

**OHIO STATE CHAPTER BYLAWS AND STANDING RULES
2022-2023
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**BYLAWS AND STANDING RULES
OF OHIO STATE CHAPTER P.E.O. SISTERHOOD
2022-2023**

**ARTICLE I
MEETINGS**

Sec. 1 - DATE AND PLACE. The state chapter shall convene annually between May 1 and June 10 unless otherwise approved by the executive board, the place to be announced in the previous convention. In case of emergency, the date and place of the meeting may be changed by the executive board. If determined by the executive board and approved by the Executive Board of International Chapter, the convention may be conducted through the use of internet meeting services.

Sec. 2 - HOSTESS CHAPTERS. The chapters shall be arranged into groups according to geographical location to be hostess chapters of the annual convention.

These groupings shall be included each year in the Convention Proceedings of Ohio State Chapter. Changes in the groupings and the assignment of new chapters to the groups shall be made by the executive board.

Four years prior to the time a group of chapters is to plan convention of the state chapter, the president of the senior chapter of each group shall call a meeting of representatives of the other chapters to select a date and place for their convention.

Two years prior to the time of their convention, the president of the senior chapter shall call a meeting of representatives of the other chapters to select a general chair.

Sec. 3 - GENERAL CHAIR OF CONVENTION. The duties of the general chair of convention are defined in the Convention Manual, Ohio State Chapter.

Sec. 4 - FORMAL ACTION. Any item passed by the convention of the state chapter which must be implemented by local chapters shall become effective immediately upon receipt of an official communication.

**ARTICLE II
REPRESENTATION IN CONVENTION OF STATE CHAPTER**

Sec. 1 - MEMBERS. The convention of the state chapter shall consist of such officers and members as are named in the Constitution, Part II, Article III, Section 1, plus the following:

One delegate from each local chapter. The presidents of the local chapters shall be elected as delegates when feasible. The elected alternate shall fill the vacancy.

Chairs of the standing committees as authorized by the Bylaws of Ohio State Chapter, Article XI.

Chair of the Nominating Committee.

Members of the Finance Committee.

Members of the Amendments and Recommendations Committee.

Members of the Cottey College Committee.

Members of the Ohio Scholarships Committee.

Chair of the Credentials Committee.
Members of the Membership Committee.

Sec. 2 - QUORUM. Delegates from a majority of all chapters entitled to representation in convention of the state chapter shall constitute a quorum. In an emergency refer to the Constitution, Part I, Article II, Section 3.

Sec. 3 - REPORTS. The delegate shall report to her chapter within six weeks after the convention.

ARTICLE III
REPRESENTATION IN CONVENTION
OF INTERNATIONAL CHAPTER

Sec. 1 - GROUPING OF CHAPTERS. Delegates to the Convention of International Chapter shall be chosen in rotation from groups of seven chapters, or a major fraction thereof, arranged geographically.

These groupings shall be included each year in the Convention Proceedings of Ohio State Chapter. Changes in the groupings and the assignment of new chapters to the groups shall be made by the executive board.

Sec. 2 - DELEGATES. In their assigned year each chapter entitled to representation shall nominate a delegate and an alternate delegate. The nominee's chapter must be represented as a member of Convention of Ohio State Chapter for three consecutive years prior to the Convention of International Chapter. Nominees shall have served as members of a Convention of Ohio State Chapter, which may include the convention at which the delegates are elected. The names of the nominees for delegates and alternate delegates shall be reported as required by International Chapter.

Sec. 3 – REPORTS. The Ohio State Chapter President will notify local chapter presidents when the Convention of International Chapter materials are available on the P.E.O. International website.

Sec. 4 - PAST PRESIDENTS OF STATE CHAPTER. Housing and meals at Convention of International Chapter shall be provided by International Chapter for past presidents of the state chapter on the basis of one for every eight or major fraction thereof.

The past presidents in attendance at convention of the state chapter shall name from the Past Presidents' Circle those for whom housing and meals shall be provided in Convention of International Chapter. Those names shall be announced at convention.

Sec. 5 - VACANCIES. If a vacancy occurs among chapter delegates, the president of the state chapter shall appoint first, the elected alternate; second, a member of the local chapter entitled to representation; third, a member from the geographical grouping (see Convention Proceedings); fourth, a member from the membership-at-large of the state chapter. If a chapter entitled to representation does not send a delegate in that chapter's assigned year, the

chapter will not be eligible to send a delegate until the year of that chapter's normal rotation, seven conventions later.

