

Requirements for Local Chapter Programs and Yearbooks

Size: Any convenient size, preferably around 3.5 x 5.5 inches.

Cover Title/Page:

1. Chapter name (no periods after chapter letters, no quotation marks)
2. Name of town and state
3. Year covered by program
4. Date of organization of the chapter (optional)
5. Small P.E.O. star (optional)

Contents:

1. List of local chapter officers
2. List of committees (OSC Bylaws & Standing Rules Article VI, Section 1, PRESIDENT)
3. Day of week and time of meetings
4. Dates, times, locations, hostesses and program titles or descriptions of all 12 regularly scheduled meetings.
5. Resident membership directory with complete address, including zip code, telephone number with area code, and email address. Nonresident members should be listed separately with same information.
6. P.E.O. Projects. Some means of keeping members informed and enthusiastic about our state and International P.E.O. Projects should be determined by the local chapters. A statement indicating the method should be printed in the yearbook. Suggestions include:
 - Separate programs for each state and International P.E.O. Project
 - A combined program for each project, giving equal importance to each project
 - Regular monthly reports at chapter meetings with no annual report
7. Founders' Program or tribute as a program at one of the 12 required meetings
8. Contact information for all state officers, the state Membership Chair, your chapter Membership Quadrant Representative and the Unaffiliate/Nonresident Chair with complete addresses, telephone numbers and email addresses, designating the chapter's board contact officer with an asterisk. (*Contact information for the above is listed in the Ohio State Chapter Directory of Officers and State Committees and can be found on the Ohio P.E.O. website at www.ohiopeo.org following state convention.*)
9. Orders of Business which must be listed in yearbook:
 - Election and installation of officers, election of convention delegate and alternate (by or at first meeting in March)
 - Exemplification of the Ceremony of Initiation and procedure for a chapter meeting (list as "Exemplification" in yearbook)
 - Report of Convention of Ohio State Chapter to be given within six weeks following convention
 - Report of Convention of International Chapter (using materials provided on International website) by December 31 following convention

Optional Information: Opening Ode, Objects and Aims, Bylaws, Founders, Projects, Past Presidents, Chapter Eternal, Dates of Initiation, Birth Dates, List of Charter Members, General P.E.O. History, P.E.O. Grace, Creed, Ten Commandments of P.E.O., Telephone Tree, Florida/Winter Addresses, Chapter Budget, Standing Rules, Policies, Dates of State and International Conventions, Reciprocity Information, etc.

No later than October 1, please send an electronic copy of the chapter yearbook to your board contact officer via email. Do not send your chapter yearbook to the board contact officer prior to state convention.