

BYLAWS AND STANDING RULES OF NEW JERSEY STATE CHAPTER OF THE P.E.O. SISTERHOOD

ARTICLE I CONVENTION OF STATE CHAPTER

Sec. 1. **MEMBERS.** Convention of New Jersey State Chapter shall consist of the following active members, when present and registered: those named in the Constitution, Part II, Article III, Section 1; two delegates from each local chapter; and the chair, or a member of the committee as alternate, of the following standing committees: Amendments and Recommendations, Cottey College, Finance, Membership, Technology, New Jersey CARES, 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. Chairs of standing committees may not serve as delegates from their local chapters.

Sec. 2. **TIME AND PLACE/FORMAT.** Convention of New Jersey State Chapter shall convene annually in May at a place to be determined by the hostess chapters with the approval of the state chapter executive board. The state chapter executive board may change the time and/or place with the consent of the hostess chapters. 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. 3. HOSTESS CHAPTERS.

- (a) **GROUPINGS.** Local chapters, in groups of five assigned by the state chapter executive board, shall arrange for housing and meals. The groupings shall be printed annually in the convention proceedings.
- (b) **REPORTS.** The general chair of the hostess chapters shall submit to the president of New Jersey State Chapter a complete report of all committees of hostess chapters within thirty days following adjournment of convention.

Sec. 4. **VACANCIES.** A vacancy in the delegation of a local chapter to convention of the state chapter shall be filled by election, unless such vacancy occurs following the last regular meeting of the chapter prior to the convention in which case the president of the local chapter shall appoint as delegate an active member of the chapter.

Sec. 5. **REPORTS.** A report of convention of state chapter shall be given to the local chapter by the chapter delegates within six weeks following convention.

Sec. 6. **FORMAL ACTION.** Any item passed by Convention of New Jersey State Chapter affecting local chapters shall become effective immediately following the close of convention and must be implemented as soon as official written notice is received from the state chapter president.

ARTICLE II CONVENTION OF INTERNATIONAL CHAPTER

Sec. 1. **DELEGATES.** Delegates to Convention of International Chapter shall be chosen by rotation from groups of seven local chapters, or major fraction thereof, arranged according to previous representation. The grouping schedule shall be printed each year in the Proceedings of the New Jersey State Chapter. The president and organizer of the state chapter shall have the authority to group new chapters as organized.

Sec. 2. **NOMINEES.** In the year of Convention of International Chapter, the local chapters entitled to representation shall elect as nominees at the annual election, a delegate and an alternate, whose names shall be submitted as required by International Chapter. Names of nominees for delegates shall be submitted to the following convention of state chapter for election. Nominees shall be members of that convention or any previous Convention of New Jersey State Chapter.

Sec. 3. **VACANCY.** The president of New Jersey State Chapter shall fill any vacancy in the delegation to Convention of International Chapter by appointment; first, the nominee for alternate; second, from the chapter entitled to representation; third, from the next Convention of International Chapter representation group; fourth, from the state chapter at large.

Sec. 4. **REPORTS.** A report of Convention of International Chapter shall be given within eight (8) weeks by a delegate, state chapter officer or past president of the state chapter who attended the convention. Each delegate, as instructed by the vice president of the state chapter in consultation with the state president, shall report to assigned chapters and shall notify the vice president when this requirement has been fulfilled. The preferred method of reporting shall be a visit to the chapter or chapters. If this is not able to be scheduled, a written report shall be sent to the chapter and read at a chapter meeting. This report must be based upon and include the board approved summary.

Sec. 5. **PAST PRESIDENTS.** The past presidents of New Jersey State Chapter shall determine among themselves which of their number shall receive housing and meals at Convention of International Chapter.

ARTICLE III NOMINATION AND ELECTION OF OFFICERS

Sec. 1. **NOMINATION OF OFFICERS.** Nomination of officers for New Jersey State Chapter shall be by a Nominating Committee of three members appointed by the president of state chapter at the beginning of her term with approval of the state chapter executive board. When feasible a past president of state chapter shall serve as chair. The president shall serve as a liaison to the committee. The committee shall serve for a term of one year from June 1 through May 31.

