

**BYLAWS AND STANDING RULES OF DELAWARE STATE CHAPTER  
P.E.O. SISTERHOOD  
AMENDED APRIL 29, 2023**

**ARTICLE I  
CONVENTION OF DELAWARE STATE CHAPTER**

Sec. 1 - MEMBERS. The Convention of Delaware State Chapter shall consist of the following active members, when present and registered:

- Executive Board
- Past Presidents of Delaware State Chapter
- Resident Past Presidents of International Chapter
- Two Delegates from each local chapter
- Chair of each of the following standing committees: Amendments and Recommendations, Audit, Delaware Cottey College, Finance, History, Membership, Nominating, Projects, Website, and State Convention Treasurer.

Sec. 2 - TIME AND PLACE/FORMAT. The Convention of Delaware State Chapter shall be held annually between April 15 and June 15 except in an emergency. The date and the meeting place shall be determined by the executive board after consultation with the hostess chapters. Local chapters shall be notified of the date and place chosen before February 15. If necessary, the president of the state chapter may change the date or place of the convention after consultation with the hostess chapters. If determined by the executive board and approved by the Executive Board of International Chapter, the convention may be conducted through the use of internet meeting services.

Sec. 3 - HOSTESS CHAPTERS. Two local chapters shall be the hostess chapters for the Convention of Delaware State Chapter. The order shall be designated alphabetically, when geographically convenient, by the executive board for five consecutive years, and published each year in the proceedings of the convention of the state chapter. No chapter shall be expected to be a hostess chapter until it has been organized for three years.

Sec. 4 - ELECTION OF DELEGATES. Two delegates and two alternates from each local chapter shall be elected by or at the first regular meeting in March, and their names shall be sent immediately to the president and the secretary of the state chapter and to the chair of the convention of the state chapter. The president shall be elected the first delegate when feasible. The first alternate fills the first vacancy.

Sec. 5 - REPORTS. Delegates shall give a report of the convention to their chapters at the next regular meeting of the local chapter following the state convention.

Sec. 6 - FORMAL ACTION. Any item passed by the Convention of Delaware State Chapter that must be implemented by local chapters shall become effective as ordered by the convention and must be implemented upon receipt of an official notice from the state executive board.

## **ARTICLE II REPRESENTATION IN CONVENTION OF INTERNATIONAL CHAPTER**

Sec. 1 - DELEGATES. Delegates to Convention of International Chapter shall be chosen in rotation from groups of local chapters as directed in the Constitution, Part I, Article II. These groups shall be arranged by the president of the state chapter with approval of the executive board.

Sec. 2 - NOMINATION AND ELECTION OF DELEGATES. Local chapters entitled to representation shall nominate a delegate and an alternate at the time of the annual election. Names of nominees shall be submitted as required by International Chapter and shall be submitted to the following convention of the state chapter for election.

Only those nominees who are members of that convention of the state chapter or of any previous Convention of Delaware State Chapter shall be eligible.

Sec. 3 - VACANCY IN DELEGATION. A vacancy in the delegation shall be filled by the president of the state chapter who shall appoint first, the alternate; second, a member of the chapter entitled to representation; third, a member from another chapter in the group; and fourth, a member of the state chapter at large.

Sec. 4 - REPORTS. A personal report of the convention shall be given by Delaware delegates to local chapters within six weeks after Convention of International Chapter. The state president shall determine the schedule with the delegates. If a report cannot be given in person, a written report may be authorized by the president of the state chapter. The delegates shall notify the president of the state chapter when all reports have been given.

Sec. 5 - PAST PRESIDENTS OF STATE CHAPTER. Designation of past presidents of the state chapter, for whom housing and meals are to be paid by International Chapter, shall be made by the past presidents in attendance at convention of the state chapter. The immediate past president shall be eligible if she has not already attended while on the state board. The president of the state chapter shall appoint a past president should a vacancy in the representation of past presidents occur.

