



**C**onstitution  
Bylaws  
and  
Standing Rules  
of the  
**P.E.O. Sisterhood**

Reprint 2021

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# CONSTITUTION of the P.E.O. Sisterhood

ADOPTED BY  
**THE SUPREME CHAPTER P.E.O. SISTERHOOD, OCT. 13, 1893**  
At Waterloo, Iowa

REVISED BY  
**SUPREME CHAPTER, OCT. 15, 1897**  
At Newton, Iowa

SECOND REVISION BY  
**SUPREME CHAPTER, OCT. 6, 7, 8, 9, 1903**  
At Lincoln, Nebraska

THIRD REVISION BY  
**SUPREME CHAPTER, SEPT. 30, Oct. 1, 2, 3, 1919**  
At Denver, Colorado

FOURTH REVISION BY  
**SUPREME CHAPTER, SEPT. 14, 15, 16, 17, 1937**  
At St. Louis, Missouri

## Reprint of Fourth Revision

As amended 1939, 1941, 1943, 1945, 1947, 1949, 1951, 1953,  
1955, 1957, 1959, 1961, 1963, 1965, 1967, 1969, 1971, 1973,  
1975, 1977, 1979, 1981, 1983, 1985, 1987, 1989, 1991, 1993,  
1995, 1997, 1999, 2001, 2003, 2005, 2007, 2009, 2011, 2013,  
2015, 2017, 2019, 2021

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Amended and Restated

# **Articles of Incorporation of the International Chapter of the P.E.O. Sisterhood**

## **ARTICLE I**

The name of this corporation is and shall be the International Chapter of the P.E.O. Sisterhood.

## **ARTICLE II**

This corporation's existence shall be perpetual in duration.

## **ARTICLE III**

The purposes of this corporation shall be exclusively educational and charitable.

## **ARTICLE IV**

The principal place of business of this corporation shall be at Des Moines, Polk County, Iowa. The registered office of this corporation shall be located at 3700 Grand Avenue, Des Moines, Polk County, Iowa 50312, and the registered agent at such address is Kathleen Ann Soppe.

## **ARTICLE V**

This corporation shall have the power to sue and be sued. It shall have and use a common seal. It shall have power to take, receive, purchase, and hold real estate and personal property; to make bylaws for the management of its affairs, sell and transfer real estate and personal property, to lease and release, to let and sublet real and personal property, and in the management of its funds that may accrue in the regular manner provided by the Constitution of the said Sisterhood, it shall have power to loan any surplus it may have on hand and enforce collection thereof by ordinary legal process.

## **ARTICLE VI**

All members of the International Chapter of the P.E.O. Sisterhood who are now in good standing under the laws of the said chapter or who shall hereafter become members of the same shall be members of this corporation.

## ARTICLE VII

The private property of the members of this corporation shall not be liable for its corporate debts.

## ARTICLE VIII

The executive board provided for by the Constitution of the said society shall be managers of the business of this corporation and shall hold, manage and control any and all property of this corporation as trustees of the same. Any or all of the powers conferred upon the executive board of the Sisterhood by Article VIII of the Articles of Incorporation may be delegated by said executive board to a subsidiary board, if and when ordered by vote of the International Chapter at any biennial convention thereof.

## ARTICLE IX

The assets of this corporation shall be used exclusively for educational and charitable purposes. No part of its net income shall inure to the benefit of any individual. In the event of dissolution, liquidation, or abandonment, the assets of this corporation shall be distributed exclusively for educational and charitable purposes.

## ARTICLE X

No member of the executive board of the corporation shall be personally liable to the corporation or its members for monetary damages for any action taken, or any failure to take any action, as a member of the executive board, except liability for any of the following: (i) the amount of a financial benefit received by a member of the executive board to which the member of the executive board is not entitled; (ii) an intentional infliction of harm on the corporation or the shareholders; (iii) a violation of Section 834 of the Revised Model Nonprofit Corporation Act (the "Act"); or (iv) an intentional violation of criminal law. If Iowa law is hereafter changed to permit further elimination or limitation of the liability of directors to the corporation or its shareholders, then the liability of a member of the executive board of this corporation shall be eliminated or limited to the full extent then permitted.

## ARTICLE XI

This corporation shall indemnify any member of the executive board, officer, members of the administrative staff, members of the boards of trustees and committees of this corporation (hereinafter the "indemnified persons"). Each indemnified person of this corporation who is serving, or who has previously served, at the request of the corporation as a director, officer, partner, trustee, employee or agent of another corporation, partnership, joint venture, trust, employee benefit plan or other enterprise to the fullest extent possible against costs and expenses, including attorney



fees, judgments, penalties, fines, settlements and reasonable expenses actually incurred by such indemnified person or persons relating to her conduct as an indemnified person of this corporation or as a director, officer, partner, trustee, employee or agent of another corporation, partnership, joint venture, trust, employee benefit plan or other enterprise; provided, however, that the mandatory indemnification required by this sentence shall not apply to liability for any of the following: (i) receipt of a financial benefit to which the person is not entitled; (ii) an intentional infliction of harm on the corporation or its members; (iii) a violation of Section 834 of the Act; (iv) an intentional violation of criminal law; or (v) in connection with a proceeding by, or in the right of, the corporation, except for reasonable expenses incurred in connection with the proceeding if it is determined that the indemnified person has met the relevant standard of conduct under Subsection 1 of Section 851 of the Act.

Unless otherwise ordered by a court, indemnification as provided for in this article shall be made by the corporation only as authorized for a specific proceeding upon a determination that indemnification is proper because the indemnified person has met the applicable standards of conduct set forth herein. Such determination shall be made in accordance with Iowa Code Section 490.856 or any successor provision thereto.

The indemnification rights provided in this article shall not be deemed to be exclusive of any indemnification or other rights to which a person may be entitled under any bylaw, agreement, vote of member or disinterested members of the executive board or otherwise, both as to actions undertaken by such person in her official capacity and as to actions undertaken in another capacity while holding such office, and shall continue as to a person who has ceased to be an indemnified person, and shall inure to the benefit of the heirs, executors, and administrators of any such person.

## ARTICLE XII

These articles may be amended in any manner that shall be ordered by a vote of the said International Chapter at any biennial convention thereof.

These Amended and Restated Articles of Incorporation: (1) correctly set forth the provisions of the Articles of Incorporation of the corporation as heretofore and hereby amended; (2) have been duly adopted as required by law; and (3) supersede the original Articles of Incorporation of the corporation and all amendments thereto.

#### NOTE

The original Articles of Incorporation were adopted and became effective under the laws of the State of Iowa on the 21st day of February, 1893, and were executed by Luella A. McHenry, Daisy A. Green, Carrie M. Ogilvie, Hortense R. Reynolds, Sarah P. Clark and Fannie Kurtz. The Supreme Chapter of the P.E.O. Sisterhood was duly reincorporated under the laws of the State of Iowa by Blanche D. Walker, Carrie B. Simpson, Dorothy L. Weller, Bessie R. Raney, Laura Storms Knapp, Mabel Scurrah and Rose M. Owens, and filed for record in the office of the Recorder of Henry County, Iowa, on the 13th day of February, 1943.

# CONSTITUTION OF THE P.E.O. SISTERHOOD

## Introduction

### ARTICLE I NAME

The name of this organization is the P.E.O. Sisterhood (Philanthropic Educational Organization).

### ARTICLE II PURPOSES

The purposes of this organization shall be exclusively educational and charitable.

### ARTICLE III OBJECTS AND AIMS OF MEMBERS

The objects and aims of all members of this Sisterhood shall be: to seek growth in charity toward all with whom we associate, and a just comprehension of and adherence to the qualities of Faith, Love, Purity, Justice, and Truth; to seek growth in knowledge and in culture; to obtain all possible wisdom from nature, art, books, study, and society; to radiate all light possible by conversation, by writing, and by the right exercise of any talent we possess; to aim at self-control, equipoise, and symmetry of character, and temperance in opinions, speech, and habits.

### ARTICLE IV INSIGNIA

The insignia of the P.E.O. Sisterhood shall be a five-pointed star with the letters P.E.O. across the center.

ARTICLE V  
JURISDICTION

For the purpose of systematic government, this organization shall be divided into the International Chapter; state, provincial, or district chapters; and local chapters.

Hereinafter the words “s/p/d chapter” shall be used to designate state, provincial, or district chapter.

Hereinafter the words “chapters in non-chartered territory” shall be used to designate local chapters in territory where there is no s/p/d chapter. Such chapters shall be under the jurisdiction of International Chapter.

ARTICLE VI  
OFFICERS

The officers of the P.E.O. Sisterhood shall be those named in Part I, Article I, Section 3 of the Constitution of the P.E.O. Sisterhood.

# PART ONE

## The International Chapter

### ARTICLE I INTERNATIONAL CHAPTER

Sec. 1—NAME. The name of the highest body of the P.E.O. Sisterhood shall be the International Chapter.

Sec. 2—MEMBERS. The International Chapter shall consist of all active members of the Sisterhood.

Sec. 3—OFFICERS. The management of the affairs of the International Chapter shall be vested in an executive board to consist of president, first vice president, second vice president, organizer, and recording secretary.

### ARTICLE II CONVENTION OF INTERNATIONAL CHAPTER

Sec. 1—MEMBERS. A Convention of International Chapter shall consist of the following active members of the P.E.O. Sisterhood, when present and registered:

- Executive Board of International Chapter
- Past presidents of International Chapter
- Presidents of s/p/d chapters
- Vice presidents of s/p/d chapters or their alternates
- Past presidents of s/p/d chapters
- Board of Trustees of the P.E.O. Educational Loan Fund
- P.E.O. members of the Board of Trustees of Cottey College
- Finance Committee
- Study and Research Committee
- Board of Trustees of the P.E.O. International Peace Scholarship Fund
- Board of Trustees of the P.E.O. Program for Continuing Education
- Board of Trustees of the P.E.O. Foundation
- Board of Trustees of the P.E.O. Scholar Awards
- Board of Trustees of the P.E.O. STAR Scholarship
- Nominating Committee
- Membership Committee
- Leadership Development Committee
- Historian/Archivist

One delegate from every group of seven local chapters or major fraction thereof in each s/p/d chapter, the delegate to be nominated by the chapters in rotation, and elected by the s/p/d chapter at convention prior to Convention of International Chapter. The number of chapters in the s/p/d as of March first shall be the basis for determining the number of delegates.

In non-chartered territory, one delegate from every three local chapters or major fraction thereof in each s/p/d, exclusive of chapters organized during the biennium. Designation of chapters entitled to representation shall be made by the organizer and approved by the president of International Chapter. If only one chapter exists in a s/p/d, exclusive of those organized during the biennium, it shall be entitled to one delegate. The president or a past president of the chapter shall be elected delegate when feasible.

Designation of past presidents entitled to housing and meals at Convention of International Chapter shall be determined by the bylaws of the s/p/d chapter. (See Part I, Art. VIII, Sec. 8, par. 2.)

Sec. 2—MEETINGS. A Convention of International Chapter shall be held biennially at the time designated in the bylaws. The president may change the time in case of an emergency; provided, the biennial meeting shall not be omitted.

Sec. 3—QUORUM. A majority of the members of convention shall constitute a quorum. If by reason of an emergency, fewer than the number required for a quorum can remain through the closing meeting, the quorum for that meeting shall be determined by vote of convention.

Sec. 4—PAST PRESIDENTS OF INTERNATIONAL CHAPTER. In recognition of her service to the Sisterhood, a member serving as president of International Chapter shall be lent by International Chapter the large emblem in use prior to October 14, 1915, with a diamond in the upper point. If she receives a past president’s credential, she may retain the emblem. Upon death of the president or past president, the president of the local chapter shall secure such emblem and send it to the executive director of the P.E.O. Sisterhood.

ARTICLE III  
VOTING

Sec. 1—CREDENTIALS. All members of convention except the Executive Board of International Chapter and members of boards of trustees and standing committees of International Chapter shall present credentials to obtain a seat and vote in the convention.

Sec. 2—QUALIFICATION. A member of convention when present shall be entitled to one vote in each proceeding of convention.

Sec. 3—METHOD. The ayes and nays on a question shall be expressed by the words pro and con. All questions pertaining to dues, assessments, the Opening Ode, Objects and Aims, and the Ceremony of Initiation shall be voted upon by written ballot or by electronic voting equipment such method to be determined by the Executive Board of International Chapter.

ARTICLE IV  
POWERS AND DUTIES OF INTERNATIONAL CHAPTER

Sec. 1—AUTHORITY. Powers and duties of the International Chapter not delegated to convention may be exercised either by convention or by the executive board.

Sec. 2—PROPERTY. The International Chapter shall have power to locate, relocate, sell, transfer or assign any property of the International Chapter of the P.E.O. Sisterhood, whether real, personal, or mixed, when and under such terms and conditions as the International Chapter, in its discretion, deems it to be in the best interests of the Sisterhood and to be compatible with its objects and purposes. Such powers, when not exercised by convention, shall require a favorable unanimous vote of the members of the executive board. Property of International Chapter of the P.E.O. Sisterhood may be donated solely for educational and/or charitable purposes, and if such property has a valuation in excess of one thousand dollars, its donation shall require approval of a Convention of International Chapter.

Sec. 3—ESTABLISH CHAPTERS. The International Chapter shall have power to establish local and s/p/d chapters in states, provinces and districts where there is no s/p/d chapter, or in other countries.

Sec. 4—CHAPTER PROCEDURES. The procedures to be followed by each local chapter during chapter meetings are as stated in the Procedure for P.E.O. Chapter Meeting which is considered to be an extension of the Constitution and may be amended by the provisions of Part I, Article XI.

Sec. 5—DISCIPLINE. The International Chapter at any convention thereof may suspend or expel s/p/d chapters or local chapters in non-chartered territory for violation of the laws or principles of the Sisterhood. Chapters in non-chartered territory may be suspended by the executive board for the same reason, such suspension to extend not later than the next Convention of International Chapter.

Sec. 6—DISPENSATIONS OR CHARTERS. The International Chapter at any convention thereof may grant or withhold charters for s/p/d chapters and for local chapters in non-chartered territory; and may revoke dispensations or charters. When necessary for the organization of a s/p/d chapter, a chapter in non-chartered territory may be chartered by the executive board.

Sec. 7—REPORTS. The International Chapter at such convention thereof shall consider reports of officers, boards of trustees and committees.

Sec. 8—FINANCE. The International Chapter shall adopt measures necessary to regulate the revenue.

Sec. 9—JURISDICTION. The International Chapter shall govern and control the policies of all departments and projects.

Sec. 10—RULES. The International Chapter may adopt rules for the good of the Sisterhood.

## ARTICLE V NOMINATIONS AND ELECTIONS

Sec. 1—EXECUTIVE BOARD. The executive board shall be elected at the biennial Convention of International Chapter from the members of convention. A member of the executive board for the current biennium, who has filled her office for that term to the date of convention but who because of illness or a serious emergency is unable to attend such convention, also shall be eligible.

Sec. 2—ELIGIBILITY. Any member of convention shall be eligible to office in International Chapter, provided that she shall have been duly installed and shall have served as president of a s/p/d chapter for one term.

Sec. 3—TENURE OF OFFICE. The officers of International Chapter shall be elected at the biennial convention, and each shall hold office until her successor is elected, installed and qualified.

Sec. 4—NOMINATION OF OFFICERS. Nomination of officers of International Chapter shall be by a nominating committee. This committee shall consist of five members appointed by the president and approved by the Executive Board of International Chapter at the beginning of the biennium. The chair shall be named by the president and approved by the executive board.

Members of the Nominating Committee shall be chosen from past officers of International Chapter, past or present officers of s/p/d chapters, members of standing committees or boards of trustees of International Chapter. Vacancies, including the chair, shall be filled by the executive board from the above named groups. In selecting this committee, the executive board shall give consideration to regional representation and size of s/p/d chapters.

The committee may accept names for nominees from executive boards of s/p/d chapters, boards of trustees and standing committees of International Chapter and the Executive Board of International Chapter. Consent of all nominees must be obtained. A form showing qualifications of the proposed nominee shall accompany each name, and shall be forwarded to the chair of the Nominating Committee at least six months before opening of Convention of International Chapter.

In selecting a nominee for each office on the executive board, the committee shall meet as directed by the Executive Board of International Chapter. Expenses of such meeting(s) shall be paid by International Chapter. Voting by the committee shall be by ballot, a majority vote



required. After initial balloting, the committee is authorized to invite, at International Chapter expense, as many as three nominees for personal interview by the committee.

The report of the Nominating Committee shall be published in The P.E.O. Record at least one month prior to Convention of International Chapter. This report shall include appropriate personal information concerning nominees who have not previously served on the Executive Board of International Chapter.

At the time of election, opportunity shall be given for nominations from the floor for each office. Consent of all nominees must be obtained.

Sec. 5—ELECTION OF OFFICERS. Election of officers shall be in sequence of offices and by written ballot or by electronic voting equipment such method to be determined by the Executive Board of International Chapter. A majority of votes cast shall elect, and voting shall not be limited to the nominees.

If there has been but one nominee for an office presented by the Nominating Committee and no further nominations from the floor, by general consent the elective ballot may be dispensed with and the vote for that office taken by voice. If there is more than one nominee for an office, a separate elective ballot for such office shall be taken.

Sec. 6—VACANCY. A vacancy occurring during the biennium in any office, except that of president or first vice president, shall be filled by appointment made by the president and approved by a majority of the executive board.

## ARTICLE VI THE EXECUTIVE BOARD

Sec. 1—MEMBERS. The officers of International Chapter shall constitute the executive board.

Sec. 2—MEETINGS. Meetings for the transaction of business shall be held when necessary, and may be called by the president or by a majority of the executive board. Attendance at meetings shall be by members of the executive board only, unless such board requests others to be present at a specified time.

Sec. 3—QUORUM. A majority of the executive board shall constitute a quorum.

Sec. 4—ACTION WITHOUT MEETING. Any action to be taken by the executive board may be taken without a meeting if all the members of the board shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the board. Such action by written consent shall have the same force and effect as a unanimous vote taken at a meeting of the members of such board.

Sec. 5—MEETINGS HELD BY TELECONFERENCE OR VIDEOCONFERENCE. Such meetings shall be conducted by a technology that allows all participants to hear each other at the same time and, if a videoconference, to see each other as well. The executive board may authorize such meetings by other boards and committees.

