organisation has been agreed upon :—

Institutes.
County Federations.
Areas, if desired.
Central Council.

INSTITUTES.

Formation of Institutes.—Any woman, or group of women wishing to have a Rural Institute formed in their district should apply either to the Organiser of the Area to which their County belongs, to the Secretary of the Federation of their County, or to one of their representatives on the Central Council. Institutes should only be formed by Organisers or Organising Secretaries, where so employed, or failing them by the Central Council representatives for their County. (A list of the Counties belonging to each Area will be found in Part III, together with names and addresses of the Organisers, the Office-bearers of the County Federations, and the representatives on the Central Council.) After the application has been sent in, arrangements will be made for a meeting to be held in the district, and those interested should invite as many as possible to attend. If it is decided to form an Institute, a Committee for the Institute should then be elected either by nomination or ballot vote. (At the first meeting for the formation of an Institute, it is often more convenient to nominate the Committee than to elect by ballot vote.) The Committee will then either elect or nominate its office-bearers, and will make arrangements for the meetings of the Institute and will draw up its programme. The subscription for the membership of an Institute is 2/- a year. The Institute is responsible for Central Council and Federation subscriptions, which may be raised in any way the Institute prefers (see page 6).

Annual Elections of Office-bearers and Committee.—The members of the Institute shall elect by ballot vote at their Annual Business meeting—Committee and Office-bearers; President; one or two Vice-Presidents; Hon. Secretary and Hon. Treasurer; Members of Committee—the number of Office-bearers and Committee varying with the size of the Institute. The members may either ballot for Office-bearers and Committee, or they may ballot for the number of Committee desired and leave it to the Committee thus elected to ballot for its own Office-bearers. After an Institute has been in existence for two or three years, if there has been little or no change in the Office-bearers and Committee, it is desirable that at least two out of the whole number should retire and not be eligible for re-election for a period of one year. At the Business Meeting, the members may elect representatives to the Committee of the County Federation.

COUNTY FEDERATIONS.

County Federations consist of all the members of the federated Institutes.

The aim of the County Federations is to secure co-operation and mutual help among neighbouring Institutes in the following ways:—Arranging Federation Meetings; organising tours of Institutes by lecturers and demonstrators so that the best expert instruction may be obtained at the least possible cost; issuing lists of lecturers and demonstrators who are available locally, and of Institutes willing to visit others to give lectures, entertainments, etc.; arranging for W.R.I. shows, competitions, excursions, etc.; arranging for the formation of new Institutes.

Federations should be organised in every County having four or more Institutes; where there are fewer than four, these should affiliate to the neighbouring County Federation which is most convenient to them, until there is a sufficient number of Institutes in their own County to form a Federation. Institutes wishing to form a County Federation should apply to the Central Council Office (or Area office where such exists) when they will be put in touch with the local representatives.

Institutes may choose which Federation they will join. They may not belong to more than one Federation.

County Federation Committees shall consist of one, or two, members from each Institute, as the Federation may decide, elected by the Institutes, to meet as often as required. It is desirable that at least one of these representatives be an Office-bearer or member of the Institute Committee. Elected representatives on the Central Council shall be *ex-officio* members of their Federation Committee with voting powers. The County Federations or Areas shall be responsible for organising new Institutes, and maintaining the efficiency of existing Institutes in their Counties or Areas.

County Federation Committees shall have power to co-opt members who shall not have voting powers, except on Sub-Committees.

The County Federation shall have power to recommend to the Central Council the removal of any Institute in the Federation from the S.W.R.I. organisation, such Institute to have the right of appeal to the Central Council.

The Executive Committee of the County Federation, or the Federation where there is no Executive Committee, shall have power to suspend an Institute or a member within their Federation for six months. Should the Federation or Executive Committee, as the case may be, propose to continue the suspension after that period, it shall be open to the Institute or member concerned to appeal to the Central Council or to the Executive Committee of that Council.

A County Federation may be divided into groups for more efficient working, but no alteration may be made in the representation on the Central Council.

Federations (or Areas) shall be responsible for their share of the Central Council expenses in proportion to the number of Institute members in their County (see page 6).

AREAS.

Two or more Counties may be combined to form an Area, with the object of promoting better co-operation among the Institutes in educational and other work, and for the employment of organising secretaries if desired by the Institutes; the expenses to be paid out of County Federation or Area Funds, and the sum required for each Area to be raised by the Institutes in that Area.

The organisation of each Area shall be arranged by the Federations in the Area, but it is suggested that Area Committees consist of the elected members of Central Council for the County Federations in the Area, with power to co-opt additional members.

CENTRAL COUNCIL.

The Central Council shall consist of representatives elected for three years by the County Federations, in the following proportion to the number of Institutes in each Federation:—

From 4 up to and including 10 Institutes	1 Representative.
„ 11 „ „ 20 „	2 „
„ 21 „ „ 40 „	3 „
Over 40 Institutes	4 „

It shall be the business of the Central Council to maintain the W.R.I. movement in Scotland on a national basis and to promote the common and concerted activities of the federated Institutes.

It may initiate any work of a national character which is agreed to by the Institutes or suggested by them.

The Central Council shall have power to legislate in cases not covered by the rules laid down in the Handbook, on giving six months' notice to the Institutes of such intended legislation.