- (a) Members of the Nominating Committee may be chosen from past officers of New Jersey State Chapter, past and present officers of local chapters and members of standing committees of New Jersey State Chapter. In selecting the committee, the president shall appoint members that provide for equitable regional and size of chapter representation.
- (b) Local chapters, standing committees of New Jersey State Chapter, past presidents of state chapter and the state chapter executive board may submit names for consideration. A form exemplifying qualifications of nominees not presently serving on the state chapter executive board shall be completed by the president of the local chapter, the standing committee chair, a past president of state chapter, or a state chapter executive board member and forwarded to the chair of the Nominating Committee by February 1. The chosen nominee for each position must be a member of the convention at which her name is presented.
- (c) A written report of the Nominating Committee shall be given to each member of convention at the time of convention registration. The report of the committee shall be presented at convention prior to the election.
- (d) At the time of election, opportunity shall be given for nominations from the floor for each office. Consent of all nominees shall be obtained prior to nomination.

Sec. 2. **ELIGIBILITY.** A nominee for office in the state chapter shall be a member of convention and shall have been duly elected, installed and shall have served as president of a local chapter for at least one term. No two members from any one chapter shall serve on the state chapter executive board simultaneously. No member shall be returned to the state chapter executive board until a period of three years has elapsed since her term of service. An officer shall be elected and shall serve one term on the state chapter executive board before she may be elected president or vice president.

Sec. 3. **TENURE.** No officer shall serve more than two consecutive terms in the same office.

Sec. 4. **SEQUENCE OF OFFICERS.** The sequence of officers shall be: president, vice president, organizer, treasurer and secretary.

Sec. 5. **ELECTION OF OFFICERS.** Election of officers shall be by written or electronic ballot and in the sequence of offices as stated in Section 4. A majority of the votes cast shall elect. If there is but one nominee for an office and no further nominations from the floor, by general consent, the elective ballot may be dispensed with and a voice vote taken for the office. If there is more than one nominee for an office, a separate elective ballot for each such office shall be taken.

ARTICLE IV SPECIAL DUTIES OF STATE CHAPTER OFFICERS

Sec. 1. **SPECIAL DUTIES.** In addition to duties listed in Part II, Article VIII of the Constitution, the special duties of the officers shall be:

Sec. 2. **PRESIDENT.** The duties of the president shall be:

To appoint with the approval of the state chapter executive board, the members of the following standing committees:

- Amendments and Recommendations
- Cottey College
- Finance
- History
- Membership
- Technology
- New Jersey CARES
- 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

To appoint each year, with the approval of the state chapter executive board, a Nominating Committee to consist of three members.

To appoint, with the approval of the state chapter executive board, the chair and members of any new standing committee, and a member to any committee where a vacancy may occur.

To appoint such special committees as may be authorized by the state chapter executive board or a convention of state chapter.

To make convention appointments.

To proofread the minutes of her convention and the state chapter bylaws and standing rules before they are published.

To have charge of delegates to Convention of International Chapter.

To conduct one or more conferences for presidents of local chapters.

To serve as ex-officio member of the Amendments and Recommendations and Finance Committees, without vote.

To serve as a liaison to the Nominating Committee.

PROVISO: The elimination of the president appointing a member to the Publicity Committee and serving as an adviser to the Publicity Committee will not go into effect until the appointments of the 2022 committees.

Sec. 3. **VICE PRESIDENT.** The duties of the vice president shall be:

To serve as adviser to the P.E.O. Educational Loan Fund Committee.

To serve as adviser to the P.E.O. International Peace Scholarship Fund Committee.

To serve as adviser to the P.E.O. Program for Continuing Education Committee.

To serve as adviser to the P.E.O. Scholar Awards Committee.

To serve as adviser to the P.E.O. STAR Scholarship Committee.

To attend Finance Committee meetings as an ex-officio member with vote.

To serve as proxy organizer.

To assign the chapters, after consultation with the state president, to which the delegates report on Convention of International Chapter.

To prepare a directory of officers and committees for distribution to local chapters, members of state chapter executive board, past state presidents and members of state chapter committees.

Sec. 4. **ORGANIZER.** The duties of the organizer shall be:

To visit local chapters biennially, notice having been given to the chapter thirty days prior to the visit, to promote uniformity of procedure in all chapters.

To visit each new chapter each year for three years following its organization.

To supervise an exemplification of the Procedure for P.E.O. Chapter Meeting and/or Ceremony of Initiation or a period of instruction during convention of state chapter at a time specified by the state chapter executive board.

To be responsible for the formation of P.E.O. Groups as needed, and to serve as adviser.