Sec. 6—REPORTS. Each officer shall present a written report of her services and activities during the biennium to Convention of International Chapter.

Sec. 7—APPEALS. The executive board shall have power to hear and determine all appeals from s/p/d chapters, from local chapters in non-chartered territory, or from members, which are brought before it in accordance with the laws of the Sisterhood; and shall provide for the enforcement of its decisions.

Sec. 8—PUBLIC EMERGENCY AUTHORITY. The Executive Board of International Chapter shall have authority during a public emergency to make any rules and regulations deemed necessary or advisable in the conduct of the affairs of local, s/p/d or International chapters, even though in conflict with the existing Constitution, Bylaws and Standing Rules governing the Sisterhood.

## ARTICLE VII DUTIES OF OFFICERS

Sec. 1—GENERAL DUTIES. The executive board shall consult and advise during the biennium and shall transact necessary business. Duties of the executive board shall include serving as members of the Cottey College and P.E.O. Foundation corporations.

Sec. 2—APPROVAL/RATIFICATION OF APPOINTMENTS. The executive board shall approve appointments made by the president of International Chapter to standing boards and committees named in Part I, Article VII, Section 3 of this Constitution. Appointments for the new term may be made and approved after election. Removal from office may be made by the same authorities for sufficient cause.

The executive board shall ratify the appointment of the president of Cottey College made by the board of trustees of the college, the appointment to be effective only upon such ratification.

Sec. 3—PRESIDENT. The duties of the president of International Chapter shall be:

To exercise the rights of her office; to supervise all s/p/d and local chapters in non-chartered territory; to see that the laws of the Sisterhood are observed; to promote uniformity of procedure in all chapters.

To preside at meetings; to convene the executive board; to appoint committees; and to fill vacancies for which no other provision has been made.

To authorize all warrants except those for the funds administered by boards of trustees or committees provided for by the Constitution or Bylaws of International Chapter.

To keep a record of all official documents pertaining to the P.E.O. Sisterhood on file at the P.E.O. Executive Office.

To render decisions on points of order and practice; and to interpret rules and laws governing the Sisterhood.

To appoint at the beginning of each biennium or annually, in accordance with the Bylaws of International Chapter and with approval by the executive board, members to the following boards of trustees and committees: 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; Membership; Finance; Study and Research; Audit; Nominating; Leadership Development; and to the position of Historian/Archivist.

To appoint, in accordance with the Bylaws of International Chapter and with approval by the executive board, a parliamentarian.

To appoint, when necessary, a proxy for organization or official visit of chapters in non-chartered territory.

To appoint, with approval by the executive board, a substitute who in case of the inability of an officer to perform the duties of her office shall assume the duties of the office as long as is necessary.

To grant dispensation for the organization of a s/p/d chapter or of a local chapter in non-chartered territory, the dispensation to be in force until charter is granted.

To attend convocation of a s/p/d chapter when possible.

To issue past president's credential to retiring presidents of s/p/d and International chapters. Such life credential shall entitle a qualified past president, when active, to a seat and vote in each Convention of International Chapter and of the respective s/p/d chapter.

To arrange the time, entertainment, program, and appointment of guards, committees and assistants for Convention of International Chapter.

To conduct the installation ceremony at Convention of International Chapter, or authorize her proxy to do so.

To complete the term for which she was elected. In case of removal from office or resignation, she shall forfeit her right to a past president's credential. In case of vacancy, the member serving the last six months of the term as president shall be eligible for a past president's credential.

Sec. 4—VICE PRESIDENTS. The duties of the first vice president shall be:

To become president in the event of death, removal from office or resignation of the president.

To act as president in case of absence of the president.

The duty of the second vice president shall be to fill the office of first vice president should a vacancy occur.

The vice presidents shall perform any other duties assigned to them, including such assistance to the organizer as may be designated by the executive board.

Sec. 5—ORGANIZER. The duties of the organizer shall be:

To supervise chapters in non-chartered territory and the work of *s/p/d* organizers.

To visit each local chapter under the supervision of International Chapter during the biennium; to promote uniformity of procedure in all chapters.

To investigate request for a local chapter in non-chartered territory; to notify in writing each chapter in the town, if one or more exist, that such request is pending; to send report with signed petition to president of International Chapter; to organize the chapter when petition has been approved and dispensation granted; to send list of charter members to the P.E.O. Executive Office immediately after organization; to order charter for presentation at the following Convention of International Chapter, or at the convocation of the *s/p/d* chapter, if such occurs prior to the Convention of International Chapter.

To consult with chapters in non-chartered territory relative to the organization of a *s/p/d* chapter; to send report with signed petition to the president of International Chapter; to organize the *s/p/d* chapter when dispensation has been granted; to order charter for presentation at the following Convention of International Chapter.

To direct the proxy appointed by the president or designated by the laws of International Chapter when necessary for organization of, or official visits to, chapters in non-chartered territory. Organization meetings shall be conducted by the organizer except in case of emergency.

To report to the president the condition of chapters in non-chartered territory.

Sec. 6—RECORDING SECRETARY. The duties of the recording secretary shall be:

To keep a record of the proceedings of Convention of International Chapter; to have the minutes, including a memorial page, printed in official form and authenticated by her signature and the seal of the Sisterhood; to furnish copies to the following:

- Officers of International Chapter
- Past presidents of International Chapter
- Officers of s/p/d chapters
- Presidents of local chapters
- Editor of The P.E.O. Record
- Executive Director of the P.E.O. Sisterhood
- Treasurer of International Chapter
- Members of the following boards of trustees and committees:
  - P.E.O. Educational Loan Fund
  - Cottey College
  - P.E.O. International Peace Scholarship Fund
  - P.E.O. Program for Continuing Education
  - P.E.O. Scholar Awards
  - P.E.O. STAR Scholarship
  - P.E.O. Foundation
  - Membership
  - Finance
  - Study and Research
  - Audit
  - Leadership Development

To send to the P.E.O. Supply Department a sufficient number of copies for new chapters.

To read all papers not correspondence; to notify committees of their appointments and the duties referred to them; to record answers pro and con when a roll call vote is taken.

To record minutes of executive board meetings.

To keep a record of all official documents pertaining to the P.E.O. Sisterhood on file at the P.E.O. Executive Office.

Sec. 7—RETIRING OFFICERS. Each officer, upon expiration of her term, shall deliver to her successor all papers and supplies of the office, with list of same, for which she shall be given a receipt.

## ARTICLE VIII FINANCE

Sec. 1—DUES; NET INCOME; FISCAL YEAR. Annual dues to International Chapter shall be twenty-six dollars (\$26.00) per active member, which shall include six dollars (\$6.00) for Cottey College. Such dues shall be paid by each s/p/d chapter to the treasurer of International Chapter by April first.

Each local chapter in non-chartered territory shall send to the treasurer of International Chapter by March tenth the annual dues to International Chapter of twenty-six dollars (\$26.00) per active member, six dollars (\$6.00) of which shall be for Cottey College.

Annual income for Cottey College shall be allocated as specified in the Bylaws of International Chapter.

All net income shall be used exclusively for educational and/or charitable purposes.

The fiscal year of International Chapter shall be from July first through June thirtieth of the following year.

Sec. 2—ORGANIZATION FEE. An organization fee of fifty dollars (\$50.00) shall be enclosed with the petition for organization of a local chapter in non-chartered territory.

Sec. 3—ASSESSMENTS. Assessments for necessary sums may be levied in emergencies by the executive board upon all chapters.

Sec. 4—ORGANIZATION AND OFFICIAL VISIT. The International Chapter shall pay expenses of the organizer, or her proxy, for organization and official visit of chapters in non-chartered territory. A chapter unable to be visited after an advance notice of thirty days shall be required to pay expenses of the visiting officer for a visit at another time.

Sec. 5—SUPPLIES FOR NEW CHAPTERS. One set of supplies shall be furnished by International Chapter to each s/p/d and local chapter at time of organization; cost of such supplies shall be paid by International Chapter. Transportation charges and cost of a Constitution for each charter initiate in local chapters of non-chartered territory shall be paid by International Chapter.

Sec. 6—NEW S/P/D CHAPTER. International Chapter shall pay to each new s/p/d chapter at the time of convocation and again at time of its first convention sums of money, the amount of which shall be determined by the Executive Board of International Chapter.

Sec. 7—CONVOCAATION. International Chapter shall pay a sum of money to assist the hostess chapter(s) at the organization of a s/p/d chapter, the amount of which shall be determined by the Executive Board of International Chapter.

Sec. 8—CONVENTION OF INTERNATIONAL CHAPTER. The International Chapter shall pay the expenses of the biennial meeting including housing and meals for members of convention.

Housing and meals for past presidents of each s/p/d chapter shall be paid on the basis of one for every eight or major fraction thereof of those holding a past president's credential and active membership status, exclusive of those otherwise listed as members of convention. If a s/p/d has fewer than thirteen such past presidents, housing and meals shall be paid for two. Designation for those for whom housing and meals are to be paid shall be determined by the s/p/d chapter.

Sec. 9—EXECUTIVE BOARD. The International Chapter shall pay all expenses incurred by the executive board in transacting official business of the Sisterhood. The president shall be allowed funds for office expense and clerical service.

Sec. 10—WARRANTS. When Convention of International Chapter is not in session, all warrants for the payment of funds shall be ordered by unanimous vote of the executive board and signed and/or authorized by the president.

Sec. 11—DONATIONS RECEIVED. When International Chapter receives a gift, bequest, or devise:

(a) If the donor specifies that the principal is for a P.E.O. project or projects, naming same, or for the P.E.O. Foundation, the donation shall be transferred immediately to the project or projects so named, or to the P.E.O. Foundation. If the donor specifies in such instance that the income only is to be used, the principal shall be transferred immediately to and become a part of the P.E.O. Foundation, a nonprofit corporation.

(b) If the donor specifies that the principal and/or income of the donation is for educational and/or charitable purpose or purposes, without identifying as in (a) above, it shall be transferred immediately to the P.E.O. Foundation. If not specified by donor, disbursement of the principal and/or income shall be as the trustees shall deem advisable.

(c) If the donor does not indicate a purpose for the gift, bequest or devise as described in (a) or (b) above, said gift, bequest or devise shall be transferred immediately to the P.E.O. Foundation.

Sec. 12—REPORT OF AUDITOR. The auditor's report covering the financial operations for the preceding fiscal year shall be printed and available for review by active members of the P.E.O. Sisterhood upon request.

## ARTICLE IX DISPENSATIONS AND CHARTERS

Sec. 1—OFFICIAL FORMS. All dispensations and charters issued by the president of International Chapter shall be upon official forms.

Sec. 2—CHARTERS. All s/p/d chapters and local chapters in non-chartered territory shall receive charters from International Chapter.

## ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern all meetings of the Sisterhood in matters not covered by the Constitution.

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ARTICLE XI  
AMENDMENTS

An amendment to the Introduction or Part I of the Constitution or the Procedure for P.E.O. Chapter Meeting (including the Opening Ode, Objects and Aims, Ceremony of Initiation and Ceremony of Installation) may be submitted to Convention of International Chapter for consideration and adoption, provided that:

(a) the proposed amendment has been approved for consideration at a s/p/d convention by two-thirds of the returned ballots of the local chapters of a s/p/d chapter; approved at the following convention of the s/p/d chapter by a two-thirds vote of the members voting; reported immediately by the secretary of the s/p/d chapter to the president of International Chapter and the chair of the Study and Research Committee; or

(b) the amendment has been proposed by the executive board, boards of trustees, or standing committees of International Chapter; or

(c) the amendment has been proposed by a local chapter in non-chartered territory, if first approved by the Executive Board of International Chapter; and

(d) the proposed amendment, having met the requirements of (a), (b) or (c) above, is in the hands of the chair of the Study and Research Committee by January first of the year of Convention of International Chapter. If it is received by the chair after January first of the year of Convention of International Chapter or during the intervening year, it shall be acted upon at the next following Convention of International Chapter. It shall be published in The P.E.O. Record at least one month before the date of Convention of International Chapter. If adopted at the Convention of International Chapter by a two-thirds vote of the members voting, it shall become a part of the Introduction or Part I of this Constitution or of the Procedure for P.E.O. Chapter Meeting.



# PART TWO

## The State, Provincial or District (S/P/D) Chapter

### ARTICLE I FORMATION

Sec. 1—ORGANIZATION. S/P/D chapters of the P.E.O. Sisterhood shall be organized by the organizer of International Chapter, or by her proxy, at such time as the Executive Board of International Chapter shall deem advisable after there are nine local chapters in a state, province or district.

Sec. 2—PETITION. The form of petition for the organization of a s/p/d chapter shall be sent by the organizer of International Chapter to the local chapters in a state, province or district upon direction of the executive board. The petition shall be signed by authorized representatives of at least seven chapters.

Sec. 3—ORGANIZATION FEE. An organization fee of fifty dollars (\$50.00) shall accompany the petition for dispensation to form a s/p/d chapter.

Sec. 4—CONVOCATION. When dispensation has been granted, a call stating time and place of convocation shall be issued to all chapters within the state, province or district. The organizer or her proxy shall preside at the meeting, which shall include the following business:

- Reading of dispensation

- Examining and approving credentials

- Adopting bylaws or appointing committee to formulate them

- Electing and installing officers

Sec. 5—QUORUM. Representation from seven chapters shall constitute a quorum. Each chapter shall be entitled to two delegates, one being the president when feasible. Any local chapter under dispensation at time of organization may be chartered at once by vote of the Executive Board of International Chapter.

Sec. 6—DISPENSATION. The s/p/d chapter shall remain under dispensation from date of organization until the next Convention of International Chapter.

Sec. 7—CHARTER. At the opening of Convention of International Chapter, a s/p/d chapter under dispensation may be granted a charter, and upon vote of convention the delegates shall be entitled to all privileges of convention.

Sec. 8—DURATION. A s/p/d chapter shall continue in existence as long as three chapters remain active. When fewer than three, it automatically ceases, and the remaining chapters become amenable to International Chapter. If a s/p/d chapter disbands, the chapters shall be under jurisdiction of International Chapter.

## ARTICLE II THE S/P/D CHAPTER

Sec. 1—NAME. The name of this organization shall be "... State Chapter of the P.E.O. Sisterhood," "... Provincial Chapter of the P.E.O. Sisterhood" or "... District Chapter of the P.E.O. Sisterhood."

Sec. 2—MEMBERS. A s/p/d chapter shall consist of active members of chapters and active members of disbanded chapters of the s/p/d.

Sec. 3—OFFICERS. The management of the affairs of a s/p/d chapter shall be vested in an executive board to consist of president, vice president, organizer, treasurer and secretary.

Sec. 4—SEQUENCE. The s/p/d chapter shall designate in its bylaws the sequence in which offices shall be filled as president, vice president, organizer, treasurer and secretary.

Sec. 5—PAID ASSISTANT(S). A s/p/d chapter may provide for the appointment of a paid assistant(s) to perform such duties of the s/p/d chapter officers as may be delegated to the paid assistant(s) by the bylaws of the s/p/d chapter. Such paid assistant(s) shall not be a member(s) of the executive board.

## ARTICLE III CONVENTION OF S/P/D CHAPTER

Sec. 1—MEMBERS. The convention of a s/p/d chapter shall consist of the following active members, when present and registered:

Executive board of s/p/d chapter

Past presidents of s/p/d chapter

Resident past presidents of International Chapter

Delegates from local chapters as stated in the bylaws of the s/p/d chapter, provided each local chapter shall be entitled to at least one delegate. Presidents of local chapters shall be elected delegates when feasible.

Chairs and members of such standing boards of trustees and committees as the s/p/d chapter bylaws may designate, provided said boards of trustees and committees are authorized by the bylaws of the s/p/d chapter.

Sec. 2—MEETINGS. The convention of a s/p/d chapter shall be held annually.

Sec. 3—DATE. The s/p/d chapter bylaws shall specify the time of convention and may provide for any change by reason of emergency.

Sec. 4—PLACE/FORMAT. The s/p/d chapter bylaws shall make provision for determining the place/format of convention and for any change by reason of emergency.

As determined by the executive board of the s/p/d chapter, the convention may be conducted through the use of internet meeting services, with the consent of and governed by the rules and policies for electronic meetings adopted by the Executive Board of International Chapter.

Sec. 5—QUORUM. Delegates from a majority of all chapters entitled to representation in convention of s/p/d chapter shall constitute a quorum.

Sec. 6—PAST PRESIDENTS. In recognition of her service to the Sisterhood, a member having received a credential as past president of a s/p/d chapter may have and wear a recognition pin in the form of a wreath of marguerites, centered by a star with the letters P.E.O. inscribed upon it. Such recognition pin shall be purchased from the P.E.O. Supply Department.

## ARTICLE IV VOTING

Sec. 1—CREDENTIALS. Members of convention of a s/p/d chapter, except officers, shall present credentials to obtain a seat and vote in convention. After a delegate has been seated as a member of convention, if it becomes necessary, her place may be filled by an alternate upon unanimous approval of the credentials committee and the s/p/d treasurer.

Sec. 2—QUALIFICATION. A member of convention, when present, shall be entitled to one vote in each proceeding of convention.

Sec. 3—METHOD. The ayes and nays on a question shall be expressed by the words pro and con. All questions pertaining to dues shall be voted upon by written ballot or by electronic voting equipment such method to be determined by the executive board of s/p/d chapter.

In the event of a virtual convention of the s/p/d chapter, an anonymous vote conducted through the designated internet meeting service shall fulfill any requirement that a vote be conducted by ballot.

## ARTICLE V POWERS AND DUTIES OF A S/P/D CHAPTER

Sec. 1—AUTHORITY. The s/p/d chapter, being the highest authority under the International Chapter in a s/p/d, shall be charged with the government of all chapters within the s/p/d. Unless otherwise specified, powers and duties of the s/p/d chapter may be exercised either by convention or by the executive board.

Sec. 2—CONTROL. The s/p/d chapter shall assign the limit of privileges of chapters within the s/p/d and adjust any differences which may arise.

Sec. 3—DISCIPLINE. The s/p/d chapter at any convention thereof may suspend or expel local chapters within its jurisdiction for violation of the laws or principles of the Sisterhood. Chapters may be suspended by the executive board for the same reason, such suspension to extend not later than the next convention of the s/p/d chapter.