**ARTICLE III  
NOMINATION AND ELECTION OF STATE OFFICERS**

Sec. 1 - ELIGIBILITY. To be eligible for nomination and election to state office of Delaware State Chapter, a member shall have been duly elected, installed and have served as president of a local chapter for one term. If possible, no two members from the same chapter shall serve as officers of the state chapter at the same time.

Sec. 2 - SEQUENCE OF OFFICERS. The sequence of officers shall be: president, vice president, organizer, treasurer, and secretary.

Sec. 3 - TENURE. No officer shall serve more than two consecutive years in the same office.

Sec. 4 - NOMINATION OF OFFICERS. Nomination of state officers shall be by the Nominating Committee. The Nominating Committee shall be a rotating committee consisting of three members representing different geographical areas of the Delaware State Chapter. One member shall be appointed each year for a term of three years by the incoming president at the beginning of her term of office and with the approval of the executive board. The senior member in point 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 immediate past state president shall serve as adviser and the president shall serve as liaison to this committee.

A local chapter wishing to recommend an eligible member for consideration shall submit, with the candidate's consent, her name and qualifications to the chair of the Nominating Committee at a date specified by the Nominating Committee. The report of the Nominating Committee shall be sent to each local chapter at least one month prior to state convention.

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.

Sec. 5 - ELECTION OF OFFICERS. Election of officers shall be by written or electronic ballot. If the Nominating Committee has made but one nomination for each office and 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 for the ticket taken viva voce.

**ARTICLE IV**  
**SPECIAL DUTIES OF STATE OFFICERS**

In addition to those duties listed in the Constitution, Part II, Article VIII, and in the Instructions to Officers of State Chapters, the duties of the officers of the state chapter shall be:

**Sec. 1 - PRESIDENT.**

- a. To appoint at the beginning of her term of office, with approval of the executive board, a member to the Amendments and Recommendations Committee, a member to the Finance Committee, a member to the Nominating Committee, a member to the Audit Committee, a member to the Membership Committee, a member to the Projects Committee, a member to the Website Committee, a member to the Delaware Cottey College Committee, and a Historian and a State Convention Treasurer every third year.
- b. To group local chapters, with approval of the executive board, for the purpose of the official visit by the organizer and representation in reporting of the Convention of International Chapter.
- c. To serve as adviser to the Amendments and Recommendations Committee, to the Audit Committee and to the Historian.
- d. To serve as chair, or appoint a representative, of the state delegation to the Convention of International Chapter.
- e. To proofread the bylaws and standing rules of the state chapter and the proceedings of the convention at which she presided following her term of office.
- f. To prepare *InDELibles* (state newsletter) for publication and send to all chapters, past state presidents, members of the executive board, state historian, and state project chair.
- g. To appoint, when necessary, a proxy for organization of, or official visit to, local chapters.
- h. To attend the Leadership, Education and Development (LEAD) Conference as required by International Chapter
- i. To serve as liaison to the Nominating Committee.

**Sec. 2 - VICE PRESIDENT.**

- a. To serve as adviser to the chair of the Delaware Cottey College Committee and attend Cottey College Seminar or send an alternate.
- b. To serve as liaison to the Cottey Seaboard Suite Consortium and to serve as chair on a rotating basis.
- c. To serve as adviser to the Finance Committee.
- d. To serve as adviser to the Website Committee.

- e. To serve as adviser to the immediate past state president who is responsible for the “Time of Celebration” at state convention.
- f. To prepare a resume of local chapter presidents' letters and to present the same to Convention of State Chapter if requested by president of State Chapter.
- g. To arrange for display of yearbooks at the convention of State Chapter.
- h. To attend Convention of International Chapter or be represented by an alternate.

