

# ALABAMA STATE CHAPTER OF THE P.E.O. SISTERHOOD

## BYLAWS & STANDING RULES

*May 12, 2023*

### BYLAWS

#### ARTICLE I -- CONVENTION OF ALABAMA STATE CHAPTER

Section 1—MEMBERS. The Convention of Alabama State Chapter shall consist of the following active members, when present and registered:

- The executive board
- Past presidents of the state chapter
- Resident past presidents of International Chapter
- Two delegates from each local chapter, the president being a delegate when feasible
- Chair of the Amendments and Recommendations Committee
- Chair of the Nominating Committee
- Chair of the Finance Committee
- Chair of the Membership Committee
- Chair of the Alabama Cottey College Scholarship and Recruitment Committee
- Chair of the P.E.O. Educational Loan Fund Committee
- Chair of the P.E.O. International Peace Scholarship Committee
- Chair of the P.E.O. Program for Continuing Education Committee
- Chair of the P.E.O. Scholar Awards Committee
- Chair of the P.E.O. STAR Scholarship Committee
- Historian

Section 2—TIME AND PLACE/FORMAT. The Convention of the Alabama State Chapter shall be held annually in April or May, dates and place to be proposed by the convention chair and hostess chapters with final approval by the executive board. If determined by the executive board and approved by the Executive Board of International Chapter, convention may be conducted through the use of internet meeting services.

Section 3—HOSTESS CHAPTERS. The local chapters, grouped geographically by the executive board, shall arrange for housing and meals for the convention of the state chapter. No chapter shall be asked to serve as hostess for the convention of state chapter until five years after organization.

Section 4—REPORTS. Within one month following convention, delegates shall make a report of convention business to their respective chapters.

Section 5—FORMAL ACTION. Any item passed by Convention of Alabama State Chapter shall become effective, unless otherwise ordered, at close of the convention and shall be implemented by local chapters upon receipt of the PROCEEDINGS of Alabama State Chapter.

#### ARTICLE II -- REPRESENTATION IN INTERNATIONAL CONVENTION

Section 1—DELEGATES. Delegates to Convention of International Chapter shall be chosen in rotation from geographical groups of seven local chapters or major fraction thereof. Grouping of local chapters for representation in Convention of International Chapter shall be arranged by the executive board, and these groupings shall be printed annually in the convention proceedings.

Section 2—NOMINATION AND ELECTION OF DELEGATES. Local chapters entitled to representation in Convention of International Chapter shall nominate a delegate and an alternate at the time of the annual election by or at the first regular meeting in March. Names of the nominees for delegates shall be submitted as required by International Chapter and presented to the following convention of the state chapter for election. Only those nominees who are members of that convention or of any previous convention of the state chapter shall be eligible.

Section 3—PAST PRESIDENTS OF THE STATE CHAPTER. Designation of the past presidents of the state chapter and their alternates entitled to housing and meals, to be paid for by International Chapter, at the Convention of International Chapter shall be made by those past presidents in attendance at convention of the state chapter preceding the Convention of International Chapter.

Section 4—VACANCY IN DELEGATION. In case of a vacancy, the president of the state chapter shall appoint as delegate: First, the nominee for alternate, elected by the local chapter; second, another member of the chapter entitled to representation; third, a member from another chapter in the group; fourth, a member from the state chapter at large. In case of a vacancy in the representation of past presidents entitled to housing and meals, the president shall appoint an alternate designated by the past presidents' group.

Section 5—REPORTS. The Executive Board will prepare a report to be distributed to the local chapters in writing, electronically, or through another medium accessible to the local chapter.

### **ARTICLE III -- NOMINATION AND ELECTION OF OFFICERS**

Section 1—ELIGIBILITY. Any member of convention who has been duly elected and installed and served at least one year as president of a local chapter shall be eligible for election to an office in the state chapter. The duties of elected officers of a state chapter are of sufficient importance to require their presence in the state during their terms of office.

Section 2—SEQUENCE OF OFFICERS. The sequence of state chapter officers shall be president, vice president, organizer, treasurer, and secretary.

Section 3—NOMINATION OF OFFICERS. A nominating committee of three members shall be appointed by the incoming president, with the approval of the executive board. The Chair shall be a recent Past State President and the other two members shall be selected from different geographical areas of the state.

