



MARYLAND STATE CHAPTER P.E.O. SISTERHOOD
2024 SPRING WORKSHOP HANDOUT
ALL OFFICERS GENERAL INFORMATION

OFFICIAL REQUIREMENTS

The duties for each office are defined in

- Constitution Part III, Article V, Sec. 5 and
- Bylaws of Maryland State Chapter, Article IX

The instructions for each office and the policies pertaining to local chapters are contained in

- Instructions for Officers of Local Chapters (IOLC) – ***This is your best friend!***

The supplies needed for each office are in

- List of Supplies for Officers of Local Chapters

RESOURCES

Constitution, Bylaws and Standing Rules of the P.E.O. Sisterhood

- Hardcopy Reprint 2023 (*Purple-colored cover*)
- Softcopy dated April 2023

Instructions to Officers of Local Chapters (IOLC) January 2024

Both the Constitution and the IOLC can be found on the International website: peointernational.org. Complete the Member Login.

You can navigate to these documents by:

- **Going to Resources>Resource Library>scroll down to Search & Filter>Audience Type-select your office from the drop-down menu.**

Bylaws of Maryland State Chapter

- The bylaws can be found on the Maryland website: peomaryland.org. *Complete the Member Login.* Select **Chapter Resources** select **Publications** select **Bylaws**
- Scroll to **Article IX, Local Chapters**

List of Supplies

March 2023

Available on the international website. Complete the Member Login.

- **Resources>Resource Library>scroll down to Search & Filter>Audience Type-select your office from the drop-down menu.**

**VISIT THE INTERNATIONAL WEBSITE MEMBERS PAGE FOR
ANNOUNCEMENTS, HIGHLIGHTED INFORMATION AND DEADLINES**

GLOSSARY OF TERMS

(from P.E.O. Counsel for Membership Booklet)

Active member: A member who has paid her annual dues and has all privileges of the Sisterhood.

Ballot: A vote to issue an Invitation to Membership.

Inactive member: A member who has forfeited the privileges offered in the business meetings of the Sisterhood by not paying her annual dues before March 1. An inactive member may be reinstated.

Initiate: A new active member who has just been given membership through the Ceremony of Initiation or Initiation by Affirmation.

International Chapter: The body of the P.E.O. Sisterhood. It consists of all the active members of the Sisterhood. The affairs of the International Chapter are managed by an executive board.

Lateral Transfer: Transfers the membership of a member to another chapter in the same area that meets at a more convenient day and/or time.

Mentor: Someone who agrees to assist a new sister in orienting into chapter life.

NonParticipating member: An active resident member who doesn't attend or participate regularly in the life of the chapter.

Reciprocity Groups: Local chapters that unite to welcome unaffiliated P.E.O.s and to promote interaction among members in a particular area and promote our projects.

Reinstated member: A member who—after relinquishing her membership—returns to active status, by submitting a notification letter to her chapter, or to a chapter that has extended her an invitation to transfer and paying the reinstatement fee.

Resident member: An active member who lives in or around the city where the chapter is located and can regularly attend meetings.

Sponsor Member: An active member who signs the Sponsor for Membership form proposing a woman for P.E.O. membership. You will be able to sponsor after you have been a member of P.E.O. for one full year.

Transfer In: Transfers the membership of a member to your chapter.

Transfer Out: Transfers the membership of a member to another chapter.

Lateral Transfer: Transfers the membership of a member to another chapter in the same area that meets at a more convenient day and/or time.