To notify all chapters of the date of organization of a new chapter or P.E.O. Group.

To serve as adviser to the Membership Committee.

To examine the bylaws and standing rules of each local chapter and report back to the chapter presidents any errors or omissions.

Sec. 5. **TREASURER.** The duties of the treasurer shall be:

To oversee the closing of the treasurer's books on March 31 of each year by the assistant treasurer, and to ensure the books are audited by an accountant approved by the state chapter executive board and at the expense of the state chapter.

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

To serve as adviser to the New Jersey CARES Committee.

To serve as adviser to the New Jersey P.E.O. Reciprocity Group.

To attend the seminar at Cottey College when feasible and to be responsible for a report to local chapters.

To serve as proxy organizer.

Sec. 6. **SECRETARY.** The duties of the secretary shall be:

To serve as adviser to the Cottey College Committee.

To attend the seminar at Cottey College when feasible and to be responsible for a report to local chapters.

To have the Proceedings of Convention of New Jersey State Chapter compiled, published and distributed to those indicated in the Constitution, Part II, Article VIII, Section 6 and to the New Jersey State Secretary and the chair of the New Jersey History Committee to be included in the state archives. Additional hard copies may be distributed as required by the state chapter executive board.

To have the Bylaws and Standing Rules of New Jersey State Chapter updated when revised or amended, and published on the New Jersey State Chapter website and in the convention proceedings.

To serve as adviser to the History Committee.

To keep the Program Files current; to withdraw obsolete programs with the consent of the state chapter executive board.

To notify the local chapters entitled to representation at Convention of International Chapter by February 1 of the year in which Convention of International Chapter is held.

ARTICLE V PAID ASSISTANT TREASURER

Sec. 1. **APPOINTMENT:** An assistant treasurer shall be appointed annually by the executive board by June 1. She shall be an active member of the P.E.O. Sisterhood, but not a member of the state board. No appointment shall be made until evidence of qualifications has been submitted. Removal from office may be made by the same authorities for sufficient cause.

Sec. 2. **DUTIES:** The duties of the assistant treasurer shall be:

To assist the state treasurer by keeping the financial records of New Jersey State Chapter.

To close the state treasurer's books on March 31 of each year and have the books audited by an accountant approved by the state chapter executive board and at the expense of the state chapter.

To perform other duties as directed by the state board.

Sec. 3. **REMUNERATION:** The amount of compensation to be paid to the assistant treasurer shall be determined by the state board after consultation with the Finance Committee and shall be paid in a manner agreeable to the independent contractor and the Finance Committee.

ARTICLE VI ORGANIZATION

Sec. 1. **PROCEDURE.** The organizer shall confer personally with members of the proposed charter list before proceeding with definite plans for the organization of a chapter. No new chapter shall be organized within thirty days of state chapter convention.

Sec. 2. **CHARTER INITIATES.** Each charter initiate shall have letters of recommendation from not less than three active members. The member given consent to select the charter list shall arrange for members to recommend the charter initiates. The letters of recommendation shall be sent to the organizer.

Sec. 3. **PLACEMENT.** A new chapter shall be placed in its group to be visited by the organizer.

Sec. 4. **REPORT OF ORGANIZATION.** As soon as practicable after organization, an account shall be sent to the chair of the History Committee giving names of members, organizing officer, elected

chapter officers, and visitors present. A copy of the first president's letter shall be sent to the chair of the History Committee.

ARTICLE VII STANDING COMMITTEES

All standing committees of the New Jersey State Chapter shall be rotating committees consisting of the number of members and term of office as designated for each committee. The standing committees shall perform the duties as defined in the General Duties and Responsibilities Guidelines for each Committee.

If a vacancy occurs, the president of New Jersey State Chapter shall appoint a replacement with approval by the state chapter executive board. Reports to Convention of New Jersey State Chapter shall be given by the chair of those committees designated by the president.

Sec. 1. AMENDMENTS AND RECOMMENDATIONS. The committee shall be a rotating committee consisting of two members, each appointed for a term of two years. The senior member shall serve as chair. The committee shall consider amendments and recommendations presented by the Executive Board of New Jersey State Chapter, by local chapters and/or by standing committees not later than January 15.

The committee shall send to local chapters one month before convention of state chapter, for their consideration, copies of all recommendations of this committee. A protected copy of proposed Amendments and recommendations shall be posted on the state website after the amendments mailing has been sent to local chapters.