At the convention of the state chapter, the committee shall present the name of one nominee for each office. Further nominations may be made from the floor for each office preceding the elective ballot for that office. Prior to nomination, all nominees shall have consented to serve if elected. The report of the nominating committee shall be given preceding the close of the first session of convention.

Section 4—ELECTION OF OFFICERS. Election of officers shall be by written or electronic ballot. If there are no further nominations from the floor for each office called for in sequence, by general consent, the ballot may be dispensed with and the vote taken for the ticket viva voce. If there are nominations from the floor for one or more offices, separate elective ballots shall be taken. A majority of votes cast shall elect.

## ARTICLE IV – SPECIAL DUTIES OF STATE OFFICERS

The following duties are in addition to those listed in the Constitution, Part II, Article VIII and in the Instructions to Officers of State Chapter.

Section 1—PRESIDENT. The duties of the president shall be as follows:

- To appoint necessary members to the following committees at the beginning of her term of office and to fill any vacancies, with the approval of the executive board:
  - A member to the Amendments and Recommendations Committee
  - A member to the Finance Committee
  - A member to the Alabama Cottey College Scholarship and Recruitment Committee
  - A member to the P.E.O. Educational Loan Fund Committee
  - A member to the P.E.O. International Peace Scholarship Committee
  - A member to the P.E.O. Program for Continuing Education Committee
  - A member to the P.E.O. Scholar Awards Committee
  - A member to the P.E.O. STAR Scholarship Committee
  - A Historian
  - A Nominating Committee of three members
  - An Auditing Committee
- To appoint such special committees as may be authorized by the executive board or a convention of the state chapter.
- To serve as an ex-officio member, without vote, of all standing committees, except the Nominating Committee.
- To provide information on various subjects to local chapters and Past State Presidents periodically throughout the year.
- To proofread the proceedings of convention and bylaws and standing rules of the state chapter following the expiration of her term of office.
- To act as Chair of the Alabama delegation to Convention of International Chapter.

Section 2—VICE PRESIDENT. The duties of the vice president shall be as follows:

- To serve as adviser to the Alabama Cottey College Scholarship and Recruitment Committee.
- To serve as ex-officio member, without vote, of the Finance Committee.

Section 3—ORGANIZER. The duties of the organizer shall be as follows:

- To visit, or direct her proxy to visit, those chapters scheduled for visits, giving the chapters at least thirty days' notice.
- To serve as contact person for P.E.O. Groups and Reciprocity Groups.
- To serve as adviser to the Membership Committee.
- To serve as adviser to the P.E.O. STAR Scholarship Committee.

Section 4—TREASURER. The duties of the treasurer shall be as follows:

- To provide the Finance Committee with the information necessary for its work.
- To serve as ex-officio member, without vote, of the Finance Committee.
- To have the books of the treasurer audited at the end of the fiscal year.
- To serve as adviser to the P.E.O. Educational Loan Fund and P.E.O. Program for Continuing Education Committees.

Section 5—SECRETARY. The duties of the secretary shall be as follows:

- To inspect local chapter yearbooks and send a copy of the written report to the organizer for distribution to the chapters.
- To review amended local chapter bylaws and standing rules and forward appropriate comments to the president of the local chapter.
- To prepare a display of yearbooks at convention.

- To have the minutes of convention of state chapter approved by the president who presided at the convention before the minutes are printed in the proceedings.
- To have the proceedings of convention and the current bylaws and standing rules of the state chapter compiled and printed within three months following convention.
- To furnish electronic copies of the Proceedings and Bylaws and Standing Rules of Alabama State Chapter to the P.E.O. Executive Office as directed, the executive board of the state chapter, members of the Amendments and Recommendations Committee, members of the Finance Committee, the Historian, and the Alabama P.E.O. website. Submission to the P.E.O. Executive Office shall include two PDF files: the proceedings including the bylaws and standing rules, and a separate, “stand-alone” bylaws and standing rules document. To furnish hard copies to the executive board members, the immediate PSP, and those PSPs without access to email.
- To notify local chapters entitled to representation in Convention of International Chapter by November 1 of the year prior to the convention.
- To serve as adviser to the P.E.O. International Peace Scholarship and Scholar Awards Committees.