If a vacancy occurs in the quota of the Past Presidents' Circle entitled to housing and meals, the president of the state chapter shall appoint an alternate as named by the Past Presidents' Circle.

ARTICLE IV **OFFICERS OF STATE CHAPTER**

Sec. 1 - OFFICERS. The executive board shall consult and advise during the annual interval and shall transact necessary business. Appointments for the new term may be made and approved after election.

The management of the affairs of the state chapter shall be sequentially vested in an executive board to consist of president, vice president, organizer, treasurer and secretary.

Sec. 2 - ELIGIBILITY. Any member of convention who has been duly elected and installed and served at least one year as president of any local chapter of the P.E.O. Sisterhood shall be eligible to office, except members of chapters organized since the previous convention. No member shall be eligible for election to the office of president, vice president, or organizer who has not served at least one year on an executive board of a State, Provincial or District Chapter of the P.E.O. Sisterhood. No two members from any chapter shall serve as state officers at the same time.

Sec. 3 - TENURE. The president shall serve for one term only.

Other officers shall not serve more than two consecutive terms in the same office.

An officer shall not serve on the executive board for more than three consecutive years unless elected to the offices of organizer, vice president or president.

Sec. 4 - NOMINATION OF OFFICERS.

The president shall appoint a nominating committee with approval of the executive board. This committee shall consist of five members, four of whom shall be appointed from the list of convention delegates, plus the immediate past president of the state chapter, who shall serve as chair.

Sec. 5 - ELECTION OF OFFICERS. Constitution, Part II, Article VI, Section 5. A single slate shall be presented by the Nominating Committee with the opportunity for nominations from the floor, providing consent has been given by the nominee. If no nominations are made from the floor, by general consent the ballot may be dispensed with and the vote for the entire ticket taken by voice. If there are nominations from the floor for one or more offices, separate elective ballots for such office or offices shall be taken.

Sec. 6 - RESPONSIBILITIES. In addition to those listed in the Constitution, Part II, Article VIII, and in Instructions to Officers of State Chapters, each

officer shall present an activity report at each board meeting. Specific responsibilities of officers shall be:

PRESIDENT

To appoint annually, with the approval of the executive board, necessary members to the following committees: Amendments and Recommendations, Convention Advisory, Finance, History, Membership, Ohio Scholarships, Unaffiliate/Nonresident, 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, and P.E.O. STAR Scholarship.

To fill vacancies in committees and to appoint additional committees, designating the chair, second and third members.

To serve as proxy for the organizer for official visits to chapters.

To be ex-officio member of all committees except the Nominating Committee.

To serve as adviser to Amendments and Recommendations, Convention Advisory and Finance Committees.

To report in the fall, winter and spring, such information and plans for the year's work as deemed necessary. The report shall be sent to local chapter presidents, Representative of International Chapter, officers of the state chapter, active members of disbanded chapters, past presidents of the state chapter, standing committees, chairs of the next two conventions, members holding consent to organize a chapter, reciprocity groups, and P.E.O. groups.

To serve as adviser to hostess chapters for the convention of the state chapter.

VICE PRESIDENT

To serve as adviser to the Cottey College Committee.

To serve as adviser to the Ohio Scholarships Committee.

To serve as ex-officio member of the Finance Committee.

To conduct Local Chapter Officer Training.

To serve as proxy for the organizer for official visits to chapters.

To serve as adviser to the hostess chapters for the convention of the state chapter the following year.

ORGANIZER

To serve as adviser to the Membership Committee and Unaffiliate/Nonresident Committee.

To supervise reciprocity groups.

To supervise P.E.O. Groups in the state.

To see that chapters are grouped geographically for the purpose of official visits and Local Chapter Officers Training.

To visit, or direct the proxy to visit, new chapters for four years following their organization and then have them placed in their proper grouping.

To visit, or direct the proxy to visit, the chapters with no less than thirty days notice to each chapter. Any chapter may request a visit any year and should

apply as soon as possible following convention. Chapters may be visited any year at the discretion of the organizer.

To notify, before the annual election, each chapter entitled to representation in Convention of International Chapter.

To serve as adviser to hostess chapters for the convention of the state chapter to be held two years later.

To send chapter bylaws and standing rules of a newly organized chapter to the Amendments and Recommendations Committee.

TREASURER

To serve as adviser to the state chairs of P.E.O. Educational Loan Fund, P.E.O. Scholar Awards and P.E.O. STAR Scholarship.