Every third year each County Federation shall ask its Institutes for nominations to the Central Council. The list of nominations thus received shall be circulated to the Institutes, who shall instruct their delegates how to vote. The election shall be by ballot, and the result forwarded to the Secretary of the Central Council.

Federations shall have power to send a proxy to a meeting of Central Council in place of an elected member, should the latter be unable to attend, such proxy to be elected at the same time as the member. Casual vacancies on the Central Council shall be filled up by the appointment of the proxy for the Federation, and the Federation shall then proceed to elect a new proxy.

A newly-formed County Federation shall elect its representative to Central Council, and send in her name to the Central Council Secretary four months before the Annual Meeting, but no other addition to the Central Council can be made except at tri-ennial elections.

The Central Council shall meet at least once annually, extraordinary meetings to be convened by the Chairman or at the request of any six County Federations. The place of Meeting shall be fixed by the Central Council.

The statutory meeting of the Central Council shall be held in November, and County Federation Committees shall send to the Secretary of the Central Council not later than 1st October, a note of any business for the Agenda.

Representatives at the Central Council Meeting, bearing in mind the views held by their Federations, shall be allowed freedom to vote as they think best, for promoting the usefulness of a National Conference or of any other Central Council business.

COMMITTEES.

The Executive and Finance Committee shall consist of one of the Central Council representatives from each Federation.

The Central Council shall have power to appoint sub-committees (with power of co-option) such as:—

1. Handicrafts.
2. Publications, dealing with the S.W.R.I. Magazine, communications to the Press, literature of general interest to the S.W.R.I., leaflets on special subjects, etc.
3. Education, in charge of the educational side of S.W.R.I. work.
4. Co-operative Production and Marketing.

The Chairman and Hon. Treasurer shall be *ex-officio* members of all Committees with voting powers.

Proxies on the Executive and Sub-Committees should be drawn preferably from Central Council members of the same Federation.

Vacancies on the Executive Committee shall be filled by another member of the Central Council from the same Federation.

All elections shall be by ballot vote.

NATIONAL CONFERENCE.

The Central Council may hold a National Conference once every three years, or oftener if desired. Before deciding to hold such a Conference, the Central Council shall give notice to the Federations and request them to ascertain the views of their Institutes, so that the representatives of Federations on the Central Council may be in a position to put forward the considered views of the Federations.

It shall be held at such time and place as may be decided by the Council (a two-thirds majority being necessary), and shall be open to one voting delegate and visiting members from each institute.

All changes of Constitution and Rules shall be decided by the Central Council. Any proposal for a change in the Constitution or Rules shall be made through a Federation. Notice of any such proposal shall be given to the Central Council at least six months before the meeting of the Council at which it will be considered, and the Council shall circulate it to the County Federations at least four months before such meeting, in order to enable members of the Central Council to obtain instructions. All such changes shall be brought forward for ratification by the Institutes at the next National Conference.

FINANCE.

The Central Council shall be entitled to receive any funds given or bequests made to the S.W.R.I. as a whole, and shall be responsible for their expenditure.

The expenses of the Central Council for Office, organisation, etc., shall be met by a levy per member to be collected by the County Federations (or

Areas) in proportion to the number of Institute members in each Federation, the amount of this levy to be fixed at the Annual Meeting of the Central Council.

The annual contribution per member to the Central Council Fund shall be based on the membership of the Institute for the previous year (as at the Business Meeting) and shall be paid to the Central Council not later than 1st November of every year.

New Institutes shall join their County Federations, but shall not be liable for Federation fees nor for contribution to Central Council Funds until they have been in existence for one year.

The Federation shall be entitled to claim from the Central Council any sum in excess of £3 which it has paid for the combined travelling expenses of the Federation representatives to a Meeting of the Central Council or of the Executive and Finance Committee.

NOTES FOR INSTITUTES.

The question of Institutes affiliating to other organisations has been carefully considered by the Central Council. While leaving complete freedom to individual members, the Council consider that it is inadvisable for Institutes to affiliate, as corporate bodies, to any other organisation.

Institute Monthly Meetings.

These should be held monthly on a fixed date and hour in a public Hall or School.

The Programme (see page 10), which should last about two hours, should include the business (minutes, letters, etc.), an instructive address or demonstration, tea, and some form of entertainment. Competitions, roll-calls, and exhibits should be included in the Programme from time to time.

It is desirable that all business should be referred to the Institute members for decision, either in the form of a remit from the Committee or directly to the Institute as a whole. These decisions should be arrived at by a definite vote, either by a show of hands or ballot. The Business should be conducted in a similar way to that under Procedure at the Committee meeting.

The monthly meeting may occasionally take the form of an Open Night, which means that the meeting is specially advertised and that non-members are admitted, usually for a small payment. A lecture of general interest should be the reason for an Open Night, and Institute business should be done by the W.R.I. members before admitting the public. The Institute Business Meeting should never be an Open Night.

Committee Meetings.

Meetings shall be called by the Secretary at the instance of the President, Vice-President (in absence of the President), or any three members who shall demand it. An agenda should be sent with the notice of the meeting.

Procedure.—Minutes.

Treasurer's Report.

Correspondence.

Business.

Meetings shall begin with the reading of the Minutes of the last Meeting, which shall be signed by the Chairman when passed by the Committee.

