

THE P.E.O. CHAPTER MEETING
 Procedures Efficiently Organized via Streamlining

2010 Period of Instruction ~ June 5, 2010
Ohio State Chapter
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Adapted from Period of Instruction Tracy Johnston, Organizer, Arizona State Chapter, 2009;
 Pam Hall, 2nd VP, Michigan State Chapter, 2009; Mary Schmittendorf, Illinois State Chapter,
 2010

Cast: Minimum of 12 chapter members (includes officers)

President:	Member 1:
Vice President:	Member 2:
Recording Secretary:	Technology Sister:
Corresponding Secretary:	ELF Chairman:
Treasurer:	New Member:
Chaplain Sally:	Sally Sponsor:
Guard:	Vicki Visitor – Visiting P.E.O. (identified):
Narrator:	Membership:
	Cue Card Holders:

Cue cards with these symbols will be used to highlight important points of the presentation:



P.E.O. Point



Uh-Oh



Streamlining Tip



Gavel Tap



2010 Announcement

***HEADS RAISED**

***HEADS BOWED**

PRACTICE! PRACTICE! PRACTICE!

Cue card holders will hold up poster board signs at appropriate times during the meeting.

Setting and Props:

The stage is set for a typical chapter meeting

Card table

Chairs

Tablecloth

President’s book/Counsel for Membership Booklet

Portable podium (if possible)

Gavel

2 clip boards

2 note cards

Heartline

Sponsor for Membership form

Change in Membership form	board contact email
Rec. Sec Book and "Minutes"	Treasurer's Book AND Monthly 'treasurer's report'
Monthly corresponding secretary's report form	"ELF papers"
New Member's Gift	Membership card
Additional Cue Cards: Change in Membership form, Sponsor for Membership form	

★★★★★★

Guard is taking password as members arrive. VP is asking committee chairmen if they have reports.

Narrator: *Good afternoon sisters! Today we'll go through a model meeting; this is the first meeting of the month for Chapter OH. We will highlight any changes that have occurred as a result of amendments adopted at the 2009 Convention of International Chapter along with other streamlining measures. We'll also look at some dos and don'ts - you know, general ideas on how to keep your meetings fun and interesting, rather than an opportunity to nap!*

President _____: Before we begin, has everyone given the password to the guard?

Member 1 _____: We can do that?

Member 2 _____: Oh yes! The Executive Board of International Chapter has provided this option for taking the password. It's really nice because it saves time during the meeting.



Streamlining Tip

Narrator: *There are two options for taking the password. Before the meeting begins OR after the meeting is called to order. This may be decided at each meeting. Taking the password before the meeting is a way to streamline meetings.*



P.E.O. Point

Narrator: *Remember, when a non-P.E.O. is present, the password should be taken in the traditional manner after the guest has left and the meeting is called to order. The password is one syllable and is not the sanitary system in your town. (Pause for ah-ha moment.)*



President _____:
(1st tap) The meeting will come to order.

Narrator: *Members remain seated*

President _____: Please stand as you are able while the report of the guard is given and remain standing until we have sung the Opening Ode and recited the Objects and Aims.



P.E.O. Point

Narrator: *Remember, the as you are able change was adopted at the 2007 Convention of International Chapter. We remain standing, no more up and down. It's easier for all our sisters. All P.E.O.s should try to memorize the Objects and Aims. Think of it as a gift you give to your chapter sisters. One way to accomplish this is to watch the President as **she reads from the President's Book.***



(2nd tap: All stand. President gestures with her hands to stand.)

Narrator: *Members stand*



(3rd tap: Guard comes forward and gives password to President) and reports:

Narrator: *Members remain standing to report*

Guard: Madam President, all present are entitled to remain.

Narrator: *We will **fast forward** to after the Opening Ode and Objects & Aims*



President _____: (Taps gavel and all are seated.)

President _____: The chaplain will now conduct the devotions.

Chaplain _____ (stands): Madam President, today I'll be reading from I Corinthians 13:8 and I'd like to share why I picked this verse.



Chapter IN UNISON: Uh-Oh!