To close the books on March 31 for audit by a qualified CPA firm approved by the executive board at the expense of the state chapter.

To serve as ex-officio member of the Finance Committee.

To serve as proxy for the organizer for official visits to chapters.

SECRETARY

To serve as adviser to the state chairs of P.E.O. International Peace Scholarship Fund, P.E.O. Program for Continuing Education and History.

To send copies of the Proceedings, Ohio State Chapter Bylaws and Standing Rules to those named in the Constitution, Part II, Article VIII, Section 6, and to the following: the members of standing committees and special committees; presidents of Reciprocity and P.E.O. Groups; the organizer for new chapters; and the chairs of the next two state conventions.

To serve as proxy for the organizer for official visits to chapters.

ARTICLE V

EXECUTIVE ASSISTANT TO THE TREASURER

The Executive Board of Ohio State Chapter may employ a qualified executive assistant to the treasurer. The Agreement shall be reviewed and signed annually. The executive assistant shall be an active Ohio P.E.O. member and shall provide services as directed in the Executive Assistant to the Treasurer Policy Manual, provided and approved by the executive board. The amount of compensation for services rendered shall be determined by the executive board in consultation with the state Finance Committee and included in the annual budget of the General Fund. The state chapter shall pay all necessary expenses of the executive assistant while performing assigned duties. Conditions for termination shall be specified in the Agreement.

ARTICLE VI

SPECIAL DUTIES OF LOCAL CHAPTER OFFICERS AND LOCAL CHAPTERS

Sec. 1 - SPECIAL RESPONSIBILITIES OF OFFICERS. In addition to those listed in the Constitution, Part III, Article V, and in Instructions to

Officers of Local Chapters, the officers shall have the following responsibilities:

PRESIDENT

- To appoint the following required 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.
- To send a letter, approved by the chapter, to the local chapter's executive board contact officer before March 1, reporting the general condition of the chapter. The letter shall be filed in the local chapter's president's box and made available to all members.
- To attend or be represented by a proxy at the Local Chapter Officers Training when held in her geographic area.

VICE PRESIDENT

- To attend or be represented by a proxy at the Local Chapter Officers Training when held in her geographic area.

RECORDING SECRETARY

- To send by March 10, to the vice president of the state chapter, either a copy of the local bylaws and standing rules if the bylaws or standing rules have been amended during the fiscal year, or to send notification that no changes were made.
- To attend or be represented by a proxy at the Local Chapter Officers Training when held in her geographic area.

CORRESPONDING SECRETARY

- To send before October 1 of each year one copy of the chapter yearbook to each officer of the state chapter, to the Unaffiliate/Nonresident chair, to the chair of the Membership Committee and to the chapter's respective quadrant membership representative.
- To attend or be represented by a proxy at the Local Chapter Officers Training when held in her geographic area.

TREASURER

- To send chapter donations for the P.E.O. projects to the executive assistant to the treasurer of the state chapter by January 31.
- To send annual dues and fees as required on the official forms to the treasurer of the state chapter after March 1 and before March 10.
- To attend or be represented by a proxy at the Local Chapter Officers Training when held in her geographic area.

Sec. 2 - COURTESY EXPENSES. The local chapter shall:

- A. Provide for the travel expenses of its delegate to the convention of the state chapter.

- B. Provide for the travel expenses of officers, or their proxies, attending the Local Chapter Officers Training.
- C. Arrange and assume the expenses for lodging and meals for the visiting officer.

ARTICLE VII

FINANCE

Sec. 1 - DUES. The annual dues of Ohio State Chapter shall be thirty-six dollars (\$36.00) per active member, which shall be allocated as follows:

Twenty-six dollars (\$26.00) for International Chapter dues, which includes six dollars (\$6.00) for Cottey College; ten dollars (\$10.00) for Ohio State Chapter dues, which shall be allocated between the General Fund, State Convention Fund, International Convention Fund. Allocation amounts shall be recommended annually by the Finance Committee with the approval of the executive board and presented to, and approved by, the convention of state chapter.

Sec. 2 – CONVENTION FEE. Each local chapter shall pay a convention fee determined annually by the Executive Board of Ohio State Chapter and communicated to local chapters by December 1 of each year. This fee shall be forwarded with the annual dues and shall be allocated to the State Convention Fund. The convention fee for a chapter organized after the beginning of the current local chapter fiscal year and before the opening of convention shall be paid by Ohio State Chapter.

Sec. 3 - GENERAL. The fiscal year shall be from April 1 through March 31 of the following year.

