

New Jersey State Chapter P.E.O. Sisterhood
CHAPTER PRESIDENT'S ANNUAL CALENDAR 2021-2022

HELPFUL REFERENCE TOOLS

Web sites: www.peointernational.org and www.njpeo.org

The P.E.O. RECORD and International's Membership Toolbox

The New Jersey State Chapter Newsletter – *The Marguerite Messenger* LINK

New Jersey State Chapter Convention Proceedings Notebook which includes the Bylaws of New Jersey State Chapter

See the International website for: Constitution (2019), Bylaws and Standing Rules of the P.E.O. Sisterhood,
Instructions to Officers of Local Chapter (IOLC) & P.E.O. Counsel for Membership Booklet

MARCH – OUTGOING PRESIDENT

- Audit report is given under regular committee reports. Auditor's report must be in writing and accepted by voice vote of chapter.
- Review corresponding secretary's and treasurer's annual reports, which **MUST AGREE**. Sign reports and have the officers mail them **NO LATER THAN MARCH 10th**.
- Annual budget presented by treasurer/budget committee in March and voted on in April.
- Annual Election of Officers to be held by or at the first meeting in March per Constitution, Part III, Art. IV, Sec 1. Election of delegates and alternates to convention of state chapter. (Nominate delegate and alternate to Convention of International Chapter in odd years when eligible – see Proceedings.)
- Remind corresponding secretary to enter online (International website) the Report of Election to International with delegates to state and International convention and new chapter officers including appointees for membership chairman and technology chair.

MARCH – INCOMING PRESIDENT

- Attend President's Workshop at Spring Reciprocity and encourage all officers to attend as well.
- Arrange for a transition meeting between old and new officers. At this meeting it is suggested the new officers read through the Ceremony of Initiation together. Remind officers of P.E.O. website passwords and to check the International website for training and forms. Create a list of where each officer keeps her officer supplies in her home.
- Impress upon each officer the importance of studying and following exactly all written instructions for her office in "Instructions to Officers of Local Chapters of the P.E.O. Sisterhood" (IOLC) and follow directions in the section outlining "Retention Record" and discard outdated material. Also have them read the Constitution, Part III, Article V, and NJ State Chapter Bylaws, Article VII for required officers' duties.
- Make sure officers know that the current Constitution is on the International website and that the current Bylaws and Standing Rules of New Jersey State Chapter are on the NJ Website. Review local chapter Bylaws and Standing Rules.
- Corresponding secretary and treasurer continue duties until released by state chapter officers, even though new sisters might have been elected. When releases are received, read as part of correspondence so the release is reflected in your chapter minutes.**
- Remind chapter sisters to update email, phone & address changes online at www.peointernational.org or ask corresponding secretary or tech chairman to do it.
- Call for report from the Budget Committee and vote on the budget.
- Have all officers check their supplies with the Official List – published on the International website in treasurer's forms. Have treasurer order supplies from International that are not available to print online.
- Remind the treasurer to verify that all delegates have registered online for convention and to issue the appropriate reimbursement checks. Remind visitors to register online, and encourage all sisters to attend.**

APRIL

- Appoint committee chairmen and committee members. Remind corresponding secretary to report names of new project chairmen, using the online form 'Local Chapter Report of Project Chairmen' **NO LATER THAN MAY 1st**. This online form is found on the International website, under Local Chapter Officer Resources – Corresponding Secretary forms. Current committees continue duties until transition date as provided by local chapter bylaws.
- Yearbook committee may begin planning next year's yearbooks. REMINDER: Indicate whether chapter is doing monthly reports or once a year programs on the projects. Founder's Day chapter program may be done at winter regional Reciprocity.

MAY/JUNE

- Convention of NJ State Chapter is held the last weekend of April or first weekend of May.
- Report of Convention of NJ State Chapter – to be given under new business or as a program.
- Remind treasurer to allow for bills to be paid during the summer if you do not meet (ie: yearbook expenses).
- Remind corresponding secretary to send yearbooks (hard copies only) **NO LATER THAN SEPTEMBER 1st**. Mailing instructions: Bylaws of New Jersey State Chapter Article VII, Sec 6. The current yearbook distribution list is posted on the NJ Website.
- Board Buddy letters are to be read to the chapter under correspondence. Upon receipt of the quarterly issue of the *Marguerite Messenger*, forward to chapter members and read time sensitive articles at meetings. Chapter chairmen may share new information with chapter.

SEPTEMBER/OCTOBER

- Invite unaffiliates to attend Reciprocity. Remind membership committee to contact new unaffiliates.
- Remind reciprocity chairman and treasurer to make reservations for October Reciprocity meeting.
- Schedule a report of Convention of International Chapter to be presented every 2 years (odd years) by your chapter delegate.
- Make sure officers' supplies are complete and chapter is prepared for Exemplification of the Procedure for a P.E.O. Chapter Meeting and Ceremony of Initiation (required every year). Every two years prepare for organizer's visit.

NOVEMBER

- Have treasurer allow bill for budgeted funds to projects. Upon approval of the chapter, have the treasurer send the check (please do not wait until February). Designated awards are needed by February 19th for processing.
- Invite unaffiliates to attend chapter socials and winter regional Reciprocity.
- Remind reciprocity chairman and treasurer to make plans for winter regional Reciprocity meeting.

DECEMBER/JANUARY

- Reminder: Please have Board Buddy letters read during a chapter meeting under correspondence. Continue distribution to all members of *Marguerite Messenger* when received by email. Time sensitive material and project information may be shared during a chapter meeting.
- Remind treasurer to send Notice of Dues to chapter sisters in early January.
- Appoint nominating committee. Slate is presented to chapter for vote in February.
- Supply project annual reports forms to your chapter project chairmen to complete. Forms are available on the "Documents and Forms" page of the NJ Website.

FEBRUARY

- Remind audit committee to schedule audit of treasurer's books after the close of books February 28/29.
- Dues are delinquent March 1st. Have treasurer identify members whose dues are delinquent and vote to advance dues if that is the policy of the chapter. Consider use of the NJ Home Fund to reimburse chapter dues advancement. Be generous with your sisters' tardiness by giving them the benefit of the doubt.
- Write chapter president's annual letter. Refer to Bylaws of NJ State Chapter: Article VII, Sec 3 for required content. Read chapter president's annual letter to the chapter as an item of new business at the first meeting in February, approve by voice vote and send to the NJ State Chapter President **NO LATER THAN MARCH 1st**.
- Remind recording secretary to copy chapter bylaws and standing rules and to put them in the Recording Secretary's Record Book. If changes are made, a copy is sent to the NJ State Organizer. If no changes have been made to the bylaws or standing rules, a current date is written on the old copy and is sent to the NJ State Organizer in accordance with Bylaws of New Jersey State Chapter; Article VII, Section 5.
- Remind treasurer and/or budget committee that budget needs to be presented at a meeting in March to be voted upon at the following meeting.
- Meet with nominee for president to review the business to be transacted at the March meetings. Suggest that she reads "Instruction to Officers of Local Chapter of the P.E.O. Sisterhood" and this calendar before the first meeting.
- Remind project chairmen to send completed annual report **NO LATER THAN MARCH 10th** to designated state chapter project chairmen. Forms are found on the NJ Website. Be sure to include number of recipients.
- Invite unaffiliates to attend March Reciprocity. Remind membership committee to contact new unaffiliates.
- Remind reciprocity chairman and treasurer to make reservations for March Reciprocity meeting.