



## DUTIES

### Outlined in the Constitution

- 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.
- To deliver to your successor all papers and supplies of the office.

### Outlined in the Maryland State Chapter Bylaws

- At the first meeting in February, read to the chapter, for approval, her annual letter to the president of the state chapter. The letter shall report the condition and activities of the chapter. A copy shall be filed in the chapter history and a copy mailed to each resident member and to the organizer and vice president of state chapter.
- Send a copy of interesting chapter programs, when available, to the secretary of the state chapter.

## RECENT CHANGES THAT HAVE BEARING ON YOUR OFFICE

- The annual reports are now electronic and no packet is mailed.
- The Annual Report is comprised of the Membership Roster, the Dues Form and the IRS-LC.
- A training video and reference guide are available at **Resources > Resource Library > Select Local Chapter Officers from the Audience Type Search box > Annual Reports**
  - Step 1: Treasurer completes the Membership Roster and Dues Form
  - Step 2: Corresponding Secretary does a Membership Review
  - Step 3: President Reviews and Approves the forms (to include the IRS-LC which the Treasurer has also prepared)
- A best practice is to reach out to the next officer in the process to notify her when you have completed your step so they know to check their email. A group text message is one way to do this. Getting the officers responsible for the annual reports together in person at one location could also be helpful. Keep in mind that even if using one device for multiple officers, the officer who has completed her step must sign-out before the next officer can log-in to complete her step.
- The regular meetings of a local chapter are now twelve.
  - Required regular social meetings were eliminated (i.e., there are no social meetings, so there are no social minutes.)
- The regular meeting allows for multiple formats
  - There are different balloting procedures based upon the format
- The password is no longer taken

- Membership is visually verified by the guard
- Changes regarding religious inclusion
  - Inspirational texts may be used as an alternative to the Bible at the chapter's discretion
  - At the chapters discretion whether to recite the Lord's Prayer
  - Ceremony of Initiation provides some alternatives
- You no longer have to secure the pin of a deceased or inactive sister
- A chairman is now called a chair

## RESOURCES

All resources are by Member Login on the International website, *peointernational.org*

**GENERAL** – Reference the ALL OFFICERS GENERAL INFORMATION Handout

**OFFICE-SPECIFIC** – Resources > Resource Library > In the search box, Audience Type, scroll down and select Local Chapter President

### 1 – IOLC Complete

January 2024

Per the IOLC, the president is to **print the current IOLC in its entirety and place behind the IOLC tab in the President's Book**. The previous IOLC can be discarded. Be aware that the IOLC is updated to reflect the most current guidance from International.

### 2 – IOLC Policies

January 2024

### 3 – IOLC President Section

January 2024

### Presidents/Vice Presidents: Leading with Confidence

July 2022

There is a **PowerPoint presentation** that provides a very good orientation for both the president and the vice president covering key areas for guiding the chapter with respect to the order of business, sponsoring candidates, balloting on candidates, Initiation), membership transactions and installation of officers.

### Successful Officer Transitions

July 2021

This video presentation provides guidelines and tips for planning and incorporating successful local chapter officer transitions as part of your chapter's annual routine. It also discusses how the practices described can benefit and strengthen the chapter.

## OFFICER TRANSITION MEETING & OTHER OFFICER INFORMATION

**Following election, the president calls a meeting of the officers for instruction in their duties.** (Constitution, Part III, Article V, Section 1)

**Officer transition meetings are extremely important. Plan one following the installation of your officers.**

Coordinate the work of all offices. Be thoroughly familiar with procedures, regulations, and supplies of all officers. Ensure officers' supplies are complete, and a sufficient number of items that cannot be downloaded from the P.E.O. website are on hand.

Make sure your officers are using the latest revisions of materials. The International website maintains a list of materials and their revision dates (most recent first) accessible from the members homepage.

Know where all **the officers store their supplies**. Ensure your vice president knows where you keep your supplies. You should be aware of where the **supplies for the Ceremony of Initiation** are kept – both what sister has them and where in her house she keeps them.

Ensure all chapter officers have the appropriate **updated section of the IOLC** in their materials. (Their officer handouts tell them where this is and instructs them to print it out.)

Discuss how the officers will coordinate with one another. Remember that how well the officer team conducts themselves in meetings has a direct impact upon the chapter membership. You may want to discuss how you handle such things as

- When a pro tem is needed (does the officer who cannot attend try to find someone?)
- When specific chapter business needs to be conducted that the affected officers are all aware of what they need to do (e.g., balloting on membership)
- When doing Ceremony of Initiation, who will be doing each part.