The state chapter shall pay all necessary expenses of its officers in conducting the business of the state and the immediate past president of the state chapter in the preparation of the proceedings and bylaws and standing rules of the state chapter.

Sec. 4 - COMMITTEE EXPENSES. The state chapter shall pay from the General Fund:

The travel and administrative expenses of the members of standing committees and members of the Convention Advisory Committee, subject to the approval of the executive board; and of the members of special committees when deemed necessary by the executive board.

Sec. 5 - EXPENSES OF OFFICERS, DELEGATES AND ENTITLED PAST PRESIDENTS FOR CONVENTION OF INTERNATIONAL CHAPTER.

- A. The state chapter shall pay from the International Convention Fund the amount determined by the Finance Committee for:
 - Transportation of the state executive board, entitled past presidents and chapter delegates;
 - Lodging for the night prior to the opening of convention for state executive board, entitled past presidents and chapter delegates, if recommended by the Finance Committee;

- The State Dinner of the state executive board, entitled past state presidents and chapter delegates;
 - The expenses of the biennial meeting including housing and meals for the organizer, treasurer and secretary.
- B. If recommended by the Finance Committee, the delegation shall travel as a group. When transportation is arranged, delegates shall travel with the delegation except when excused by the president of the state chapter. A delegate who does not accompany the state delegation shall receive reimbursement not to exceed the proportionate amount paid for other delegates.
- C. A past president entitled to housing and meals residing in another state shall be reimbursed for transportation from her present city of residence or from her former city of residence in Ohio, whichever is the lesser amount.
- D. Original receipts or other documentation for expenses must be submitted within three months after being incurred for reimbursement.

Sec. 6 - EXPENSES OF CONVENTION OF STATE CHAPTER.

- A. State Chapter: The state chapter shall pay from the State Convention Fund the costs of the following, but not limited to:
- expenses for a Convention registration system;
 - rooms, meals, and fees of the executive board, members of standing committees, members of the Convention Advisory Committee and the Chair of the Credentials Committee, two platform pages, seven guards, pianist and song leader, chapter delegates;
 - meals for project speakers;
 - all printing and copying;
 - all fees associated with convention hall room usage, additional meeting rooms, equipment and technical support as required by the State Convention facility;
 - expenses for a period of instruction and any workshops conducted by the state organizer or qualified presenter;
 - expenses of courtesy for the guest of honor;
 - cost of a memento gift for 50-year honorees.
- B. Hostess Chapters. The hostess chapters shall pay for any decorations, favors, entertainment and hospitality they wish to provide for convention.
- C. Local Chapters. Each local chapter shall pay a convention fee as specified in ARTICLE VII, Sec. 2
- D. Past State Presidents. Except for those currently serving as a member of a standing committee, each past state president attending convention shall pay the package price or a la carte prices.

ARTICLE VIII
COTTEY CARE AND TRAVEL FUND

Sec. 1 – PURPOSE: The Cottey Care and Travel Fund shall provide financial assistance for travel expenses to Cottey College for visitations by prospective Ohio Cottey applicants and their chaperones. Additionally, funds shall be used throughout the school year to send care packages to current Ohio Cottey students and students residing in the Ohio Suite.

Sec. 2 – ADMINISTRATION: The fund shall be administered by the Cottey College Committee who shall send care packages and process travel assistance applications with the approval of the Executive Board of Ohio State Chapter.

Sec. 3 – FUNDING: Donations shall be sent to the executive assistant to the treasurer of Ohio State Chapter who shall maintain the funds of this account. This fund is not a qualified charity and therefore contributions do not qualify for a charitable deduction for estate or individual income tax purposes.

Sec. 4 – DISSOLUTION: If by three-fourths vote of members present and voting in convention of Ohio State Chapter it is determined that the Cottey Care and Travel Fund shall be discontinued, these funds shall be distributed at the discretion of the Executive Board of Ohio State Chapter to P.E.O. projects.

ARTICLE IX
OHIO SCHOLARSHIPS FUNDS

Sec. 1 - PURPOSE: Ohio Scholarships shall be established for the purpose of funding scholarships for women who are Ohio residents pursuing an undergraduate or master's degree program at an accredited college or university in the United States or Canada, Cottey College, or an accredited post-secondary institution.