The president shall be an ex-officio member of this committee, without vote.

Sec. 2. COTTEY COLLEGE. The committee shall be a rotating committee consisting of three members, each appointed for a term of three years. The senior member shall serve as chair. The committee shall promote Cottey College and shall be responsible for participation in the Educational Hour at Convention of New Jersey State Chapter. The committee shall encourage local chapters to find women to enroll at Cottey, as well as encourage financial support for the college.

When feasible, the second and third-year members shall attend the seminar at Cottey College (even years). If the chair has not yet attended the seminar during her term on the committee, all three members of the committee shall attend the Cottey seminar.

The committee shall receive applications for Cottey College grants; make necessary inquiries, and present recommendations to the state chapter executive board. The secretary shall be adviser to this committee.

Sec. 3. P.E.O. EDUCATIONAL LOAN FUND. The committee shall be a rotating committee consisting of two members, each appointed for a term of two years. The senior member shall serve as chair. The committee shall promote the P.E.O. Educational Loan Fund and be responsible for participation in the Educational Hour at Convention of New Jersey State Chapter. The vice president shall be adviser to this committee.

Sec. 4. FINANCE. The committee shall be a rotating committee consisting of two members, each appointed for a term of two years. The senior member shall serve as chair. The committee shall prepare a budget for the fiscal year of April 1 to March 31 of the following year.

The committee shall present a budget at Convention of New Jersey State Chapter to fulfill the requirements set forth in Part II, Article IX, Section 9 of the Constitution.

The committee shall determine the amount of money allowed to each delegate for expenses at Convention of International Chapter. Reimbursement of expenses must be substantiated with receipts or other documentation and submitted within three months of being incurred.

The committee shall consult with and advise the state chapter executive board on financial matters.

Upon receipt of the audit of the treasurer's books, the committee shall prepare a report of the audit for the Convention of New Jersey State Chapter.

The president shall appoint an adviser for the committee.

The president shall be an ex-officio member of the committee without vote.

The vice president and treasurer shall be ex-officio members of the committee with vote.

Sec. 5. **HISTORY.** The committee shall be a rotating committee consisting of two members, each appointed for a term of two years. The senior member shall serve as chair. The committee shall be responsible for collecting and maintaining material of historical value in the state chapter.

The chair of the History Committee shall notify chapters to send a brief resume of their activities not later than February 15 in the year following each tenth anniversary. The secretary shall serve as adviser to this committee.

Sec. 6. **P.E.O. INTERNATIONAL PEACE SCHOLARSHIP FUND.** The committee shall be a rotating committee consisting of two members, each appointed for a term of two years.

The senior member shall serve as chair. The committee shall promote interest in this project and shall be responsible for participation in the Educational Hour at Convention of New Jersey State Chapter.

The vice president shall serve as adviser to this committee.

Sec. 7. **MEMBERSHIP.** The committee shall consist of no fewer than four members appointed by the state president. With the approval of the executive board, the president shall designate the chair and the term of each member. One member shall serve as unaffiliate coordinator and one member shall serve as the new chapter development coordinator. The committee shall promote growth and development of local chapters and assist the organizer with the formation of new chapters and shall perform other membership functions as requested by the state chapter executive board.

The organizer shall serve as adviser to this committee.

Sec. 8. **TECHNOLOGY.** The committee shall be a rotating committee consisting of three members, each appointed for a term of two years. At least one member shall be a Past State President of the New Jersey State Chapter. The senior member shall serve as chair. The committee shall be responsible for:

- Supporting the webmaster in maintaining the New Jersey state website
- Coordinating AV needs at state convention
- Assisting with video presentations for convention
- Creating and conducting webinars for chapters in collaboration with the Executive Board of New Jersey State Chapter
- Providing technical assistance to chapters and members
- Assisting the state president in maintaining all digital cloud archive materials (technology committee's past state president member only)
- Assisting Executive Board of New Jersey State Chapter as requested

Sec. 9. **NEW JERSEY CARES.** This committee shall be a single committee assigned the supervision (management or administration) of both the New Jersey P.E.O. Home Fund and the New Jersey P.E.O. Special Assistance Fund. The committee shall be a rotating committee consisting of three members each appointed for a three year term. The senior member shall serve as chair. These funds shall be supervised by one committee but each of the funds and the monies therein will be maintained as separate entities and will be distributed according to the requirements of each fund as follows:

- (a) The New Jersey P.E.O. Home Fund shall consist of the bequest of Ora Frances King and gifts and bequests from other individuals and chapters.