**Review the Retention Record** for the President. *The Proceedings of the Convention of Maryland State Chapter* referenced in the Retention Record is found on [peomaryland.org](http://peomaryland.org) **Chapter Resources > Publications > Proceedings**. Ensure the safekeeping of the following in your supplies:

- President's Book
- Official Booklets for Initiation - If booklets are given to officers prior to the day of initiation, have officers sign and date when they receive the booklet and then record the date when booklets are returned.
- IRS identification number or EIN number
- Notebook for names of unsuccessful candidates
- Emblems of inactive\* and expelled members
- List of emblems returned by members (expelled)
- Chapter Charter
- File of all annual chapter presidents' letters
- Sponsor for Membership forms – Be sure to always have these available at a meeting. A sponsor form for a name proposed is kept in the President's Book until minutes recording balloting on the name have been approved or until the form is destroyed as required.
- Annual report of the treasurer for the past six years

**\*It is no longer your responsibility to retrieve the emblems of members who have gone inactive or have died. Emblems were retained** in the president's box **for three years**. If reinstatement is not requested within three years, you can return the emblem to the P.E.O. Emblem Division using the **Emblem Return** form (please use a padded envelope) in the President's Resource Library on the P.E.O. International website.

The president may **appoint an assistant for any officer, except for the office of the president**. The name of the assistant may be listed in the chapter's yearbook. Only one person is elected and installed for each office. The **vice president is the president's assistant** and presides when she is absent. If the president vacates her office, the vice president assumes the office. She is not installed as president.

A **vacancy in office**, except that of president, is **filled by appointment** made by the president and approved by vote of the chapter. The appointed officer is not installed.

## APPOINTING COMMITTEES and SUPERVISORY NOTES

*Remember to use the term “chair” rather than “chairman”*

**Appoint an auditing committee and such other committees as may be authorized by the chapter.**

- **Auditing Committee** - Make sure the treasurer is not on the audit committee, but she may be on the budget/finance committee. Upon completing their audit, you will call for a **Report of the Auditing Committee** at a regular meeting of the chapter in March or April (e.g., “The Auditing Committee reviewed the treasurer’s books and found them to be correct.”) and ask for it to be accepted.
- **Budget/Finance** – Call for the presentation of an annual budget and acceptance by a chapter vote, if applicable.
- **Bylaws** –Ensure that you and the recording secretary have the latest copy of your chapter bylaws in your books. (*Note: these should have been updated in 2022-2023 with changes that resulted from 2021 CIC.*)
- **Membership/Reciprocity** – Be sure that your corresponding secretary enters the name of your **Membership Chair** (online form is in **Resource Library > Corresponding Secretary > Report of Election of Local Chapter Officers**).
- **Program/Yearbook** – Yearbook and requirements are found in the state Bylaws and Standing Rules and Article IX, Section 1. (c) 2. for sending the yearbook to each state officer by September 15<sup>th</sup> and Standing Rule 3 for yearbook requirements. The **Yearbook Evaluation Form** should accompany the yearbook sent to the state secretary and is found on *peomaryland.org* under **Chapter Resources > Forms** and other helpful information on yearbooks is under **Publications > Local Chapter > Yearbook**.
  - An **Exemplification of the Ceremony of Initiation** must be scheduled each year “within a reasonable time after election” or if it will be part of an Organizer visit, it may be scheduled then. Remember, you can actually initiate someone as part of this program.
- **Social** – There are no longer social meetings. Consequently, these do not need to be scheduled in the yearbook as they previously were. (If you choose to put social date/events in your yearbook, do not refer to them as meetings.)
- **Technology** - Be sure that your corresponding secretary enters the name of your **Technology Contact** (online form is in **Resource Library > Corresponding Secretary > Report of Election of Local Chapter Officers**).
- **Ways and Means** – This committee should familiarize themselves with the information in the **IOLC Policies** section on Fundraising.

### Projects:

Be sure that your corresponding secretary enters the name of all your Project Chairs (online form is in **Resource Library > Corresponding Secretary > Local Chapter Report of Project Chairs**).

Make sure your project chairs know that there is a state chair for each project. If these are not listed in your yearbook they can be found in the **President’s Handout on *peomaryland.org* Chapter Resources > Publications**

## MEETINGS – REGULAR AND SPECIAL

- There are **12 regular meetings scheduled each year**.
- Local chapters may conduct meetings in alternate formats following the procedures established in the Procedure for P.E.O. Chapter Meeting.
- **Special meetings may be called by the president. Only the business specified in the call can be transacted.**

The meeting is opened in due form, the business of the special meeting is transacted, and the meeting is closed and adjourned.