#### Sec. 3 - ORGANIZER.

- a. To make an official visit to local chapters every two years following advance notice of at least thirty days.
- b. To review local chapter bylaws and standing rules and send report to the local chapter president.
- c. To attend the Leadership, Education, and Development Conference as required by International Chapter.
- d. To serve as reciprocity contact person and submit her name as required by International Chapter by May 15.
- e. To keep an up-to-date file of all “Introduction of a Woman Who is Not a P.E.O.”
- f. To serve as adviser to the Membership Committee.
- g. To oversee the chapters responsible for planning the annual Membership function.
- h. To examine local chapter yearbooks and forward appropriate comments and/or suggestions to the presidents of the local chapters.

#### Sec. 4 - TREASURER.

- a. To serve as ex-officio member, without vote, on the Finance Committee.
- b. To provide the Finance Committee with the information needed for its work.
- c. To have the books of the treasurer audited at the end of the fiscal year by the Audit Committee and assist the committee as requested.
- d. To serve as adviser to the Projects Committee.
- e. To provide assistance to local chapter treasurers in completing the annual forms.
- f. To serve as adviser to the state convention treasurer.

#### Sec. 5 - SECRETARY.

- a. To have the state convention minutes approved by the presiding officer at the convention before the minutes are published in the proceedings.
- b. To have the proceedings of convention and current bylaws and standing rules of the state chapter compiled and ready for publication within three months following convention.

- c. To furnish copies of the proceedings and current bylaws and standing rules of the state chapter to those named in the Constitution, Part II, Article VIII, Sec. 6, and to others as directed by the president of the state chapter.
- d. To notify chapters entitled to representation in Convention of International Chapter by February 1 of the year the convention is to be held.
- e. To prepare, in conjunction with the vice president, a state directory to be distributed after convention is adjourned, which lists the names, addresses, phone numbers and email addresses of the state officers, standing committees, state projects chair, local chapter officers, local chapter projects chairs, and past state presidents.
- f. To be responsible for media publicity.
- g. To provide assistance to local chapter corresponding secretaries in completing the annual forms.
- h. To distribute to the state executive board members a draft of the minutes of each executive board meeting within the timeframe designated by the president.

## **ARTICLE V FINANCE**

Sec. 1 - DUES. The annual dues to Delaware State Chapter shall be forty-six dollars (\$46.00) per active member, which shall be allocated as follows: twenty-six dollars (\$26.00) for annual dues to International Chapter [which includes six dollars (\$6.00) for Cottey College], and twenty dollars (\$20.00) for state chapter dues, from which five dollars (\$5.00) shall be allocated to the International Convention Travel Fund and two dollars and fifty cents (\$2.50) allocated to the Delaware State Convention Fund. Such dues shall be paid by each local chapter to the treasurer of Delaware State Chapter by March 10. The fiscal year of Delaware State Chapter shall be April 1 through March 31.

Sec. 2 - EXPENSES OF STATE CONVENTION.

- a. Each local chapter shall provide the expense of its delegates to the state chapter convention, including cost of housing when deemed necessary.
- b. Refer to the Delaware State Chapter Convention Manual for a description of expenses covered by the Delaware State Convention Fund.

Sec. 3 - EXPENSES OF CONVENTION OF INTERNATIONAL CHAPTER.

- a. The state shall maintain an International Convention Travel Fund consisting of a per member allocation from state chapter dues.
- b. Travel expenses to Convention of International Chapter shall be paid from the International Travel Fund for the president, vice president, eligible immediate past president, past state presidents entitled to housing and meals, and local chapter delegates. Delegates shall strive to obtain the most economical round-trip fare.
- c. The total cost of travel expenses for the state delegation shall be prorated among all local chapters in the state computed on a per capita basis using active membership as of the preceding March 1.

Sec. 4 - EXPENSES OF ORGANIZATION AND VISITATION. The local chapter shall pay expenses for housing and meals of the organizer or her proxy at the time of an official visit. The state chapter shall pay expenses for housing and meals of the organizer or her proxy at the time of organization of a local chapter.

Sec. 5 - EXPENSES OF EXECUTIVE BOARD. The state chapter shall pay all expenses incurred by the executive board in transacting state board business.