Sec. 4—DISPENSATIONS OR CHARTERS. The s/p/d chapter at any convention thereof may grant or withhold charters and revoke dispensations or charters for chapters within the s/p/d.

Sec. 5—REPORTS. The s/p/d chapter at each convention thereof shall consider reports of officers, boards of trustees and committees.

Sec. 6—FINANCE. The s/p/d chapter shall adopt measures necessary to regulate the revenue.

Sec. 7—BYLAWS. The s/p/d chapter at any convention thereof shall have power to adopt bylaws consistent with the Constitution of the P.E.O. Sisterhood, the Bylaws and Standing Rules of International Chapter.

Sec. 8—AMENDMENTS. Amendments to the bylaws and standing rules of a s/p/d chapter and resolutions for consideration of a convention shall be proposed only by local chapters, the executive board, boards of trustees and standing committees of the s/p/d chapter, or by the Committee on Amendments and Recommendations. The bylaws of the s/p/d chapter may specify the time and to whom copies of such proposals shall be sent.

## ARTICLE VI NOMINATIONS AND ELECTIONS

Sec. 1—EXECUTIVE BOARD. The executive board shall be elected at the annual convention of the s/p/d chapter from members of convention. A member of the executive board for the current year who has filled her office for that term to the date of convention but who because of illness or a serious emergency is unable to attend such convention also shall be eligible.

Sec. 2—ELIGIBILITY. Any member of convention shall be eligible to office in a s/p/d chapter, subject to the s/p/d chapter bylaws. A nominee to office in a s/p/d chapter shall have been duly elected and installed and shall have served as president of a local chapter for one term.

Sec. 3—TENURE OF OFFICE. The officers of the s/p/d chapter shall be elected by ballot at the annual convention, and each shall hold office until her successor is elected, installed and qualified.

Sec. 4—NOMINATION OF OFFICERS. Nomination of s/p/d chapter officers shall be by a nominating committee as specified in the bylaws of a s/p/d chapter. 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. 5—ELECTION OF OFFICERS. Election of officers shall be by written or electronic ballot. When nomination of officers has been by a committee, and there is but one nominee for each office and no further nominations from the floor for each office called for in sequence, by general consent the ballot may be dispensed with and the vote for the ticket taken by voice. If there are nominations from the floor for any office, separate elective ballots for such office shall be taken. A majority of votes cast shall elect.

Sec. 6—VACANCY. A vacancy occurring during the year in any office, except that of president, shall be filled by appointment made by the president and approved by a majority of the executive board. The appointee shall have served as president of a local chapter for one term.

Sec. 7—DELEGATES TO CONVENTION OF INTERNATIONAL CHAPTER. The year of Convention of International Chapter the names of nominees for delegates from local chapters entitled to representation shall be submitted to the convention of the s/p/d chapter for election.

Delegates from a s/p/d chapter shall have been members of a convention of that s/p/d chapter, which includes the convention at which the delegates are elected.

In case of a vacancy, the president of the s/p/d chapter shall appoint as delegate the nominee for alternate.

## ARTICLE VII THE EXECUTIVE BOARD

Sec. 1—MEMBERS. The officers of the s/p/d chapter shall constitute the executive board.

Sec. 2—MEETINGS. Meetings for the transaction of business shall be held when necessary and may be called by the president or by a majority of the executive board. Attendance at meetings shall be by members of the executive board only unless such board requests others to be present at a specified time.

Participating in a meeting by teleconference or videoconference shall be considered attendance provided that the technological means employed will allow all members to hear each other at the same time and, if a videoconference, to see each other as well. The executive board may authorize such meetings by other boards or committees.

Sec. 3—QUORUM. A majority of the executive board shall constitute a quorum.

Sec. 4—REPORTS. Each officer shall present a written report of her services and activities during the year to the s/p/d chapter convention.

Sec. 5—APPEALS. The executive board shall have power to hear and determine all appeals from local chapters and from members, which are brought before it in accordance with the laws of the Sisterhood, and shall provide for the enforcement of its decisions.

ARTICLE VIII  
DUTIES OF OFFICERS

Sec. 1—GENERAL DUTY. 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.

Sec. 2—PRESIDENT. The duties of the president of a s/p/d chapter shall be:

To exercise the rights of her office; to supervise all chapters within the s/p/d; to see that the laws of the Sisterhood are observed; to promote uniformity of procedure in all chapters.

To notify the retiring treasurer to deliver all funds, books and supplies of the office to her successor.

To preside at meetings; to convene the executive board; to appoint committees; and to fill vacancies, with approval by the executive board, for which no other provision has been made.

To sign all warrant lists.

To send, when notified, a copy of the s/p/d chapter bylaws to the president of International Chapter for inspection and correction.

To issue dispensations for organization of local chapters; the dispensation to be in force until convention of the s/p/d chapter.

To report immediately to the president of International Chapter disbandment of a local chapter under jurisdiction of the s/p/d chapter.

To notify committees of their appointment and the duties referred to them.

To send notice of expulsion of a member or reinstatement of an expelled member to the president of International Chapter.

To keep a record of past presidents of the s/p/d chapter and to report changes immediately to the executive director of the P.E.O. Sisterhood.

To appoint, when necessary, a proxy for organization or official visit of chapters.

To appoint, with approval by the executive board, a substitute who, in case of the inability of an officer to perform the duties of her office, shall assume the duties of the office as long as is necessary.

To confer with the hostess chapter, or chapters, of convention; to arrange the time, program, and appointment of guards, committees, and assistants for convention.

To conduct the installation ceremony at convention or authorize her proxy to do so.

To complete the term for which she was elected. In case of removal from office or resignation, she shall forfeit her right to a past president's credential. In case of vacancy, the member serving the last six months of the term as president shall be eligible for a past president's credential.

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

To become president in event of death, removal from office, or resignation of the president.

To act as president in case of absence of the president.

The vice president shall perform any other duties assigned.

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

To supervise local chapters of the s/p/d; to recommend towns for organization of new chapters.

To make an official visit to each chapter in the s/p/d as prescribed by the bylaws of the s/p/d chapter; to promote uniformity of procedure in all chapters.

To report to the s/p/d executive board the condition of chapters.

To investigate request for a local chapter; to notify in writing each chapter in the town, if one or more exist, that consent has been received to select a charter list; to send a report with signed petition to the president of the s/p/d chapter; to organize the chapter when signed petition has been approved and dispensation granted; to order charter for presentation at the following convention of the s/p/d chapter.

To direct the proxy appointed by the president, or designated by the s/p/d chapter bylaws when necessary for organization of, or official visits to, local chapters. Organization meetings shall be conducted by the organizer except in cases of emergency.

To instruct a disbanding chapter to send to the executive director of the P.E.O. Sisterhood the following: the books of the president, corresponding secretary, and treasurer; the Initiatory Emblem; all copies of the Ceremony of Initiation; charter and electrotype star. All forms and Instructions to Officers of Local Chapters are to be destroyed.

To supervise an exemplification of the Procedure for P.E.O. Chapter Meeting and/or Ceremony of Initiation or a period of instruction during the days of convention of a s/p/d chapter.

The organizer shall perform any other duties assigned.

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

To pay all bills allowed by the s/p/d chapter or by the executive board in accordance with the approved warrant list from the president.

To report to convention of the s/p/d chapter a summary of all moneys received and disbursed and amounts on hand in all funds of the s/p/d chapter.

To have charge of registration at convention of the s/p/d chapter.

To supervise the notification of all members of disbanded chapters in the s/p/d six weeks in advance that annual dues are payable in February; and a second notice if necessary; to report to secretary of the s/p/d chapter the names of members paying dues.

The premium of the fidelity bond is to be paid by the s/p/d chapter to International Chapter.

The treasurer shall perform any other duties assigned.

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

To keep a record of the proceedings of convention of the s/p/d chapter; to have the minutes, including a memorial page, printed in official form and authenticated by her signature and the seal of the s/p/d chapter; to include a copy of the current s/p/d chapter bylaws (and standing rules); and to furnish copies to the following:

Officers of International Chapter

Members of the International Chapter Study and Research Committee

Officers of the s/p/d chapter

Past presidents of the s/p/d chapter, when active

Presidents of local chapters within the s/p/d

Executive Director of the P.E.O. Sisterhood

To read all papers and conduct the correspondence of the s/p/d chapter; to record answers pro and con when a roll call vote is taken.

To record minutes of executive board meetings.

To keep a record of membership of chapters within the s/p/d and to submit annual reports to the executive director of the P.E.O. Sisterhood.

The secretary shall perform any other duties assigned.

Sec. 7—RETIRING OFFICERS. Each officer upon expiration of her term shall deliver to her successor all papers and supplies of the office with list of same for which she shall be given a receipt.

## ARTICLE IX FINANCE

Sec. 1—DUES; NET INCOME; FISCAL YEAR. The s/p/d chapter shall fix the amount of annual dues to be paid to the s/p/d chapter by members of local chapters within its jurisdiction, providing that annual dues to International Chapter of twenty-six dollars (\$26.00) per active member, including six dollars (\$6.00) for Cottey College, shall be paid to the treasurer of International Chapter by each s/p/d chapter.

All net income shall be used exclusively for educational and/or charitable purposes.

The fiscal year for all s/p/d chapters shall be from April first through March thirty-first of the following year.

Sec. 2—ASSESSMENTS. Assessments for necessary sums may be levied in emergencies by the s/p/d chapter upon local chapters.

Sec. 3—ORGANIZATION FEE. An organization fee of fifty dollars (\$50.00) shall be enclosed with the petition for organization of a local chapter, forty dollars (\$40.00) of which shall be sent immediately to the treasurer of International Chapter.



Sec. 4—CONVENTION EXPENSE. The expense of printing programs for convention and of rental for place of meeting shall be paid by the s/p/d chapter.

Sec. 5—EXECUTIVE BOARD. The s/p/d chapter shall pay all expenses incurred by the executive board in transacting official business unless otherwise specified in the s/p/d chapter bylaws.

Sec. 6—DELEGATES. Each s/p/d chapter shall make provision in the bylaws for the amount of expense to be paid delegates to Convention of International Chapter.

Sec. 7—ORGANIZATION AND OFFICIAL VISIT. The s/p/d chapter shall pay travel expenses for the organizer or her proxy for the organization of and official visits to local chapters. S/P/D chapter bylaws shall make provision for housing and meals for the organizer or her proxy at the time of organization or official visit. A chapter unable to have an official visit after an advance notice of thirty days shall be required to pay expenses of the officer for an official visit at another time.

Sec. 8—SUPPLIES FOR NEW CHAPTERS. The s/p/d chapter shall pay transportation charges on supplies for new chapters and cost of a Constitution for each charter initiate.

Sec. 9—FINANCE COMMITTEE. Reports of s/p/d chapter officers, trustees, and committees containing accounts of receipts and expenditures, and any proposed appropriation of funds shall be referred to a committee on finance for examination. Any appropriation(s) shall be presented to convention and voted on following the committee report.

Sec. 10—DONATIONS RECEIVED. When a s/p/d chapter receives a gift, bequest or devise direct or through a local chapter:

(a) If the donor specifies that the principal is for a P.E.O. project or projects, naming same, or for the P.E.O. Foundation, the donation shall be transferred immediately to the project or projects so named, or to the P.E.O. Foundation. If the donor specifies in such instance that the income only is to be used, the principal shall be transferred immediately to and become a part of the P.E.O. Foundation, a nonprofit corporation.

(b) If the donor specifies that the principal and/or income of the donation is for educational and/or charitable purpose or purposes, without identifying as in (a) above, it shall be transferred immediately to the P.E.O. Foundation. If not specified by donor, disbursement of the principal and/or income may be upon recommendation of the s/p/d chapter; or if the s/p/d chapter has a P.E.O. Foundation account, disbursement may be by the s/p/d chapter.

(c) If the donor specifies that the donation is for the s/p/d chapter, without indication of purpose as in (a) or (b) above, administration may be by the s/p/d chapter. (See Part II, Art. IX, Sec. 1, par. 2.)

## ARTICLE X DISCIPLINE

Sec. 1—POWER OF EXECUTIVE BOARD. The executive board shall have power to discipline chapters or members of disbanded chapters in the s/p/d for violation of the laws or principles of the Sisterhood.

Sec. 2—RIGHT OF APPEAL. Any member or chapter under discipline has right of appeal to International Chapter within ten days after action of the executive board has been approved by convention of the s/p/d chapter. The decision of International Chapter shall be final.

Sec. 3—JURISDICTION. When a chapter is placed under discipline by the executive board of the s/p/d chapter, the members shall be under jurisdiction of the executive board.

## ARTICLE XI DISPENSATIONS AND CHARTERS

Sec. 1—OFFICIAL FORMS. All dispensations and charters issued by the president of the s/p/d chapter shall be upon official forms.

Sec. 2—CHARTERS. All local chapters within the s/p/d shall receive charters from the s/p/d chapter.

## ARTICLE XII LEGAL ENTITIES AND REAL PROPERTY

Sec. 1—INCORPORATION OR FORMATION OF OTHER LEGAL ENTITIES. No s/p/d chapter, group of s/p/d chapters, s/p/d project or any other entity or division affiliated with, formed by, or under the control of P.E.O. shall incorporate or form any partnership, trust or other legal entity without first securing the written approval of the Executive Board of International Chapter.

Sec. 2—REAL PROPERTY. Should a s/p/d chapter or group of s/p/d chapters be the recipient of real property, title to such property shall be held by the P.E.O. Foundation and, under the direction of the Foundation trustees, the s/p/d chapter or group of s/p/d chapters shall act as administrative agent. (See Bylaws, Art. XV, Sec. 2, par. 2.)

## ARTICLE XIII 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 this Constitution.

## ARTICLE XIV AMENDMENTS

An amendment to Part II of this Constitution may be submitted to Convention of International Chapter for consideration and adoption, provided that:

(a) the proposed amendment has been approved for consideration at a s/p/d convention by two-thirds of the returned ballots of the local chapters of a s/p/d chapter; approved at the following convention of the s/p/d chapter by a two-thirds vote of the members voting; reported immediately by the secretary of the s/p/d chapter to the president of International Chapter and the chair of the Study and Research Committee; or

(b) the amendment has been proposed by the executive board, boards of trustees, or standing committees of International Chapter; and

(c) the amendment, having met the requirements of (a) or (b) above, is in the hands of the chair of the Study and Research Committee by January first of the year of Convention of International Chapter. If it is received by the chair after January first of the year of Convention of International Chapter or during the intervening year, it shall be acted upon at the next following Convention of International Chapter. It shall be published in The P.E.O. Record at least one month before the date of Convention of International Chapter. If adopted at the Convention of International Chapter by a two-thirds vote of the members voting, it shall become a part of the Constitution governing s/p/d chapters.

If an amendment to the Introduction or Part I of the Constitution makes necessary amendment of Part II, such amendments shall be made to conform without additional action.

# PART THREE

## The Local Chapter

### ARTICLE I FORMATION

Sec. 1—REQUIREMENTS. Local chapters shall be organized by the organizer of the s/p/d chapter to which the chapter will be amenable, or by the organizer of International Chapter if located in non-chartered territory.

Sec. 2—PROPOSING A NEW CHAPTER. A member or a woman not a P.E.O. desiring to organize a new chapter must secure the consent of the organizer in the s/p/d of the chapter's location, or from the organizer of International Chapter for a chapter in non-chartered territory.

If the chapter is not organized within two years after securing the consent from the organizer, the consent, if not extended by the organizer, shall be null and void.

Sec. 3—PETITION. A petition to form a local chapter shall be signed by not fewer than fifteen women. If more than twenty charter members are desired, consent must be secured from the organizer.

Each charter initiate in a chapter amenable to a s/p/d chapter shall have three letters of recommendation. The member given consent to organize a new chapter shall arrange for members to recommend the charter initiates. The letters of recommendation shall be sent to the organizer.

Each charter initiate in a chapter in non-chartered territory shall have letters of recommendation as required by the Executive Board of International Chapter. The member given consent to organize a new chapter shall arrange for members to recommend the charter initiates. The letters of recommendation shall be sent to the organizer.

A petition for a new chapter may be signed by not more than one-fourth of the resident membership of an existing chapter unless more than one-fourth of those resident members desire to sign the petition and secure consent from the executive board of the s/p/d chapter or from the International Chapter, if the existing chapter is located in non-chartered territory.

Sec. 4—ORGANIZATION FEE. An organization fee of fifty dollars (\$50.00) shall be sent to the organizer with the petition for a dispensation. The organizer shall forward the organization fee to the treasurer and shall send petition with necessary correspondence to the president.

Sec. 5—ORGANIZATION. When petition has been approved and dispensation granted, the organizer, or her proxy, shall organize the chapter. The organizer, or her proxy, shall initiate all charter initiates at one time. She shall act as president; other offices may be filled by members. The organizer, or her proxy, shall preside as chair until the organization is effected and the officers have been elected and installed.

Sec. 6—CHARTER MEMBERS. The charter members of a chapter shall be those members present at the time of organization who are received by initiation or by transfer. If, because of an emergency, a transferring member or candidate for initiation is unable to attend the organization, she may still be considered a charter member at the discretion of the organizer. Fifteen charter members are necessary for organization.

Sec. 7—DISPENSATION. The local chapter shall remain under dispensation until the next Convention of International Chapter, or of the s/p/d chapter to which it is amenable.

Sec. 8—CHARTER. A charter may be granted at the opening of a s/p/d chapter convention to a local chapter under dispensation within its jurisdiction; the delegates shall be entitled to all privileges of convention. Local chapters in non-chartered territory may receive charters at the opening of Convention of International Chapter; the delegates shall be entitled to all privileges of convention. A chapter in non-chartered territory may be chartered, when necessary for the organization of a s/p/d chapter, by vote of the Executive Board of International Chapter.

Sec. 9—RENEWAL OF APPLICATIONS. If a dispensation for a local chapter is refused, a new petition may be presented after the expiration of six calendar months.

If a convention of s/p/d (or International) chapter refuses to grant a charter to a local chapter under its jurisdiction, but does not revoke its dispensation, the local chapter shall continue under dispensation until the next convention of the s/p/d (or International) chapter, at which time final action shall be taken on granting the charter. If the charter then is withheld, the chapter under dispensation shall be disbanded and be subject to all requirements for disbanded local chapters.