- Appendix 2 lists the business that can be transacted at a Special Meeting.
- Business which **cannot** be transacted at a Special Meeting:
  - Balloting on a name
  - Consideration for a request for reinstatement from an expelled member
  - Invitation to transfer

## MEETING

### Preparation Tips:

Go over what needs to be done at the meeting in advance of the meeting.

- Review all the correspondence and communications that have been sent to members since the last meeting and review these for items under new business or committee reports.
- Be aware of any impending deadlines for project donations, reservations, sponsoring candidates, etc.
- Communicate with your officers or chairs regarding actions they need to take (reports, issue checks, etc.)
- Review any membership activity for action/follow-up.
- Send an invitation to the membership, if needed, to attend virtually.

Some chapter presidents prepare and send a meeting agenda to their members prior to the meeting.

### CALL TO ORDER – FORMAL OPENING OF MEETING

Your chapter has the following options for the meeting:

- To have the meeting in-person, virtual or hybrid format
- To use Blest Be the Tie That Binds in place of the Opening Ode.
- To recite the Lord's Prayer
- To minimize group recitation and singing using pre-recorded versions of the Opening Ode or Blessed Be the Tie that Binds and, Objects and Aims and Lord's Prayer
- Reading from either the Bible that contains both Old and New Testaments OR an inspirational text that is acceptable to the chapter.

**A meeting quorum is 7** unless a chapter has fewer than 12 active members, then it is 4.

### READING OF MINUTES

The recording secretary reads the minutes of the last meeting(s) – regular and special. The minutes of each meeting are approved separately. It is important to remember that:

- Meetings cannot be recorded.
- If your chapter amended its bylaws to approve electronically sharing the minutes, then they may be shared with active chapter members electronically. If the chapter did not vote to amend the chapter bylaws, then only the president and recording secretary, or their pro tem officers, may receive a copy to determine accuracy of minutes and prepare the agenda for the next business meeting.
- Highlights of the meeting may be summarized into a newsletter format and sent to members but must not include any membership-sensitive agenda items.

## INITIATION

The Ceremony of Initiation may be exemplified or conferred during

- a. an in-person meeting or
- b. a hybrid meeting provided virtual and phone attendees join
  - i. after the Ceremony
  - ii. with the video disabled and audio muted during the Ceremony or
  - iii. with virtual/phone attendees moved to the virtual waiting room or breakout room (which requires change in default virtual meeting settings to prevent attendees from re-entering the virtual meeting) during the Ceremony.
- c. Virtual Ceremony of Initiation: there is a nice instructional video  
<https://www.peointernational.org/resource/virtual-ceremony-of-initiation/>

**\*\*\* PRACTICE THE CEREMONY PRIOR TO CONFERRING IT. \*\*\***

Reference the information by using the search feature on the international website and enter the title **Ceremony of Initiation Period of Instruction**.

The **Period of Instruction on the Ceremony of Initiation pdf file** is an excellent reference for using to rehearse and prepare for the Ceremony with the initiation team.

Review with both the Guard and the Recording Secretary their parts so they are prepared with their statements regarding the candidate.

Make sure the chapter knows their responses for the Ceremony.

Review how you will give/deliver a **new member kit, membership card and constitution** per your chapter tradition (e.g., in person during Suggestions for the Good of the Chapter).

Prior to the meeting, review with the candidate her part in the Ceremony.

**Remind the corresponding secretary to promptly enter the Membership Update form.** The initiate will receive welcoming correspondence from Maryland State Chapter and International Chapter will engage them in the FastTrack program.

**Remind the treasurer to check with the new member on details about ordering her pin.** The treasurer's emblem order will not be processed until the International receives her Member Update information.

**Remember to schedule post initiation counseling.**

## REPORT OF THE TREASURER

- After the roll is reported, you may introduce guests or ask someone else to do so.
- The treasurer is only asked for the monthly financial report at the first meeting of the month.
- The treasurer can present all the bills and then ask for one motion to cover them all.

