



**Bylaws
And
Standing Rules of
Nebraska State Chapter**

P.E.O. Sisterhood

2022

BYLAWS

Table of Contents to the Nebraska Bylaws and Standing Rules

Article I – Meetings	BL-1
Section 1. Time	BL-1
Section 2. Place/Format	BL-1
Section 3. Hostess Chapters	BL-1
Section 4. Formal Action	BL-1
Article II – Representation in Nebraska State Chapter Convention	BL-1
Section 1. Members	BL-1
Section 2. Chapter Delegates	BL-1
Section 3. Supplies	BL-2
Section 4. Delegate Reports	BL-2
Article III – Representation in Convention of International Chapter	BL-2
Section 1. Members	BL-2
Section 2. Chapter Delegates	BL-2
Section 3. Groupings	BL-2
Section 4. Nominees	BL-2
Section 5. Vacancies	BL-2
Section 6. International Reports	BL-2
Section 7. Past Presidents	BL-3
Article IV – Elections	BL-3
Section 1. Eligibility	BL-3
Section 2. Sequence of Officers for Election	BL-3
Section 3. Nomination of Officers	BL-3
Section 4. Election of Officers	BL-3
Article V - Nebraska State Chapter Officers	BL-4
Section 1. Nebraska State Chapter Officers’ members/duties/voting	BL-4
Section 2. President	BL-4
Section 3. Vice President	BL-5
Section 4. Organizer	BL-5
Section 5. Treasurer	BL-6
Section 6. Secretary	BL-6
Article VI – Paid Assistant	BL-7
Section 1. Appointment	BL-7
Section 2. Duties	BL-7
Section 3. Remuneration	BL-7
Article VII - Standing Committees	BL-7
Section 1. General Duties	BL-7
Section 2. Historian and Custodian of Articles of Historical Value	BL-7
Section 3. Memorial Marker Committee	BL-7
Section 4. Cottey College Committee	BL-7
Section 5. Amendments and Recommendations Committee	BL-8
Section 6. Finance and Budget Committee	BL-8
Section 7. Chapter Groupings Committee	BL-9
Section 8. Projects Chairs	BL-9
Section 9. Membership Development Committee	BL-10
Article VIII - Local Chapter Officers	BL-11
Section 1. President	BL-11
Section 2. Recording Secretary	BL-11
Section 3. Corresponding Secretary	BL-11
Section 4. Treasurer	BL-11
Section 5. Guard	BL-11
Article IX - Finance	BL-11
Section 1. Dues and Convention Registration Fee	BL-11
Section 2. Convention Fund	BL-12

Section 3. Expenses of State Chapter Convention	BL-12
Section 4. Expenses of International Chapter Convention	BL-12
Section 5. Expenses of President, Vice President, Organizer, Treasurer and Secretary	BL-12
Section 6. Expenses of Committees	BL-12
Section 7. Expenses for Chairs	BL-13
Section 8. Method of Determining Transportation Expenses	BL-13
Section 9. Expenses of Area Workshop for Local Chapter Officers	BL-13
Section 10. Memorial Marker Fund	BL-13
Section 11. History Fund	BL-13
Article X – Reciprocity Groups	BL-13
Section 1. Purpose	BL-13
Section 2. Members.....	BL-13
Section 3. Meetings	BL-13
Section 4. Supervision and Direction.....	BL-13
Section 5. Finance	BL-13
Section 6. Officers	BL-14
Article XI – Organization	BL-14
Section 1. Petitions	BL-14
Section 2. Procedure	BL-14
Section 3. Recommendation of Initiates	BL-14
Article XII – Official Visits and Area Workshops	BL-14
Section 1. Division and Frequency	BL-14
Section 2. Official Visits	BL-14
Section 3. New Chapters	BL-14
Section 4. Merged Chapters	BL-14
Section 5. Expenses of Organizer	BL-15
Section 6. Area Workshops for Local Chapter Officers	BL-15
Article XIII – Nebraska Cottey Scholarships	BL-15
Section 1. Establishing Act	BL-15
Section 2. Administration	BL-16
Section 3. Information Required	BL-16
Section 4. Payment of Scholarships	BL-17
Article XIV – The Nebraska P.E.O. Home	BL-17
Section 1. Purpose	BL-17
Section 2. Administration	BL-17
Section 3. Finance	BL-17
Section 4. Bylaws	BL-18
Article XV – Fundraising	BL-18
Article XVI – W. Joyce Goff Nebraska Cottey Scholarship Endowment Fund	BL-18
Section 1. Establishing Act	BL-18
Section 2. Purpose	BL-18
Section 3. Endowments	BL-18
Section 4. Donations	BL-18
Section 5. Paid Assistant	BL-18
Section 6. Scholarships	BL-18
Section 7. Requirements	BL-19
Section 8. Administration	BL-19
Article XVII – Miscellaneous	BL-19
Section 1. Plans for State Philanthropy	BL-19
Article XVIII – Parliamentary Authority	BL-20
Article XIX – Amendments	BL-20
Section 1. Power to Amend	BL-20
Section 2. Procedure	BL-20
Standing Rules	BL-20