Sec. 10—ONE OR MORE CHAPTERS. When request is made to the organizer for another chapter in a city where one or more chapters exist, the organizer, after investigation, shall send written notice to each chapter in the city that consent has been received to select a charter list.

Sec. 11—JURISDICTION. In a city where two or more chapters exist, each chapter is a separate body, governed by the laws of the Sisterhood and by its own bylaws.

Sec. 12—DURATION. A local chapter which does not hold regular meetings for a period of twelve consecutive months, shall, on demand of the executive board of the s/p/d (or International) chapter, surrender its charter to said executive board, by which action the chapter is disbanded.

A chapter, by a petition signed by three-fourths of its active resident members, may request permission to disband. Such petition shall be sent to the president of the s/p/d (or International) chapter to which the chapter is amenable. The request shall be presented at the next convention of s/p/d (or International) chapter, when final action shall be taken.

Sec. 13—MEMBERS OF DISBANDED CHAPTERS. The members of a disbanded local chapter shall be under the jurisdiction of the *s/p/d* chapter; if in non-chartered territory, they shall be under the jurisdiction of International Chapter.

Sec. 14—SUPPLIES OF DISBANDED CHAPTERS. The supplies of a disbanded local chapter shall be disposed of according to instructions received from the organizer of the *s/p/d* chapter, or if in non-chartered territory, from the executive director of the P.E.O. Sisterhood. The chapter shall notify the organizer of compliance with these instructions.

Sec. 15—REORGANIZATION OF DISBANDED CHAPTER. A disbanded chapter shall not be reorganized under its original charter nor receive its original letter, but shall rank as a new chapter.

## ARTICLE II LOCAL CHAPTERS

Sec. 1—NAME. Local chapters in each state, province, or district shall be designated in order of organization by letters of the alphabet. When all the letters of the first alphabet have been used, succeeding chapters shall be designated AA, AB, etc.; BA, BB, etc.; continuing in this order. The first chapter organized in Mount Pleasant, Iowa, shall be known as Chapter Original A.

Sec. 2—MEMBERS. The members of a local chapter shall be its charter members and those received thereafter by initiation or by transfer, so long as they remain under the jurisdiction of the chapter.

A chapter shall not limit the number of members.

An active resident member shall be one who resides within the city or town in which the chapter is located, or at such a distance from the city or town as to make possible her attendance at regular meetings of the chapter, and shall have all privileges of the Sisterhood.

An active nonresident member shall be one who resides outside the city or town in which the chapter is located, at a distance which makes impracticable her attendance at regular meetings of the chapter. Her name may be placed on the nonresident list. The member shall have all the privileges of the Sisterhood.

An inactive member shall be one who has forfeited all privileges of the Sisterhood upon failure to pay dues and/or assessments before March first. (See Part III, Art. VIII, Sec. 4.)

Sec. 3—OFFICERS. The officers of a chapter shall be president, vice president, recording secretary, corresponding secretary, treasurer, chaplain and guard.

ARTICLE III  
MEETINGS

Sec. 1—REGULAR. The regular meetings of a local chapter shall be twelve in number each year. The day of regular meetings shall be specified in the chapter bylaws and indicated in the yearbook. The time of regular meetings shall be specified in the standing rules and indicated in the yearbook.

If the date of a regular meeting falls on a holiday, the meeting may be held on that date, or on the date specified in the chapter bylaws for each exception, provided each exception is scheduled in the chapter yearbook. A meeting called for the purpose of an official visit by the organizer or her proxy may be considered a regular meeting.

Local chapters may conduct meetings in alternate formats following the procedures established in the Procedure for P.E.O. Chapter Meeting.

Only meetings held in accordance with the requirements of this section shall be considered regular meetings.

Sec. 2—SPECIAL. Special meetings may be called by the president; only the business specified in the call shall be transacted.

Sec. 3—QUORUM. Seven active members shall constitute a quorum. If a chapter shall have fewer than twelve resident active members, four shall constitute a quorum.

Sec. 4—VOTING. All questions, unless otherwise specified, shall be determined by a majority vote. The ayes and nays on a question shall be expressed by the words pro and con. A member indebted to the Sisterhood for dues or assessments shall be prohibited from voting until the indebtedness is canceled.

Sec. 5—OFFICIAL VISIT. Official visit to a local chapter by the organizer, or her proxy, may be at any regular or special meeting. A chapter shall not be required to be visited during vacation period, or periods, stated in the chapter bylaws. A chapter unable to be visited after an advance notice of thirty days shall be required to pay expenses of the visiting officer for a visit at another time.

At the discretion of the organizer, and with due notice given, the exemplification of the Procedure for the P.E.O. Chapter Meeting and Ceremony of Initiation may be required at an official visit meeting and books, supplies, bylaws and reports shall be presented for review.

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ARTICLE IV  
NOMINATIONS AND ELECTIONS

Sec. 1—ANNUAL ELECTION. The nomination and election of officers and of delegates and alternates to convention shall be held annually by or at the first regular meeting in March. Newly elected officers will be installed at the first regular meeting in March. Each officer shall hold office until her successor is elected and installed.

Sec. 2—NOMINATION OF OFFICERS. The method of nomination of local chapter officers may be specified in the bylaws of the local chapter. If no other method is specified, then nomination shall be by written ballot, each voter nominating but one candidate for each office, preceding the elective ballot for that office, or there may be one nominating ballot for all offices, reports of votes cast for each office being made on a separate report form.

If a member receives two-thirds of the votes cast for an office on the nominating ballot, the nominating ballot for that office shall become the elective ballot, and the nominee declared elected. If no member receives two-thirds of the votes cast for an office, the members receiving the three highest number of votes for that office shall be declared the nominees. If one nominating ballot for all offices has been taken, reports for each office shall be made before elective ballots are taken for offices not filled on the nominating ballot.

Sec. 3—ELECTION OF OFFICERS. Election of officers shall be by written or electronic ballot, except as provided below. A majority vote shall elect, and voting shall not be limited to the nominees. A separate elective ballot shall be taken for an office for which there has been no election as specified in Section 2, such elective ballot to be taken before the nominating ballot for the succeeding office.

If nomination has been by a committee and there is but one nominee for an office and no further nominations from the floor for each office called for in sequence, by general consent the ballot may be dispensed with and the vote for the ticket taken by voice. If there are nominations from the floor for one or more offices, separate elective ballots for such offices shall be taken.

Sec. 4—INSTALLATION OF OFFICERS. The installation of officers shall take place annually at the first regular meeting in March. If due to an emergency an officer-elect is unable to be installed in March, she shall be installed at a chapter meeting as soon as possible thereafter, the officer for the previous term continuing to perform the duties of the office in the interim. If installation does not take place prior to May first, the office shall be declared vacant.



Sec. 5—VACANCIES. Vacancies in office of local chapters, except that of president, shall be filled by appointment made by the president and ratified by a majority vote of the chapter at the next regular meeting.

A vacancy in the delegation of a local chapter to convention of the s/p/d 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. A vacancy in the delegation of a local chapter in non-chartered territory to Convention of International Chapter shall be filled in the same manner.

Sec. 6—NOMINEES TO CONVENTION OF INTERNATIONAL CHAPTER. The bylaws of the s/p/d chapter shall provide for notification of local chapters entitled to representation at Convention of International Chapter.

The year of Convention of International Chapter each local chapter so notified shall nominate at the annual election a delegate and an alternate, whose names shall be sent as required by International Chapter.

The nominees shall have served as members of a convention of the s/p/d chapter, which includes the convention at which the delegates are elected.

## ARTICLE V DUTIES OF OFFICERS

Sec. 1—GENERAL DUTIES. The duties of the officers of a chapter shall be:

To meet at the call of the president for instruction in the duties of their offices.

To see that annual reports shall be executed and signed by the officers for the year designated in the forms.

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

To preside at meetings.

To appoint an auditing committee and such other committees as may be authorized by the chapter.

To become familiar with officers' duties and use of official forms and supplies, and to instruct each officer concerning same.

To call special meetings.

To sign annual reports and other official forms as required.

To confer with candidates for initiation.

To have supervision over the chapter.

To secure, upon death, the jeweled recognition pin of a president or a past president of International Chapter, if a member of the chapter, and to send it to the executive director of the P.E.O. Sisterhood. Such recognition pin shall not be buried with the president or the past president.

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

To become president in event of death, resignation or removal from office of the president.

To act as president in case of absence of the president.

To perform duties as specified in the Procedure for P.E.O. Chapter Meeting.

Sec. 4—RECORDING SECRETARY. The duties of the recording secretary shall be:

To keep a record of the proceedings of all meetings of the chapter and to authenticate same by her signature.

To read all papers not correspondence.

To record answers pro and con when a vote is taken by roll call.

To sign official forms as required.

To send in March as instructed by the s/p/d executive board (or International Chapter) a copy of the local chapter bylaws (and standing rules) only if they have been amended during the fiscal year.

Sec. 5—CORRESPONDING SECRETARY. The duties of the corresponding secretary shall be:

To conduct the correspondence of the chapter.

To send Invitation to Membership.

To send Invitation to Transfer.

To deposit initiation fee with treasurer of chapter.

To keep a complete record of the membership of the chapter.

To report as required by International Chapter:

(a) each initiation; transfer; inactive; reinstatement; death; expulsion; change in name;

(b) annual reports on or before the tenth day of March, retaining all books and supplies until released by the proper officer of the s/p/d (or International) chapter;

(c) names of president, corresponding secretary, and treasurer immediately after election and each time name and/or address of one of said officers is changed;

(d) names of delegates and alternates to convention of the s/p/d (or International) chapter.

To report the expulsion of a member or reinstatement of an expelled member to the president of International Chapter; and to the president of the s/p/d chapter.

To report to the P.E.O. Executive Office the name and contact information of a member moving.

To report on the official form to the chapter at the first regular meeting each month.

Sec. 6—TREASURER. The duties of the treasurer shall be:

To receive and collect all dues and assessments.

To receive initiation fee from corresponding secretary.

To give receipt for cash received or upon request.

To order and deliver emblems for initiates and for others upon request.

To order all supplies.

To pay all bills ordered by the chapter.

To report to the chapter at the first regular meeting each month an itemized account of all moneys received and disbursed, using the official form.

To keep a correct list of members of the chapter and a record of attendance at each chapter meeting.

To send, or give, notice of dues six weeks prior to March first to all active members, including nonresident, and to members whose transfer to other chapters have not been accepted; to send, or give, a second notice if necessary.

To forward annual dues of the chapter and to report as required on the official forms to the proper elected or appointed s/p/d (or International) chapter officers. To retain all books and supplies until released by the proper elected or appointed s/p/d (or International) chapter officers or appointee.

Sec. 7—CHAPLAIN. The duty of the chaplain shall be:

To conduct the devotions at each chapter meeting.

Sec. 8—GUARD. The duties of the guard shall be:

To see that the rooms are in order for a meeting.

To exclude children, excepting infants, from chapter meetings and from rehearsal for initiation.

To perform other duties as specified in the President's Book.

Sec. 9—RETIRING OFFICERS. Each officer upon expiration of her term shall deliver to her successor all papers and supplies of the office.

## ARTICLE VI MEMBERS BY INITIATION

Sec. 1—REQUIREMENTS. A woman recommended for membership in the Sisterhood must acknowledge her belief in God.

Sec. 2—ELIGIBILITY. A woman shall be eligible for membership in the P.E.O. Sisterhood if at the time of presentation of her name she has attained the age of eighteen years.

Sec. 3—SPONSOR FORM. An official form shall be used to present the name of a woman for membership. The form shall contain a statement of personal acquaintance and recommendation.

Sec. 4—QUALIFICATION FOR SPONSORING. A woman shall have been a member of the Sisterhood for one year before she may present a name or sponsor a woman for membership.

Sec. 5—NAME PRESENTED AND PROPOSED. The name of a woman eligible for membership shall be presented on the official form at a regular or special meeting.

Three signatures shall be required to propose a name. Members desiring to sign the sponsor form shall do so voluntarily, without solicitation.

Sec. 6—BALLOTING. A name proposed shall be balloted upon at the next regular meeting. Every member present and entitled to vote should cast a ballot.

The vote shall be by written or electronic ballot. A pro vote is favorable, a con vote is opposed, and an unmarked ballot abstains.

Two con votes shall be sufficient to defeat the ballot. If only two con votes appear, a second ballot shall be taken immediately which shall be final.

Sec. 7—INVITATION TO MEMBERSHIP. An official form shall be used to extend the Invitation to Membership.

Sec. 8—INITIATION FEE. The initiation fee of thirty-five dollars (\$35.00) shall accompany the acceptance of invitation to membership; if candidate is not initiated, the fee shall be returned.

Sec. 9—READING OF CONSTITUTION. Every woman elected to membership in the P.E.O. Sisterhood shall be given an opportunity to read the Constitution before initiation. The local chapter shall present a current copy of the P.E.O. Constitution to each member at the time of her initiation.

Sec. 10—INITIATION. At the discretion of the chapter, the Ceremony of Initiation may be memorized or read from an officially printed booklet by each officer or her proxy.

Candidates shall be initiated by members of the chapter to which they are invited. An exception can be made at the discretion of the president to appoint an active P.E.O. as a proxy officer. At the discretion of the chapter, the ceremony may be conferred upon up to three candidates at one time.

A candidate shall be initiated within six months from the date of balloting. A candidate for initiation at organization whose name appeared in the dispensation but who was unable to be present at the organization meeting because of an emergency shall be initiated within six months from the date of organization without being re-presented for membership.

The invitation to a candidate not initiated within six months from the date of balloting, or date of organization, may be renewed by a majority written or electronic vote of members present at a regular meeting or special meeting of the chapter.

When an invitation to membership is declined, upon written request of the candidate during the specified period of six months from the date of balloting, the invitation may be renewed by a majority written or electronic vote of members present at a regular meeting or special meeting of the chapter.

In all cases related to an invitation to membership and initiation of a candidate, the six-month time period shall include only those months in which a regular chapter meeting is held.

Sec. 11—RE-PRESENTATION OF NAME. A sponsor form not receiving the required number of signatures at two consecutive meetings shall be destroyed. The name may be presented again at any regular or special meeting.

A name which has been opposed may be presented again after the expiration of six months from the date of balloting. The six-month time period shall include only those months in which a regular chapter meeting is held.

## ARTICLE VII THE EMBLEM

Sec. 1—EMBLEM. The official emblem of the P.E.O. Sisterhood shall be its insignia (a five-pointed star with the letters P.E.O. across the center) in the form of a gold pin. The pin shall be approximately five-eighths inch in size, with the letters in black enamel. It shall be worn on the left side above all other pins worn as badges.

No official emblem or any large emblem shall be jeweled, with the exception of the recognition pin for the president and past presidents of International Chapter.

Sec. 2—ACTIVE MEMBER. An emblem is provided to each member of the Sisterhood. Name, chapter letter(s), s/p/d and year of initiation shall be engraved on the reverse side.

Sec. 3—EXPELLED MEMBER. An expelled member shall deposit her emblem with her chapter.

Sec. 4—DECEASED MEMBER. The emblem may be buried with a deceased member or remain with her family, or be returned to the chapter president to be sent to the P.E.O. Supply Department.

Sec. 5—LOST EMBLEM. An active member who has lost her emblem shall replace it by paying the cost of a new one.

Sec. 6—SURPLUS EMBLEMS. The chapter shall send surplus emblems to the P.E.O. Supply Department.

ARTICLE VIII  
FINANCE

Sec. 1—INITIATION FEE. A candidate shall pay an initiation fee of thirty-five dollars (\$35.00) to the local chapter. Fifteen dollars (\$15.00) of said fee shall be sent by the treasurer of the local chapter to the treasurer of s/p/d (or International) chapter; this amount to be forwarded with the annual dues and in addition to them.

Sec. 2—DUES; NET INCOME; FISCAL YEAR. All dues shall be payable in advance. The dues to s/p/d and International chapters shall begin in March following the formation of a chapter.

The annual dues to International Chapter shall be twenty-six dollars (\$26.00) per active member, which shall include six dollars (\$6.00) for Cottey College, payable February first and delinquent March first.

The s/p/d chapter shall determine the amount of s/p/d chapter dues which shall be payable February first and delinquent March first. International and s/p/d chapter dues shall be forwarded to the treasurer of the s/p/d chapter on or before the tenth of March.

The local chapter shall determine the amount of local chapter dues and time of payment. All net income shall be used exclusively for educational and/or charitable purposes.

The fiscal year for all local chapters shall be from March first through February twenty-eighth (or twenty-ninth) of the following year.

Sec. 3—ASSESSMENTS. Assessments to meet emergencies may be made by a two-thirds vote of members present at any regular meeting. A time shall be set for payment of the assessment; at the expiration of this period any member having failed to pay shall be in arrears.

Sec. 4—INACTIVE MEMBER. A member shall be termed inactive, and shall forfeit all privileges of the Sisterhood, upon failure to pay dues and/or assessments of local, s/p/d or International chapters before March first, unless exempted from payment of local chapter dues and/or assessments by vote of the chapter, or for a nonresident member by a local chapter bylaw.

Sec. 5—DONATIONS RECEIVED. When a local chapter receives a gift, bequest or devise:

(a) If the donor specifies that it is for a P.E.O. project or projects, naming same, or for the P.E.O. Foundation, the donation shall be forwarded immediately to the treasurer of International Chapter. If the donor specifies in such instance that the income only is to be used, the principal shall become a part of the P.E.O. Foundation, a nonprofit corporation.

To be tax deductible, the conveyance must be made to a project of International Chapter or to the P.E.O. Foundation and be forwarded without endorsement and without entry in the Treasurer's Record Book. Conveyance of a donation to a qualified project of a state or district chapter may be made in name of the project.

(b) If the donor specifies that the principal and/or income of the donation is for educational and/or charitable purpose or purposes, without identifying as in (a) above, it shall be forwarded immediately to the treasurer of the s/p/d (or International) chapter to become a part of the P.E.O. Foundation. If not specified by donor, disbursement of the principal and/or income may be upon recommendation of the local chapter.

(c) If the donor specifies that the donation is for the local chapter without indication of purpose as in (a) or (b) above, administration may be by the local chapter. (See Part III, Art. VIII, Sec. 2, par. 4.)

#### ARTICLE IX REINSTATEMENTS

Sec. 1—INACTIVE MEMBER. An inactive member desiring to be reinstated shall submit a reinstatement fee of thirty-five dollars (\$35.00) with her notification letter of reinstatement to the chapter in which she will become an active member.