## **ARTICLE V -- FINANCE**

Section 1—DUES. The annual dues of Alabama State Chapter shall be forty-one dollars (\$41.00) per active member, which shall be allocated as follows: Twenty-six dollars (\$26.00) for International Chapter dues, which shall include six dollars (\$6.00) for Cottey College; and fifteen dollars (\$15.00) for state chapter dues.

Section 2—CONVENTION FEES. Each local chapter shall send annually with the dues the following fees for the State Convention Fund.

- A convention fee of three dollars (\$3.00) per active chapter member residing in the state.
- A registration fee of fifty dollars (\$50.00) per local chapter.

### Section 3—STATE RESERVE FUND.

- *Establishment.* Alabama State Chapter shall establish and maintain a fund to be known as the State Reserve Fund.
- *Funding.* Initial funding shall be by transfer from the Alabama State Chapter General Fund. Initial funding and additional transfers in or out shall be recommended by the Finance Committee and approved by vote of the members of convention of Alabama State Chapter.
- *Requirements.* The fund shall be administered by the treasurer of Alabama State Chapter at the direction of the executive board.
- *Purpose.* The purpose of the State Reserve Fund is to be a savings fund. The goal is to maintain a minimum balance equivalent to one year’s operating expenses of the Alabama State Chapter.

### Section 4—STATE CONVENTION FUND.

- *Establishment.* Alabama State Chapter shall establish and maintain a State Convention Fund for the purpose of paying those expenses incurred to conduct the annual Convention of Alabama State Chapter.
- *Funding.* The State Convention Fund shall be funded according to ARTICLE V FINANCE, Section 2 – CONVENTION FEES. Transfers in or out shall be recommended by the Finance Committee and approved by vote of the members of convention of Alabama State Chapter.
- *Requirements.* The fund shall be administered by the treasurer of Alabama State Chapter at the direction of the executive board.
- *Purpose.* The purpose of the State Convention Fund is to eliminate the need of hostess chapters raising funds to pay for costs of convention.

Section 5—CONVENTION OF STATE CHAPTER.

A. The state chapter shall pay the expenses of convention from the State Convention Fund in accordance with the State of Alabama Executive Board Duties, Guidelines and Policies.

1. An annual allocation shall be made to the hostess chapters' convention account to assist with expenses incurred for the ensuing convention.
  - i. Any surplus in the account shall be returned to the State Convention Fund by the hostess chapters.
  - ii. Any deficit incurred in the account will be repaid to the State Convention Fund by the hostess chapters.

B. Hostess chapters shall send their estimated costs to the executive board.

C. Each local chapter shall pay the travel, housing, and meals of their delegates.

Section 6—CONVENTION OF INTERNATIONAL CHAPTER. The state chapter shall pay the registration fee and the transportation expense based on the most economical method of travel to the Convention of International Chapter of its president, vice president or her alternate, and the local chapter delegates. The state chapter shall pay the transportation expense of the immediate past president of the state chapter based on the most economical method of travel provided she has not attended a previous Convention of International Chapter at state expense. Past presidents of the state chapter attending the Convention of International Chapter (whether or not they are entitled to housing and meals) shall pay their own registration fee and travel expenses. The state chapter will incur the cost of a Credentials Dinner at the Convention of International Chapter (CIC) to be organized by the state president, and attended by state delegates, entitled PSPs, and state officers attending as delegates. Others may attend the dinner at their own expense.

The state chapter will pay incidental expenses incurred by entitled PSPs, delegates, and state officers attending CIC as delegates. Reimbursements shall be made in accordance with the State of Alabama Executive Board Duties, Guidelines and Policies and will be made upon submission of receipts or other documentation within six weeks of attending Convention of International Chapter.

Section 7—EXECUTIVE BOARD AND COMMITTEES. Members of the Executive Board of Alabama State Chapter and standing committees, when traveling on official business, shall be paid for necessary housing unless otherwise provided, and for traveling expense by car at a rate approved by the Executive Board of Alabama State Chapter that closely conforms to the rate paid by International Chapter or a sum not to exceed tourist class air fare.