P.E.O. Point

Narrator: *Chaplains can use any version of the Bible which contains both Old and New Testaments. However, P.E.O. uses the King James Version of the Lord's Prayer. You'll know it is the King James Version by the wording which art instead of who art and in earth instead of on earth; and we also use debts and debtors rather than trespasses. Devotions are limited to the scripture reading only. If the chaplain wishes to share a thought for the day or elaborate on why she picked the scripture, this is done during "Suggestions for the good of the chapter."*

President _____: I now declare the present session of Chapter OH opened in due form and ready for the transaction of business. The secretary will read the minutes of the last meeting. **(President may sit while minutes are read.)**

Recording Secretary _____ (stands): Madam President. Okay, sisters, sit back and get comfortable. Our last meeting lasted an hour and a half and I've got six pages of minutes. (Start reading minutes in exhausting detail), "and then Margie said this, and Carol said that, and..., and..., and... (Members fidgeting, making faces)

Member 1 _____: (eyelids get heavier and heavier, falls asleep)

Member 2 _____: (pokes Member 1 to wake up)



Chapter in UNISON: Uh-Oh!

Recording Secretary _____:and the program was a reading of the entire second half of the book "*Out of the Heart*" given by Darcy Docent.



P.E.O. Point

Narrator: *Remember, the minutes are a record of what is done, NOT what is said. If discussion or debate occurs on an item of business, the minutes will note that there was discussion. The recording secretary is allowed to email minutes*

ONLY to the president for the purpose of additions and corrections or confirming the business to be conducted at the next meeting.

President _____: If there is no objection, the letter of acceptance from Brenda I-wanna-be-a-P.E.O. Starr will be read by the corresponding secretary.

Corresponding Secretary _____ (stands): Madam President. Dear ladies of Chapter OH, thank you for the invitation to join the P.E.O. Sisterhood. It's always been my desire to help women further their education. I most humbly accept your invitation and affirm my belief in God. Sincerely, Brenda I-wanna-be-a-P.E.O. Starr.



P.E.O. Point

Narrator: *Remember, the letter of acceptance is only read at this time if it was NOT read at a previous business meeting.*



2010 Announcement

Narrator: *The Ceremony of Initiation will not be exemplified today but at the 2009 Convention of International Chapter several changes to the Ceremony of Initiation were approved by our membership.*

1. *The Ceremony of Initiation shall be memorized by each officer or her proxy, **or** at the discretion of the chapter, may be read from an officially printed booklet. Did you catch the words "at the discretion of the chapter?" That means your chapter decides if the Ceremony of Initiation will be memorized or read. If the ceremony is read, each officer is required to hold her booklet for uniformity during the Ceremony of Initiation, even if only one officer reads her part. An exception may be made for the president who memorizes. All officers are encouraged to memorize but if reading the ceremony, be sure to **practice, practice, practice** and maintain eye contact with the candidate.*
2. *Another change allows up to three candidates to be initiated at the same time. Please review the instructions carefully and be sure to*

PRACTICE! PRACTICE!! PRACTICE!!!

3. *A new category for daughters and lineal descendants of the initiating chapter member is now eligible for membership by initiation without meeting a residency requirement.*
4. *And remember, memorization is still the preferred method for initiation.*

Narrator: *We will now **fast forward** to the Report of Treasurer.*

President _____: The Treasurer will call the roll and then give the monthly financial report.

Treasurer _____ (remains seated while doing roll call): Madam President, Cathy A..., Sharon B..., Mary D..., Linda ..., Carol H....., Connie L..., Pat M..., (voice fades but continues to call roll while streamlining tip is given.) Janet N..., Mary P..., Sandy S..., Catherine V..., Sally W... Jenny Z...



Streamlining Tip

Narrator:

1. *The treasurer needs only to call the names of **all** resident members at every meeting. Names of nonresident members and resident members, who for legitimate reasons can never attend chapter meetings, may be omitted from the roll call if the chapter desires. Periodically, however, the treasurer may call the entire roll, allowing participating members to remember those sisters who no longer live nearby or cannot attend.*
2. *The treasurer stands when she gives the roll call report and the monthly financial report and remains standing through the presentation of bills.*

Treasurer _____ (stands to report): Madam President, #? members responded to roll call. The monthly financial report for the month of May 2010: checkbook balance, beginning of month, \$431.00... (Voice fades and pauses for a moment)...
...Total chapter assets, end of month, \$399.00.
(Treasurer hands copy of the report to the Recording Secretary and remains standing.)