Fifteen dollars (\$15.00) of said fee shall be sent by the treasurer of the local chapter to the treasurer of the s/p/d (or International) chapter; this amount to be forwarded with the annual dues and in addition to them. The remaining twenty dollars (\$20.00) shall be placed in the General Fund of the local chapter and shall be applied toward the purchase of an emblem if needed. Following reinstatement, the member pays annual s/p/d and International chapter dues in February and other dues in accordance with the bylaws of the local chapter.

Sec. 2—DISBANDED CHAPTER MEMBER. An inactive member of a disbanded chapter desiring to be reinstated shall send the reinstatement fee of thirty-five dollars (\$35.00) to one of the following:

(a) the chapter in which she will become an active member (when transferring to a chapter), or

(b) the treasurer of the appropriate s/p/d (or International) chapter (when not transferring to a chapter).

If she is transferring to a chapter, fifteen dollars (\$15.00) of said fee shall be sent by the treasurer of the local chapter to the treasurer of the s/p/d (or International) chapter; this amount to be forwarded with annual dues and in addition to them. The remaining twenty dollars (\$20.00) shall be placed in the General Fund of the local chapter.



Sec. 3—EXPELLED MEMBER. An expelled member desiring reinstatement shall file with the chapter from which she was expelled a statement of her desires and intentions toward the Sisterhood, and a written request for reinstatement. The president shall notify each member of the chapter of this request; and shall specify a regular meeting within a month for consideration of the request. The president shall secure the unanimous written consent of the members of the chapter for the reinstatement, which shall be ratified by a vote of the chapter at a regular meeting.

The corresponding secretary shall forward notice of this action, with date of same, to president of International Chapter and to the president of the s/p/d chapter.

If the expelled member had belonged to a chapter now disbanded, she shall file her request for reinstatement with the president of the s/p/d (or International) chapter. The executive board shall have power to act; the action to be ratified at the following convention. Notice of such action by a s/p/d chapter, with date of same, shall be sent by the secretary of the s/p/d chapter to president and organizer of International Chapter; each local chapter in the s/p/d; editor of The P.E.O. Record; executive director of the P.E.O. Sisterhood. Notice of such action by International Chapter with date of same, shall be sent by the executive director of the P.E.O. Sisterhood to president and organizer of International Chapter; each local chapter in non-chartered territory; editor of The P.E.O. Record.

When an expelled member has been reinstated, she shall pay to the treasurer of her chapter the initiation fee of thirty-five dollars (\$35.00), and renew her vows to the Sisterhood. The chapter shall secure an emblem for her if needed.

#### ARTICLE X TRANSFER

Sec. 1—PURPOSE. The purpose of a transfer shall be only to allow a member to change her membership to another chapter.

Sec. 2—INVITATION. An invitation to transfer may be extended to a member of another chapter, including a member of a disbanded chapter, using the official Invitation to Transfer.

The motion to extend the invitation shall be made at a regular meeting and action shall be taken at the same meeting. The invitation to transfer shall be granted upon the favorable vote by voice of two-thirds of the chapter members present.

Invitations to transfer may not be extended or accepted during the month of February with the exception of an organization or reorganization of a chapter.

If the invitation to transfer is not accepted in writing within a period of six calendar months after being extended, it shall be null and void.

Sec. 3—HOW ACCEPTED. A transfer shall be accepted when the invited member’s letter of acceptance is read at a regular or special meeting of a chapter, or at the organization or reorganization meeting for a chapter. Notice of such acceptance shall be sent to the chapter from which the member is transferred.

Sec. 4—ACCEPTANCE BY INACTIVE MEMBER. An invitation to transfer extended to an inactive member shall be accepted when the acceptance letter is read at a regular or special meeting of a chapter, or at the organization or reorganization meeting for a chapter. Action shall be taken according to Part III, Article IX, Section 1, and Article X of this Constitution.

Sec. 5—JURISDICTION. A member remains under the jurisdiction of the chapter from which she is transferring until her transfer has been accepted by another chapter.

ARTICLE XI  
MISCELLANEOUS DUTIES AND RIGHTS

Sec. 1—GENERAL DUTY. Each member shall perform faithfully the duties assigned to her.

Sec. 2—LOCAL CHAPTER BYLAWS. The bylaws of a local chapter shall be framed to meet the requirements of the chapter, provided they conform to the laws of the Sisterhood. If local chapter bylaws have been amended during the fiscal year, the recording secretary shall send a copy as instructed by the s/p/d executive board in March for review. A designated s/p/d officer shall oversee the review. Chapters in non-chartered territory shall send copies of bylaws, if amended, to the designated officer of International Chapter in March.

Sec. 3—NUMBER OF DELEGATES. Local chapters shall send to convention of a s/p/d chapter the number of delegates designated in the bylaws of the s/p/d chapter. Presidents of local chapters shall be elected delegates when feasible.

Sec. 4—CHAPTER DELEGATES IN NON-CHARTERED TERRITORY. In non-chartered territory, representation to Convention of International Chapter shall be that set forth in Part I, Article II, Section 1 of this Constitution. Reports of convention shall be made by delegates within six weeks to chapters designated by the organizer of International Chapter.

Sec. 5—QUOTATIONS. Quotations from the Procedure for P.E.O. Chapter Meeting (except the Opening Ode and the Objects and Aims), Ceremony of Initiation and the Ceremony of Installation shall not appear in yearbooks, The P.E.O. Record, or papers which may come before the public.

## ARTICLE XII DISCIPLINE

Sec. 1—OFFENSES. A member proven guilty of conduct violating the laws or principles of the Sisterhood may be deprived of the right to wear the emblem, be reprimanded, suspended or expelled.

Sec. 2—STATEMENT OF FACTS AND PROCEDURE. Any member of the Sisterhood, having knowledge that a member has violated the laws or principles of the Sisterhood, may file a written and signed statement of facts with the president of the chapter to which such member belongs. At the next regular meeting the chapter shall select a committee, consisting of president and two other members, to investigate the charges; if warranted, they shall confer with the accused. This committee shall have power to exonerate, censure or reprimand as the case requires. If further action is warranted, the president shall secure the emblem from the accused, and notify her of the time when she may appear before the committee to refute the charges. The committee shall serve as a jury and vote to exonerate, suspend or expel. They shall report the action taken to the chapter. The action, if ratified by two-thirds vote of the chapter, shall exonerate, suspend or expel the member.

The accused has right of appeal to the executive board of the s/p/d chapter within ten days after sentence has been passed. Appeal may be carried to the Executive Board of International Chapter whose decision shall be final.

Upon suspension of a member, the president, as chair of the committee on investigation, shall fix the time of suspension, which shall be not less than six months nor more than one year. If period of suspension covers time of payment of dues and/or assessments, the chapter shall advance same. At the expiration of such suspension and the repayment of dues and/or assessments advanced, the member shall have the emblem returned to her and shall have all privileges of the Sisterhood.

## ARTICLE XIII RECIPROCITY GROUPS

Sec. 1—NAME. The name of a local chapter group may be chosen by the members of the group, for example: reciprocity, bureau, council, if not designated by the s/p/d (or International) chapter.

Sec. 2—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.

Sec. 3—SUPERVISION. Each group so formed shall be under the supervision of the s/p/d (or International) chapter having jurisdiction over the local chapters of the group. Direction of the groups may be assigned to an officer by the bylaws of the s/p/d (or International) chapter.

Sec. 4—RECIPROCITY BOOK. Each group shall have a P.E.O. Reciprocity Book and shall follow the requirements, instructions and information.

Sec. 5—BYLAWS. Each group shall adopt bylaws consistent with the laws of the Sisterhood. A group shall not have jurisdiction over the local chapters in the group. (See Part III, Art. I, Sec. 11.)

Sec. 6—OFFICERS. Each group shall submit the report of election immediately after election as required by International Chapter.

## ARTICLE XIV P.E.O. GROUPS

Sec. 1—PURPOSE. P.E.O. Groups may be established in college, retirement, resort or government communities and in foreign areas for the purpose of maintaining P.E.O. membership, contacts and interest.

Sec. 2—ESTABLISHMENT. Authorization to form a P.E.O. Group shall be secured from the executive board of the s/p/d (or International) chapter having jurisdiction over the area in which the group is to be located.

Sec. 3—SPONSORSHIP. A P.E.O. Group shall be sponsored by: (a) a reciprocity group; (b) one or more local chapters, where there is no reciprocity group; (c) a s/p/d chapter executive board; (d) the Executive Board of International Chapter, if group is in non-chartered territory or a foreign area.

Sec. 4—MEMBERSHIP. A P.E.O. Group shall consist of seven or more active members of the P.E.O. Sisterhood, who shall retain active membership in their respective P.E.O. chapters. Membership in the group shall be gained by presentation of a current P.E.O. membership card.

Sec. 5—NAME. The name of a P.E.O. Group shall be: "...P.E.O. Group," using name of community or college.

Sec. 6—P.E.O. GROUP BOOK. Each P.E.O. Group shall secure from the P.E.O. Supply Department a P.E.O. Group Book and shall be guided by the requirements, instructions and information in such book.

Sec. 7—BYLAWS. Each P.E.O. Group shall adopt bylaws consistent with the laws of the Sisterhood.

Sec. 8—OFFICERS. Each P.E.O. Group shall submit the report of election immediately after election as required by International Chapter.

ARTICLE XV  
LEGAL ENTITIES AND REAL PROPERTY

Sec. 1—INCORPORATION OR FORMATION OF OTHER LEGAL ENTITIES. No local chapter or group of local chapters shall incorporate or form any partnership, trust or other legal entity without first securing the written approval of the executive board of the s/p/d chapter having jurisdiction over the local chapter or group of local chapters and the Executive Board of International Chapter.

Sec. 2—REAL PROPERTY. Should a local chapter or group of local chapters be the recipient of real property, title to such property shall be held by the P.E.O. Foundation and, under direction of the Foundation trustees, the local chapter or group of local chapters may act as administrative agent. (See Bylaws, Art. XV, Sec. 2, par. 2.)

ARTICLE XVI  
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 this Constitution.

ARTICLE XVII  
AMENDMENTS

An amendment to Part III of this Constitution may be submitted to Convention of International Chapter for consideration and adoption, provided that:

(a) the proposed amendment has been approved for consideration at a s/p/d convention by two-thirds of the returned ballots of the local chapters of a s/p/d chapter; approved at the following convention of the s/p/d chapter by a two-thirds vote of the members voting; reported immediately by the secretary of the s/p/d chapter to the president of International Chapter and the chair of the Study and Research Committee; or

(b) the amendment has been proposed by a local chapter in non-chartered territory, if first approved by the Executive Board of International Chapter; or

(c) the amendment has been proposed by the Executive Board of International Chapter; and

(d) the amendment, having met the requirements of (a), (b) or (c) above, is in the hands of the chair of the Study and Research Committee by January first of the year of Convention of International Chapter. If it is received by the chair after January first of the year of Convention of International Chapter or during the intervening year, it shall be acted upon at the next following Convention of International Chapter. It shall be published in The P.E.O. Record at least one month before the date of Convention of International Chapter.

If adopted at that Convention of International Chapter by a two-thirds vote of the members voting, it shall become a part of the Constitution governing local chapters in s/p/d and non-chartered territory.

If an amendment to the Introduction, Part I or Part II of the Constitution makes necessary amendment of Part III, such amendments shall be made to conform without additional action.



**BYLAWS**  
**of**  
**International Chapter**  
**P.E.O. Sisterhood**

**ADOPTED AT**  
**DENVER, COLORADO, OCTOBER 3, 1919**

**Amended at**  
**Biennial Sessions**

**1921, 1923, 1925, 1927, 1929, 1931, 1933, 1935,**  
**1937, 1939, 1941, 1943, 1945, 1947, 1949, 1951,**  
**1953, 1955, 1957, 1959, 1961, 1963, 1965, 1967,**  
**1969, 1971, 1973, 1975, 1977, 1979, 1981, 1983,**  
**1985, 1987, 1989, 1991, 1993, 1995, 1997, 1999,**  
**2001, 2003, 2005, 2007, 2009, 2011, 2013, 2015,**  
**2017, 2019, 2021**

# BYLAWS

## ARTICLE I CONVENTIONS

Sec. 1—TIME. The Convention of International Chapter shall be held biennially in September or October, dates to be determined by the Executive Board of International Chapter.

Sec. 2—PLACE/FORMAT. The place/format of holding convention shall be determined by the executive board. Invitations by s/p/d chapters may be extended for consideration.

Convention may be conducted using a virtual format, and in a manner pursuant to which the members of convention with voting privileges have the opportunity to see, read or hear the proceedings substantially concurrent with the occurrences of the proceedings, contemporaneously vote on matters, pose questions and make comments; and be governed by such other rules and policies as may be adopted by the executive board.

Sec. 3—FORMAL ACTION. Any item passed by Convention of International Chapter which must be implemented by s/p/d and/or local chapters shall become effective as ordered by convention and must be implemented upon receipt of an official notice published in The P.E.O. Record.

## ARTICLE II DUTIES OF OFFICERS

Sec. 1—PRESIDENT. The president of International Chapter or a representative appointed by her shall attend the conventions of s/p/d chapters.

## ARTICLE III FINANCE

Sec. 1—DUES. With the exception of the allocation for Cottey College, the annual dues to International Chapter shall be used for administrative and operational expenses of the P.E.O. Sisterhood.

Sec. 2—REPRESENTATIVE OF INTERNATIONAL CHAPTER. The International Chapter shall pay the expenses of the president of International Chapter or her representative when attending conventions of s/p/d chapters.

Sec. 3—CONVOCATION. The International Chapter shall pay the necessary expenses of the president and organizer when attending convocation of a s/p/d chapter.



# Bylaws

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Sec. 4—PAST PRESIDENTS OF INTERNATIONAL CHAPTER. The International Chapter shall pay the expenses of all of its past presidents to the Conventions of International Chapter.

Sec. 5—S/P/D CHAPTER REPRESENTATIVE. The International Chapter shall pay a sum of money to each s/p/d chapter organized during the biennium for expenses of its representative to Convention of International Chapter following organization, the amount of which shall be determined by the Executive Board of International Chapter.

Sec. 6—CHAPTER DELEGATES IN NON-CHARTERED TERRITORY. The International Chapter shall pay a sum of money to each chapter in non-chartered territory organized during the biennium for expenses of its delegate to the Convention of International Chapter following organization, the amount of which shall be determined by the Executive Board of International Chapter.

Sec. 7—P.E.O. EXECUTIVE OFFICE. The Executive Office of the P.E.O. Sisterhood shall include the business operations of the International Chapter, P.E.O. Supply Department, The P.E.O. Record, P.E.O. Foundation, 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 as assigned by the executive board working with the respective boards of trustees.

The costs of such business operations shall be based on personnel and work assignment, and shall be recommended by the executive director. Upon approval of the Finance Committee, determination shall be made by the Executive Board of International Chapter.

Sec. 8—ADMINISTRATIVE STAFF. The executive board shall appoint the administrative staff. Salary and related expenses shall be determined by the executive board upon consultation with the Finance Committee.

The executive board, after consulting with the Finance Committee, shall secure a bond for those employees authorized to handle funds.

Sec. 9—P.E.O. EXECUTIVE OFFICE EMPLOYEES. The total amount budgeted for salaries and related expenses of employees in the P.E.O. Executive Office shall be approved by the executive board, after consultation with the Finance Committee, upon recommendation of the executive director of the P.E.O. Sisterhood. Allocation between office functions shall be determined by work assignment.

Sec. 10—AUDITS. The Audit Committee shall engage certified public accountants to conduct an annual audit of all funds held by International Chapter. Audit shall be made at the close of the fiscal year, June thirtieth. The cost of audit shall be allowed to each financial function, based on audit time required.

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The books and accounts of Cottey College shall be audited annually by certified public accountants, expense of audit to be paid by the college. The audit shall be made available for review by active members of the P.E.O. Sisterhood. Books shall be closed on June thirtieth.

The books and accounts of the International Chapter account of the P.E.O. Foundation shall be audited annually by certified public accountants, expense of the audit to be paid from the account. The fiscal year of the P.E.O. Foundation shall be July first through June thirtieth.

Copies of the audit shall be sent to the Executive Board of International Chapter, Finance Committee, the respective boards of trustees, the executive director, the treasurer, the Audit Committee and to such other persons as may be designated.

## ARTICLE IV EXECUTIVE DIRECTOR

Sec. 1—APPOINTMENT. A executive director shall be appointed by the executive board. No appointment shall be made until evidence of qualification has been submitted. Removal from office may be made by the same authorities for sufficient cause.

Sec. 2—P.E.O. EXECUTIVE OFFICE. The executive director shall act as manager of the P.E.O. Executive Office in accordance with the laws of the Sisterhood. She shall fulfill all duties assigned to her by the Bylaws of International Chapter and as directed by the executive board.

She shall serve as custodian of all valuable papers belonging to the Sisterhood, including bonds, deeds, abstracts, contracts, insurance policies and agreements. A record of said papers shall be filed and a copy furnished the president and recording secretary of International Chapter.

Sec. 3—BOARDS OF TRUSTEES AND COMMITTEES. The executive director shall cooperate with each of the boards of trustees and committees, and assist them as directed by the Executive Board of International Chapter.

Sec. 4—MEMBERSHIP RECORDS. The executive director shall keep the permanent record of membership of the P.E.O. Sisterhood and see that such records are properly maintained.

She shall keep a record of past presidents of s/p/d chapters.

She shall release secretaries of s/p/d chapters and corresponding secretaries of local chapters in non-chartered territory when annual reports are correct and agree with the annual reports of treasurers of such chapters.

Sec. 5—P.E.O. SUPPLY DEPARTMENT. The executive director shall supervise the operation of the P.E.O. Supply Department.

# Bylaws

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Sec. 6—P.E.O. EDUCATIONAL LOAN FUND. The executive director shall supervise the office operations of the P.E.O. Educational Loan Fund, working under the direction of the board of trustees. She shall serve as the P.E.O. Executive Office contact for borrowers.

Sec. 7—P.E.O. INTERNATIONAL PEACE SCHOLARSHIP FUND. The executive director shall supervise the office operations of the P.E.O. International Peace Scholarship Fund, working under the direction of the board of trustees.