Office expenses as authorized by the executive board shall be paid from the general fund and shall be reimbursed only by documented receipts submitted within three months of the date they were incurred.

**ARTICLE VI -- STANDING COMMITTEES**

Section 1—AMENDMENTS AND RECOMMENDATIONS.

- *Appointment.* The Amendments and Recommendations Committee shall consist of three members, each of whom shall serve three years. One member shall be a past president of the Alabama State Chapter. One member shall be appointed each year by the incoming president with approval of the executive board. The senior member in years of service shall be Chair. In case of the appointment of an entirely new committee, the president shall designate the Chair, second and third members.
- *Duties.* The duties of this committee shall be as follows:
  - To consider all amendments, recommendations and resolutions to come before convention of the state chapter; put such proposals into correct parliamentary form; and present same to convention.
  - To send a copy of the proposed amendments, recommendations and resolutions at least thirty days before convention of the state chapter to the following: local chapters, members

of the executive board, members of all standing committees and past presidents of state chapter.

#### Section 2—FINANCE.

- *Appointment.* The committee on finance shall consist of three members, each of whom shall serve three years. One member shall be a past president of the Alabama State Chapter. One member shall be appointed each year by the incoming president with approval of the executive board. The senior member in years of service shall be chair. In case of the appointment of an entirely new committee, the president shall designate the chair, second and third members. The vice president and treasurer of the state chapter shall be ex-officio members, without vote, of this committee.
- *Duties.* The duties of this committee shall be as follows:
  - To become familiar with the finances of the state chapter and to consult and advise on financial matters with the executive board.
  - To prepare a budget for the state chapter for the ensuing year, and to present this budget for consideration at convention of the state chapter. A copy of this budget shall be placed in the kits of members of convention.
  - To recommend any necessary transfer of funds.

#### Section 3—HISTORIAN.

- *Appointment.* The committee on history shall consist of one member appointed each year by the incoming president with approval of the executive board. She shall be a member of a chapter in the city where the convention of state chapter is to be held, when feasible.
- *Duties.* The duties of this committee shall be as follows:
  - To collect and record data relative to P.E.O. in Alabama.
  - To compile information from local chapter presidents' letters.
  - To present a summary of letters and data at each Convention of the Alabama State Chapter.
  - To serve as custodian of memorabilia which the historian and executive board deem advisable to be retained by the state chapter.

#### Section 4—ALABAMA COTTEY COLLEGE SCHOLARSHIP AND RECRUITMENT.

- *Appointment.* The committee of Alabama Cottey College Scholarship and Recruitment shall consist of three members, each of whom shall serve three years and each selected from different geographical areas of the state. One member shall be appointed each year by the incoming president with approval of the executive board. The senior member in years of service shall be chair. In case of the appointment of an entirely new committee, the president shall designate the chair, second and third members. The vice president shall be the adviser.
- *Duties.* The duties of the committee shall be as follows:
  - To promote Cottey College statewide.
  - To provide Cottey College information to local chapters.
  - To award scholarships when funds are available as determined by the executive board by March 1 of each year.
  - To renew the scholarships for a second, third and fourth year upon application by the students.
  - To prepare a display and provide a speaker for convention of state chapter.
  - To report annually to the convention of state chapter.

#### Section 5—NOMINATING. (See Article III, Section 3)

#### Section 6—MEMBERSHIP.

- *Appointment.* The committee on membership shall consist of four members, each of whom shall serve four years. One member shall be appointed each year by the incoming president of state chapter with the approval of the executive board. The senior member in years of service

shall be chair. In case of the appointment of more than one new member the president shall designate the chair, second, third, and fourth and terms of the members. The organizer shall serve as the adviser to the committee.

- *Duties.* The duties of this committee shall be as follows:
  - To promote membership statewide.
  - To provide membership guidance to local chapters
  - To prepare a membership display for state convention.
  - To assist the organizer with membership issues.
  - To report annually to the convention of state chapter.

Section 7—PHILANTHROPIES. P.E.O. Educational Loan Fund, P.E.O. International Peace Scholarship, P.E.O. Program for Continuing Education, P.E.O. Scholar Awards, and P.E.O. STAR Scholarship.

