

*Sample Bylaws*  
**BYLAWS AND STANDING RULES OF CHAPTER \_\_\_\_**  
***(Changes for 2022 are italicized and underlined)***

(Information in parentheses and highlighted is informational only and can be deleted from the final document.)

<b>City</b>	<b>State</b>	<b>Date</b>
<b><i>(date changes only when a chapter vote is taken to amend bylaws or changes made due to passage of amendment at state or International convention)</i></b>		

**ARTICLE I – MEETINGS**

**Section 1** – The number of chapter meetings shall be twelve each year.

**(NO VOTE IS REQUIRED BY THE CHAPTER to change the number of meetings from fifteen to twelve.)**

The 12 regular meetings of Chapter \_\_\_\_ shall be held on the \_\_\_\_ (day) and \_\_\_\_ (day) of the month, except for the stated vacation periods. If the date of a regular meeting falls on a holiday, the meeting may be held on that date, or on a date specified for each exception, provided it is scheduled in the chapter yearbook.

**(NO VOTE IS REQUIRED BY THE CHAPTER to remove the wording “twelve will be regular business meetings and three may be regular business or regular social meetings”.)**

**(A VOTE IS REQUIRED BY THE CHAPTER to specify **when** the twelve meetings will be held **if** this is a change from previous bylaws.)**

**Section 2** – Meetings may be held in-person, virtually through the use of an Internet meeting service, or hybrid (a combination of both). In-person and hybrid meetings shall be held at the homes of members, unless otherwise arranged by the Program Committee.

**(NO VOTE IS REQUIRED BY THE CHAPTER to allow for a virtual or hybrid meeting.)**

**Section 3** - The vacation period will be the month(s) of \_\_\_\_\_ (if warranted).

**ARTICLE II – DUES**

**Section 1** – The annual dues shall be \_\_\_\_\_ dollars (\$\_\_.00) and shall include International Chapter dues of twenty-six dollars (\$26.00), which shall include six dollars (\$6.00) for Cottey College; state chapter dues of ten dollars (\$10.00); and local chapter dues of \_\_\_\_\_ dollars (\$\_\_.00).

**Section 2** – Dues shall be paid in (month), and shall be delinquent March 1.

**Section 3** – The annual dues of the chapter to \_\_\_\_\_ Reciprocity shall be \_\_\_\_ dollars (\$\_\_.00) or \_\_\_\_ dollars (\$\_\_.00) per resident member payable \_\_\_\_\_ (when dues are payable) (if applicable).

## ARTICLE III – STANDING COMMITTEES

**Section 1** - After election and installation in March, the president shall appoint the following committees: Cottey College, P.E.O. Educational Loan Fund, P.E.O. International Peace Scholarship Fund, P.E.O. Program for Continuing Education, P.E.O. Scholar Awards, P.E.O. STAR Scholarship, Ohio Scholarships, Auditing, Bylaws, Finance, Membership, Orientation, Program, Technology, Unaffiliate/Nonresident, and any others deemed necessary by the chapter.

**Section 2** – Duties:

**Cottey College, P.E.O. Educational Loan Fund, P.E.O. Program for Continuing Education, P.E.O. International Peace Scholarship, P.E.O. Scholar Award, P.E.O. STAR Scholarship, and Ohio Scholarships Committees** shall maintain current information and forms, seek prospective recipients and facilitate applications, correspond with recipients to offer support and encouragement, and plan chapter activities and reports to inform members of project requirements and goals.

The **Auditing Committee** shall audit the treasurer's books at the close of the fiscal year and report in writing the condition of the same at the first regular business meeting in March or April. The **Bylaws Committee** shall be responsible for keeping the bylaws current.

The **Finance Committee** shall have charge of plans for raising funds to carry on the work of the chapter and preparing the annual budget in March for presentation at a meeting in April. The treasurer shall be an ex-officio member of this committee.

The **Membership Committee** shall keep absent members current on chapter affairs and shall promote enthusiastic, active participation and membership growth.

The **Orientation Committee** shall inform new members of P.E.O. ideals, traditions and procedures, and include preacceptance and postinitiation counseling. The president shall be *chair* of this committee.

The **Program Committee** shall arrange for all programs, provide the meeting place and hostess for each meeting, and compile and distribute the yearbooks.

The **Technology Committee** shall be the chapter contact(s) responsible for receiving electronic communication from the state chapter and using the P.E.O. International and Ohio P.E.O. websites to assist officers, committee *chairs* and other members in fulfilling their duties with forms, contacts, the Directory of Presidents, and other areas of technology.

The **Unaffiliate-Nonresident Committee** shall be responsible for extending a welcome to unaffiliates for the chapter as well as maintaining ties with nonresident members.

**(NO VOTE IS REQUIRED BY THE CHAPTER to change “chairman” to “chair”).**

## ARTICLE IV – NOMINATION AND ELECTION OF OFFICERS

**Section 1** – Nomination of officers, delegate and alternate to Convention of State and/or International Chapter shall be by nominating committee.

**Section 2** – A committee of \_\_\_\_ (number) members shall be appointed by the president at a regular business meeting in \_\_\_\_\_. The member first named shall be the *chair*. By or at the first meeting in March, this committee shall present a name for each office and for delegate and alternate delegate to Convention of Ohio State Chapter, and, when applicable, to Convention of International Chapter.

**Section 3** – After the committee has reported by or at the first meeting in March, opportunity shall be given for further nominations from the floor for each office, preceding the election to fill that office.

**Section 4** - Election shall be by written or electronic ballot. In the event of a virtual or hybrid meeting of the chapter, an anonymous vote conducted through the designated Internet meeting service shall fulfill any requirement that a vote be conducted by ballot. If the committee has made but one nomination for an office and there are no further nominations from the floor for each office called in sequence, by general consent the ballot may be dispensed with and a non-counted vote taken for the ticket.

**(NO VOTE IS REQUIRED BY THE CHAPTER.)**

**Section 5** - Newly elected officers will be installed at the first regular business meeting in March. Each officer shall hold office until her successor is elected and installed.

## **ARTICLE V – AMENDMENTS**

**Section 1** – The bylaws may be amended by a two-thirds vote of members present, providing such amendments have been presented in writing at the previous regular meeting, and absent members have been notified.

**Section 2** – Any item passed by Convention of State or International Chapter which must be implemented by local chapters shall be incorporated into these bylaws upon receipt of official communication of such change.

## **STANDING RULES**

1. The regular meeting of Chapter \_\_\_\_ shall be held at \_\_\_\_ am/pm unless otherwise changed by the president and program chair. Such changes shall be scheduled in the chapter yearbook or every member notified.
2. Annual dues shall be waived for any sister for whom finances are a hardship when her situation is brought to the attention of the chapter treasurer and president either by the member or her representative. The member's state chapter and International Chapter dues shall be paid from the chapter treasury.
3. Nonmembers of Chapter \_\_\_\_\_ shall be excused from the meeting during any action on membership.

*(The final standing rule shall be:)*

4. These standing rules shall be amended by a two-thirds vote without previous notice, or by a majority vote with notice. A Standing Rule shall be adopted or suspended by a majority vote. A vote to suspend applies only to the meeting at which the vote is taken.

## **CHAPTER POLICIES**

Chapter policies (customs) are listed after the Standing Rules. These are not reviewed by the Amendment and Recommendations Committee or required to be submitted with your bylaws and standing rules.