President _____: Are there bills to be presented?

Treasurer _____: Madam President, I have no bills to present.

Member 1 _____: Oh, I do!

Member 2 _____: Me too!



2010 Announcement

Narrator: *Did you notice the changes?*

- *All bills should be given to the treasurer before the meeting begins so she can present them in one motion.*
- *The treasurer is only required to stand one time during the meeting.*
- *Roll Call is now done under Report of the Treasurer.*
- *The Monthly Financial Report is given first, followed by the presentation of bills.*

President _____: The corresponding secretary will give the monthly report and read the correspondence.

Corresponding Secretary _____ (stands): Madam President, Report for the month of May. I have reported on the Change in Membership form to the Membership Department of International Chapter, the initiation of Suela Penfield Pearson and the reinstatement of Happy-to-have-you-back-Hannah. I have received three pieces of correspondence voice fades, continuing to read as narrator begins to read.



2010 Announcement

Narrator: *Did you notice the changes?*

- *The corresponding secretary gives her monthly report AND reads the correspondence at one time.*
- *Corresponding secretaries must now use the new Change in Membership Form. ALL changes in membership are sent to the Membership Department at International in Des Moines; this includes initiations, transfers in & transfers out, reinstatements and deaths.*
- *The forms can be emailed or sent U. S. Mail.*
- *They are no longer sent to the state corresponding secretary.*

(Corresponding Secretary sits down)

Narrator: *We will **fast forward** to Reports of Committees*



Streamlining Tip

Narrator: *Have the Vice President check in with each committee before the meeting and ask if they have a report. The Vice President then shares the list with the President. This avoids the president calling on committees that have no reports.*

President _____: The next business in order is reports of committees.

President _____ calls on the Technology Sister: _____

Technology Sister _____: (stands): Madam President, I've gone to the International and Ohio state websites and found some new items posted. I've just received a new board contact email (hold up) and have shared reminders with our president and corresponding secretary regarding items that are due to state and International. I've printed a copy of the *Heartline* for you since your computer crashed (hands *Heartline* to President). I've also printed new information for the ELF chair (hands copy of ELF information to _____) about the ELF interest rate dropping to 3 percent because she doesn't have a computer. Remember sisters, the Ohio Scholarships application along with pertinent information can ONLY be found on the Ohio state chapter website. And lastly, I've let the other project chairs know there is new information on both websites for them to read.

President _____: calls on Educational Loan Fund Chairman: _____

ELF Chair _____ (stands): The committee met with Educate-me-Frances and we recommend sponsoring her for this loan. I move we sponsor Frances for this loan.

President _____: Is there a second? Is there further discussion? All those in favor say "pro." All those opposed say "con." The pros have it and the ELF committee will assist Educate-me-Frances with the required application paperwork.



2010 Announcement

Narrator: *Did you notice the change?*

- *Chapters may now transact items of business, such as a motion, during committee reports instead of waiting for New Business.*

President _____ calls on Membership: _____

Membership _____ (stands): Madam President, I've brought along some note cards for all of us to sign (hold up clip boards); we can send them to our sisters who are not here today (start passing clipboards). This is a great way to stay in touch with our non-participating members as well as those who are absent. In fact, Marguerite is coming to meetings again because of our cards. She felt like somebody really cared about her and she wasn't forgotten. Also, I know that many of our smaller groups of four have been getting together and seeing movies, having dinner, playing bridge, and going to garage sales. We're really getting to know one another better. In fact, I've known Kathy for 10 years and still found out things I didn't know about her. We just don't have the time at meetings to really talk.

President _____ calls on Programs and Yearbook (VP) _____ -

Vice President _____ (stands): On behalf of Chapter OH, I'd like to thank Wittenberg University for hosting the meeting today and to the catering staff who has provided all the yummy food! Most importantly, thank you to the hostess chapters for all they've done to prepare for this special weekend!

President _____: Unfinished business is now in order. At our last regular business meeting a request was read from Elizabeth to select a charter list for a new chapter in our town. Is there discussion? (Members start chattering about possibility of a new chapter in town)

Member 1 _____: I hope we don't lose too many members from our chapter.

