

**P.E.O. BYLAWS OF CHAPTER H, MADISON, WI**  
**October 2023**

**Article I - Meetings**

**Section 1** — Chapter H shall hold its regular business meetings on the second and fourth Monday of each month, October through May, with the first regular business meeting of the year held on the second Monday of October. However, no Chapter H business meeting shall be held in the fourth week of December or in the fourth week of January. Chapter H may hold a social meeting in September and may hold any business or social meeting on the Wednesday after the second or fourth Monday if the President or her appointee determines there is a good reason to do so.

**Section 2** — Chapter H shall hold no business meeting in June, July, or August except for the Special meeting to report on the State Convention, which the Chapter shall hold on the second Monday of June.

**Section 3** — When the date of a meeting falls on a holiday, e.g., Memorial Day, Chapter H shall hold that meeting on the immediately following Wednesday.

**Section 4** — Chapter H may hold its meetings in members' homes or at other locations arranged by the Social Committee in conjunction with the Program Committee.

**Section 5** — All business meetings shall be stated in the Chapter Yearbook, along with the place, committee, and program.

**Section 6** — Chapter H may allow but is not required to allow members to attend any of its social or business meetings virtually.

**Section 7** — In the event of an emergency situation or other similar unusual situation, such as snow, ice storm, flooding, or pandemic, the President or her appointee may decide to hold a scheduled social or

business meeting solely in-person, solely virtually, or in a hybrid virtual/in-person form.

**Section 8** — All in-person meetings during a pandemic or similar period shall follow the guidelines set forth by P.E.O International.

### **Article II – Dues**

In March each year, the Treasurer shall, after preparing the annual Chapter budget and consulting with the Finance Committee, propose the amount of the next year’s annual dues per active resident and per nonresident member, and the allocation thereof, to each of the following:

International Chapter dues including the amounts for Cottey College, the International Chapter, State Chapter dues, State Convention Fund, and Local Chapter H dues.

The Treasurer, or her representative, shall then present to the Chapter said proposed annual dues amounts and allocations thereof at the second business meeting in March. The Chapter shall vote on approval of said annual dues and allocation at the following said regular business meeting. Each of the Chapter’s active residents and nonresident members may pay said annual dues at any time before the end of the following February. After March 1 of said year, all unpaid dues shall be considered delinquent.

### **Article III - Committees**

**Section 1** — At the second business meeting in March, the President

shall announce the members of the following Standing Committees:

Bylaws

Callers

Counsel for Membership

Courtesy

History

Membership

Programs

Social

Technology

Ways & Means

Yearbook

**Section 2** — Newly appointed members of the above Standing Committees shall begin to serve at the second business meeting in March of each year, except for the current Social and Programs Committees whose duties will continue until the end of June and their new committees begin to serve in July of each year.

**Section 3** — The President shall appoint members of the Auditing Committee and the Budget Committee in February. Said Committees shall report at the first regular meeting in March of the same year.

#### **Article IV – Officers, Nominations and Elections**

**Section 1** — The officers for Chapter H shall be:

President

Vice President

Recording Secretary

Corresponding Secretary

Treasurer

Chaplain

Guard

Each of said officers shall serve a two-year term.

**Section 2** — At the first business meeting in January, the President shall appoint a Nominating Committee which shall consist of three members. At the first regular meeting in March of the same year, said Nominating Committee shall present to the members a slate of candidates to replace Chapter H officers whose terms are expiring as well as delegate and an alternate to the Wisconsin State Convention.

**Section 3** — The election of officers shall be held at the second regular meeting in March.

**Section 4** — If the Nominating Committee has nominated only one person for an office, and there are no further nominations from the floor, the vote for the nominee for said office may be taken *viva voce*. If the Nominating Committee has nominated only one person for each office, and there are no further nominations from the floor, the vote for the entire slate may be taken *viva voce*.

### **Article V - Amendments**

**Section 1** — These Bylaws may be revised and/or amended at any regular business meeting of the Chapter, by a two-thirds vote of the members in attendance where a quorum is present, provided the subject revisions and/or amendments were submitted either in-person or by email to the Chapter members in writing at the preceding business meeting or electronically prior to said meeting.

**Section 2** — Seven active members shall constitute a quorum.