

STANDING RULES OF CHAPTER H

Madison, Wisconsin

- Chapter H shall hold its regular meetings at 12:45 p.m. unless changed by the President and/or Program Chair.
- A member, either resident or nonresident, may be exempt from payment of local Chapter dues and/or local Chapter assessments, upon the decision of a committee consisting of the President, Treasurer, and one past President.
- The President shall appoint a member to the office of Assistant Treasurer when a need for said office exists.
- Chapter H shall hold a special meeting to hear the State Convention reports within six weeks following said Convention.
- As soon as reasonable after the death of a Chapter H member, the Chapter shall send a memorial of \$50 in honor of the deceased member to the existing P. E. O. project or fund that has been designated in said deceased member's most recent P.E.O. Designation Memorial Fund form, or, if no such designation has been made, to the P.E.O. project or fund chosen by the members of the Chapter by majority vote of the members present. The Corresponding Secretary shall notify the decedent's family in writing of the memorial.
- The President may increase or decrease the membership of any given committee.
- The Chapter Treasurer shall send the annual budgeted monetary gifts for the State and International P.E.O. projects to the State Executive Treasurer by January 15 each year.

- The President shall announce the membership of Standing Committees at the second regular meeting in March.
- These Standing Rules may be amended at any regular meeting where a quorum is present, by two thirds vote of the members in attendance.

PEO Committee Responsibilities and Duties

BYLAWS: To study the Bylaws, to make any necessary changes in the same, and to present them to the Chapter for approval.

- Whom the committee works with:
 - Officers
 - Any members needing to make changes.
- The committee's duties:
 - Draft new Bylaws when appropriate.
 - Amend current Bylaws as needed.
 - Review the Bylaws every three years to assure that they are kept up to date and correct.
 - Present changes at a chapter regular meeting for approval. Keep a journal or diary of activities to be handed off to succeeding committee.
- Time commitment:
 - No regular time commitment - only called into action for Bylaw reviews, additions, or changes or advise on changes.

COUNSEL FOR MEMBERSHIP: To conduct pre-initiation counseling and post-initiation counseling with prospective members and initiated members.

- Whom the committee works with:
 - President
 - Membership Committee Chair
 - Sponsoring Member(s)
 - Assigned Mentor
- The committee's duties:
 - Meet with prospective and new members to ensure they understand P.E.O.
 - Guide new initiated members to discuss chapter procedures and answer any questions.
- Time commitment:
 - Two to three hours per month - only called into action for prospective members and new members.

COURTESY: To offer congratulations to members in their joys, condolences in their sorrows, and to extend any courtesies the circumstances may require and to convey, by the chair or her designee, Chapter information to any member who does not have access to email.

- Whom the committee works with:
 - Membership committee
 - Membership in general
- The committee's duties:

- Present birthday announcements at each Chapter meeting.
- Purchase and send cards to sisters for birthdays. Other sisters may also send cards for birthdays, sympathy, or congratulations as they wish.
- Inform all Chapter sisters not having access to email, by phone, of any relevant information or general communiqué distributed to the Chapter.
- Advise membership committee of any Chapter sister who may be considering going inactive.
- Keep a journal or diary of activities to be handed off to succeeding committee.
- Time commitment:
 - Two hours per month for the committee.

EDUCATION: To stimulate interest in local, state, and international P.E.O. projects for grants, scholarships, and loans, and to monitor the Cottey Scholarship Fund established in 1989 by an anonymous Chapter H member.

- Whom the committee works with:
 - Other P.E.O. chapters
 - College administrators
 - State education committee members.
 - Any resources that can provide names of candidates, such as college financial aid offices, and high school deans.
- The committee's duties:
 - Identify candidates for a grant, scholarship, or loan.

- Interview said candidates and assist them with any paperwork needed to apply for the grant, scholarship, or loan.
- Write a letter of recommendation to the appropriate P.E.O. state committee and follow up with said committee to ensure all necessary information has been received by them.
- Contact successful candidates and present their awards.
- Follow up with successful candidates in December and May with cards or calls to provide support to them as they continue their education.
- Keep a journal or diary of activities to be handed off to succeeding committee.
- Time commitment:
 - Approximately 5 hours per project per year depending on the number of candidates, with the project deadlines dictating when each activity must take place.

AUDIT/FINANCE: To prepare, in consultation with the treasurer, a budget for the expenditure of Chapter H funds based on the Chapter receipts, and present said budget for Chapter approval at the first regular meeting in March, and to make recommendations to the Chapter each year prior to January 15, for the amounts to be given by the Chapter to PEO Projects.

- Whom the committee works with:
 - The Treasurer
- The committee's duties:
 - Outlined above.

- To keep a journal or diary of activities to be handed off to succeeding committee.
- Time commitment:
 - Approximately 3-5 hours per year.