Treasurer _____: Of course not! We currently have 65 active members and you know how difficult it is to find homes for our meetings? This is a fabulous idea to organize a new chapter and offer the gift of P.E.O. to more women in town. I'm excited for Elizabeth. Chapter OH needs to support her 100%, and besides, we will see her at Reciprocity meetings. I move to grant Elizabeth Consent to Select a Charter List for a new chapter.

Narrator: *We will **Fast Forward** to new business. A written vote was taken and the vote was favorable.*

President _____: New business is now in order.

Member 2 _____: (stands) Madam President, I move we invite Betty-been-coming-for-months Benson to dimit, **WHOOPS!**, I mean **transfer** to our chapter. (Members start talking about Betty.)

Member 1 _____: Who's she again?

Member 2 _____: She's the rocket scientist from Jupiter.

All Chapters, looking at Member 2 confused

Member 2 _____: **F l o r i d a!**

Vicki Visitor _____: I remember her. She's nice.



All Chapter Members in UNISON: Uh-Oh!



P.E.O. Point

Narrator: *Remember, visitors are asked to leave the room when items of membership, balloting or private chapter business are discussed.*

President _____ (asks any member) _____: would you please escort our visitor, Betty-been-coming-for months, to another room for a few minutes while we discuss chapter business?

Narrator: *It was voted to extend an invitation to transfer to Betty-been-coming-for-months Benson.*



2010 Announcement

Narrator: *Did you notice the change?*

*We no longer use the word dimit, we now **transfer** our membership.*

President _____: Are there names to be presented for membership?

Member 2 _____: (Member 2 steps forward, president places Sponsor for Membership form on table for completion. After she signs her name, she leaves the form on the table and sits down.)



P.E.O. Point

Narrator:

- *When a member steps forward to complete the Sponsor for Membership form, no words are spoken. She completes the form, sits down, and the president will then ask the recording secretary to read the form.*
- *No information is given about the woman until after 3 chapter members have signed the sponsor form. Any member who has signed the Sponsor for Membership form may tell the chapter about the candidate after the presidents asks to do so.*

Narrator: We will now **Fast Forward** to Balloting

President _____: The secretary will read the name of the woman proposed and the three who have sponsored her.

Recording Secretary _____ (stands): Madam President - Nancy Newcomer, sponsored by Linda G....., Catherine V....., and Mary P.

President _____: Before we ballot would a member who vouched for Nancy Newcomer please tell us more about her.

Sally Sponsor _____: I've known Nancy for years and she's very interested in P.E.O. and the education of women. She's been to several of our social events and has expressed interest in being a member.



2010 Announcement

Did you notice the change?

1. *We no longer require 5 members to vouch for a name; but we do now require 3 sisters to **sponsor** a candidate.*

2. *It is no longer called a voucher form. Its new name is "Sponsor for Membership" form. When we sponsor a candidate, we not only vouch for her but intend to be a mentor to her as well.*

President _____: The treasurer will announce the number entitled to vote. The vice president will distribute ballots and pencils.

Treasurer _____: Madam President, **11** members are entitled to vote. Recording Secretary hands ballots and pencils to Vice President who distributes a ballot and pencil to each member present, while President reads instructions.

President _____: Every member present and entitled to vote should cast a ballot. No one shall give information concerning an unsuccessful candidate to anyone not a member of this chapter, for in accordance with the laws of our Sisterhood, the ballot must be confidential. Do not forget the spirit and manner in which you should cast your ballot. Be careful how you vote. We are now ready to vote upon the name of Nancy Newcomer.

Those in favor will circle pro. Those opposed will circle con. **An unmarked ballot abstains.** Please rise, if you are able, or signal the vice president when your ballot is ready. Remain standing until your ballot is collected. Each member shall place her unfolded ballot face down in the container. The vice president will collect the ballots.



P.E.O. Point

Narrator:

The Vice President uses any container to collect ballots. After all the members are standing, the Vice President collects ballots where members are standing in the following order: Vice President, President, Recording Secretary, and chapter members.



2010 Announcement

Narrator: *Did you notice the changes?*

- *In the Presidents instructions for balloting, she announces that the ballot must be confidential; it is no longer referred to as a secret one.*

- *The Recording Secretary provides the vice president with a container, sufficient ballots, and pencils.*
- *The Vice President facilitates the balloting, not the Guard. The Vice President distributes the ballots and pencils to each member at her seat. When the member has finished voting she stands, if able, and the Vice President collects the ballots in a container, such as a basket, bowl or even the ballot box.*

(The Vice President brings container to President and Recording Secretary; they confer and agree –nodding of heads-- on the outcome of the ballot. Recording Secretary places ballots in an envelope to destroy after meeting.)