The Treasurer shall read a statement of finance when required,

Any letters received by the Secretary shall then be read or summarised. The Chairman shall put it to the Committee—Is it your desire that the Secretary shall answer, etc. ? The Secretary shall then reply in accordance with the decision of the Committee.

All discussions of business at the meeting shall be addressed to the Chairman, and not to other members of the Committee.

Quorum.—A majority of the Committee shall constitute a quorum.

Sub-Committees.—Sub-Committees may be appointed to take charge of definite parts of the programme : for example, an Entertainments Sub-Committee which is responsible for the Entertainments at each Meeting, or a Competitions Sub-Committee which works up the Competitions, lays them out, arranges for judges, etc. These Sub-Committees should be appointed annually by the new Committee after the Business Meeting.

Special Sub-Committees may also be appointed by the Committee in order to carry through some special piece of work. Their powers should be clearly laid down, and care should be taken not to exceed these. Such Sub-Committees must render a report of their work at any time to the Committee if so desired. When the work for which they have been appointed is completed they must render a full report, after which the Sub-Committee is dissolved.

In order that the Sub-Committees may keep in close touch with the Committee, it is most desirable that at least one member of the Institute Committee should sit on every Sub-Committee formed. Sub-Committees have no power to add to their number unless special powers of co-option be given them by the Committee.

The Annual Business Meeting.

It is suggested that the Annual Business Meeting of each Institute should be held in May or November, and that the programmes should run from December to May and June to November inclusive. This arrangement allows for changes in Institute membership at term time.

At the meeting before the business meeting the following points may be put to the Institute by the President :—

The existing Committee resigns office, but is eligible for re-election for the year. It is not, however, usually advisable for any member to serve on the Committee or hold office for more than three years without a break.

Each member of the Institute is responsible for the election of the new Committee, and should take her full share in it.

Each Institute member should receive a list of all the members in her Institute at the monthly meeting previous to the business meeting. She should then mark with a cross (X), the names of those whom she wishes to elect to the Committee, and bring it with her to the business meeting. If it is not possible to supply lists, then each member should bring to the business meeting a list of the names and addresses of those for whom she wishes to vote. Lists must not be signed. It is suggested that Presidents remind their members at the Monthly Meeting before the Business Meeting that the Committee elected should be a representative one, and how many members are to be elected.

Tellers must be appointed to count the votes.

At the Business Meeting :—

Each member brings with her a list of the members with a X against the names of those whom she wishes to be elected. This list must not be signed or marked in any other way and must be placed in the ballot box provided for the purpose.

The Tellers count the votes ; those members receiving the greatest number of votes form the new Committee. The number of votes given to each member is treated as confidential, and the list of new Committee members should be made out in alphabetical order.

The Agenda for the Business Meeting should include :—

Collection of votes by Tellers.

Minutes of previous Business Meeting.

Secretary's Report.

Treasurer's Report.

Discussion of Reports.

Adoption of Reports (to be moved and seconded).

President's Address.

Tea.

Suggestions for next year's Programme.

Announcement of names of new Committee.

Election of Office-bearers by new Committee.

Resolution allowing the Committee to co-opt two members if, when they meet, they feel themselves not fully representative.

Duties of Office-bearers.

The President :—

shall ask the Secretary to call Meetings ; she shall preside at all meetings of the Institute as well as at meetings of the Committee ; she shall conduct all business impartially ; she shall see that all discussions, questions, resolutions, etc., are addressed to the Chair and, when discussion is wandering from the point shall recall it to the matter in hand ; she shall put motions in definite form and take the vote of the meeting, but shall not herself vote except where a casting vote is necessary.

The Vice-President :—

shall preside in the absence of the President, and shall act for her when she cannot be present.

The Secretary :—

shall keep correctly the minutes of all meetings of the Institute and Committee ; shall communicate to the Committee or Institute all correspondence received and reply in accordance with their decision, all communications having first been shown to the President in order that she may be conversant with the business ; shall call meetings of the Committee at the instance of the President (or Vice-President in the absence of the President) or any three members, and shall prepare a Report for presentation at the Business Meeting ; shall keep a register in which shall be entered the names and addresses of the members.

It contributes greatly to the success of the Institute Meeting if the Secretary draws up for the President a detailed programme before each Meeting, with approximate time of each item.

Where the Institute is a large one, it is very desirable that junior members be enlisted to help the Secretary with the clerical work.

The Treasurer :—

shall receive all monies belonging to the Institute and disburse the same only by the instruction of the Committee ;

shall keep an accurate account of receipts and expenditure, and shall prepare a statement of accounts to be presented at the Business Meeting. This statement should be audited, but not by a member of the Institute.

Press Secretary :—

Many Institutes find it desirable to appoint a member to act as Press Secretary. She is responsible for writing and sending accounts of meetings to the papers, etc.

Leaflets :—

The following leaflets, which may be obtained from the Central Council Office, will prove helpful to Office-bearers and Committee :—

“ How to Conduct Business at a Meeting,” price 2d. each, by post 2½d.
 “ The Business Meeting ”
 “ The Duties of a President ” } price 1d. each,
 “ The Duties of a Secretary ” } by post 1½d.
 “ The Duties of a Treasurer ” }

(For other leaflets see page 22.)

NOTES FOR COUNTY FEDERATIONS.

County Federations should be formed in all Counties having four or more Institutes (see page 4).