- *Appointment.* Each committee shall consist of two members, each of whom shall serve two years. One member shall be appointed each year by the incoming president of state chapter with the approval of the executive board. The senior member in years of service shall serve as chair. In case of the appointment of an entirely new committee, the president shall designate the chair and second member.
- *Advisers.* The treasurer shall serve as adviser to the P.E.O. Educational Loan Fund and the P.E.O. Program for Continuing Education Committees; the secretary shall serve as adviser to the P.E.O. International Peace Scholarship and the P.E.O. Scholar Awards Committees; and the organizer shall serve as adviser to the P.E.O. STAR Scholarship Committee.
- *Duties.* The duties of these committees shall be as follows:
  - To promote the philanthropies statewide.
  - To provide philanthropy guidance to the local chapters.
  - To prepare a display and provide a speaker for convention of state chapter.
  - To report annually to the convention of state chapter.

## **ARTICLE VII -- ALABAMA COTTEY COLLEGE SCHOLARSHIP**

Section 1—ESTABLISHING ACT. A fund to be known as the Alabama Cottey College Scholarship Fund shall be maintained for the purpose of granting scholarships to Cottey College.

Section 2—SCHOLARSHIP REQUIREMENTS. Scholarships shall be granted to a resident of Alabama on the basis of character, scholastic standing, recommendation of the Cottey College Admissions Office and the approval of the Alabama Cottey College Scholarship and Recruitment Committee.

Section 3—FUNDING. The scholarship fund shall be maintained by gifts and bequests for the primary purpose of awarding scholarships to young women who are residents of Alabama desiring to attend Cottey College. The Alabama Cottey College Scholarship Fund shall be banked in a separate account; all interest accrued shall remain in said account.

Section 4—GRANTS. Women who are Alabama residents and interested in attending Cottey College may apply for a grant toward transportation expenses for participation in an official Cottey Admissions visit. The total of transportation grants will be less than ten percent of the unencumbered balance in the Alabama Cottey College Scholarship Fund in any one year. Administration of grants will be the responsibility of the Alabama State Cottey College Scholarship and Recruitment Committee and approved by the Executive Board of Alabama State Chapter.

## ARTICLE VIII -- ORGANIZATION AND OFFICIAL VISITS

### Section 1—ORGANIZATION OF NEW CHAPTERS.

- *Requirements.* The following requirements are in addition to those listed in the Constitution, Part III, Article I.
  - After a request to organize a new chapter has been received and consent given by the organizer, the prospective chapter shall have eight scheduled meetings before organization. Minutes of the meetings shall be kept and a copy sent to the organizer.
  - No new chapter shall be organized within thirty days of the convention of the state chapter.
- *Charter Initiates.* Each charter initiate shall be recommended by a letter to the organizer of the state chapter from three active members of the sisterhood.

Section 2—OFFICIAL VISITS TO LOCAL CHAPTERS. Official visits by the organizer shall be quinquennial. However, a new chapter shall be visited annually for the first three years. Any chapter may be visited at the discretion of the Executive Board of Alabama State Chapter, or any chapter may request a visit during an unscheduled year.

The local chapter shall assume responsibility for housing and meals of the organizer or her proxy during her official visit.

## ARTICLE IX -- SPECIAL DUTIES OF LOCAL CHAPTER OFFICERS

The following duties are in addition to those listed in the Constitution, Part III, Article V and in the Instructions to Officers of Local Chapters.

### Section 1—PRESIDENT. The duties of the president shall be as follows:

- To write an annual letter and report to the president of the state chapter informing her of the activities and status of the chapter. The letter and report shall be read and approved at a chapter meeting in February and mailed before March 1. A copy of this letter and report shall be retained in the local chapter president's box and copies shall be sent to nonresident members.
- To coordinate with elected chapter delegates to state convention so that any vacancy will be immediately filled by an alternate delegate. In the event that no delegate attends convention, the chapter shall incur a visit by a state officer, at the chapter's expense.
- To coordinate with elected delegate to Convention of International Chapter, ensuring that a vacancy will be immediately filled by the alternate delegate. A chapter failing to provide either the elected or alternate delegate will be required to reimburse the state for expenses incurred on her behalf.
- To ensure the delivery of the chapter yearbook as designated by the state board.