**ARTICLE VI  
DELAWARE STATE CONVENTION FUND**

Sec. 1 - ESTABLISHMENT. The Delaware State Convention Fund shall be maintained by the Delaware State Chapter.

Sec. 2 - ADMINISTRATION.

- a. The state convention treasurer shall administer the Delaware State Convention Fund.
- b. The Delaware State Convention Fund shall be used to satisfy state convention-related expenses.

Sec. 3—FUNDING. The State Convention Fund is funded by monies from the Delaware State General Fund consisting of:

- a. Allocation of State Chapter dues (see ARTICLE V, Sec. 1)
- b. Transfer of monies as recommended by the State Finance Committee and approved by the executive board and Convention of Delaware State Chapter
- c. Sponsorships and/or gifts

**ARTICLE VII**  
**DELAWARE COTTEY COLLEGE SCHOLARSHIP FUND**

Sec. 1 - ESTABLISHMENT. The Delaware Cottey College Scholarship Fund shall be maintained by the Delaware State Chapter to provide financial assistance to eligible Delaware women desiring to attend Cottey College.

Sec. 2 - ADMINISTRATION.

- a. This Fund shall be held by the Delaware State Chapter in a special savings account. The Fund shall be administered by the Delaware Cottey College Committee, with the approval of the state executive board.
- b. Expenses for operation of the Delaware Cottey College Scholarship Fund shall be paid from the Fund.
- c. Any Delaware P.E.O. who has a special interest in Cottey College may request that she be considered for appointment to the Delaware Cottey College Committee and may be appointed at the discretion of the state president.

Sec. 3 - FUNDING. This Fund shall consist of voluntary contributions from individuals, local chapters, and donations from the state chapter, memorial gifts, bequests, and accrued interest. All contributions to the Fund shall be made to the Delaware State Chapter with the notation, "To Delaware Cottey College Scholarship Fund," and forwarded to the treasurer of Delaware State Chapter.

**ARTICLE VIII**  
**STATE STANDING COMMITTEES**

Sec. 1 - AMENDMENTS AND RECOMMENDATIONS.

- a. APPOINTMENT. The Amendments and Recommendations Committee shall consist of three members, who shall be appointed for a term of three years. One member shall be appointed each year by the incoming president. The senior member in point of service shall be chair. In the case of the appointment of an entirely new committee, the president shall designate the chair, second, and third members. Should a vacancy occur, the terms of the appointed members shall be shortened accordingly, the appointment being for the longest remaining term. No member may be appointed for two consecutive terms. The president shall serve as adviser to this committee.



- b. DUTIES. The duties of this committee shall be:
  - To consider all amendments, recommendations, and resolutions to come before convention of the state chapter; To put such proposals into correct parliamentary form and present them to convention of the state chapter; and
  - To send a copy of the proposed amendments, recommendations, and resolutions at least thirty (30) days before convention of the state chapter to the following: local chapters, members of the executive board, members of the standing committees, and past presidents of the state chapter.

Sec. 2 - FINANCE.

- a. APPOINTMENT. The Finance Committee shall consist of three members, who shall be appointed for a term of three years. One member shall be appointed each year by the incoming president. The senior member in point 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. Should a vacancy occur, the terms of the appointed members shall be shortened accordingly, the appointment being for the longest remaining term. No member may be appointed for two consecutive terms. The vice president shall serve as adviser and the treasurer and convention treasurer shall be an ex-officio member, without vote, on this committee.
- b. DUTIES. The duties of this committee shall be:
  - 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;
  - To send a copy of the proposed budget to each member of the executive board in the week prior to the final board meeting before convention.
  - To recommend to the executive board the amount of registration fee for the convention of state chapter; and
  - To recommend to the executive board any transfer of funds.

Sec. 3 – NOMINATING (See Article III, Sec.4).

Sec. 4 – AUDIT.

- a. APPOINTMENT. The Audit Committee shall be a rotating committee, consisting of three members, who shall be appointed for a term of three years. One member shall be appointed each year by the incoming president. The senior member in point 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. Should a vacancy occur, the terms of the appointed members shall be shortened accordingly, and the new appointment shall be for the longest remaining term. The president shall serve as adviser to this committee.