Each W.R.I. shall pay an affiliation fee per member to its Federation Funds and shall make such other annual payments as the Federation may decide. Federation officials are elected by ballot vote as follows :—

Chairman.

Vice-Chairman (if desired).

Hon. Secretary.

Hon. Treasurer. (*Note.*—The offices of Hon. Sec. and Treas. may be combined.)

The Committee has the power to hold as many meetings as it thinks desirable, at the request of the Chairman or of a majority of its members ; there should, if possible, be at least two meetings in the year.

It fixes its own time and place of meetings ; it has power to appoint Sub-Committees ; it is entitled to suggest to W.R.I.s means for the raising of funds for the promotion of Institute work in its County and in any other way to encourage and develop Institute activities.

It is suggested that the Chairman of the out-going Committee shall convene the first meeting of a newly-elected Committee ; also that the Chairman and Secretary shall attend the first meeting of a newly-elected Committee in order to hand over the business to their successors in office. Members of Council shall be *ex officio* members of their Federation Committee with voting powers.

HINTS FOR INSTITUTE WORK.**Programmes.**

In framing a programme, the following points should be borne in mind :— There should be on the programme, each month, something of definite educational value as well as the social and entertainment sides. A variety of subjects should be chosen, so that every member may find something of interest. At each monthly meeting there should be, if possible, something to hear ; something to see ; something to do. As well as having addresses, talks, and demonstrations from members, it is advisable to have experts and friends from outside from time to time to help with the various items on

People like to do things themselves as well as to watch other people doing them, and every effort should be made to ensure that all members of the Institute are given frequent opportunities of taking an active part. This may be done by inviting each in turn to be hostess, by roll-calls and competitions, and by taking the votes of all members present when judging for prizes.

Whenever possible it is a good thing to follow up a demonstration or exhibit by a competition for members, *e.g.*, a demonstration on fur-craft or rug-making may be followed a month or two later by a competition for the best gloves or a show of home-made rugs.

Specimen Programme.**DECEMBER.**

“ I will honour Christmas in my heart,
I will try to keep it all the year.”

<i>Address</i>	Christmas Customs, Past and Present.
<i>Demonstration</i>	Shortbread-making.
<i>Competitions</i>	Best Present for 1/-. Best Mince Pie. Music. Christmas Carols.

DECEMBER (Extra Meeting).

“ Blythe, blythe and merry are we,
Blythe are we, ane and a’.”

Children’s Entertainment.
Christmas Tree.
Music and Games.

JANUARY (Open Night).

“ Wha does the utmost that he can, will whiles dae mair.”

<i>Address</i>	Robert Burns.
<i>Exhibition and Competition</i>	Oatmeal Cookery.
<i>Roll-Call</i>	Scotch Proverbs and Sayings.
Haggis Supper.	Burns’ Songs and Recitations.	Country Dances.

FEBRUARY.

“ The reward is in the race, not in the prize.”

<i>Four Five-Minutes Papers</i>	(Writers to choose their own subjects).
or <i>Demonstration</i>	Basket-making.
<i>Competitions</i>	Fast Knitting } at meeting. Best Darn } Music. Songs.

MARCH.

“ He who joy would win, must share it,
Happiness was born a twin.”

<i>Lecture</i>	Gardening in Spring. Discussion. Report by Delegate on Federation Meeting.
<i>Competitions</i>	Best Pot of Hyacinths. Best Article made from waste material. Recitations

APRIL.

“Gloomy winter’s now awa,
Saft the westlin breezes blaw.”

<i>Lecture and Demonstration</i>	Poultry Keeping. How to truss a fowl.
<i>Roll-Call</i>	Suggestions for the New Syllabus.
<i>Competitions</i>	Best made Basket. Six Largest Eggs. Music. Songs.

MAY.

“Better do it than wish it done.

<i>Address</i>	Women and Citizenship.
<i>Roll-Call</i>	Household and Labour-Saving Hints.
<i>Exhibition</i>	Members’ Work. Dramatic Sketch.

JUNE.

“Gather ye rosebuds while ye may,
Old Time is still a-flying.”

<i>Address</i>	Local History and Tradition.
<i>Competition</i>	Best Bouquet of Wild Flowers (open to Children).
<i>Entertainment</i>	Given by the Children. Dances. Songs. Recitations.

JULY.

“Take Time by the forelock.”

<i>Lecture and Demonstration</i>	Fruit and Vegetable Bottling.
<i>Hat Speeches</i>	Members.
<i>Competitions</i>	Best Girdle Scones. Best Oven Scones. Music. Games.

AUGUST.

Picnic.

SEPTEMBER.

“Have you had a kindness shown—Pass it on.”

<i>Address</i>	A Holiday in Italy.
or <i>Demonstration</i>	Glove-making.
<i>Competitions</i>	Best Bottled Fruit. Best Pot of Strawberry Jam.
<i>Roll-Call</i>	My Favourite Heroine, and why. Recitations and Readings.

OCTOBER.

“Gude health is better than wealth.”

<i>Address</i>	What to do till the Doctor comes.
or <i>Demonstration</i>	Fur Craft.
<i>Competitions</i>	Best School Lunch or Best carried Lunch for Adult. Distribution of Bulbs. Tableaux.

31ST OCTOBER—Hallowe’en Evening.

NOVEMBER (Business Meeting).

“Spend not when you may save ; save not when you may spend.”