### Section 2—RECORDING SECRETARY. The duty of the recording secretary shall be as follows:

- To send, in March, to the secretary of the state chapter a copy of the chapter bylaws and standing rules, if they have been amended during the fiscal year.



## **ARTICLE X – SPECIAL DUTIES OF LOCAL CHAPTERS**

Section 1—REPORTS. The local chapter membership and philanthropy chairs shall submit annual reports by March 10.

Section 2—PHILANTHROPY COMMITTEES. The local chapter philanthropy chairs shall maintain permanent files.

## **ARTICLE XI – RECIPROCITY GROUPS**

Section 1—PURPOSE. Reciprocity Groups may be formed as stated in the Constitution, Part III, Article XIII.

Section 2—SUPERVISION. Each group so formed shall be under the supervision of the organizer of the state chapter.

Section 3—REPORTS. Names and addresses of newly elected officers and contact person shall be submitted as required by International Chapter immediately following election.

Each reciprocity group shall send to the organizer of the state chapter the following:

- By March 10, the annual financial report required by International Chapter for the fiscal year March 1 through February 28/29; and
- A copy of the bylaws if amended during the year. If the bylaws were not amended, the organizer shall be so notified.

## **ARTICLE XII -- P.E.O. GROUPS**

Section 1—ESTABLISHMENT. P.E.O. Groups may be formed as stated in the Constitution, Part III, Article XIV.

Section 2—SUPERVISION. Each group so formed shall be under the supervision of the organizer of the state chapter.

Section 3—REPORTS. Names and addresses of newly elected officers and contact person shall be submitted as required by International Chapter immediately following election.

Each P.E.O. Group shall send to the organizer of the state chapter the following:

- By March 10, the financial report required by International Chapter for the fiscal year March 1 through February 28/29;
- A copy of the bylaws if amended during the year. If the bylaws were not amended, the organizer shall be so notified; and
- Copy of the yearbook and/or current program.

## **ARTICLE XIII -- PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern all meetings in matters not covered by these bylaws.

## **ARTICLE XIV -- AMENDMENTS**

Section 1—PROCEDURE. Amendments to the Bylaws of Alabama State Chapter shall be proposed only by local chapters, the executive board or standing committees of the state chapter and shall be submitted in writing to the Chair of the Amendments and Recommendations Committee and to the president of Alabama State Chapter by January 20. Local chapters desiring to submit an amendment must have that proposal approved by a two-thirds vote at a regular meeting provided the amendment was

submitted in writing at a previous regular meeting and all absent resident members notified that a vote will be taken at the next regular meeting.

Section 2—VOTE REQUIRED. These bylaws may be amended by a two-thirds vote of the members voting in Convention of Alabama State Chapter, provided that copies of the proposed amendments shall have been sent at least thirty days before convention to those named in Article VI, Section 1 of these bylaws.

### **STANDING RULES**

1. The executive board of the state chapter shall determine the requirements for chapter yearbooks and shall inform the chapters of those requirements following the mid-year meeting.

2. Workshops for local chapters may be scheduled at the discretion of the executive board.

3. The immediate past president of the state chapter shall be responsible for the Celebration of Life at convention of state chapter.

4. The name of a member whose death occurs less than ten (10) days prior to convention shall appear on the Memorial Roll at convention the following year.

5. Both the American and Canadian flags shall be given a prominent place in convention of state chapter.

6. The chair of convention shall, by one month after convention, submit a complete financial report to the outgoing state president, the incoming state president, the convention Chair and chapter convention chairs for the next two conventions.

7. All committees and officers of state chapter shall obtain approval from the president of state chapter before sending any form letters.

8. All P.E.O. philanthropy monies shall be sent to the state treasurer by March 1 each year.

9. Amendments to the Standing Rules of Alabama State Chapter shall be proposed only by local chapters, the executive board or standing committees of the state chapter and shall be submitted in writing to the chair of the Amendments and Recommendations Committee and to the president of Alabama State Chapter by January 20. Such proposed amendments shall be adopted by a majority vote of members present and voting in Convention of Alabama State Chapter, provided that copies of the proposed amendments shall have been sent at least thirty days before convention to those named in Article VI, Section 1 of these bylaws.