- b. DUTIES. The duties of the Audit Committee shall be: To audit promptly the books of the treasurer of Delaware State Chapter and the books of the Delaware State Convention Fund at the close of each fiscal year, March 31, prior to the state convention.

Sec. 5 - MEMBERSHIP.

- a. APPOINTMENT. The Membership Committee shall consist of three members and the unaffiliate chair. The three members shall be appointed for a term of three years. One member shall be appointed each year by the incoming president. The senior member in point of service shall be chair. In the case of the appointment of an entirely new committee, the president shall designate the chair, second and third members. If a vacancy occurs, the terms of the appointed members shall all be shortened accordingly, the new appointment shall be for the longest remaining term. The unaffiliate chair, whose duty is to help chapters keep in contact with unaffiliate members and encourage them to transfer to a chapter, shall be appointed for a term of two years by the incoming president. The organizer shall serve as adviser to this committee.
- b. DUTIES. The duties of this committee shall be:
  - To assist the executive board in monitoring the health of local chapters;
  - To promote membership.
  - To offer assistance to chapters in their efforts to increase membership;
  - To help address chapters' membership concerns;
  - To plan a presentation on P.E.O. for annual membership function.
  - To prepare and present a "State of the State" report at the Convention of Delaware State Chapter, as well as a presentation or display of membership changes; and
  - To work with the unaffiliate chair.

Sec. 6 - PROJECTS.

- a. APPOINTMENT. The Projects Committee shall be a rotating committee, consisting of three members, who shall be appointed for a term of three years. One member shall be appointed each year by the incoming president. The senior member in point 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. Should a vacancy occur, the terms of the appointed members shall be shortened accordingly and the new appointment shall be for the longest remaining term. The treasurer shall serve as adviser to this committee.

- b. DUTIES. The duties of this committee shall be:
  - To promote the P.E.O. Educational Loan Fund, P.E.O. International Peace Scholarship Fund, P.E.O. Program for Continuing Education, P.E.O. Scholar Awards, and P.E.O. STAR Scholarship under the direction of the executive board adviser;
  - To provide information to local chapters; and
  - To coordinate and supervise the local chapters responsible for project displays at each convention of state chapter.

Sec. 7 - DELAWARE COTTEY COLLEGE.

- a. APPOINTMENT. The Delaware Cottey College Committee shall consist of three members, each of whom shall serve a term of three years. One member shall be appointed each year by the incoming president. Should a vacancy occur, terms of the other members shall be shortened accordingly, the appointment being for the longest term. The member filling the shortest continuing term shall be chair. The vice president shall serve as adviser to this committee.
- b. DUTIES. The duties of this committee shall be:
  - To promote Cottey College under the direction of the executive board adviser(s);
  - To provide information to local chapters;
  - To provide for a report and display for convention of state chapter; and
  - To administer the Delaware Cottey College Scholarship Fund, as follows:
    - 1. To maintain and distribute applications. To provide application forms for the Delaware Cottey College Scholarship Fund. To keep these applications current. To establish, with the approval of the executive board, the deadline for submitting applications. To receive applications from qualified Delaware women based upon recommendations by P.E.O.s.
    - 2. To ensure eligibility. Each scholarship recipient shall be a legal resident of the State of Delaware at the time of application.  
Scholarships shall be available to first-year students who have attained the academic standards recommended by Cottey College and to continuing students who have met the requirements of Cottey College.  
To grant scholarships. To determine, with approval of the executive board, the amount designated for scholarships, by semester or year, from the Delaware Cottey College Scholarship Fund. To select, with approval of the executive board, candidates to receive scholarships from this Fund. Grants shall be made to Delaware women on the basis of need, academic achievement, and chapter recommendation. To determine the deadline by which a scholarship recipient must indicate in writing her acceptance of the award. In the event that the award is not accepted by the stated deadline, the recipient forfeits her award and the committee may designate another recipient.