	Reports by Secretary and Treasurer. President’s Address.
<i>Roll-Call</i>	Suggestions for the New Syllabus.
<i>Discussion</i>	How the Institute might be improved.
<i>Competition</i>	Best Pair Home-made Gloves. Music.

An extra meeting may be held occasionally such as :—

Literary Evening—“The Wizard of the North.”

<i>Address</i>	Sir Walter Scott.
<i>Reading</i>	Selections from “The Lady of the Lake.”
<i>Dramatic Sketch</i>	Scene from “The Heart of Midlothian.

Competitions.—The success of competitions and exhibits will depend largely on the conditions being clear and on their having been well explained at the previous meeting. While it may sometimes be desirable to call in experts as judges, in other cases it is a good plan to take a ballot vote of the Institute. The specimens submitted for competition should be numbered, and the balloting is best done by each member writing down the number of the specimen to which she would award the prize. The papers are then collected and counted, and a prize awarded to the member who obtains the greatest number of votes (see suggestions, page 17).

Roll-Calls.—A roll-call is a summons to every member of an Institute to contribute her part to the evening’s entertainment. For example, each member states her “Pet Aversion,” or in “Suggestions for next winter’s programme,” every member present is asked to write down her suggestion ; papers are then collected, and the suggestions are read by the President, and discussed by the members (see suggestions, page 18).

Pattern Clubs, Magazine Clubs, and Picnic Clubs may also be organised.

Magazine :—

The prompt distribution of the Magazine is desirable. It is therefore advisable to appoint a member who is responsible for all work in connection with the Magazine in her Institute : ordering, arranging for distribution, and payment.

Handicrafts Guild :—

A Handicrafts Guild has been formed in the Institutes with the following aims :—

1. To encourage the revival of home arts and crafts, with a view to restoring the best traditions of handwork amongst the women of Scotland.
2. To revive in Scottish homes the love of true art in its simplicity of line and colour.
3. To bring the best instruction in Handicrafts within the reach of all country-women.
4. To enable members to have their work judged so that they may know to what standard they have attained.
5. To train S.W.R.I. members in crafts and in teaching and demonstrating, so that they may pass on the knowledge gained to their own and other Institutes.

Membership.—An Institute member may join the Guild upon payment of an Annual Subscription of 1/-, due on 1st January of each year. Membership subscription may be paid for a period of five years in advance. Life membership £1, 1/-.

This subscription entitles a member to take part in the activities of the Guild :—

1. To enter for Craft Tests.
2. To attend Craft Classes.
3. On obtaining a First-class Craft Certificate to enter for Demonstrators', Teachers', and Judges' Tests, and attend a Judges' School.

Any W.R.I. may join the Guild, as an Institute, in the name of the Secretary or other member. This does not entitle members of that Institute to take part in the Tests and Classes, but ensures that they receive all information issued by the Guild. Members interested may then join as individuals.

Lists of the Judges, Teachers and Demonstrators trained by the Guild, and all information regarding Tests and Classes, may be obtained from the Handicrafts Secretary, Central Council Office.

Home Industries.

In many districts of Scotland the establishment of Home Industries would be a useful extension of W.R.I. work, giving employment to women and girls during the winter months and at other times when seasonal work in agriculture is not available. Any Institute wishing to develop a Home Industry should do so on a co-operative basis, *i.e.*, co-operative buying of material, and selling of the finished article. This should not, however, actually form part of the Institute, but should be a separate branch of its activities. Co-operative methods can also be usefully applied to the marketing of eggs, fruit, vegetables, dairy produce, etc. Institutes wishing information on this should apply to the County Federation Secretary or the Organiser of the Area.

W.R.I. Exhibitions.

These are often organised in connection with the local shows of Agricultural and Horticultural Societies, if they are willing to co-operate with Institutes, or as separate shows (see suggestions, page 19). The Highland and Agricultural

Society of Scotland arranges a Rural Industries Section at its Annual Show, with special classes confined to the S.W.R.I. The Highland and Agricultural Society also gives a limited number of grants of £10 annually for two years to County Federations for prizes at W.R.I. Shows. Applications for the next year's grant must be made not later than October to the Secretary, H. & A. Society, 8 Eglinton Crescent, Edinburgh. Federations must complete the forms supplied by the Society as to the expenditure of the prize-money. Any Federation which has received a grant for two consecutive years is not eligible to apply again until after the expiry of two years.

MUSIC AND DRAMA.

Music and drama are most valuable from the point of view of education as well as recreation. They give excellent training in team-work as well as great pleasure to all concerned. Both Choirs and Dramatic Companies can be of great service to neighbouring Institutes, by visiting them either to give an evening's entertainment, or to raise funds for Institute work.

(1) Entertainments.

Under the auspices of the Carnegie United Kingdom Trust, Concert and Dramatic Art Parties tour small country towns and villages from time to time. These tours are generally arranged by County Education Authorities. Travelling Concert Parties are also sent out by—

THE ARTS LEAGUE OF SERVICE,
41 Gloucester Place,
London, W.1.

THE SCOTTISH NATIONAL THEATRE SOCIETY,
13 Fitzroy Place,
Glasgow, C.2.

(2) Festivals.

Musical Festivals.—In districts where these are held, County Federations should apply for classes in Choir and Solo Singing, and in Country Dancing, confined to W.R.I. members.