President _____: The ballot is favorable. The corresponding secretary will send an invitation to membership to Nancy Newcomer.

President _____: A counseling committee consisting of Linda G., Catherine, and Mary P. will join me for the pre-acceptance counsel visit. We will use the Counsel for Membership Booklet (hold up new booklet).



P.E.O. Point

Narrator: *Remember it is **pre-acceptance** counseling, not pre-initiation. It's important to speak with the candidate before she accepts the invitation so she is aware of the rewards and responsibilities of P.E.O. membership.*

(A member toes to get Vicki Visitor, and and escorts her back to room.)

President _____: The next business in order is remarks by visitors. (President looks and nods to Vicki.)

Vicki Visitor _____: (stands) I'm so happy to be with your chapter again and I bring you greetings from Chapter VV in California. I enjoy your meetings and your warm hospitality; in fact it feels just like home. Thank you.

President _____: Are there suggestions for the good of the Chapter?

Treasurer _____ (stands): Madam President, I would like to present Brenda-now-I-am-a-P.E.O. Starr _____ with her membership card and our New Member Gift, which includes a copy of the Constitution. Treasurer hands Brenda her card and gift and/or Constitution.

Member 1 _____ (stands): I want to share with everyone that I'm a great-grandmother again. That makes 157 great-grandchildren! (All members clap & congratulate grandma).

Member 2 _____ (stands): Madam President, I would like to ask everyone to join me in the Politics-R-Us rally this Saturday in honor of Senator I-ma Crook. She's from my district... (Members look at each other and frown, then.....)

Guard _____ (jumps in really fast): And my Garden Club is selling flats of plants that will be ready for delivery next month. I know each of you will want to place your order today since it benefits the local crisis center, so start thinking about how many you'll need, I'll talk to each of you after the meeting.



All Chapters Members IN UNISON: Uh-Oh!



P.E.O. Point

Narrator: *Remember, P.E.O. is a Politically Free Zone! And a Solicitation Free Zone!*

"Suggestions for the Good of the Chapter" are part of the official record of your chapter and need to be restricted to items that relate directly to the chapter. This is where the chaplain may give an inspirational message, a thought for the day or explain why she picked a certain scripture. Suggestions are also the time to report on the welfare of chapter sisters.

*If you pass a Brag Basket or collect Daisy Dollars, blessings, concerns, brags and announcements are shared before the meeting begins or after the meeting is closed but **not** under Suggestions for the Good of the Chapter. Political endorsements, selling items or tickets for another organization or charity are examples of solicitation and are **not** allowed during our business meetings. Of course our chapter members are involved in a variety of community organizations and charities and as P.E.O.s we encourage this involvement. However, chapters or individuals are **not** required to support these events.*

Cue Card: _____ *Heads Bowed*



President _____: (Tap gavel. All stand, heads bowed). And now may the spirit of sisterhood deepen all the joys of life, and may the star guide us as we walk together in the path of confidence and love.

Cue Card: _____ Heads Raised

President _____: (heads raised). I now declare the present session of Chapter OH closed. (Tap gavel: Chapter meeting is closed)

CLOSING REMARKS

Narrator: I hope this Period of Instruction was helpful.

Remember, the answer to almost any question about P.E.O. can be found in:

1. P.E.O. Constitution
2. Proceedings of International Chapter & Ohio State Chapter
3. IOLC - Instructions to Officers of Local Chapter
4. The Presidents Book and the Appendix pages
5. Both International and Ohio websites

Don't forget the online training modules on the International website for the

- Presidents/Vice Presidents
- Recording Secretaries
- Corresponding Secretaries
- Treasurers
- Technology Contacts and
- Your Membership Development Committee.

Let's show our appreciation for Chapters EC, EE, EO, CA, and CQ for presenting a fun and enjoyable model meeting. Thank you!

CUE CARDS

P.E.O. Point

(2) Uh-Oh

Streamlining Tip

Fast Forward

Tap Gavel

2010 Announcement

(2) Practice! Practice! Practice!

Heads Bowed

Heads Raised