The purpose of the fund shall be:

- (1) To give assistance to members and non-members in need of financial assistance when entering or now living in established retirement or nursing homes. Such payment is to be made directly to the retirement or nursing home. No beneficiary shall receive more than five hundred dollars (\$500.00) unless, due to the urgency of the need, unanimous approval is given by the committee and by the executive board of the state chapter.
- (2) To pay state chapter and International Chapter dues of active members who meet the criteria established by the New Jersey CARES Committee.

An application for aid shall be made by a local chapter to the New Jersey CARES Committee on proper form, signed by the president and recording secretary.

If application is approved by the committee, it shall be sent by the chair, or a member of the committee, to the state chapter executive board for approval.

When not required for the stated purpose of the fund, interest earned on the principal may be used for other projects of the P.E.O. Sisterhood upon approval by the state chapter executive board and favorable vote of the delegates to the following Convention of New Jersey State Chapter.

- (b) The New Jersey P.E.O. Special Assistance Fund shall consist of gifts from individuals, chapters and bequests. The purpose of the fund shall be to give temporary assistance to members or non-members residing in New Jersey or nonresident members of local chapters within the New Jersey State Chapter's jurisdiction who are in financial need.

An application for aid for the member or non-member shall be made by a local chapter to the New Jersey CARES Committee, on proper form, signed by the president and recording secretary. Applications of two hundred fifty dollars (\$250.00) or less require only committee approval. If the committee approves an application for more than two hundred fifty dollars (\$250.00), it shall be sent by the chair, or a member of the committee, to the executive board of the state chapter for approval.

No beneficiary shall receive more than one thousand five hundred dollars (\$1,500.00).

Balance of monies in the New Jersey P.E.O. Special Assistance Fund over fifteen hundred dollars (\$1,500.00) may be used for other charitable projects of New Jersey State Chapter. The authority for dispensing such monies shall be the unanimous vote of the executive board of the state chapter.

If at any time after May 1, 1958, it becomes feasible to discontinue the New Jersey P.E.O. Special Assistance Fund, New Jersey State Chapter shall have power, upon favorable vote of two-thirds of its members present at a state chapter convention, to designate other use of the fund.

The committee shall submit a separate report of the status of each fund to the Convention of New Jersey State Chapter.

The treasurer shall serve as adviser to this committee.

Sec.10. P.E.O. PROGRAM FOR CONTINUING EDUCATION. The committee shall be a rotating committee consisting of two members, each appointed for a term of two years. The senior member shall serve as chair. The committee shall promote the P.E.O. Program for Continuing Education and shall be responsible for participation in the Educational Hour at Convention of New Jersey State Chapter.

The vice president shall be adviser to this committee.

Sec.11. P.E.O. SCHOLAR AWARDS. The committee shall be a rotating committee consisting of two members, each appointed for a term of two years. The senior member shall serve as chair. The committee shall promote the P.E.O. Scholar Awards and shall be responsible for participation in the Educational Hour at Convention of New Jersey State Chapter. The vice president shall serve as adviser to this committee.

Sec.12. P.E.O. STAR SCHOLARSHIP. The committee shall be a rotating committee consisting of two members each appointed for a term of two years. The senior member shall serve as the chair.

The committee shall promote the P.E.O. STAR Scholarship and shall be responsible for participation in the Educational Hour at Convention of New Jersey State Chapter. The vice president shall serve as adviser to this committee.

PROVISO: The elimination of the Publicity Committee will not go into effect until the appointments of the 2022 committees.

ARTICLE VIII SPECIAL DUTIES OF LOCAL CHAPTERS AND LOCAL CHAPTER OFFICERS

Sec. 1. HOSPITALITY. Local chapters shall provide meals and any necessary housing of the organizer or her proxy at the time of official visit and organization.

Sec. 2. HISTORY REPORT. Local chapters shall send a brief resume of activities to the chair of the History Committee not later than February 15 in the year following each tenth anniversary.

Sec. 3. PRESIDENT. The president of each local chapter shall write an annual letter which shall be read and approved at a regular chapter meeting and sent to the president of the state chapter by February 15. The letter shall include average attendance, increase and decrease in membership, contributions to P.E.O. projects, sponsorship of loan fund recipients, social activities, program features and spirit of cooperation. A copy of the letter shall be filed in the president's box.