HISTORY: To maintain a file of clippings and items of interest concerning the Chapter and its members.

- Whom the committee works with:
 - No specific committee.
- The committee's duties:
 - Keep a record of any interesting happenings of Chapter sisters.
 - Produce a 5-year report (optional) about the history of the Chapter over the past 5 years.
 - Keep a journal or diary of activities to be handed off to succeeding committee.
- Time commitment:
 - This can vary according to the amount of news.
 - Minimal time monthly.
 - Purging files when needed may take hours.
 - The 5-year report may take 10 hours depending on the amount of material to be presented.

CALLERS: To contact each active Chapter member via telephone, email, or text to ascertain if she will attend the next scheduled meeting, to call the President to ascertain the number of officers attending the meeting, to contact the hostess and food committee

chair of the next scheduled meeting with the number of expected attendees, and to report any information gleaned from members during telephone contact that should be known to the Chapter.

- Whom the committee works with:
 - All Chapter members.
- The committee's duties:
 - Outlined above.
 - To keep a journal or diary of activities to be handed off to succeeding committee.
- Time commitment:
 - 1 hour per committee member per month.

MEMBERSHIP: To evaluate the health of the Chapter and to find ways to involve Chapter members who are not active and involve new members and to develop a close relationship with each new initiate.

- Whom the committee works with:
 - Officers
 - New members
 - Sisters who request transfers
- The committee's duties:
 - Present to the Chapter new members wishing to transfer from referrals.
 - Assign mentors to new and transfer members.
 - Establish buddy groups.
 - Organize "new member get-togethers" once or twice a year as appropriate.

- Assist members considering becoming active to ensure that it is a right decision for them.
- Contact any Chapter sisters who have been absent from meetings to check on their well-being.
- Keep a journal or diary of activities to be handed off to succeeding committee.
- Time commitment:
 - Approximately 2 hours per month for each new member.
 - 3-5 hours for organizing each “new member get together.”

PROGRAMS: To plan the programs for the Chapter meetings and to coordinate said programs with the Social Committee.

- Whom the committee works with:
 - Social Committee
 - Yearbook Committee along with the program providers.
- The committee’s duties:
 - Establish a theme for the upcoming year’s programs.
 - Determine the number of social vs. regular meetings.
 - Design and implement programs.
 - Provide information to the Social Committee to ensure that the venues are appropriate for the program.
 - Provide all information to the Yearbook Committee by printing deadline.
 - Coordinate with the program provider and introduce the speaker at each meeting.

- Keep a journal or diary of activities to be handed off to succeeding committee.
- Time commitment:
 - During May-June coordination may take 5+ hours per month.
 - From September to May, about 1 hour/month.

SOCIAL: To identify locations for the Chapter meetings, assign hostess, buddy groups, and food committee for each of said meetings, determine type of food, if any, involved (bring-your-own lunch, beverages, snacks, sweets, catered, committee-prepared luncheon, etc.) and to organize potlucks and summer socials when scheduled.

- Whom the committee works with:
 - Program Committee
 - Yearbook Committee
 - Assistant Treasurer
- The committee's duties:
 - Outlined above.
 - Work with treasurer to determine the Chapter's annual social fee.
 - Keep a journal or diary of activities to be handed off to succeeding committee.
- Time commitment:
 - Five or more hours during the months of May through June.
 - One hour per month from September through May.

TECHNOLOGY: To advise Chapter H regarding technological matters and to be the primary link for communication on the Internet between Chapter H and state and international chapters.

- Whom the committee works with:
 - Officers
 - A few committee chairs
- The committee's duties:
 - Outlined above.
 - Manage and update the Chapter website.
 - Keep a journal or diary of activities to be handed off to succeeding committee.
- Time commitment:
 - Approximately 1 hour per month.

WAYS AND MEANS: To promote plans for raising money and to transfer money earned to the Chapter treasurer.

- Whom the committee works with:
 - Treasurer
 - Officers
 - Social Chair
 - Program Chair
- The committee's duties:
 - Plan and implement the Chapter's annual auction.
 - Plan and implement other fundraisers, such as scarf sales, art sales, book sales, etc.
 - Keep a journal or diary of activities to be handed off to succeeding committee.

- Time commitment:
 - Average of 3-4 hours per month with October and November being the most me-consuming months.

YEARBOOK: To organize, prepare, and distribute the Chapter Yearbook and to send the Yearbook along with a friendly note of greeting to all non-resident Chapter members and members unable to attend meetings.

- Whom the committee works with:
 - Social Committee
 - Program Committee
 - President
- The committee's duties:
 - Outlined above.
 - Keep a journal or diary of activities to be handed off to succeeding committee.
- Time commitment:
 - Average of about 2 hours per month though not necessarily distributed evenly across the entire year.