Sec. 8—P.E.O. PROGRAM FOR CONTINUING EDUCATION. The executive director shall supervise the office operations of the P.E.O. Program for Continuing Education, working under the direction of the board of trustees.

Sec. 9—P.E.O. SCHOLAR AWARDS. The executive director shall supervise the office operations of the P.E.O. Scholar Awards, working under the direction of the board of trustees.

Sec. 10—P.E.O. STAR SCHOLARSHIP. The executive director shall supervise the office operations of the P.E.O. STAR Scholarship, working under the direction of the board of trustees.

Sec. 11—P.E.O. FOUNDATION. The executive director shall supervise the office operations of the P.E.O. Foundation.

## ARTICLE V TREASURER

Sec. 1—APPOINTMENT. The treasurer of International Chapter shall be appointed by the executive board. No appointment shall be made until evidence of qualification has been submitted. Removal from office may be made by the same authorities for sufficient cause.

Sec. 2—GENERAL DUTIES. The treasurer of International Chapter shall be responsible for all funds entrusted to her. She shall fulfill all duties assigned to her by the Bylaws of International Chapter and as directed by the executive board. She shall work under the supervision of the executive director in accordance with the policies and practices governing the P.E.O. Executive Office.

Sec. 3—RECEIPTS—DUES. The treasurer shall receive dues, assessments and gifts from s/p/d chapters and from local chapters in non-chartered territory, donations, and such other funds as may accrue to International Chapter and to the funds for which she is responsible.

She shall send notice six weeks prior to March first to all active members of disbanded chapters in non-chartered territory that annual dues are payable in February; send a second notice if necessary; and report names of such members paying dues to the president of International Chapter and to the executive director of the P.E.O. Sisterhood.

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Sec. 4—S/P/D AND LOCAL CHAPTER REPORTS. She shall release treasurers (or executive treasurers) of s/p/d chapters when annual reports are correct and agree with annual reports of secretaries of s/p/d chapters.

She shall release treasurers of local chapters in non-chartered territory when annual reports are correct and agree with annual reports of corresponding secretaries of such chapters.

Sec. 5—INTERNATIONAL CHAPTER FUNDS. Except for the funds administered by boards of trustees, duties of the treasurer shall be:

To pay all warrants ordered by Convention of International Chapter or by the executive board, when authorized by the president. The fund, or budgeted item, from which payment is to be made shall be designated on each warrant.

To transfer funds as authorized by convention or by the executive board, upon warrants authorized by the president. Depositories shall be selected by the Finance Committee with approval of the executive board.

To invest funds, as approved by the executive board, upon a directive from the Finance Committee.

Sec. 6—COTTEY COLLEGE. The treasurer shall receive by April first the annual income per active member for Cottey College. She also shall receive gifts to its endowment and building funds. Disbursements of all such receipts shall be made only on warrants authorized by the president of International Chapter.

Sec. 7—BUILDING AND ENDOWMENT FUNDS OF COTTEY COLLEGE. The treasurer shall keep separate and apart from the other funds of International Chapter the books and accounts of the Building Fund of Cottey College and the Endowment Fund of Cottey College. Transfer or disbursement of such funds shall be made only on warrants authorized by the president of International Chapter.

Sec. 8—P.E.O. EDUCATIONAL LOAN FUND. The treasurer shall act as treasurer for the P.E.O. Educational Loan Fund, under the direction of its board of trustees. The books and accounts of the P.E.O. Educational Loan Fund shall be kept separate and apart from the books and accounts of the other funds of International Chapter.

The treasurer shall receive all moneys paid into the fund and receipt for payments. Disbursements or transfers of funds shall be authorized by the chair of the board of trustees or by a trustee designated by her.

Sec. 9—P.E.O. PROGRAM FOR CONTINUING EDUCATION. The treasurer shall act as treasurer for the P.E.O. Program for Continuing Education under direction of its board of trustees. The books and accounts of such fund shall be kept separate and apart from the books and accounts of the other funds of International Chapter. Warrants for transfers or disbursements shall be authorized by the chair or by a trustee designated by her.

# Bylaws

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Sec. 10—P.E.O. INTERNATIONAL PEACE SCHOLARSHIP FUND. The treasurer shall act as treasurer for the P.E.O. International Peace Scholarship Fund, under direction of its board of trustees. The books and accounts of such fund shall be kept separate and apart from the books and accounts of the other funds of International Chapter. Warrants for transfers or disbursements shall be authorized by the chair or by a trustee designated by her.

Sec. 11—P.E.O. SCHOLAR AWARDS. The treasurer shall act as treasurer for the P.E.O. Scholar Awards, under direction of its board of trustees. The books and accounts of such fund shall be kept separate and apart from the books and accounts of the other funds of International Chapter. Warrants for transfers or disbursements shall be authorized by the chair or by a trustee designated by her.

Sec. 12—P.E.O. STAR SCHOLARSHIP. The treasurer shall act as treasurer for the P.E.O. STAR Scholarship, under direction of its board of trustees. The books and accounts of such fund shall be kept separate and apart from the books and accounts of the other funds of International Chapter. Warrants for transfers or disbursements shall be authorized by the chair or by a trustee designated by her.

Sec. 13—P.E.O. FOUNDATION. The treasurer shall act as the receiving and disbursing officer for the International Chapter account of the P.E.O. Foundation, under the direction of its board of trustees. The books and accounts of the P.E.O. Foundation shall be kept separate and apart from the books and accounts of the other funds of International Chapter. Warrants for transfers or disbursements shall be signed by the trustees authorized for such warrants in the Bylaws of the P.E.O. Foundation.

The treasurer shall report quarterly to the executive board, Finance Committee, and the Foundation's trustees.

Sec. 14—REPORTS. Except for the P.E.O. Foundation, the treasurer shall report monthly to members of the executive board and the Finance Committee all moneys received and disbursed during the previous month; the total disbursements to date for each budgeted item; and a statement of amounts in all funds. A copy of the report pertaining to each department shall be sent to the respective board of trustees of that department.

Except for the P.E.O. Foundation, the treasurer shall report to Convention of International Chapter all moneys received and disbursed during the biennium and the amount of cash and securities on hand in all funds. Only statements of the report pertaining to the projects of International Chapter shall be published in The P.E.O. Record.

Sec. 15—SUCCESSOR. Within ten days after notice has been received from the president of International Chapter, the treasurer shall deliver to her successor all funds in her custody and all property of International Chapter in her possession.

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## ARTICLE VI P.E.O. EDUCATIONAL LOAN FUND

Sec. 1—ESTABLISHMENT. The P.E.O. Educational Loan Fund shall consist of all moneys received for the fund by gift, devise, bequest, interest, dividends and bills receivable. It shall consist of a Loan Fund and an Endowment Fund.

Sec. 2—LOAN FUND. The Loan Fund shall consist of all moneys other than the Endowment Fund and shall be used for loans to worthy women students to assist them in securing a higher education.

Sec. 3—ENDOWMENT FUND. The Endowment Fund shall consist of all donations to the P.E.O. Educational Loan Fund which have been designated by donors for investment in perpetuity. The income from the Endowment Fund shall be transferred annually to the Loan Fund. The Endowment Fund shall be administered according to approved policies governing the fund.

Sec. 4—ADMINISTRATION. The P.E.O. Educational Loan Fund shall be administered by a board of trustees consisting of six active members of the Sisterhood, each appointed by the president of International Chapter for a term of six years, two members to be appointed at the beginning of each biennium. The president shall designate the chair of the board. Should a vacancy occur, terms of the other members shall be shortened accordingly, the appointment being for the longest remaining term. In case of the appointment of an entirely new board, the president shall designate the terms of members and chair of board.

Sec. 5—DUTIES OF TRUSTEES. It shall be the duty of the board of trustees to supervise the business of the P.E.O. Educational Loan Fund and to approve or reject all applications for loans. Warrants for the payment of loans and for the disbursement or transfer of funds shall be authorized by the chair or by a trustee designated by her.

It shall be the responsibility of the board of trustees to review and to formulate procedures and policies of the P.E.O. Educational Loan Fund and to submit these to the Executive Board of International Chapter for ratification.

Sec. 6—LOANS. Loans from this fund shall be made only to women who are high school graduates or who have had equivalent educational training.

All loans, including amounts approved, shall be made in accordance with approved policies governing the Loan Fund.

Each applicant for a loan shall be recommended by a local chapter.

# Bylaws

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Sec. 7—EXPENSE OF ADMINISTRATION. All necessary expenses of the board of trustees in conducting the work of the P.E.O. Educational Loan Fund shall be paid from the fund. This shall include a meeting of the board at the P.E.O. Executive Office once each year, if deemed advisable by the president of International Chapter and the chair of the P.E.O. Educational Loan Fund board. Expenses of the board of trustees when attending Convention of International Chapter shall be paid by International Chapter.

Sec. 8—DONATIONS. Local chapters under jurisdiction of a s/p/d chapter shall send all donations to the P.E.O. Educational Loan Fund to their respective s/p/d chapter treasurer, to be forwarded monthly to the treasurer of International Chapter. Local chapters in non-chartered territory shall send all donations to the treasurer of International Chapter.

Donations from individuals shall be forwarded immediately to the treasurer of International Chapter without endorsement or deposit of conveyances. (See Part III, Article VIII, Finance, Sec. 5)

Sec. 9—GIFTS. Contributions made to the P.E.O. Educational Loan Fund are deductible by donors in computing the Federal income tax imposed by the Internal Revenue Code of the United States. Gifts, bequests and devises made to the P.E.O. Foundation for the P.E.O. Educational Loan Fund are deductible for purposes of determining Federal income, estate and gift taxes as imposed by the Internal Revenue Code of the United States. (See Article XV for suggested forms.) Any such gift, bequest or devise of the value of one thousand dollars (\$1,000) or more may, upon the request of the donor, be termed a memorial or honorarium.

Sec. 10—REQUIREMENTS. None of the assets of the P.E.O. Educational Loan Fund, the Loan Fund or the Endowment Fund, shall be used for the general purposes of the International Chapter of the P.E.O. Sisterhood, a corporation, and none shall inure to the benefit of any private individual other than those receiving loans. The books and accounts of these funds shall be kept separate and apart from the other books and accounts of the International Chapter of the P.E.O. Sisterhood. Should said Sisterhood dissolve or otherwise cease its affairs, or should said funds be dissolved, the assets of these funds shall be applied and distributed to some other fund of the International Chapter of the P.E.O. Sisterhood organized exclusively for religious, charitable, scientific, literary or educational purposes and described and qualified under Section 501(c)(3) of the 1954 U.S. Internal Revenue Code, or Acts amendatory thereto; or if no such fund, to some corporation, fund or foundation organized exclusively for religious, charitable, scientific, literary or educational purposes and described and qualified under Section 501(c)(3) of the 1954 U.S. Internal Revenue Code, or Acts amendatory thereto, said corporation, fund or foundation to be determined by the International Chapter of the P.E.O. Sisterhood.

# Bylaws

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## ARTICLE VII P.E.O. SUPPLY DEPARTMENT

Sec. 1—ESTABLISHING ACT. The Sisterhood shall maintain a department at the P.E.O. Executive Office known as the P.E.O. Supply Department from which local and s/p/d chapters shall obtain all books and other supplies, either directly or by technological means, as authorized by the executive board.

Sec. 2—ADMINISTRATION. The P.E.O. Supply Department shall be administered by the executive director under the supervision of the Executive Board of International Chapter.

Sec. 3—PRINTING FORMS. Such forms as may be designated by the Executive Board of International Chapter shall be printed as addenda to the Constitution, Bylaws and Standing Rules.

## ARTICLE VIII OFFICIAL MAGAZINE

Sec. 1—ESTABLISHING ACT. The Sisterhood shall publish an official magazine to be known as The P.E.O. Record. It shall include such items as are selected by the editor and approved by the Executive Board of International Chapter. The P.E.O. Record will be provided to each active member of the Sisterhood in print and digital format.

Sec. 2—APPOINTMENT OF EDITOR. An editor of The P.E.O. Record shall be appointed by the executive board. No appointment shall be made until evidence of qualification has been submitted. Removal from office may be made by the same authorities for sufficient cause.

Sec. 3—DUTIES OF EDITOR. The editor shall be responsible for producing and publishing The P.E.O. Record. She shall fulfill all duties as directed by the executive board. She shall work under the supervision of the executive director in accordance with the policies and practices governing the P.E.O. Executive Office.

## ARTICLE IX P.E.O. BUILDINGS

Sec. 1—P.E.O. EXECUTIVE OFFICE. The building erected by the P.E.O. Sisterhood at 3700 Grand Avenue, Des Moines, Iowa, shall be known as P.E.O. Executive Office.

Sec. 2—P.E.O. CENTENNIAL CENTER. The building erected by the P.E.O. Sisterhood in Des Moines, Iowa, to honor all members for their service and devotion to the Sisterhood during its first one hundred years, shall be designated as P.E.O. Centennial Center.



# Bylaws

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## ARTICLE X COTTEY COLLEGE

Sec. 1—ESTABLISHING ACT. The junior college founded and presented to the P.E.O. Sisterhood by Mrs. Virginia Alice Cottey Stockard, located at Nevada, Missouri, shall be known as Cottey College.

Sec. 2—ADMINISTRATION. Cottey College shall be administered by a board of trustees consisting of no more than eleven members elected by unanimous vote of the officers of International Chapter serving as members of the Cottey College Corporation. At least six of the trustees shall be active members of the P.E.O. Sisterhood. The president and first vice president of International Chapter shall serve as ex-officio members of the board, without the right to vote.

Sec. 3—TRUSTEES' EXPENSES. All necessary expenses of the trustees in conducting the affairs of the college shall be paid from college funds, which shall include expenses to Convention of International Chapter. Expenses of the president and first vice president of International Chapter when serving as ex-officio members of the board of trustees shall be paid by Cottey College.

Sec. 4—PRESIDENT OF COTTEY COLLEGE. The president of Cottey College shall be appointed by the board of trustees of the college, the appointment to become effective only when ratified in writing by three-fourths of the members of the Executive Board of International Chapter serving as members of the Cottey College Corporation. Removal from office may be made by the same authorities for sufficient cause.

In the event of a temporary vacancy in the office of president of the college, or of the absence of the president or inability to serve, the board of trustees shall provide for the administration of the college.

Sec. 5—ENDOWMENT FUND. The Endowment Fund of Cottey College shall consist of all moneys and other assets now on hand, together with all that may hereafter be acquired, which have been designated by donors for investment in perpetuity. All assets of college endowment shall be held and administered by the International Chapter of the P.E.O. Sisterhood, except the Anniversary Fund and assets received by the college, the income from which has been designated by donors for specific functions of college administration. All net income from college endowment held and administered by International Chapter of the P.E.O. Sisterhood shall be assigned and transferred to Cottey College for educational purposes.

Sec. 6—BUILDING FUND. The Building Fund of Cottey College shall consist of the allocation of annual income to the fund and such other moneys as may be added by donations, gifts, devises, bequests or authorization of Convention of International Chapter. All assets of the Building Fund shall be held and administered by the International Chapter of the P.E.O. Sisterhood. (See Sec. 8.)

# Bylaws

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Sec. 7—REQUIREMENTS FOR FUNDS. The Endowment Fund of Cottey College and the income therefrom shall be used exclusively for the purposes set forth herein.

The Building Fund of Cottey College shall be used exclusively for the purposes of construction, repair and maintenance of the physical plant of the college and the furnishings and equipment necessary thereto; and for servicing any bonds or other evidences of indebtedness now existing or hereafter issued in connection with such purposes; except in the case of an emergency, which would allow a percentage of the annual allocation to be used for general expenses.

None of the assets of these funds shall be used for the general purposes of the International Chapter of the P.E.O. Sisterhood, a corporation, and none shall inure to the benefit of any private individual. The books and accounts of these funds shall be kept separate and apart from the books and accounts of the other funds of the International Chapter of the P.E.O. Sisterhood. Should said Sisterhood dissolve or otherwise cease its affairs, or should said endowment or building funds be dissolved, for any reason, the cash assets of these funds shall be applied and distributed to Cottey College, a corporation, Nevada, Missouri, or if it be not in existence to some other fund of the International Chapter of the P.E.O. Sisterhood organized exclusively for religious, charitable, scientific, literary or educational purposes, and described and qualified under Section 501(c)(3) of the 1954 U.S. Internal Revenue Code, or Acts amendatory thereto; or if no such fund, to some corporation, fund or foundation organized exclusively for religious, charitable, scientific, literary or educational purposes, and described and qualified under Section 501(c)(3) of the 1954 U.S. Internal Revenue Code, or Acts amendatory thereto, said corporation, fund or foundation to be determined by the International Chapter of the P.E.O. Sisterhood.

Sec. 8—INCOME. The income of six dollars (\$6.00) per active member for Cottey College, included in the annual dues to International Chapter, shall be sent by each local chapter to the treasurer of the s/p/d (or International) chapter in March and shall be allocated as follows: four dollars (\$4.00) to the college for general expenses and for servicing any loan indebtedness of the college corporation, to be transferred to the board of trustees on July first of each year; and two dollars (\$2.00) to the Building Fund of Cottey College, held and administered by the International Chapter of the P.E.O. Sisterhood.

Scholarships may be sent to the treasurer of the s/p/d (or International) chapter or may be sent directly to the college, which shall report such scholarships annually to the Executive Board of International Chapter.

Donations to the college and to its endowment and building funds, except the Anniversary Fund, shall be sent to the treasurer of the s/p/d (or International) chapter. Treasurers of s/p/d chapters shall send donations to the endowment and building funds monthly to the treasurer of International

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Chapter. All other donations shall be sent by the treasurers of s/p/d chapters directly to the college for chapter credit.

Individual donors may make gifts, bequests and devises to the P.E.O. Foundation for the college and/or its funds and such gifts, bequests and devises will be deductible for purposes of calculating Federal income, estate and gift taxes imposed by the Internal Revenue Code of the United States. The respective local chapters may receive credit for donations in convention reports. In case of an emergency, a percentage of the annual allocation for the Building Fund may be used for general expenses.

Sec. 9—GENERAL POLICIES. General policies relating to Cottey College shall be:

All real property shall be held in the name of the International Chapter of the P.E.O. Sisterhood, a corporation. Deeds to such property shall be kept on file at the P.E.O. Executive Office.