3. When appropriate, to make recommendations to the executive board to use the Delaware Cottey Scholarship Fund monies to cover travel expenses up to \$1,000 for potential Cottey students and one parent/guardian to visit Nevada, Missouri, for a Cottey-sponsored introduction program.
4. To notify recipient. The chair of the committee, or proxy, shall notify the student in writing of the scholarship award.
5. To notify Cottey College. The chair of the committee, or proxy, shall notify Cottey College of the recipient's name, social security number, and award amount.
6. To request grant amount. The chair shall request a check from the treasurer of the Delaware Executive Board for the grant amount. This check shall be sent by the chair to the Financial Aid Department of Cottey College with a cover letter. A copy of the letter sent to Cottey College shall be sent to the recipient.
7. To prepare an annual report. The chair of this committee shall prepare a report to be presented at state convention that shall include the names of the recipients and a complete financial statement.

#### Sec. 8 – HISTORY COMMITTEE.

- a. APPOINTMENT. The History Committee shall consist of two or more members to be appointed by the president every third year, with approval of the executive board, to serve a term of three years. The senior member in point of service shall be chair. In case of the appointment of an entirely new committee, the president shall designate the chair, a second member, and third member, if required. Should a vacancy occur, the terms of the appointed members shall be shortened accordingly, and the new appointment shall be for the longest remaining term. The president shall serve as adviser to this committee.
- b. DUTIES. The duties of the committee shall be:
  - To collect and record data relative to P.E.O. in Delaware and store such data in accordance with state chapter guidelines.
  - To serve as custodian of aged business files, records, and memorabilia, which the committee and executive board deem advisable for retention by the state chapter to prepare a report and display for convention of state chapter.

#### Sec. 9 – WEBSITE COMMITTEE.

- a. APPOINTMENT. The Website Committee shall consist of three members, each of whom shall serve a term of three years. One member shall be appointed each year by the incoming president. Should a vacancy occur, terms of the other members shall be shortened accordingly, the

appointment being for the longest term. The member filling the shortest continuing term shall be the chair. The vice president shall serve as adviser to this committee.

- b. DUTIES. The duties of the committee shall be the development and maintenance of the Delaware State Chapter website following the guidelines of the International Chapter of the P.E.O. Sisterhood.

#### Sec. 10 – STATE CONVENTION TREASURER.

- a. APPOINTMENT. The state convention treasurer shall be appointed by the president, with the approval of the executive board, to serve for a term of three years or until her successor is appointed.
- b. DUTIES. The duties of the State Convention Treasurer shall be:
  - 1. To administer the Delaware State Convention Fund;
  - 2. To provide quarterly activity reports to the committee adviser, Delaware State Treasurer;
  - 3. To be an ex-officio member of the Convention Committee of Hostess Chapters;
  - 4. To be an ex-officio member, without vote, of the State Finance Committee by providing them with the information needed for its work;
  - 5. To assist the State Finance Committee with the budgeting of Convention Funds;
  - 6. To work with Hostess Chapters to determine convention prices and expenses using the budget provided by the State Finance Committee;
  - 7. To provide registration names, numbers and credentials lists to convention committees;
  - 8. To receive chapter registration lists and payments for convention meals;
  - 9. To provide final meal counts to convention caterer;
  - 10. To maintain statistics of convention attendees and costs;
  - 11. To be responsible for receiving and paying bills that have been submitted and/or authorized by one or more of the following: the Hostess Chairs, State Treasurer, or State Executive Board;
  - 12. To have the books of the State Convention Treasurer audited at the end of the fiscal year by the Audit Committee and assist the committee as requested;
  - 13. To carry out other duties and responsibilities related to State Convention finances and accounting as requested by the State Executive Board.

### **ARTICLE IX ORGANIZATION OF CHAPTERS**

Sec. 1 - PETITION. No new chapters shall be organized during the three weeks preceding Convention of Delaware State Chapter.