Sec. 2 - ADMINISTRATION: Funds shall be administered by the Ohio Scholarships Committee (hereinafter known as 'committee'). The committee shall select recipients and award amounts from available funds. The list of recipients and awards shall be approved by the Executive Board of Ohio State Chapter and the Board of Trustees of the P.E.O. Foundation in accordance with published procedures and guidelines.

Sec. 3 - ESTABLISHMENT OF FUNDS: The committee shall award amounts to recipients from the following funds:

- A. Ohio Scholarships Fund 1. The fund was established by a transfer of funds from Ohio State Chapter in 1989. All monies received from voluntary individual and chapter gifts are added to the principal balance and retained. Scholarships are paid from net income and a portion of net realized gains.
- B. Ohio Scholarships Fund 2. The fund was established by a gift and transfer of funds from Ohio State Chapter in 2000. The fund maintains a permanent principal balance of \$5,000.00. All monies received from voluntary individual and chapter gifts, dividends, and interest shall be awarded

annually. Scholarships are paid from contributions, net income, and net realized gains.

- C. Linda Hartford Scholarship Fund. The fund was established by Ohio State Chapter in 1991 to honor past state president Linda Hartford for her years of service as a trustee on the Finance Committee, International Chapter. All monies received from voluntary individual and chapter gifts are added to the principal balance and retained. Scholarships are paid from net income and a portion of net realized gains. Awards shall be granted to an Ohio woman attending Cottey College. If there is no qualified applicant for Cottey College, the award can be given to an applicant attending any accredited college.
- D. Ohio Past State Presidents Scholarship Fund. The fund was established in 1992 from gifts given in honor of past state presidents Carol Crowe, Becky Henderson, and Jane Molenaar. All monies received from voluntary individual and chapter gifts are added to the principal balance and retained. Scholarships are paid from net income and a portion of net realized gains.
- E. Designated Scholarship Funds. Funds include individual honorary and memorial scholarships invested and administered by the P.E.O. Foundation in accordance with its published procedures and guidelines. The committee shall select eligible recipients and administer the funds according to each individual fund's request.

Sec. 4 - APPLICATION PROCESS: An applicant who is known by a chapter member may be recommended by the local chapter. Following an interview, a request to sponsor an applicant shall be read before the chapter at a regular meeting or special meeting and may be voted upon at the same meeting. A favorable voice vote of two-thirds of the chapter members present is necessary for approval. Application forms may be obtained from the Ohio P.E.O. website or a member of the committee and shall be submitted to the chair of the committee by the due date on the current application. Consideration for awards shall be based on scholarship, initiative, financial need, and leadership.

Sec. 5 - AWARDS: Awards shall be made payable to the recipients, university, college or post-secondary institution following selection by the committee and approval by the Executive Board of Ohio State Chapter and the Board of Trustees of the P.E.O. Foundation, in accordance with the published guidelines set forth by the P.E.O. Foundation.

Sec. 6 - DISSOLUTION: If by three-fourths vote of members present and voting in convention of Ohio State Chapter it is determined that Ohio Scholarships Fund 1, Ohio Scholarships Fund 2, Linda Hartford Scholarship Fund, or the Ohio Past State Presidents Scholarship Fund shall be discontinued, assets shall be distributed to the philanthropic and charitable funds of the P.E.O. Foundation.

ARTICLE X **CONVENTION ADVISORY COMMITTEE**

Sec. 1 COMMITTEE. The Convention Advisory Committee shall consist of four

(4) members, appointed by the president, one (1) member to be appointed each year to serve four (4) years. Not less than one (1) of the members shall be a past president of the Ohio State Chapter, and two (2) members preferably having served as a steering committee member for a state/provincial/district convention.

Sec. 2. DUTIES. The duties of the committee shall be:

- To assist executive board and co-chairs of the convention committee on the selection of an in-person convention venue and serve as a resource to the executive board and hostess chapters on contract details.
- To maintain a file of in-person convention venue and online registration platform contracts signed by the Ohio State Chapter executive board members.
- To assist the executive board with online platform contract renewal.
- To assist the executive board, OSC Finance Committee, and OSC Executive Assistant with preparing convention budgets and convention worksheets.
- To manage the convention registration.
- To serve as a resource for co-chairs of the convention steering committee.
- To serve in an advisory capacity during convention.
- To recommend updates to the state convention manual.
- To review convention survey results with the executive board.
- To send to the adviser quarterly activity reports, and an annual report of the committee by April 15.

ARTICLE XI

STANDING COMMITTEES

Sec. 1 - AMENDMENTS AND RECOMMENDATIONS.