The Articles of Incorporation and the Bylaws of Cottey College, a corporation, and any amendment thereof, shall be consistent with the Constitution and Bylaws of International Chapter of the P.E.O. Sisterhood.

Approval of Convention of International Chapter shall be required for:

(a) expenditure of funds for the acquisition or improvement of real property when the total amount involved is in excess of five hundred thousand dollars (\$500,000) over and above the funds designated by donors for such purpose. Notice of such proposed action shall be published in The P.E.O. Record not later than the May-June issue preceding date of convention at which action is to be taken.

(b) placement of a loan, secured or unsecured, or both, from any source other than P.E.O., when the total amount of such loan, or loans, is in excess of twenty-five thousand dollars (\$25,000). Notice of such proposed action shall be published in The P.E.O. Record not later than the May-June issue preceding date of convention at which action is to be taken.

(c) use for college purposes of P.E.O. funds, other than those allocated to the college.

Approval of the Executive Board of International Chapter, acting as members of the college corporation, shall be required for:

(a) purchase, acceptance, sale or transfer of real property. [See par. 4(a).]

(b) contracts of new buildings and/or major improvements; plans and specifications therefor; and placement thereof. Details in connection with same shall be carried out by the executive committee of the board of trustees.

(c) placement of any encumbrance against real or personal property; loan of any kind or character. [See par. 4(b).]

(d) incurrence of obligation for acquisition of real property or for the alteration or erection of buildings. [See par. 4(a).]

(e) acceptance of gifts or personal property made subject to any condition or obligation.

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Sec. 10—FORMS FOR TAX DEDUCTIBLE GIFTS AND BEQUESTS. The following forms are for the convenience of persons desiring to make gifts and bequests to Cottey College, or to the Endowment Fund of Cottey College or to the Building Fund of Cottey College. Each of these entities has qualified under the provision of Section 501(c)(3) of the U.S. Internal Revenue Code of 1954, or Acts amendatory thereto, and gifts and bequests are deductible in computing the Federal income, estate and gift taxes imposed by the Internal Revenue Code of the United States.

I give, devise and bequeath: (a) to Cottey College the sum of \$\_\_\_\_\_ ; (b) to the Endowment Fund of Cottey College the sum of \$\_\_\_\_\_ ; (c) to the Building Fund of Cottey College the sum of \$\_\_\_\_\_.

I give, devise and bequeath all that certain land (here insert description of land or designate by street and number) with appurtenances in fee simple, the property, or the proceeds from the sale thereof: (a) to Cottey College; (b) to the Endowment Fund of Cottey College; and/or (c) to the Building Fund of Cottey College.

Upon request of the donor, a gift, devise or bequest of one thousand dollars (\$1,000), or of such value thereof, may be termed a memorial or honorarium.

## ARTICLE XI FINANCE COMMITTEE

Sec. 1—ORGANIZATION. The Finance Committee shall consist of three active members of the Sisterhood, each appointed by the president of International Chapter for a term of six years, one member to be appointed at the beginning of each biennium. Should a vacancy occur, the terms of the other members shall be shortened accordingly, the appointment being for the longest remaining term. No member shall be appointed for two consecutive six-year terms.

The member filling the shortest remaining term for the current biennium shall be chair, unless she declines to so serve, in which event the committee shall elect a chair. In case of the appointment of an entirely new committee, the president shall designate the terms of the members and chair of committee.

The committee may request the treasurer of International Chapter and the executive director of the P.E.O. Sisterhood to attend its meetings when deemed advisable.

Sec. 2—DUTIES. The duties of this committee shall be: to become familiar with all of the finances of International Chapter and the P.E.O. Foundation; to serve as the Investment Trustees of the P.E.O. Foundation serving ex-officio; and to consult and advise on financial affairs, including investment planning, with the Executive Board of International Chapter.

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To recommend to the executive board for approval: (a) depositories for funds, (b) short term investments, (c) investment firm, or firms, together with a basic plan and rules for investments through such firms, and to issue directives to the treasurer of International Chapter and to such investment firms only in accordance with approved recommendations.

To prepare and present to convention, upon approval of the Executive Board of International Chapter, a proposed allocation of dues of International Chapter.

To consult with the executive director and treasurer regarding the preparation of a biennial budget for the consideration of Convention of International Chapter.

To examine audits of all funds of International Chapter and the P.E.O. Foundation and to report to Convention of International Chapter.

To consider at Convention of International Chapter any proposed appropriation of funds, and no appropriation shall be made until report of committee has been presented.

Sec. 3—COMMITTEE EXPENSE. All necessary expenses of the members in conducting the business of the committee shall be paid from the funds of International Chapter. This shall include necessary meetings of the committee, as approved by the executive board, and expenses of the members when attending Convention of International Chapter.

## ARTICLE XII AUDIT COMMITTEE

Sec. 1—ORGANIZATION. The Audit Committee shall consist of three members, each appointed by the president of International Chapter for a term of six years, one member to be appointed at the beginning of each biennium. Should a vacancy occur, the terms of the other members shall be shortened accordingly, the appointment being for the longest remaining term. No member shall be appointed for two consecutive six-year terms.

The member filling the shortest remaining term for the current biennium shall be chair, unless she declines to so serve, in which event the committee shall elect a chair. In case of the appointment of an entirely new committee, the president shall designate the terms of the members and chair of committee.

Sec. 2—DUTIES. The duties of this committee shall be: to select and retain a qualified, independent auditing firm to conduct an annual audit of all funds held by the International Chapter of the P.E.O. Sisterhood. To communicate directly with the auditing firm and approve any other audit or non-audit services to be provided.

To establish procedures to monitor the accounting and auditing of International Chapter and to make any necessary recommendations to the executive board for approval.

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To examine financial statements of International Chapter, and consult with the executive director and treasurer regarding financial reporting and other fiscal management policies.

To review with the treasurer the annual tax filing for each of the funds of International Chapter before final approval of the executive board.

Sec. 3—COMMITTEE EXPENSE. All necessary expenses of the members in conducting the business of the committee shall be paid from the funds of International Chapter. This shall include necessary meetings of the committee, as approved by the executive board.

## ARTICLE XIII STUDY AND RESEARCH COMMITTEE

Sec. 1—ORGANIZATION. The Study and Research Committee shall consist of six active members of the Sisterhood, appointed by the president of International Chapter.

The terms of the members and chair of committee shall be designated by the president.

Sec. 2—DUTIES. The duties of this committee shall be:

To review proposed amendments to the bylaws and standing rules of s/p/d chapters for clarity and conformity in accordance with the rules of the Sisterhood.

To consider, compile and edit proposed amendments to the Constitution, Bylaws, Standing Rules, Procedure for P.E.O. Chapter Meeting, Opening Ode, Objects and Aims and Ceremonies of Initiation and Installation.

To forward notice of the proposed amendments to the editor of The P.E.O. Record for publication at least one month before date of Convention of International Chapter.

To present proposed amendments to the Convention of International Chapter in accordance with the rules of the Sisterhood.

Sec. 3—COMMITTEE EXPENSE. All necessary expenses of the members in conducting the business of the committee shall be paid from the funds of International Chapter. This shall include necessary meetings of the committee, as approved by the executive board, and expenses of members when attending Convention of International Chapter.

## ARTICLE XIV P.E.O. INTERNATIONAL PEACE SCHOLARSHIP FUND

Sec. 1—ESTABLISHMENT. The P.E.O. International Peace Scholarship Fund shall consist of all moneys received for the fund by gift, devise, bequest, interest, dividends and bills receivable. It shall be used to provide scholarships for selected women from other countries for study in schools or colleges of higher learning in the United States and Canada.

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Sec. 2—ADMINISTRATION. The P.E.O. International Peace Scholarship Fund shall be administered by a board of trustees consisting of three active members of the Sisterhood, each appointed by the president of International Chapter for a term of six years, one member to be appointed at the beginning of each biennium. Should a vacancy occur, the terms of the other members shall be shortened accordingly, the appointment being for the longest remaining term. The member filling the shortest remaining term for the current biennium shall be chair, unless she declines to so serve, in which event the trustees shall elect a chair. In case of the appointment of an entirely new board, the president shall designate the terms of members and chair of board.

Sec. 3—DUTIES OF TRUSTEES. It shall be the duty of the board of trustees to supervise the business of the P.E.O. International Peace Scholarship Fund, and to make decisions on all applications for scholarships. Warrants for the payment of scholarships and for the disbursement or transfer of funds shall be authorized by the chair or by a trustee designated by her.

It shall be the responsibility of the board of trustees to review and to formulate procedures and policies of the P.E.O. International Peace Scholarship Fund and to submit these to the Executive Board of International Chapter for ratification.

Sec. 4—EXPENSE OF ADMINISTRATION. All necessary expenses of the trustees in administering the P.E.O. International Peace Scholarship Fund shall be paid, when possible, from income on its reserve funds. This shall include a meeting of the trustees at the P.E.O. Executive Office once each year, if deemed advisable by the president of International Chapter and the chair of the board of trustees. When necessary, the trustees may request the Executive Board of International Chapter for assistance in meeting such costs. Expenses of the trustees when attending Convention of International Chapter shall be paid by International Chapter.

Sec. 5—REQUIREMENTS. None of the assets of the P.E.O. International Peace Scholarship Fund shall be used for the general purposes of the International Chapter of the P.E.O. Sisterhood, a corporation, and none shall inure to the benefit of any private individual other than those receiving scholarships. The books and accounts of this fund shall be kept separate and apart from the books and accounts of the other funds of the International Chapter of the P.E.O. Sisterhood. In the event the International Peace Scholarship program is discontinued, or should said Sisterhood dissolve or otherwise cease its affairs, the assets of this fund shall be applied and distributed to some other fund of the International Chapter of the P.E.O. Sisterhood organized exclusively for religious, charitable, scientific, literary or educational purposes and described and qualified under Section 501(c)(3) of the 1954 U.S. Internal Revenue Code, or Acts amendatory thereto, or if no such fund, to some corporation, fund or

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foundation organized exclusively for religious, charitable, scientific, literary or educational purposes and described and qualified under Section 501(c)(3) of the 1954 U.S. Internal Revenue Code, or Acts amendatory thereto, said corporation, fund or foundation to be determined by the International Chapter of the P.E.O. Sisterhood.

Sec. 6—GIFTS. Contributions made to the International Peace Scholarship Fund are deductible by donors in computing the Federal income tax imposed by the Internal Revenue Code of the United States. Gifts, bequests and devises made to the P.E.O. Foundation for the P.E.O. International Peace Scholarship Fund are deductible for purposes of determining Federal income, estate and gift taxes as imposed by the Internal Revenue Code of the United States. (See Article XV for suggested forms.) Any such gift, bequest or devise of the value of one thousand dollars (\$1,000) or more may, upon the request of the donor, be termed a memorial or honorarium.

Sec. 7—DONATIONS. Local chapters under jurisdiction of a s/p/d chapter shall send all donations to the P.E.O. International Peace Scholarship Fund to their respective s/p/d chapter treasurer, to be forwarded monthly to the treasurer of International Chapter.

Local chapters in non-chartered territory shall send all donations to the treasurer of International Chapter.

Donations from individuals shall be forwarded immediately to the treasurer of International Chapter without endorsement or deposit of conveyances. (See Part III, Article VIII, Finance, Sec. 5)

## ARTICLE XV P.E.O. FOUNDATION

Sec. 1—PURPOSE. The P.E.O. Foundation, a nonprofit Iowa corporation, shall be used exclusively for educational and charitable purposes within the meaning of and subject to the restrictions set forth in Section 501(c)(3) of the U.S. Internal Revenue Code of 1954 or corresponding provisions of later Acts.

Sec. 2—ADMINISTRATION. The P.E.O. Foundation shall be administered by a board of trustees consisting of six trustees, all of whom shall be active members of the P.E.O. Sisterhood. The board of trustees shall be divided into two classes of trustees so that three of the trustees shall be designated the Administrative Trustees (who shall be elected by unanimous vote of the officers of the International Chapter, acting as members of the P.E.O. Foundation Corporation) and three of the trustees shall be designated the Investment Trustees (who shall be the members of the Finance Committee of the International Chapter of the P.E.O. Sisterhood serving ex-officio, without further vote or action of the members), with their respective duties to be as set forth in the Bylaws of



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the P.E.O. Foundation. Each Administrative Trustee shall serve for a term of six years, with one Administrative Trustee being elected biennially. In the case of the election of an entirely new board or an entirely new class of trustees, designation shall be made of the term of each trustee.

S/P/D chapter executive boards and, under exceptional and unusual circumstances, local chapters may act as administrative agents for the P.E.O. Foundation under the direction of the trustees.

The treasurers of local, s/p/d and International P.E.O. chapters shall be the receiving and disbursing officers for the P.E.O. Foundation, acting in accordance with the laws, procedures and policies governing the Foundation. Warrants for the transfer or distribution of funds by the treasurer of International Chapter shall be signed by the trustees authorized for such warrants in the Bylaws of the P.E.O. Foundation. Warrants for the transfer or distribution of funds by a s/p/d or local chapter shall be signed by the president of such chapter.

Sec. 3—EXPENSES OF TRUSTEES. All necessary expenses of the trustees in administering the P.E.O. Foundation shall be paid by the Foundation, for which purpose an allocation to the P.E.O. Foundation may be made by International Chapter. There shall be a meeting of the trustees once each year, if deemed advisable by the president of International Chapter and the chair of the board of trustees. Expenses of the trustees when attending Convention of International Chapter shall be paid by International Chapter.

Sec. 4—FORMS FOR TAX DEDUCTIBLE GIFTS, BEQUESTS AND DEVISES. The following forms are for the convenience of persons desiring to make gifts, bequests and devises to the P.E.O. Foundation for the purposes defined in Section 1 of this Article. Gifts, bequests and devises to the P.E.O. Foundation are deductible in computing the Federal income, estate and gift taxes imposed by the Internal Revenue Code of the United States. The forms should be adapted to the requirements of state laws.

(a) I give, devise and bequeath to the P.E.O. Foundation, a nonprofit Iowa corporation, the following: (list money and/or real or personal property).

(b) I give, devise and bequeath to the P.E.O. Foundation, a nonprofit Iowa corporation, the following: (list money and/or real or personal property) to be used exclusively for (name one or more qualified educational and/or charitable projects).

(c) I give, devise and bequeath to the P.E.O. Foundation, a nonprofit Iowa corporation, the following: (list money and/or real or personal property) the principal to be held and the income only to be used exclusively for (name one or more qualified educational and/or charitable projects).

Any gift, bequest or devise to the P.E.O. Foundation of money or property of the value of one thousand dollars (\$1,000) or more may, upon request of the donor, be termed a memorial or honorarium.

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## ARTICLE XVI

### P.E.O. PROGRAM FOR CONTINUING EDUCATION

Sec. 1—ESTABLISHMENT. The P.E.O. Program for Continuing Education shall consist of all moneys received for the fund by gift, devise, bequest, interest, dividends and bills receivable. Said program shall be operated exclusively to carry out the educational purposes of the P.E.O. Sisterhood and shall be operated, supervised or controlled by or in connection with the P.E.O. Sisterhood. It shall be used for a program of educational opportunities for women of the United States and Canada for continuing education in fields of their interest, in which they seek purposeful goals for self and service.

Sec. 2—ADMINISTRATION. The P.E.O. Program for Continuing Education shall be administered by a board of trustees consisting of three active members of the Sisterhood, each appointed by the president of International Chapter for a term of six years, one member to be appointed at the beginning of each biennium. Should a vacancy occur, the terms of the other members shall be shortened accordingly, the appointment being for the longest remaining term. The member filling the shortest remaining term for the current biennium shall be chair unless she declines to so serve, in which event the trustees shall elect a chair. In case of the appointment of an entirely new board, the president shall designate the terms of members and chair of board.

Sec. 3—DUTIES OF TRUSTEES. It shall be the duty of the board of trustees to supervise the business of the P.E.O. Program for Continuing Education, and to make decisions on all applications for grants. Warrants for the payment of grants and for the disbursement or transfer of funds shall be authorized by the chair or by a trustee designated by her.

It shall be the responsibility of the board of trustees to review and to formulate procedures and policies of the P.E.O. Program for Continuing Education and to submit these to the Executive Board of International Chapter for ratification.

Sec. 4—EXPENSE OF ADMINISTRATION. All necessary expenses of the trustees in administering the P.E.O. Program for Continuing Education shall be paid from the fund. This shall include a meeting of the board of trustees at the P.E.O. Executive Office once each year, if deemed advisable by the president of International Chapter and the chair of the board of trustees. Expenses of the trustees when attending Convention of International Chapter shall be paid by International Chapter.

Sec. 5—DONATIONS. Local chapters under the jurisdiction of a s/p/d chapter shall send all donations to the P.E.O. Program for Continuing Education to their respective s/p/d chapter treasurer, to be forwarded monthly to the treasurer of International Chapter.

Local chapters in non-chartered territory shall send all donations to the treasurer of International Chapter.

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Donations from individuals shall be forwarded immediately to the treasurer of International Chapter without endorsement or deposit of conveyances. (See Part III, Article VIII, Finance, Sec. 5)

Sec. 6—GIFTS. Contributions made to the P.E.O. Program for Continuing Education are deductible by donors in computing the Federal income tax imposed by the Internal Revenue Code of the United States. Gifts, bequests and devises made to the P.E.O. Foundation for the P.E.O. Program for Continuing Education are deductible for purposes of determining Federal income, estate and gift taxes as imposed by the Internal Revenue Code of the United States. (See Article XV for suggested forms.) Any such gift, bequest or devise of the value of one thousand dollars (\$1,000) or more may, upon the request of the donor, be termed a memorial or honorarium.

Sec. 7—REQUIREMENTS. None of the assets of the P.E.O. Program for Continuing Education shall be used for the general purposes of the International Chapter of the P.E.O. Sisterhood, a corporation, and none shall inure to the benefit of any private individual other than those receiving grants. The books and accounts of this fund shall be kept separate and apart from the books and accounts of the other funds of the International Chapter of the P.E.O. Sisterhood. In the event the P.E.O. Program for Continuing Education is discontinued, or should said Sisterhood dissolve or otherwise cease its affairs, the assets of this fund shall be applied and distributed to some other fund of the International Chapter of the P.E.O. Sisterhood organized exclusively for religious, charitable, scientific, literary or educational purposes and described and qualified under Section 501(c)(3) of the 1954 U.S. Internal Revenue Code, or Acts amendatory thereto, or if no such fund, to some corporation, fund or foundation organized exclusively for religious, charitable, scientific, literary or educational purposes and described and qualified under Section 501(c)(3) of the 1954 U.S. Internal Revenue code, or Acts amendatory thereto, said corporation, fund or foundation to be determined by the International Chapter of the P.E.O. Sisterhood.