The President shall attend conferences and make a report to her local chapter.

Sec. 4. VICE PRESIDENT. The vice president shall attend and report on conferences when so assigned by the president.

The vice president shall evaluate program papers presented to the chapter and have desirable papers, with chapter approval, included in the Program Files of the secretary of the state chapter.

Sec. 5. **RECORDING SECRETARY.** The recording secretary shall have bylaws typed and sent to the organizer before the annual meeting (first meeting in March) only if bylaws have been amended during the fiscal year. If there have been no amendments, the recording secretary shall so notify the organizer.

Sec. 6. **CORRESPONDING SECRETARY.** The corresponding secretary shall send the new yearbook not later than September 1 to the state chapter officers and shall send a copy to each member of the state Membership Committee (4 members). Yearbooks may be in format of local chapters choice and distributed as either a digital or hard copy.

Sec. 7. **LOCAL CHAPTER CHAIRS OF P.E.O. PROJECTS.** The chairs of Cottey College, P.E.O. Educational Loan Fund, P.E.O. International Peace Scholarship Fund, Program for Continuing Education, P.E.O. Scholar Awards and P.E.O. STAR Scholarship committees shall send an annual report to the respective state chapter chair by March 1.

ARTICLE IX FINANCE

Sec. 1. **DUES.** Each local chapter shall send annually to the treasurer of New Jersey State Chapter the following amount:

Dues in the amount of fifty dollars and fifty cents (\$50.50) per active member to be allocated as follows: twenty-six dollars (\$26.00) International Chapter dues, which includes six dollars (\$6.00) for Cottey College, and twenty-four dollars and fifty cents (\$24.50) New Jersey State Chapter dues.

Sec. 2. GRANTS AND SCHOLARSHIPS.

- (a) **COTTEY COLLEGE GRANTS.** The state chapter shall maintain a Cottey College Fund from which the New Jersey State Chapter, when funds are available, may award grants to a student(s) or prospective student(s). Grants may be used to cover a variety of expenses, including tuition, books and travel. The total grant to an individual shall not exceed a full year's tuition and shall be awarded at the discretion of New Jersey State Chapter Cottey College Committee and be approved by the Executive Board of New Jersey State Chapter.
- (b) Gifts and bequests may be made to this fund. If this fund is not used by New Jersey recipients, monies may be given to Cottey College for scholarships at the discretion of the New Jersey State Chapter Cottey College Committee and as approved by the Executive Board of New Jersey State Chapter.
- (c) **EDNA S. YARNALL SCHOLARSHIP.** The state chapter shall maintain the Edna S. Yarnall Scholarship which shall consist of monies received from the estate of Edna S. Yarnall. The fund shall be administered by the P.E.O. Foundation. Interest income generated by the estate of Edna S. Yarnall shall provide one scholarship of two thousand dollars (\$2000.00) and, if sufficient income is available, additional scholarships of not less than one thousand five hundred dollars (\$1,500.00) and not more than two thousand dollars (\$2,000.00), to second, third or fourth year students selected by Cottey College for outstanding academic merit and extracurricular activity.

Sec. 3. STATE CHAPTER CONVENTION.

- (a) **CONVENTION EXPENSES.** New Jersey State Chapter shall pay to the hostess chapters the sum of ten dollars (\$10.00) per member based on the state membership as reported on annual reports at the time of the preceding convention.
Any expenses above this amount shall be borne by the hostess chapters. Any balance shall be allocated to the general fund of New Jersey State Chapter. A summary of convention expenses shall be printed in the Proceedings.
- (b) **REGISTRATION FEES.** Each chapter shall send to the treasurer of the hostess chapters a registration fee of fifty dollars (\$50.00) per delegate. Each past president of New Jersey State Chapter who attends convention shall pay to the treasurer of the hostess chapters a registration fee of fifty dollars (\$50.00).
- (c) **DELEGATES EXPENSES.** Each chapter shall provide for the necessary expenses of its delegates to convention of state chapter. This may include transportation, lodging and meals not provided by the hostess chapters.

The state chapter shall pay the necessary expenses of the chair, or a member of the committee as alternate, of the following standing committees: Amendments and Recommendations, Cottey College, Finance, Membership, Technology, New Jersey CARES, 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.