Drama Festivals.—Local Community Drama Festivals are held annually (in February and March) by the Scottish Community Drama Association. For conditions of entry, applications should be made to the Secretary, S.C.D.A., 3 Frederick Street, Edinburgh, 2.

S.W.R.I. Drama Competition.—The Anstruther-Gray Challenge Cup is awarded annually to the best S.W.R.I. Team taking part in the Scottish Community Drama Association Festivals. Particulars are circulated each year to the Federations, and may be obtained from the Secretary to the Central Council.

Scottish Country Dancing.—Interest in this Art has recently been revived, and the Scottish Country Dance Society have a list of certificated Teachers who work in the various Areas.

Institutes may join this Society by payment of a small annual subscription, which entitles them to a copy of the Society's publications, which are issued from time to time.

Secretary of Society—

Miss W. FORGAN, 7 Blackburn Road, Ayr.

**SUGGESTED SUBJECTS FOR LECTURES, DEMONSTRATIONS,
COMPETITIONS, AND ROLL-CALLS.**

Lectures.—

Family Life.
Home-making.
Care of Children.
Vocations for Girls.
Household Organisation.
Housewife's Weekly Round.
Housing.
Citizenship.
Co-operation among Women.
Girl Guides.
Pensions.
Rural Libraries.
Savings Associations.
Women's Responsibilities.
Women's Work.
Famous Scotswomen.
Local History.
Rural Life in Scotland in 17th
Century.
Traprain and its Story.
Old Times.
Place Names.
Folk-lore.
Country Life—Advantages and
Disadvantages.
Festival Days and Customs.
Dances—Old and New.
Hobbies.
Health.
Home-made Remedies.
How to keep well.
Infectious Diseases.
Insects and Disease.

Demonstrations.—

How to Remove Stains.
Home-made Polishes.
Ironing.
Crimping-Goffering.
Washing made easy.
Boot Repairing.
Curing and Use of Rabbit Skins.
Fur Glove Making.
Chamois and Leather Glove
Making.
Home Dyeing.
Stencilling.
Wool Quilts.

Massage.
First Aid.
Mind and Body.
Sick Nursing.
The Care of the Skin.
The Story of Germ Life.
Our Nerves—How to Manage Them.
Child Welfare.
Our Baby's Clothes.
Travel Talk.
National Characteristics.
Humour in Song and Story.
Auld Scotch Songs.
Lady Nairne and her Songs.
Burns—his Songs.
Dickens' Children.
Shakespeare's Women.
Sir Walter Scott.
Soldier Poets of the War.
Sir J. M. Barrie.
Food Substances and their Value.
Vegetable Growing.
Bulb Growing.
Garden Weeds and Pests.
Window Plants.
Dairying for Women.
Production of Clean Milk.
Cheese Making.
Bee-keeping.
Goat-keeping.
Chicken-rearing.
Egg Production in winter-time.
Poultry Record Keeping.
Labour Saving.

Jam Making.
Pickles.
Chutneys.
Vegetable Drying.
Salads.
Sweet Making.
How to Ice a Cake.
Christmas Cookery.
Egg Cookery.
Invalid Cookery.
Oatmeal Cookery.
Haggis Making.
Re-covering Chair.

Demonstrations—continued.

Re-footing Stockings.
Slipper Making.
Shirt Making.
Thrift Garments.
Underclothing.
Cutting-out.
Upholstery.
Carpet joining.
Footstool Making.
Humpty Making.
Loose Chair Covers.
Re-seating Cane Chairs.
Basket Making.
Lace Making.
Rug Making.
Spinning and Carding Wool.
Soft Toy Making.
Smocking.
Quilting.
Embroidery.
Jumper Making.
Knitted Garments.
Millinery.
Patching.
Blouse Making.
Baby Clothing.
Boy's Trousers—Cutting and
Making.
Crochet Work.
Hairdressing.
Butter Making.
Fruit and Vegetable Bottling.
Fruit Syrups.
Fruit Pulping.
Canning of Fruit and Vegetables.

Competitions.—

Apron (cost not to exceed 2/-).
Bags.
Blouses.
Child's Garment.
Darning.
Hat Trimming.
Jumpers.
Needlework.
Patching.
Jams and Jellies.
Loaf of Bread.
Oatcakes.
Pancakes.
Scones.
Something New from Something Old.

Mattress re-covering.
Picture Framing.
Passe Partout.
Briquette Making.
Raffia Work.
Darning.
Meatless Dishes.
Potato Cookery.
Potted Meat.
Pork or Mutton Pies.
Savoury Dishes.
Soups.
Hay Box Cookery.
How to Cut Up and Cure a Pig.
Pastry.
Oatcakes.
Scones.
Teabread.
Bread Making.
Cake Making.
Biscuit Making.
Plum Pudding—Mince Pies.
Poultry Trussing, Boning, and
Stuffing.
How to Fill and Cover a Pie.
Curries.
Pottery Painting.
Chip Carving.
Leather Work.
Bookbinding.
Soap Making.
Bath Salts and Home-made
Perfumery.
Beads.
Glass or China Painting.

Table Decorations.
Christmas Gift—costing 3d., 6d., or
1/-.
Use of Scraps.
Six Boiled Potatoes.
Baking.
Butter.
Cake.
Haggis.
Supper Dishes.
Eggless Pudding.
Best Sixpence Worth.
Children's Bouquet of Wild
Flowers.

