

SAMPLE WORDING AND SUGGESTIONS FOR CHAPTER POLICIES
Amendments and Recommendations Committee
Ohio State Chapter, P.E.O. Sisterhood

Roberts Rules of Order define Standing Rules as administrative details and Policies as chapter customs.

Does your chapter...

- **State the first day of the program year as a policy**
The first meeting of the program year will be the (i.e.,) second Tuesday in September.
- **Request members to phone hostess (or president) if unable to attend meeting**
A member unable to attend a meeting shall call the hostess (or president) to let her know she cannot attend the meeting.
- **Request officers to let the president know if she is unable to attend a meeting**
An officer unable to attend a meeting shall notify the president and provide her with a substitute and send reports prior to the meeting.
- **Donation in memory of a sister who has entered Chapter Eternal**
A donation of _____ dollars (\$__.00) shall be given to one of the P.E.O. projects in memory of a deceased member.
[Note: OSC Bylaws and Standing Rules, SR 4, “Memorial gifts given in memory of an Ohio P.E.O. in the amount of fifty dollars (\$50.00) or more to P.E.O. projects will have the name recorded in Ohio’s Book of Remembrance. A name will be recorded only once, regardless of the number of times memorial contributions of fifty dollars (\$50.00) are received.”]
- **Donation in memory of a BIL or immediate family member**
A donation of _____ dollars (\$__.00) shall be given to one of the P.E.O. projects in memory of a B.I.L. or immediate family member. *(or... a spouse or child of a member.)*
- **Encourage members to send personal donations in memory of deceased members or immediate family members**
Chapter members may send personal donations to a P.E.O. project in memory of a deceased member or her relative.
- **Gavel guard presentation**
A gavel guard shall be presented to a president at the beginning (or end) of her first term.
- **Donation in honor of an outgoing president**
A donation of _____ dollars (\$__.00) shall be given to one of the P.E.O. projects in honor of a president at the end of her term.

- **Donation in honor of a speaker not a P.E.O.**
A donation of _____ dollars (\$__.00) shall be given to a charity of choice for a program speaker who is not a P.E.O. member.
- **Donation in honor of a P.E.O. speaker not a member of the chapter**
A donation of _____dollars (\$__.00) shall be given to a P.E.O. project in honor of a speaker who is a P.E.O. but not a member of the chapter.
- **Donation in honor of a state officer conducting Official Visit**
A donation of _____ (\$__.00) dollars shall be given to a P.E.O. project in honor of the organizer or her proxy conducting an official visit.
- **Donation to a newly organized chapter in Ohio**
A green bouquet of _____ dollars (\$__.00) shall be sent to a newly organized Ohio chapter.
- **Alternate delegate attending state convention**
The chapter shall pay the fee for the alternate delegate to attend Convention of Ohio State Chapter.
- **Different ideas and wording suggestions for chapter courtesy committee duties**

The Courtesy Committee shall provide the following courtesies on behalf of the chapter:

- Wedding of a member or child of a member: a gift certificate of _____ dollars (\$__.00)
- Birth or adoption of a child: a gift certificate of _____ dollars (\$__.00)
- Member moving: A P.E.O. recognition pin, approximately _____ dollars (\$__.00)
- Death of a member: In addition to a project donation given in her memory, deliver a flower arrangement and/or food for the home.
- Death of a spouse or close relative: In addition to a donation given in memory, deliver a flower arrangement and/or food for the home

The Courtesy Committee shall provide the following courtesies on behalf of the chapter:

- Send cards on behalf of the chapter to members, BIL's, children, as appropriate for illnesses, births, and deaths.
- Arrange for rides to those members unable to drive to meetings
- Arrange for meals, as needed for members or their BILs.
- A wedding gift of a picture frame shall be given to a member, mother of the bride, or mother of the groom, approximately _____-to_____ dollars (\$__.00 - \$__.00).
- A baby gift consisting of a collection of children's book gathered from each member shall be given to a member upon the birth of her child.