## REPORT OF THE CORRESPONDING SECRETARY

- The secretary is only asked for the monthly report at the first meeting of the month.
- Correspondence that has been distributed via email in advance of the meeting should be summarized (date, received from, subject) so that it is incorporated into the minutes.
- If the secretary has a letter of reinstatement (an inactive sister can notify the chapter that she would like to be reinstated and sends a \$35 fee) or a letter of acceptance of invitation to transfer, make sure she knows to read these last.
  - **An invitation to transfer cannot be accepted in the month of February.**
  - **A reinstatement can take place in February.** No chapter vote is required; payment of the fee completes the reinstatement.
- Check with both secretaries to get back any correspondence you need for further action.

## REPORTS OF COMMITTEES

With the goal of keeping meetings moving along smoothly, you may want to let your chapter know early in your P.E.O. year, how you want your committee chairs to let you know they have a report (e.g. signup sheet you have available prior to calling the meeting to order, give you a “heads up” via email). It is not necessary to call on every committee, so knowing which do not have a report helps.

You can transact business that results from a committee report at this point in the meeting (i.e. committees can make motions as part of their reports). Some chapters will defer items to take them up under New Business.

## CHAPTER BUSINESS

**Unfinished Business:** Take up any business that was introduced or deferred at a previous meeting.

**New Business:** Take up any business that is a result of correspondence or committee reports; extend an Invitation to Transfer with a motion and voice vote; Report of Convention unless it is being done after the meeting is closed.

## PRESENTATION OF NAMES FOR MEMBERSHIP

This item of business is introduced at every meeting. *Note: if there are non-chapter members in attendance, they are asked to leave for the portions of the meeting dealing with membership.*

If there are no names for membership and no election or installation of officers, your next item of business is Remarks by Visitors (if there is a visitor) or Suggestions for the Good of the Chapter. If there are no new names at this meeting, but there is a name to be balloted upon, your next item of business is Balloting.

The **Sponsor for Membership Form** is used to present a name for membership. Per the Constitution, a woman must have been a member for a year, before presenting a name for membership.

The recording secretary reads the name presented. If there is a holdover sponsor form from a previous meeting (i.e. does not yet have the required 3 signatures), it is presented first for sponsorship.

## SPONSOR FOR MEMBERSHIP FORM

It is signed by **three** members attesting they are well acquainted with the candidate. The sponsoring members must know her well so that other members feel comfortable voting on faith. Note: The Sponsor for Membership form was updated 01/23.

Candidates' names may now be presented and sponsored at special meetings called for that; balloting on a name cannot be done at a special meeting.

## BALLOTING

Prior to the meeting, you should review the balloting procedure that will be used (based on meeting format) with the vice president and recording secretary. Also remind the treasurer that she will be asked at this point in the meeting to report the number entitled to vote so she will be ready with that number.

Any non-chapter members in attendance at the meeting are asked to leave during balloting.

When balloting on membership

- On a first ballot, if there is one or no con votes, the ballot is favorable.
- On a first ballot, if there are two con votes, another ballot is taken. (Ballots do not need to be counted.)
- On a first ballot, if there are three or more con votes a count of votes is necessary.
  - If the votes cast are  $\leq$  to those entitled to vote, the ballot is unfavorable.
  - If the votes cast are  $>$  those entitled to vote, follow the procedure to re-ascertain the number to vote
    - Either the ballot will be unfavorable or another ballot will be taken.
- On a second ballot, with two or more con votes, the ballot is unfavorable. (Ballots do not need to be counted.)

**Appendix 10 of the President's Book** provides extensive instructions as well as a flowchart for balloting in each of the meeting formats.

The president and the recording secretary confer and agree on the outcome of the ballot and the president makes the appropriate announcement under balloting.

- Upon a **favorable vote**, the president instructs the corresponding secretary to send an invitation and appoints a counseling committee.
- Upon an **unfavorable vote**, the name is kept by the president on a separate page of a small notebook. After six months from the date of balloting, the page shall be destroyed and name can be represented.

The **recording secretary** seals the written ballots in an envelope. Immediately after the meeting, she destroys the written ballots. The number of unfavorable votes on any ballot is **not** revealed.

When **more than one name is to be balloted upon** at the same meeting, president repeats the entire balloting procedure in business item **13. Balloting** of the Procedure for P.E.O. Chapter Meeting.

## ELECTION

This item of business is conducted at or by the first regular meeting in March. Consult your chapter bylaws for which procedure your chapter follows.

*Note: Appendix 12 for nomination and election procedures was updated 01/24.*



## INSTALLATION

**At the first regular meeting in March, perform the Ceremony of Installation.** This can be conducted by the outgoing president or any member. If an officer is not present to be installed, they are installed at the next meeting.