Exhibitions.—

Baby Clothing.	Jumpers.
Baking.	Knitting.
Basket Work.	Lace.
Blouses.	Millinery.
Bottled Fruits.	Napery.
Brass Articles.	Patchwork Bedcovers.
Children's Garments.	Home-made Preserves.
Crochet.	Rugs.
Curios.	Soft Toys.
Dairy Produce.	Something of my Grandmother's.
Home-grown Flowers.	Sprays of Flowers.
Furcraft.	Underlinen.
Hyacinths grown during winter.	Thrift Garments.
Indian Work.	

Roll-Calls.

Best Cure for a Cold.	Mottoes and Suggestions.
Cleaning Hints.	Pet Aversions.
Coal Saving.	Pet Economies.
Favourite Books.	Uses of Apples.
Favourite Recipes.	Uses of Potatoes.
Hints on Labour Saving.	Poultry Feeding.
Home-made Remedies.	Hints on Chicken Rearing.
Meatless Dishes.	How to save Fire and Light.

Recreations.

American Teas.	Games.
Baby Shows.	Excursions.
Birthday Parties (Institute).	Garden Parties.
Burns' Night.	Hallowe'en Party.
Children's Entertainment.	Inter-Institute Meetings.
Christmas Trees.	Picnics.
Concerts.	Social Meetings.
Dances.	Sports.
Dramatic Sketches.	Whist Drives.

Debates.

That the good old days were bad old days.
 Which is best—Town or Country ?
 Which have the best time—Men or Women ?
 Is the modern housewife an improvement on her grandmother ?

SUGGESTIONS FOR CLASSES AND PRIZE LISTS FOR W.R.I. SHOWS.

SECTION	1.	Baking, Cooking, and Confectionery.
"	2.	Farm and Garden Produce.
"	3.	Food Conservation.
"	4.	Handicrafts.
"	5.	Needlework, Knitting, and Crochet.
"	6.	Millinery and Dressmaking.
"	7.	Thrift Articles, Upholstery, Miscellaneous.
"	8.	Co-operative Work.

The Classes in the following lists have already been found successful :—

SECTION	1.	<i>Bread.</i>	
		<i>Cakes :</i>	Birthday, with lettering S.W.R.I. Scotch Bun. Fruit. Gingerbread. Shortbread. Sponge. Sponge Sandwich. Sultana. Six Oatcakes. Six Perkins. Six Small Cakes. Various.
		<i>Pastry :</i>	Six Dropped.
		<i>Scones :</i>	Six Girdle. Six Oven. Six Treacle. Four Varieties, home-made.
		<i>Sweets :</i>	
SECTION	2.	<i>Butter :</i>	2 half lbs. fresh, 2 half lbs. powdered.
		<i>Cheese :</i>	Skim Milk (not less than 5 lbs.). Sweet Milk (not less than 5 lbs.).
		<i>Eggs :</i>	6 Ducks'. 6 Hens'. 6 Turkeys'.
		<i>Ham or Bacon :</i>	Home cured.
		<i>Honey :</i>	In Comb. In Pot (run). Dressed.
		<i>Poultry :</i>	
SECTION	3.	<i>Chutney :</i>	1 bottle.
		<i>Crystallised Peel, etc.</i>	
		<i>Essences :</i>	Various.
		<i>Fish :</i>	Sterilised.
		<i>Fruit :</i>	Bottled, Canned, Dried. Syrup.
		<i>Meat :</i>	Sterilised.

Jams and Jellies : Various.
Pickles : "
Sauces : "
Vegetables : Bottled, Canned, Dried.

SECTION 4. *Basketry* : Article with wooden base.
 Basket, Raffia or Cane.
 Heavy Basket, Willow or Cane.
Beads : Home-made.
Furcraft : Dressed Skin.
 Pair Fur-backed Gloves.
 Specimen of Furcraft, other than
 gloves.
Lace : Filet.
 Hand made.
 Pillow.
Leatherwork : Gloves.
 Hats.
 Flowers.
 Slippers.
 Various.
Mats : Rush.
 Binder-twine.
Metal-work : Various.
Pottery : Hand-painted.
Glass : Hand-painted.
China : Hand-painted.
Spinning, Weaving, Dyeing :
 Hand-woven Tweed.
 Hand-carded and hand-spun Yarn.
 Home-spun Yarn dyed with natural
 dyes.
Stencilled Curtain or Cushion.
Woodwork : Carving.
 Fretwork.
 Marquetrie.
 Pokerwork.

SECTION 5. *Crochet* : Cosy Cover.
 Lace.
 Trimming.
 Jumper.
 Hat.
Knitting : Child's Dress.
 Gloves.
 Jumper.
 Lady's Vest.
 Men's Drawers.
 Shawl.
 Stockings.
 Socks.

Needlework :

(1) *Embroidery* (*different Sections* : *Wool, Silk, Canvas*
Work, etc.) :

Article of Dress.
 Household Article.
 Tray Cloth (white).
 Jumper.
 Smocked Frock.
 Table Centre (colours).
 Cushion.
 Bag.

(2) *Plain.*

(a) Machine. (b) Hand.

Child's Dress and Knickers (washing
 material).
 Man's Shirt.
 Nightdress.
 Sunbonnet.
 Down.
 Wool.
 Patchwork.
 Quilted.