## ARTICLE XVII P.E.O. SCHOLAR AWARDS

Sec. 1—ESTABLISHMENT. The P.E.O. Scholar Awards shall consist of all moneys received for the fund by gift, devise, bequest, interest, dividends and bills receivable. Said program shall be operated exclusively to carry out the educational purposes of the P.E.O. Sisterhood and shall be operated, supervised or controlled by or in connection with the P.E.O. Sisterhood. It shall be used for a program of educational opportunities for women of the United States and Canada who are pursuing advanced degrees or are engaged in advanced study and research.

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Sec. 2—ADMINISTRATION. The P.E.O. Scholar Awards shall be administered by a board of trustees consisting of three active members of the Sisterhood, each appointed by the president of International Chapter for a term of six years, one member to be appointed at the beginning of each biennium. Should a vacancy occur, the terms of the other members shall be shortened accordingly, the appointment being for the longest remaining term. The member filling the shortest remaining term for the current biennium shall be chair unless she declines to so serve, in which event the trustees shall elect a chair. In case of the appointment of an entirely new board, the president shall designate the terms of members and chair of board.

Sec. 3—DUTIES OF TRUSTEES. It shall be the duty of the board of trustees to supervise the business of the P.E.O. Scholar Awards, and to make decisions on all applications for awards. Warrants for the payment of awards and for the disbursement or transfer of funds shall be authorized by the chair or by a trustee designated by her.

It shall be the responsibility of the board of trustees to review and to formulate procedures and policies of the P.E.O. Scholar Awards and to submit these to the Executive Board of International Chapter for ratification.

Sec. 4—EXPENSE OF ADMINISTRATION. All necessary expenses of the trustees in administering the P.E.O. Scholar Awards shall be paid from the fund. This shall include a meeting of the board of trustees at the P.E.O. Executive Office once each year, if deemed advisable by the president of International Chapter and the chair of the board of trustees. Expenses of the trustees when attending Convention of International Chapter shall be paid by International Chapter.

Sec. 5—DONATIONS. Local chapters under the jurisdiction of a s/p/d chapter shall send all donations to the P.E.O. Scholar Awards to their respective s/p/d chapter treasurer, to be forwarded monthly to the treasurer of International Chapter.

Local chapters in non-chartered territory shall send all donations to the treasurer of International Chapter.

Donations from individuals shall be forwarded immediately to the treasurer of International Chapter without endorsement or deposit of conveyances. (See Part III, Article VIII, Finance, Sec. 5)

Sec. 6—GIFTS. Contributions made to the P.E.O. Scholar Awards are deductible by donors in computing the Federal income tax imposed by the Internal Revenue Code of the United States. Gifts, bequests and devises made to the P.E.O. Foundation for the P.E.O. Scholar Awards are deductible for purposes of determining Federal income, estate and gift taxes as imposed by the Internal Revenue Code of the United States. (See Article XV for suggested forms.) Any such gift, bequest or devise of the value of one thousand dollars (\$1,000) or more may, upon the request of the donor, be termed a memorial or honorarium.

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Sec. 7—REQUIREMENTS. None of the assets of the P.E.O. Scholar Awards shall be used for the general purposes of the International Chapter of the P.E.O. Sisterhood, a corporation, and none shall inure to the benefit of any private individual other than those receiving awards. The books and accounts of this fund shall be kept separate and apart from the books and accounts of the other funds of the International Chapter of the P.E.O. Sisterhood. In the event the P.E.O. Scholar Awards fund is discontinued, or should said Sisterhood dissolve or otherwise cease its affairs, the assets of this fund shall be applied and distributed to some other fund of the International Chapter of the P.E.O. Sisterhood organized exclusively for religious, charitable, scientific, literary or educational purposes and described and qualified under Section 501(c)(3) of the 1954 U.S. Internal Revenue Code, or Acts amendatory thereto, or if no such fund, to some corporation, fund or foundation organized exclusively for religious, charitable, scientific, literary or educational purposes and described and qualified under Section 501(c)(3) of the 1954 U.S. Internal Revenue Code, or Acts amendatory thereto, said corporation, fund or foundation to be determined by the International Chapter of the P.E.O. Sisterhood.

## ARTICLE XVIII P.E.O. STAR SCHOLARSHIP

Sec. 1—ESTABLISHMENT. The P.E.O. STAR Scholarship shall consist of all moneys received for the fund by gift, devise, bequest, interest, dividends and bills receivable. Said fund shall be operated exclusively to carry out the educational purposes of the P.E.O. Sisterhood and shall be operated, supervised or controlled by or in connection with the P.E.O. Sisterhood. It shall be used for a program of educational opportunities for women in their final year of high school in the United States and Canada who are pursuing postsecondary education.

Sec. 2—ADMINISTRATION. The P.E.O. STAR Scholarship shall be administered by a board of trustees consisting of five active members of the Sisterhood, each appointed by the president of International Chapter for a term of five years, one member to be appointed each year. Should a vacancy occur, the terms of the other members shall be shortened accordingly, the appointment being for the longest remaining term. The member filling the shortest remaining term for the current biennium shall be chair unless she declines to so serve, in which event the trustees shall elect a chair. In case of the appointment of an entirely new board, the president shall designate the terms of members and chair of board.

Sec. 3—DUTIES OF TRUSTEES. It shall be the duty of the board of trustees to supervise the business of the P.E.O. STAR Scholarship, and to make decisions on all applications for scholarships. Warrants for the payment of scholarships and for the disbursement or transfer of funds shall be authorized by the chair or by a trustee designated by her.

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It shall be the responsibility of the board of trustees to review and to formulate procedures and policies of the P.E.O. STAR Scholarship, and to submit these to the Executive Board of International Chapter for ratification.

Sec. 4—EXPENSE OF ADMINISTRATION. All necessary expenses of the trustees in administering the P.E.O. STAR Scholarship shall be paid from the fund. This shall include a meeting of the board of trustees at the P.E.O. Executive Office once each year, if deemed advisable by the president of International Chapter and the chair of the board of trustees. Expenses of the trustees when attending Convention of International Chapter shall be paid by International Chapter.

Sec. 5—DONATIONS. Local chapters under the jurisdiction of a s/p/d chapter shall send all donations to the P.E.O. STAR Scholarship fund to their respective s/p/d chapter treasurer, to be forwarded monthly to the treasurer of International Chapter.

Local chapters in non-chartered territory shall send all donations to the treasurer of International Chapter.

Donations from individuals shall be forwarded immediately to the treasurer of International Chapter without endorsement or deposit of conveyances. (See Part III, Article VIII, Finance, Sec. 5)

Sec. 6—GIFTS. Contributions made to the P.E.O. STAR Scholarship are deductible by donors in computing the Federal income tax imposed by the Internal Revenue Code of the United States. Gifts, bequests and devises made to the P.E.O. Foundation for the P.E.O. STAR Scholarship are deductible for purposes of determining Federal income, estate and gift taxes as imposed by the Internal Revenue Code of the United States. (See Article XV for suggested forms.) Any such gift, bequest or devise of the value of one thousand dollars (\$1,000) or more may, upon request of the donor, be termed a memorial or honorarium.

Sec. 7—REQUIREMENTS. None of the assets of the P.E.O. STAR Scholarship shall be used for the general purposes of the International Chapter of the P.E.O. Sisterhood, a corporation, and none shall inure to the benefit of any private individual other than those receiving scholarships. The books and accounts of this fund shall be kept separate and apart from the books and accounts of the other funds of the International Chapter of the P.E.O. Sisterhood. In the event the P.E.O. STAR Scholarship is discontinued, or should said Sisterhood dissolve or otherwise cease its affairs, the assets of this fund shall be applied and distributed to some other fund of the International Chapter of the P.E.O. Sisterhood exclusively for religious, charitable, scientific, literary or educational purposes and described and qualified under Section 501(c)(3) of the 1954 U.S. Internal Revenue Code, or Acts amendatory thereto, or if no such fund, to some corporation, fund or foundation organized exclusively for religious, charitable, scientific, literary or educational purposes and described and qualified under Section 501(c)(3) of the 1954 U.S. Internal Revenue Code,

# Bylaws

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or Acts amendatory thereto, said corporation, fund or foundation to be determined by the International Chapter of the P.E.O. Sisterhood.

## ARTICLE XIX MEMBERSHIP COMMITTEE

Sec. 1—ORGANIZATION. The Membership Committee shall consist of six active members of the Sisterhood, appointed by the president of International Chapter. The terms of the members and chair of committee shall be designated by the president.

Sec. 2—DUTIES. The duties of this committee shall be: to work with s/p/d executive boards and s/p/d membership committees; to promote membership health and growth; to provide membership resources and training; to implement membership initiatives; and to oversee unaffiliate record updates.

Sec. 3—COMMITTEE EXPENSE. All necessary expenses of the members in conducting the business of the committee shall be paid from the funds of International Chapter. This shall include necessary meetings of the committee, as approved by the executive board, and expenses of members when attending Convention of International Chapter.

## ARTICLE XX LEADERSHIP DEVELOPMENT COMMITTEE

Sec. 1—ORGANIZATION. The Leadership Development Committee shall consist of three active members of the Sisterhood, appointed by the president of International Chapter. The terms of the members and chair of committee shall be designated by the president.

Sec. 2—DUTIES. The duties of this committee shall be: to work with local, s/p/d and international levels of P.E.O. to promote leadership skills and opportunities; to provide resources and training for International committees, s/p/d officers and committees and local chapter officers and committees; to implement leadership initiatives.

Sec. 3—COMMITTEE EXPENSE. All necessary expenses of the members in conducting the business of the committee shall be paid from the funds of International Chapter. This shall include necessary meetings of the committee, as approved by the executive board, and expenses of members when attending Convention of International Chapter.

## ARTICLE XXI HISTORIAN/ARCHIVIST

Sec. 1—APPOINTMENT. The historian/archivist shall be an active member of the Sisterhood appointed by the president of International Chapter at the beginning of each biennium.

Sec. 2—DUTIES. The historian/archivist shall archive and maintain historical documents and items; and perform such other duties as the executive board shall direct.

# Bylaws

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Sec. 3—EXPENSES. All necessary expenses in conducting the business of the position shall be paid from the funds of International Chapter. This shall include necessary meetings, as approved by the executive board, and expenses when attending Convention of International Chapter.

## ARTICLE XXII PARLIAMENTARIAN

Sec. 1—APPOINTMENT. A credentialed parliamentarian shall be appointed by the president of International Chapter at the beginning of each biennium. Preference shall be given to an active member of the Sisterhood.

Sec. 2—DUTIES. The parliamentarian shall serve as adviser to the president, executive board and Study and Research Committee; and perform such other duties as the executive board shall direct.

Sec. 3—EXPENSES. All necessary expenses in conducting the business of the position shall be paid from the funds of International Chapter. This shall include necessary meetings, as approved by the executive board, and expenses when attending Convention of International Chapter.

## ARTICLE XXIII AMENDMENTS

An amendment to the Bylaws may be submitted to Convention of International Chapter for consideration and adoption, provided that:

(a) the proposed amendment has been approved for consideration at a s/p/d convention by two-thirds of the returned ballots of the local chapters of a s/p/d chapter; approved at the following convention of the s/p/d chapter by a two-thirds vote of the members voting; reported immediately by the secretary of the s/p/d chapter to the president of International Chapter and the chair of the Study and Research Committee; or

(b) the amendment has been proposed by the executive board, boards of trustees or standing committees of International Chapter; or

(c) the amendment has been proposed by a local chapter in non-chartered territory, if first approved by the Executive Board of International Chapter; and

(d) the proposed amendment, having met the requirements of (a), (b) or (c) above, is in the hands of the chair of the Study and Research Committee by January first of the year of Convention of International Chapter. If it is received by the chair after January first of the year of Convention of International Chapter or during the intervening year, it shall be acted upon at the next following Convention of International Chapter. It shall be published in The P.E.O. Record at least one month before the date of Convention of International Chapter.

If adopted at the Convention of International Chapter by a two-thirds vote of the members voting, it shall become part of the Bylaws.

If an amendment to the Introduction, Part I, Part II or Part III of the Constitution makes necessary amendment to the Bylaws, such amendments will be made to conform.





**STANDING RULES**  
**of**  
**International Chapter**  
**P.E.O. Sisterhood**

# STANDING RULES

## GENERAL

1. The P.E.O. Sisterhood or any division thereof shall not affiliate with any other organization.

2. Circularization within a s/p/d chapter of members, local chapters, reciprocity groups or P.E.O. Groups on any subject, including approval of proposed amendments to all parts of the Constitution, shall be only upon authorization of the executive board of that s/p/d chapter or convention of the s/p/d chapter.

Except for authorization by a convention, if the proposed circularization pertains to a project of the Sisterhood at large (other than routine items of business pertaining to such project), approval for circularization must be secured from the Executive Board of International Chapter, as well as from the executive board of the s/p/d chapter.

Consent for circularization on any subject of members, local chapters, reciprocity groups or P.E.O. Groups beyond the boundaries of a s/p/d chapter, or in non-chartered territory, must be secured from the Executive Board of International Chapter.

3. A visitor at a local chapter regular meeting, special meeting or at a convention of a s/p/d or International chapter may be requested by the president to present her membership card to verify her active membership in the P.E.O. Sisterhood.

4. A resolution may be submitted to Convention of International Chapter for consideration provided that:

(a) the proposed resolution has been approved by two-thirds of the returned ballots of the local chapters of a s/p/d chapter; approved at the following convention of the s/p/d chapter by a two-thirds vote of the members voting; reported immediately by the secretary of the s/p/d chapter to the president of International Chapter and the chair of the Study and Research Committee; or

(b) the resolution has been proposed by the executive board, boards of trustees or standing committees of International Chapter; or

(c) the resolution has been proposed by a local chapter in non-chartered territory, if first approved by the Executive Board of International Chapter; and

(d) the resolution, having met the requirements of (a), (b) or (c) above, is in the hands of the chair of the Study and Research Committee by January first of the year of Convention of International Chapter. If it is received by the chair after January first of the year of Convention of International Chapter or during the intervening year, it shall be acted upon at the next following Convention of International Chapter. It shall be published in The P.E.O. Record at least one month before the date of Convention of International Chapter.

# Standing Rules

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(e) In the case of an unusual circumstance(s), such notice may be waived and the resolution called to the floor by a three-fourths favorable vote of the members present and voting in the Convention of International Chapter. The resolution will then require a three-fourths favorable vote for adoption.

5. When a vote is taken by written ballot or electronic voting equipment in local, s/p/d or International chapters, the chair of tellers shall provide the report to the president who shall read the entire report and announce the result of the ballot.

## INTERNATIONAL CHAPTER

6. An official jeweler shall be appointed by the Executive Board of International Chapter at the beginning of each biennium. The jeweler shall have sole authority to manufacture and sell to the P.E.O. Supply Department the official emblem and the recognition pins for past presidents of s/p/d chapters and the president and past presidents of International Chapter.

7. When deemed necessary and advisable, the Executive Board of International Chapter shall have authority to correct or revise Manual for Supervision of Local Chapters; Instructions to Officers of State, Provincial and District Chapters; and Instructions to Officers of Local Chapters, such correction or revision to conform to the Procedure for P.E.O. Chapter Meeting, Ceremony of Initiation, Constitution, Bylaws and Standing Rules of International Chapter.

8. Officers of International Chapter shall be elected the day preceding the adjournment of convention.

9. The president of International Chapter shall keep a record of her rulings in a book provided for that purpose.

10. Seminars at Cottey College and LEAD Conferences may be held as authorized by the Executive Board of International Chapter.

## STATE, PROVINCIAL, DISTRICT (S/P/D) AND/OR LOCAL CHAPTERS

11. Manual for Supervision of Local Chapters, and such other material as may be authorized by the Executive Board of International Chapter shall be included in the supplies of the president of a s/p/d chapter.

12. A charge in accordance with the current price list shall be made for reissue of a past president's credential.

13. The local chapter presidents shall be responsible for officers' booklets of the Ceremony of Initiation. The order for a lost booklet must have the approval of the organizer of the s/p/d (or International) chapter.

14. The president of each local chapter in non-chartered territory shall write an annual letter to the organizer of International Chapter informing her of the activities and status of the chapter. The letter shall be read and approved at a chapter meeting in February and mailed before March first.

# Standing Rules

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15. Annual reports of local chapter officers to the officers of s/p/d (or International) chapter, and annual reports of officers of s/p/d chapters to the officers of International Chapter, shall be kept on file as required by International Chapter.

16. Chapters in non-chartered territory, immediately after publication of their yearbooks, shall send annually two copies to the organizer of International Chapter.

17. For chapters in Canada, the P.E.O. Supply Department shall pay the duty on emblems and on the supplies for new chapters.

## AMENDMENTS

An amendment to the Standing Rules may be submitted to Convention of International Chapter for consideration and adoption, provided that:

(a) the proposed amendment has been approved for consideration at a s/p/d convention by two-thirds of the returned ballots of the local chapters of a s/p/d chapter; approved at the following convention of the s/p/d chapter by a two-thirds vote of the members voting; reported immediately by the secretary of the s/p/d chapter to the president of International Chapter and the chair of the Study and Research Committee; or

(b) the amendment has been proposed by the executive board, boards of trustees or standing committees of International Chapter; or

(c) the amendment has been proposed by a local chapter in non-chartered territory, if first approved by the Executive Board of International Chapter; and

(d) the proposed amendment, having met the requirements of (a), (b) or (c) above, is in the hands of the chair of the Study and Research Committee by January first of the year of Convention of International Chapter. If the proposal is received by the chair after January first of the year of Convention of International Chapter or during the intervening year, it shall be acted upon at the next following Convention of International Chapter. Notice of a proposed amendment shall be published in The P.E.O. Record at least one month before the date of Convention of International Chapter. If adopted at the Convention of International Chapter by a majority vote of the members voting, it shall become part of the Standing Rules.

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