If an officer is **not installed by May, the office is declared vacant.** The president appoints to fill a vacancy.

## REMARKS BY VISITORS

This is omitted if there are no guests. If you are having an Official Visit, the organizer may address the chapter under this item of business.

## SUGGESTIONS FOR THE GOOD OF THE CHAPTER

This is the part of the meeting where you can present recognition pins, present new members with kits, constitution, membership cards and pins. Personal news should not be shared until the meeting is closed.

## CLOSING AND ADJOURNMENT

After the meeting is closed, the chapter members can share personal news or engage in other traditional activity not a part of P.E.O. business.

The recording secretary's minutes should not capture the personal news but should record the meeting's program.

## CONFERRING WITH CANDIDATES FOR INITIATION

**Pre-Acceptance:** A Committee to Counsel should be provided to the prospective member BEFORE she returns her acceptance of the invitation. Use the latest *P.E.O. Counsel for Membership Booklet (6/22 in lower right-hand corner of back cover)* or online at **Resource Library > Local Chapter Members > Manuals and Handbooks. A Guide for When You Are Invited** can be ordered from the P.E.O. Supply Dept. or it can be printed from **Membership > Membership Toolbox > Local Chapter Membership** and provided to the prospective member. The candidate should know that it is a written acceptance that affirms her belief in God and a \$35 initiation fee. The candidate should also be lent a Constitution (the President's supplies should have 3) to read.

**Pre-Initiation:** Give the candidate instructions about the procedures for Initiation. Explain that the formal Ceremony will be performed at a later date. Review that in that Ceremony your officers will be 1) dressed in a uniform manner, that it will seem like a lot to remember, but that you will also have a post-initiation meeting and that 2) she will have the option to either raise her hand or place her hand upon the Bible when taking the vows.

**Post Initiation:** This should be done prior to the next meeting following initiation. The president (and others) meet with the candidate, the president gives the meaning of our letters and the password, the new member signs the president's book (she will not do this as part of the Ceremony) and the Ceremony is discussed. Use *P.E.O. Counsel for Membership Booklet* and the *Post initiation PowerPoint* presentation in the local chapter membership toolbox to ensure properly covering the important topics that will help the initiate become informed and connected.

## ANNUAL REPORTING

**Remind members to pay their dues.** Encourage your chapter to provide support for sisters who cannot pay their dues so they can continue as active members.

Write a **President's Letter to the state president** reporting the condition and activities of the chapter to be read at the first meeting in February for the chapter's approval. The annual letter can be read as an item of new business or serve as the chapter program. Per the state bylaws, a **copy of the letter is sent to each resident member** of the chapter, to the **organizer and vice president of state chapter**, and **filed with the chapter history**. Annual letters shall be kept for the life of the chapter in the president's box per the IOLC.

Ask the **corresponding secretary to read the names of inactive members** to the chapter in February from the Membership Roster (formerly Chapter Membership Summary) confirming their contact information. This is a good time to engage the membership committee in outreach to inactive members.

Ask the **treasurer** to read names of members whose dues are not paid as of February 1. The chapter can then determine how they can assist the treasurer in the collection of dues and if they would like to assist members with dues. Chapters may also advance dues for the member.

Verify the corresponding secretary has accurately reported the local chapter officer emails to the P.E.O. Executive Office using the Report of Election of Officers of Local Chapter on the P.E.O. International member website. The emails on record must be for those serving as of February 28/29 of the current year.

**Confirm the treasurer received an email the first week of March** from the P.E.O. Executive Office containing the link to begin the annual report process.

**The Membership Roster, Local Chapter Dues form and IRS-LC are to be approved by the president.** The president is responsible for reviewing each of these forms closely and contacting the officer responsible with any questions. Once all information can be verified as complete and accurate, the president types her name and clicks the Approve button to submit the forms. At this point the president should **direct the treasurer to send the dues check to the Maryland State Chapter treasurer with a copy of the dues form.** All forms must be approved and submitted by the president by March 10th. (Note: In the absence of the president, the vice president shall contact the P.E.O. Executive Office for access to approve on behalf of the president. The president (or VP) must log out upon completing her review and approval for the s/p/d officers to receive the report.)

**Forward a copy of the release of the approved annual report to the treasurer for her files.**

**Call for the reading of the annual report** by the corresponding secretary and treasurer with the first monthly reports following approval.

**Retain a copy** of the annual report in the president's supplies.

**Call for the reading of the approved annual report** of the treasurer with the first monthly reports following receipt of approved copies and release letters.