Membership. The Amendments and Recommendations Committee shall consist of three members, each of whom shall serve three years. At least one member shall be a past president of the state chapter. One member shall be appointed each year by the president and the senior member in point of service shall be chair of the committee. No member may be appointed for two consecutive terms.

Duties. The duties of this committee shall be:

- To consider and put in parliamentary form amendments and recommendations received by the committee and refer them to the executive board for consideration.
- To send copies of proposed amendments and recommendations at least thirty days before convention of the state chapter to the following: local chapter presidents, Representative of International Chapter, officers of the state chapter, past presidents of the state chapter, resident past presidents of International Chapter, and other members of convention listed in bylaws of the state chapter.
- To submit proposed amendments and recommendations to convention of the state chapter.
- To proof Ohio State Chapter Bylaws and Standing Rules.
- To read and evaluate the bylaws and standing rules of each local chapter submitted in March of each year, to complete the Chapter Review Form for each chapter, and forward to the vice president of Ohio State Chapter by August 1.

To send to the adviser quarterly activity reports, and an annual report of the committee by April 15.

To send to the adviser in the fall, winter, and spring, as requested, current information for members regarding this committee.

Sec. 2 - FINANCE.

Membership. The Finance Committee shall consist of three members, each of whom shall serve three years. At least one member shall be a past president of the state chapter. One member shall be appointed each year by the president and the senior member in point of service shall be chair of the committee. No member may be appointed for two consecutive terms.

The vice president and the treasurer of the state chapter shall be ex-officio members.

Duties. General: To perform functions as described in the Constitution, Part II, Article IX, Section 9.

In addition to the above, the duties of this committee shall be:

To become familiar with all finances of the state chapter and to consult and advise on financial affairs with the executive board.

To recommend depositories and investments to the executive board.

To prepare and present to convention of the state chapter a proposed budget and allocation of dues for the ensuing year.

To approve travel arrangements for the Ohio delegation to Convention of International Chapter.

To examine the financial reports of the state chapter containing accounts of receipts and expenditures and any appropriation of funds. No appropriation of funds shall be made unless recommended by the committee and approved by a convention of the state chapter.

To send to the adviser quarterly activity reports, and an annual report of the committee by April 30.

Sec. 3 - HISTORY.

Membership. The History Committee of one shall be appointed by the president and shall serve two years.

Duties. The duties of this committee shall be:

To collect and preserve all possible data relative to P.E.O. in Ohio.

To prepare a list of all state properties in the possession of committee and send a copy to the president of the state chapter to be kept in the president's supplies.

To prepare a resumé of the local chapter presidents' letters.

To report to the convention of Ohio State Chapter highlights of individual P.E.O.s in Ohio and important events relating to the state chapter and to local chapters.

To be responsible for the safekeeping of the Book of Remembrance, for lettering in same and for displaying it at convention of the state chapter.

To send to the adviser quarterly activity reports, and an annual report of the committee by April 15.

To send to the adviser in the fall, winter and spring, as requested, current information for members regarding this committee.

Sec. 4 – MEMBERSHIP.

Membership. The Membership Committee shall consist of five members, one of whom shall have served as president of the state chapter and will serve as chair of the committee. With the exception of the chair, each member shall serve a quadrant of the state chapter. The committee shall be appointed annually by the president.

Duties. The duties of this committee shall be:

- To promote good chapter health among the members.
- To serve as adviser to local chapter membership chairs.
- To send to the adviser quarterly activity reports, and an annual report of the committee by April 15.
- To send to the adviser in the fall, winter and spring, as requested, current information for members regarding this committee.

Sec. 5 – OHIO SCHOLARSHIPS.

Membership. The Ohio Scholarships Committee shall consist of three members, each of whom shall serve three years. One member shall be appointed each year by the president and the senior member in point of service shall be chair of the committee. No member may be appointed for two consecutive terms.

Duties. The duties of this committee shall be:

- To receive applications for the Cottey College Scholarships and Ohio Scholarships.
- To make awards recommendations to the Executive Board of Ohio State Chapter by the spring board meeting for approval.
- To notify applicants of the awards following approval.
- To send to the adviser quarterly activity reports, and an annual report of the committee by April 15.
- To send to the adviser in the fall, winter and spring, as requested, current information for members regarding this committee.

Sec. 6 - UNAFFILIATE/NONRESIDENT.

Membership. The Unaffiliate/Nonresident Committee of one shall be appointed by the president and shall serve two years.

