

**P.E.O. Sisterhood
Delaware State Chapter
Local Chapter Yearbook Guidelines
Updated: February 4, 2022**

Logo & Theme of Incoming President: If you will be using this, please contact Peg Mitchell.

Requirements – for inclusion in Yearbook:

- **Meetings**, programs and social events should be listed from June 2022 through May 2023.
- **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 1st 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 Chairman of the State Membership Committee.
 5. One copy to Chairman of the State Nominating Committee.
- **Cover:**
 1. Name of chapter; no periods after or quotation marks around chapter letters (examples: Chapter A-B, Chapter D...).
 2. Year covered (2022-2023).
 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. Opening Ode, Objects and Aims.
 2. 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.*).
 3. List of local chapter officers.
 4. List of local chapter committees and members, with chairmen listed first.
 5. Names of chapter delegates (2) and alternate delegates (2) to 2022 State Convention.
 6. List of DE State Chapter officers, including titles, chapter letters and contact information. Please ensure that the information is current and correct (refer to *2022-2023 State Directory*, which will be distributed after the 2022 State Convention, or contact the DE State Chapter Secretary).
 7. Date, time, and place of chapter meetings (12 regular business meetings are required).
 8. Hostess and co-hostess of each chapter meeting.
 9. Title/subject of program planned before or after regular chapter meeting.

Content requirements – for inclusion in Yearbook (continued):

10. Membership listings (separate listing for resident and non-resident members). For both resident and non-resident members, include complete addresses (with zip codes), phone numbers (with area codes) and email addresses.
11. Chapter bylaws and standing rules.
12. Date of Organizer's official visit if your chapter is scheduled for a visit in 2022. Refer to the 2022-2023 State Directory.
13. Uniform Membership Guidelines. The following language is required for inclusion in all Delaware local chapter Yearbooks:

The Membership Committee shall be concerned with the growth and well-being of the Chapter in the following ways:

1. *Keep in contact with resident members who do not attend meetings on a regular basis, and with non-resident members, encouraging transfers when appropriate.*
2. *Invite unaffiliated members to Chapter meetings and events.*
3. *Contact non-P.E.O. women recommended by members as prospective candidates.*
4. *Mentor new members for a period of one-three years.*
5. *Work with the State Board and State Membership Committee to update and use the "Local Chapter's Guide to Membership" binder.*

Key Dates – for inclusion in Yearbook:

Event	Date	Location
Membership Workshop	Saturday, September 17, 2022	Presbyterian Church of Dover
Delaware State Luncheon & Marketplace <i>Hostess Chapters: G & H</i>	Saturday, October 22, 2022	Maple Dale Country Club, Dover
PCE Interview Day @ Wilmington University	Saturday, November 12, 2022	Wilmington University
Officers' Workshop	Saturday, March 18, 2023	Presbyterian Church of Dover
2023 State Convention <i>Hostess Chapters: A-B, K, & N</i>	Friday, April 28, 2023 (Social) Saturday, April 29, 2023 (Convention)	Greenville Country Club, Wilmington

Optional Yearbook Inclusions:

- 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 initiation date 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 is encouraged!
- Telephone Tree.
- Chapter traditions.
- Website addresses for Delaware State Chapter (www.depeo.org) and International Chapter (www.peointernational.org).
- 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.*

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 2022 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 or not your chapter is due for an official visit by the State Organizer (if the Organizer is due for an official visit to your chapter in 2022, the date of the visit should be scheduled with the Organizer before the printing of your Yearbook (*Enter date in Yearbook.*) **NOTE: P.E.O. International still has us under Emergency Procedures and the Exemplification cannot be performed until the Emergency Procedures are lifted. All new members are still being welcomed via Initiation by Affirmation.**
- 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 program(s).

- Study of Constitution & Bylaws during even numbered years (*Enter date in Yearbook*).

Please include the following in the Yearbook:

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 College; 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.