The state chapter shall pay the necessary expenses of its officers.

Sec. 4. COTTEY COLLEGE SEMINAR. Travel expenses of the secretary, treasurer, chair, second and third-year members of the Cottey College Committee and/or their representatives, to the Cottey College Seminar shall be paid from the general fund of New Jersey State Chapter.

Sec. 5. INTERNATIONAL CHAPTER CONVENTION. New Jersey State Chapter shall pay the necessary expenses of the president, vice president, immediate past president and delegates from the chapter groups to Convention of International Chapter. The expenses of the immediate past president shall not be paid if she previously represented New Jersey State Chapter as vice president.

Sec. 6. STATE CHAPTER OFFICERS' EXPENSES. New Jersey State Chapter shall pay the necessary expenses of its officers, including expenses of attending convention of state chapter.

ARTICLE X COMMUNICATIONS

A copy of any communications to be sent to all local chapters shall be sent to the president of New Jersey State Chapter for approval of the state chapter executive board prior to mailing.

ARTICLE XI RECIPROCITY GROUPS

Sec. 1. PURPOSE. Reciprocity groups may be formed for the purposes stated in the Constitution, Part III, Article XIII, Section 2.

Sec. 2. SUPERVISION. Each reciprocity group shall be under the supervision of the treasurer of the state chapter.

Sec. 3. RECIPROCITY BOOK. Each group shall have a P.E.O. Reciprocity Book and shall follow the requirements, instructions and information in the book.

Sec. 4. BYLAWS. Each reciprocity group shall adopt bylaws and standing rules consistent with the laws of the Sisterhood.

Sec. 5. REPORTS.

- (a) The names, addresses, telephones numbers and email addresses of the president, secretary and contact person shall be submitted as required by International Chapter immediately after election.
- (b) The financial report for the fiscal year March 1 through February 28/29 required by International Chapter shall be returned to the treasurer of the state chapter by March 10. Such financial reports shall be kept on file for five years.
- (c) Each reciprocity group shall send the following to the treasurer of the state chapter by April 1:
 1. A report of activities during the year
 2. A copy of the bylaws and standing rules if amended during the fiscal year; if not amended, the treasurer shall be notified

ARTICLE XII AMENDMENTS

Sec. 1. The Bylaws of New Jersey State Chapter may be amended by a two-thirds vote of the members of convention present, provided proposed amendments have been submitted in writing to the local chapters one month prior to the date of convention. Local chapters desiring to submit an amendment must have that proposal approved by a two-thirds 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.

STANDING RULES OF NEW JERSEY STATE CHAPTER

1. For the purpose of the organizer's visits to the chapters, local chapters shall be divided into two groups.
2. No local chapter or P.E.O. Group shall be organized within thirty days of state chapter convention.
3. The president of a local chapter shall act as first delegate to Convention of New Jersey State Chapter when possible.
4. A copy of any recommendation to be presented at convention of state chapter shall be submitted to the state chapter executive board prior to convention.
5. The name of a member whose death occurs after February 28 (or 29) shall appear the following year at Time of Remembrance of Convention of New Jersey State Chapter.
6. Local chapters shall inform the proper state chapter chair of any applications made regarding each educational project. These chairs are listed in the New Jersey State Chapter Annual Directory.
7. The size of local chapter yearbooks may be of a size preferred by the local chapter, and shall include:
 - The chapter letter on the cover (other information included on the cover is optional)
 - The year (on the cover or on page 1)
 - City and state
 - Day, hour and place/format of regular meetings
 - List of state chapter and local chapter officers
 - List of past presidents of local chapter
 - List of membership, giving address and zip code, telephone number and area code
 - Exemplification of the Procedure for P.E.O. Chapter Meeting and Ceremony of Initiation
 - Annual election of officers, delegates and alternates (by or at the first regular meeting in March)

Programs on:

- Founders' Day
- Reports of convention of state chapter and International Chapter
- Study of Constitution (during the six months following Convention of International Chapter)
- Study of local chapter and state chapter bylaws (on alternate year)

Monthly reports or annual programs on each of the following:

- 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

The yearbook should indicate which procedure is used for each project.

Required committees:

Auditing

Bylaws

Membership

New Jersey CARES

Technology

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

8. Standing Rules may be amended by a two-thirds vote of the members of convention present and voting, provided proposed amendments have been submitted in writing to the local chapters one month prior to the date of convention.