Duties. The duties of this committee shall be:

- To maintain a file of unaffiliate P.E.O.s living in Ohio; to send names of such unaffiliates to proper reciprocity groups and chapters; to send names of Ohio nonresidents living out of state to the proper state organizer.
- To send to the adviser quarterly activity reports, and an annual report of the committee by April 15.
- To send to the adviser in the fall, winter and spring, as requested, current information for members regarding this committee.

Sec. 7 - COTTEY COLLEGE.

Membership. The Cottey College Committee of one shall be appointed by the president and serve two years.

Duties. The duties of this committee shall be:

- To attend the seminar at Cottey College as directed by the executive board.

To promote interest in Cottey College and to serve as adviser to reciprocity and local chairs.

To administer the Cottey Care and Travel Fund.

To send to the adviser quarterly activity reports, and an annual report of the committee by April 15.

To send to the adviser in the fall, winter and spring, as requested, current information for members regarding this committee.

Sec. 8 - P.E.O. EDUCATIONAL LOAN FUND.

Membership. The P.E.O. Educational Loan Fund Committee of one shall be appointed by the president and shall serve one year.

Duties. The duties of this committee shall be:

To promote interest in the P.E.O. Educational Loan Fund and to serve as adviser to local chairs.

To send to the adviser quarterly activity reports, and an annual report of the committee by April 15.

To send to the adviser in the fall, winter and spring, as requested, current information for members regarding this committee.

Sec. 9 - P.E.O. INTERNATIONAL PEACE SCHOLARSHIP FUND.

Membership. The P.E.O. International Peace Scholarship Committee of one shall be appointed by the president and shall serve one year.

Duties. The duties of this committee shall be:

To promote interest in the P.E.O. International Peace Scholarship Fund and to serve as adviser to local chairs.

To send to the adviser quarterly activity reports, and an annual report of the committee by April 15.

To send to the adviser in the fall, winter and spring, as requested, current information for members regarding this committee.

Sec. 10 - P.E.O. PROGRAM FOR CONTINUING EDUCATION.

Membership. The P.E.O. Program for Continuing Education Committee of one shall be appointed by the president and shall serve one year.

Duties. The duties of this committee shall be:

To promote interest in the P.E.O. Program for Continuing Education and to serve as adviser to local chairs.

To send to the adviser quarterly activity reports, and an annual report of the committee by April 15.

To send to the adviser in the fall, winter and spring, as requested, current information for members regarding this committee.

Sec. 11 - P.E.O. SCHOLAR AWARDS.

Membership. The P.E.O. Scholar Awards Committee of one shall be appointed by the president and shall serve one year.

Duties. The duties of this committee shall be:

To promote interest in the P.E.O. Scholar Awards and to serve as adviser to local chairs.

To send to the adviser quarterly activity reports, and an annual report of the committee by April 15.

To send to the adviser in the fall, winter and spring, as requested, current information for members regarding this committee.

Sec. 12 - P.E.O. STAR SCHOLARSHIP.

Membership. The P.E.O. STAR Scholarship Committee of one shall be appointed by the president and shall serve one year.

Duties. The duties of this committee shall be:

To promote interest in the P.E.O. STAR Scholarship and to serve as adviser to local chairs.

To send to the adviser quarterly activity reports, and an annual report of the committee by April 15.

To send to the adviser in the fall, winter and spring, as requested, current information for members regarding this committee.

ARTICLE XII
ORGANIZATION OF NEW CHAPTERS

Sec. 1 - REQUIREMENTS. The following requirements are in addition to those listed in the Constitution, Part III, Article I. Any person desiring to organize a new chapter shall write to the organizer of the state chapter before any action is taken. No new chapter shall be organized within thirty days preceding convention of the state chapter.

Sec. 2 - RECOMMENDATIONS OF INITIATES. Any active member may recommend not more than three members of a charter list. Each charter initiate shall have the recommendations of three members in the form of personal letters to the organizer.

Sec. 3 - NOTIFICATION. Notice that a new chapter has been organized shall be sent by the president of the state chapter in her next letter to all local chapters and to the past presidents of Ohio State Chapter.

Sec. 4 - NEW CHAPTER BYLAWS. New chapters shall present bylaws to the organizer of the state chapter for approval before adoption.

ARTICLE XIII
RECIPROCITY GROUPS

Sec. 1 - PURPOSE. Local chapters or their representatives in a city or district may unite for one or more of the following purposes: to welcome unaffiliated P.E.O. members; to promote the acquaintance of all members in the city or district; and to further interest in the projects of the Sisterhood. (Constitution, Part III, Article XIII, Section 2).