Sec. 2 - 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.

Sec. 3 - MEETINGS. Groups shall meet regularly until organized, the period of time to be determined by the organizer with the approval of the executive board.

## **ARTICLE X SPECIAL DUTIES OF LOCAL CHAPTER OFFICERS**

In addition to those duties listed in the Constitution, Part III, Article V, and in Instructions to Officers of Local Chapters, the duties of the officers of local chapters shall be:

### **Sec. 1 - PRESIDENT.**

To send a typewritten letter to the president and vice president of the state chapter by the end of February, giving in detail the total membership, the increase or decrease of membership, average attendance, contributions to and promotion of all P.E.O. projects and other philanthropic work, program features, social activities, spirit of cooperation, and interest in chapter life. A copy of this letter shall be sent to nonresident members and to resident members who are unable to attend meetings regularly. This letter shall be read and approved at a chapter meeting in February, and a copy shall be retained in the local chapter president's box.

### **Sec. 2 - RECORDING SECRETARY.**

To send, in March, to the organizer of the state chapter, a copy of the local chapter bylaws and standing rules if they have been amended during the fiscal year. If there have been no changes, the organizer shall be so informed.

### **Sec. 3 - CORRESPONDING SECRETARY.**

- a. Immediately following publication of the chapter yearbook, copies are sent to each state officer (5), the state Membership chair (1), the state Historian (1) and the state Nominating Committee chair (1). At the direction of the corresponding secretary, the chapter yearbook committee may assume this responsibility.
- b. To report immediately to the secretary and the historian of the state chapter, the death of a member and, when possible, the names and addresses of the next of kin.
- c. To send to the chair of the Amendments and Recommendations Committee, prior to January 20, any proposed amendments to the bylaws and standing rules of the state chapter.
- d. To send to the secretary of the state chapter, immediately after chapter election, the names, addresses, phone numbers, and e-mail addresses of chapter officers and project chairs and committee members.

**ARTICLE XI  
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 XII  
RECIPROCITY GROUPS**

Sec. 1 - PURPOSE. Local chapters or their representatives, in cities with two or more chapters, may unite for one or more of the following purposes: to welcome unaffiliated P.E.O. members, to further the acquaintance of all members in the city, and to promote the projects of the Sisterhood.

Sec. 2 - SUPERVISION. The vice president shall serve as adviser to reciprocity groups.

**ARTICLE XIII  
AMENDMENTS**

Sec. 1 - PROCEDURE. Amendments to the Bylaws of Delaware 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 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.

Sec. 2 - VOTE REQUIRED. These bylaws may be amended by a two-thirds vote of the members voting in Convention of Delaware State Chapter, provided that copies of the proposed amendments and recommendations have been sent at least thirty days before convention to those named in Article VIII, Sec. 1b of these Bylaws.

**STANDING RULES**

1. The Executive Board of Delaware State Chapter shall outline any necessary requirements for local chapter yearbooks. Local chapters shall be notified of these requirements.
2. A copy of the requirements for local chapter bylaws and standing rules shall be kept in the local chapter president's box. Additional copies may be requested from the president or the organizer.
3. The chairs of the convention shall keep a notebook of duties and expenses of the

hostess chapters. This record shall be given to the succeeding hostess chapters within thirty days after convention.

4. During convention, only the hostess chapters may sell merchandise.
5. The Memorial Roll for the Time of Celebration at convention of the state chapter shall include only deaths reported by March 1.
6. All chapter contributions to P.E.O. projects shall be made payable to: Delaware State Chapter, P.E.O. Sisterhood, and sent to the treasurer of the state chapter. The state treasurer will then forward these funds to the treasurer of International Chapter on a monthly basis.
7. Amendments to Standing Rules of Delaware State Chapter shall be proposed only by local chapters, the executive board, and standing committees of the state chapter, and submitted to the chair of the Amendments and Recommendations Committee by January 20, to be adopted by a majority vote of members present and voting at state convention.