Quilt :

SECTION 6. *Dressmaking* :

Blouse or Jumper.
 Coat Frock from coat and skirt.
 Skirt.
 Feather-trimming or Mount.
 Hat.

Millinery :

SECTION 7. *Rugmaking* :

(a) New material. (b) old material.
 Woven.
 Needlework.
 Hooked through.
 Article made from waste.
 Boy's Suit.
 Made-down Garment.
 Re-covered Sunshade.
 Most ingenious Toy made from
 waste.

Thrift :*Toys* :

Soft.
 Jointed.
 Article of Household Furniture.
 Humpty.
 Cane Seating.
 Rush Seating.
 Upholstered Box.

Miscellaneous :

Domestic First-Aid Box.
 Footwear.

SECTION 8. *Co-operative Work* :

Bedspread.
 Child's Outfit.
 Nursery Outfit.
 Store Cupboard.

Institute sending in best display of Produce, Food Conservation, or
 Handicrafts.

Special Prizes for any Exhibits included in above, but showing special
 talent or originality in design or execution.

EXHIBITS.

Loan Parcels of Exhibits may be obtained on application to the Handicrafts Secretary, Central Council Office. It is necessary to apply for these some time before the parcel is required, and 1/- should be enclosed for postage—any balance will be returned.

Exhibits at present available are :—

Embroidery and Stitchery.	Quilting.
Felt Work.	Raffia Work.
Flowermaking.	Rugmaking.
Furcraft.	Slippermaking.
Glove Making.	Soft Toymaking.
Knitting.	Thrift Garments.
Leather Work.	

PLAYS.

A selection of plays and recitations may be obtained on loan from the Central Council Office ; these include scenes from Shakespeare's " Merchant of Venice " and " A Midsummer Night's Dream," adapted for W.R.I. performances. There are also on loan " The Amateur Theatrical Handbook " (Markham) and " The Law of the Amateur Stage " (Stuart Page). Books or plays should be returned within fourteen days, and postage is payable for both journeys.

Useful Leaflets :—

List of plays suitable for W.R.I. Teams, price 2d., by post 3½d.

" Stage Scenery and Suggestion for Programmes," price 1d., by post 1½d.

PUBLICATIONS.

The following may be obtained from the Central Council Office :—

Handbook of the S.W.R.I. Part I., Constitution etc.,	4d.
Part II., List of Lecturers, Demonstrators, etc.	3d.
Part III., Committees, Institutes, etc. Each Area	1d.

S.W.R.I. Cookery Book, 1/- ; with stiff covers, 1/1.

Sick Nursing Booklet, 6d.

Duplicate Letter Books for Institute Office-bearers, 100 sheets 1/- (by post 1/6). 50 sheets 6d. (by post 9d.).

Duties of a W.R.I. President.

Duties of a W.R.I. Secretary.

Duties of a W.R.I. Treasurer.

Business Meetings.

Badge.

Hay Box and One Pot Cookery.

Song Leaflet (No. 2) Competition Prize.

Knitting Socks.

Stage Scenery and Suggestions for Programmes.

List of Plays suitable for Institutes, 2d. each.

How to Conduct Business at a Meeting, 2d. each.

Furcraft, 1d. each, 4/- for 50, 7/6 the hundred.

Shows and Exhibitions—Points for Judging, 2d. each.

Badge Blocks, 1/- and 1/6. Badge Rubber Stamps, 1/-.

Postage extra on the above.

1d. each, 9d. a dozen, 4/- the hundred.

Free Leaflets :—

" What is a Woman's Rural Institute " ?

Handicrafts Guild Leaflet.

Handicrafts Guild Test Syllabus.

MAGAZINE.

" Scottish Home and Country " Monthly, 2d. To be obtained from the Editor, " Scottish Home and Country," 60 Berkeley Street, Glasgow, C.3.

STATIONERY.

Posters for advertising Institute Meetings, price 3/6 per 100, or 1/10 for 50 ; Institute note-paper, price 1/6 for 50 sheets ; and post cards for calling Committee Meetings, price 2/- per 100, or 1/1 for 50, including postage, may be obtained from Messrs T. & A. Constable, Ltd., 9 Thistle Street, Edinburgh. Messrs Constable also supply copies of the Institute Play, " Oh dear, what can the matter be ? " price 7d. each, including postage.

BADGES.

The Badge of the Scottish Women's Rural Institutes may be obtained from Messrs Fattorini & Sons, Ltd., Bradford Works, Barr Street, Birmingham, 19, price 10d. each.

Particulars regarding Thanks Badges and Handicrafts Guild Badges are obtainable from the Central Council Office.

INSTITUTE SONGS.

Copies of words of Institute songs, *i.e.*, " The Watchword's Home and Country," and " North and South and East and West " may be had from Messrs T. & A. Constable, Ltd., 9 Thistle Street, Edinburgh, price 3/6 per 100, or 1/9 for 50, including postage.

Music for songs, tunes " Ho-ro my Nut Brown Maiden " and " Sound the Pibroch " may be obtained from Messrs Bayley & Fergusson, 54 Queen Street, Glasgow, " Excelsior Series " No. 156, price 4d. post free.

Institute Song Leaflet No. 2 (Competition Prize), 1d. each, from Central Council Office.