

**P.E.O. Sisterhood**  
**Delaware State Chapter**  
**Local Chapter Yearbook Guidelines**  
**Updated: February 1, 2023**

**Logo & Theme of Incoming President:** If you will be using this, please contact Laura Hood.

**Requirements – for inclusion in Yearbook:**

- **Meetings**, programs and social events should be listed from June 2023 through May 2024
- **Size** – Any convenient size as agreed upon by the chapter.
- **Distribution** – Yearbooks should be *printed* after *State Convention* to ensure *accuracy* and distributed by June 1<sup>st</sup> of each year to the following:
  1. One copy to each resident and non-resident member of the chapter.
  2. One copy to each officer of the Delaware State Executive Board.
  3. One copy to State Historian.
  4. One copy to Chair of the State Membership Committee.
  5. One copy to Chair of the State Nominating Committee.
- **Cover:**
  1. Name of chapter; no periods after or quotation marks around chapter letters (examples: Chapter D, Chapter E...).
  2. Year covered (2023-2024).
  3. Date of chapter organization (although optional, according to the "Manual for Supervision of Local Chapters," the Delaware State Board prefers that the organization date appear somewhere within the Yearbook, if not on the cover).
  4. Name of town/city and state.
- **Contents:**
  1. Day(s) of week and hour(s) of meetings (example: *Chapter meetings are held on the first Saturday of the month at 9:30 a.m. and on the second Wednesday of the month at 6:30 p.m.*).
  2. List of local chapter officers.
  3. List of local chapter committees and members, with Chairs listed first. Please always use the term Chair(s) in place of Chairman (men)

4. Names of chapter delegates (2) and alternate delegates (2) to 2024 State Convention. Name of chapter delegate and alternate to CIC when chapter is eligible.
5. List of DE State Chapter officers, including titles, chapter letters and contact information. Please ensure that the information is current and correct (refer to *2023-2024 State Directory*, which will be distributed after the 2023 State Convention, or contact the DE State Chapter Secretary.
6. Date, time, and place of chapter meetings (12 regular business meetings are required).
7. Hostess and co-hostess of each chapter meeting.
8. Title/subject of program planned before or after regular chapter meeting.
9. Membership listings (separate listing for resident and non-resident members). For both resident and non-resident members, complete addresses (with zip codes), phone numbers (with area codes) email addresses.

**Content requirements – for inclusion in Yearbook (continued):**

10. Date of Organizer's official visit if your chapter is scheduled for a visit in 2023. Refer to the *2023-2024 State Directory*.
11. Website addresses for Delaware State Chapter ([www.depeo.org](http://www.depeo.org)) and International Chapter ([www.peointernational.org](http://www.peointernational.org)).

**Key Dates – for inclusion in Yearbook:**

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**Annual Activities Required by Chapters:**

- Founders' Day Program – Any time during the P.E.O. year; may be held jointly with other chapters (*Enter date in Yearbook.*)
- Reading of *President's Letter* to chapter during a regular business meeting in February (*Enter date in Yearbook.*)
- By or during the first regular business meeting in March, election of chapter officers and delegates (2) and alternate delegates (2) to the 2024 State Convention (*Enter date in Yearbook.*)

- During the first regular business meeting in March, installation of chapter officers (*Enter date in Yearbook*).
- Evaluate and set chapter goals – Can be accomplished during a regular business meeting, special meeting, or designated as a program.
- Exemplification of Ceremony of Initiation – Conduct annually whether your chapter is due for an official visit by the State Organizer or not (if the Organizer is due for an official visit to your chapter in 2023, the date of the visit should be scheduled with the Organizer before the printing of your Yearbook (*Enter date in Yearbook*)).
- Report of State Convention – Delegates will give a report of the state convention at the next regular business meeting following convention (*Enter date in Yearbook*).
- Report of Convention of International Chapter – A personal report of the convention will be given by Delaware delegates within six weeks following the convention (*Enter date in Yearbook*). The State President will determine the schedule with delegates.
- Reports of P.E.O. Philanthropic Projects – Chapters have four options with respect to how they want to provide reports to their members:
  - 1) separate programs throughout the P.E.O. year for each of the projects;
  - 2) a combined program for all projects, devoting equal time to each;
  - 3) a combined program with emphasis on just one project each year; or
  - 4) regular brief reports of projects at each chapter meeting with no annual programs,
- Study of Constitution & Bylaws during even numbered years (*Enter date in Yearbook*).

#### **Optional Yearbook Inclusions:**

- Objects and Aims
- Opening Ode
- Brief summaries of P.E.O. Philanthropic Projects and Cottey College.
- P.E.O. Grace.
- Study of local chapter bylaws and standing rules during alternate year of Convention of International Chapter.

- Photo, birthday and year of initiation of each resident and non-resident member.
- List of members who have entered Chapter Eternal.
- List of past chapter presidents.
- Identify charter and/or 50+ year members.
- Directions/maps to members' homes.
- Reminder of annual dues (February 28). Early reminders in Yearbook are encouraged!
- Telephone Tree.
- Chapter traditions.
- The following language is optional for inclusion in Delaware local chapter Yearbooks:
  - *Present new members with the P.E.O. Constitution, the Chapter's Yearbook and an appropriate P.E.O. gift, as desired.*
  - *Assist the president in pre- and post-initiation counseling of new members.*
  - *Arrange transportation for members when needed.*
  - *For further information, please contact your Membership Committee Chairman.*

### **Optional Yearbook Inclusions: (continued)**

#### **P.E.O. Mission Statement**

*P.E.O. is a philanthropic organization where women celebrate the advancement of women; educate women through scholarships, grants, awards, loans, and stewardship of Cottey; and motivate women to achieve their highest aspirations.*

#### **The P.E.O. Elevator Speech**

P.E.O. provides educational opportunities for women. We do this by offering scholarships, grants, awards, and loans to help women enhance their lives through learning.

**All DE Chapter Yearbooks are displayed at every State Convention for inspiration.**

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<b>Event</b>	<b>Date</b>	<b>Location</b>
<b>CIC</b>	<b>9/21-9/23/2023</b>	<b>Pittsburgh, PA</b>
Membership Workshop	Saturday, September 16, 2023	Presbyterian Church of Dover
Delaware State Luncheon & Marketplace <i>Hostess Chapters: J &amp; M</i>	Saturday, October 21, 2023	Maple Dale Country Club, Dover
PCE Interview Day @ Wilmington University	November is PCE Month! Virtual event-details to be announced	By Zoom with vetted candidates
Officers' Workshop	Saturday, March 16, 2024	Presbyterian Church of Dover
2024 State Convention <i>Hostess Chapters: E &amp; L</i>	Friday, April 26, 2024 (Social) Saturday, April 27, 2024 (Convention)	Soon to be announced!