Sec. 2 - SUPERVISION. Local chapter groups shall be under the supervision of the organizer of the state chapter.

Sec. 3 - OFFICERS. The officers of the reciprocity shall be defined by the local reciprocity bylaws and standing rules.

Duties.

- The outgoing president shall submit annually to the organizer of the state chapter immediately following election and no later than May 1 a copy of the current bylaws and standing rules, the Report of Election of Reciprocity Officers as required by Ohio State Chapter, and a copy of the president's letter, which shall also be sent to chapters within the reciprocity group. The president shall also complete the report of elections as required by International Chapter.
- The treasurer shall complete the annual financial report required by International Chapter and send to the treasurer of the state chapter prior to March 10.
- The secretary shall send a copy of the minutes of each reciprocity meeting to the organizer of the state chapter.
- Reciprocity Directories, when revised, shall be sent to the organizer of the state chapter.

ARTICLE XIV
P.E.O. GROUPS

Sec. 1 - PURPOSE. P.E.O. Groups may be established for the purpose of maintaining P.E.O. membership, contacts and interest (Constitution, Part III, Article XIV, Section 2).

Sec. 2 - AUTHORIZATION. To be secured from the Executive Board of the Ohio State Chapter.

Sec. 3 - SPONSORSHIP. A P.E.O. Group shall be sponsored by: a Reciprocity; one or more chapters; or the state executive board.

Sec. 4 - SUPERVISION. P.E.O. Groups will be supervised by the organizer of Ohio State Chapter. She shall receive the yearbook, minutes of meetings, and annual report. The election of officers shall be submitted as required by International Chapter. The financial report required by International Chapter shall be returned to the treasurer of state chapter by March 10. A yearbook should also be sent to the president of Ohio State Chapter.

ARTICLE XV
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "Robert's Rules of Order, Newly Revised" shall govern all meetings in matters not covered by these bylaws, or the Constitution, Bylaws and Standing Rules of the P.E.O. Sisterhood.

ARTICLE XVI
AMENDMENTS

Sec. 1 – AMENDMENTS PROPOSED PRIOR TO CONVENTION.

Amendments to the Bylaws of Ohio State Chapter shall be proposed only by

local chapters, the executive board or standing committees of the state chapter and shall be submitted in writing to the chair of the Amendments and Recommendations Committee by December 31. Local chapters desiring to submit an amendment must have that proposal approved by a two-thirds majority vote at a regular meeting provided the amendment was submitted in writing at a previous regular meeting and all absent resident members notified that a vote will be taken at the next regular meeting. Such proposed amendments may be adopted by a two-thirds vote of members present and voting in convention of Ohio State Chapter, provided that copies of the proposed amendments shall have been sent at least thirty days prior to convention to the following: local chapter presidents, Representative of International Chapter, officers of the state chapter, past presidents of the state chapter, resident past presidents of International Chapter, and other members of convention listed in bylaws of the state chapter.

STANDING RULES

1. Each local chapter shall have an orientation committee which shall inform all members of P.E.O. ideals, traditions and procedures, and shall be responsible for preacceptance and postinitiation counseling. The president shall be chair of the committee.
2. 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.
3. With the exception of a past state president, only names received at least thirty days prior to convention shall appear on the Memorial Roll. Additional names shall be honored at the following convention.
4. **REQUIREMENTS FOR PROGRAMS AND YEARBOOKS.** Local chapters shall follow the Yearbook Checklist provided by the executive board as posted on the Ohio P.E.O. website.
5. **CHAPTER BYLAWS, STANDING RULES AND POLICIES.** Sample chapter bylaws and standing rules as well as suggested wording for the chapter policies as provided by the executive board are posted on the Ohio P.E.O. website.
6. **AMENDMENTS PROPOSED PRIOR TO CONVENTION.** Amendments to the Standing Rules of Ohio State Chapter shall be proposed only by local chapters, the executive board or standing committees of the state chapter, and shall be submitted in writing to the chair of the Amendments and

Recommendations Committee by December 31. Such proposed amendments may be adopted by a two thirds vote of members present and voting in Convention of Ohio State Chapter, provided that copies of the proposed amendments shall have been sent at least thirty days prior to convention to the following: local chapter presidents, Representative of International Chapter, officers of the state chapter, past presidents of the state chapter, resident past presidents of International Chapter, and other members of convention listed in bylaws of the state chapter.