BYLAWS
and Standing Rules
NEBRASKA STATE CHAPTER
P.E.O. SISTERHOOD

ARTICLE I

Meetings

Section 1 - TIME. Nebraska State Chapter shall hold an annual convention in June. The president may change the date in case of an emergency.

Section 2 - PLACE/FORMAT. Hostess chapters, grouped geographically, shall arrange housing and meals for the members of convention. Representatives from hostess chapters shall hold a meeting at least four years before the date of convention to choose a convention site, which they shall submit to the Executive Board of Nebraska State Chapter for approval. The hostess chapters shall announce the place of convention two years in advance. 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.

Section 3 - HOSTESS CHAPTERS. The hostess chapters shall arrange for the housing and meals of members of convention as specified in Article II, Section I of the Nebraska State Chapter Bylaws, and the following: guest speakers, guards, pages, and convention assistants.

Section 4 - FORMAL ACTION. Any item passed by Convention of Nebraska State Chapter that must be implemented by local chapters shall become effective as ordered by convention and must be implemented upon posting of the Proceedings of Convention of Nebraska State Chapter on the Nebraska website.

ARTICLE II

Representation in Nebraska State Chapter Convention

Section 1 - MEMBERS. The members of Convention of Nebraska State Chapter shall consist of the following active members when present, registered and holding credentials required by the Constitution: members of the executive board, past state presidents of Nebraska State Chapter, resident past presidents of International Chapter, delegates from local chapters, members of the Board of Directors of the Nebraska P.E.O. Home, chairs of standing committees and Nominating Committee Chair.

Section 2 - CHAPTER DELEGATES. Each chapter shall be entitled to one delegate to Convention of Nebraska State Chapter, to be elected by the chapter at its annual election. If feasible, the delegate should be the local chapter president. Each chapter delegate shall present her credentials, and shall have paid a forty (\$40.00) dollar registration fee, this amount to have been sent to the state paid assistant with the chapter dues.

After a delegate has been seated as a member of convention, if it becomes necessary, her place may be filled by an alternate delegate upon unanimous approval of the Credentials Committee and the state treasurer.

Section 3 - SUPPLIES. Each member of convention shall bring her current membership card.

Section 4 - DELEGATE REPORTS. Each delegate to convention shall give a report to her chapter within eight (8) weeks after convention. If a chapter is not represented in convention, the state president shall appoint a delegate from another chapter, a member of the executive board, or a past president of Nebraska State Chapter to give the report. Expenses, if any, shall be borne by the chapter visited. When the report is given, the visiting delegate/officer shall notify the state president.

ARTICLE III

Representation in International Chapter Convention

Section 1 - MEMBERS. The following active members of the P.E.O. Sisterhood are entitled to represent Nebraska State Chapter at Convention of International Chapter: state president, state vice president or alternate, past state presidents, and any past or current members of state convention.

Section 2 - CHAPTER DELEGATES. Delegates to Convention of International Chapter shall be determined by the number of chapters in the state providing one delegate for every seven chapters or major fraction thereof. Chapters shall be placed in chronological, rotating groups. The chapters placed in the group which coincides with the year of the Convention of International Chapter shall nominate a delegate who shall be elected at the state convention in that same year. If a chapter is unable to nominate a delegate in its designated year, it shall forfeit its place in rotation. Chapters entitled to delegates shall be listed in the Proceedings of Convention of Nebraska State Chapter.

Section 3 - GROUPINGS. Chapters shall be divided into seven groups for the purpose of electing delegates to Convention of International Chapter. As chapters are organized, they shall be added chronologically to a group. Chapters shall be regrouped as needed, not to exceed every six (6) years. Groupings shall be printed each year in the Proceedings of Convention of Nebraska State Chapter.

Section 4 - NOMINEES. Each chapter entitled to representation in Convention of International Chapter shall nominate at its annual election a delegate and an alternate whose names shall be submitted as required by International Chapter. Nominees shall be members of the convention or of a previous Convention of Nebraska State Chapter. The names of the nominees shall be presented for election to convention prior to Convention of International Chapter.

Section 5 - VACANCIES. The president of Nebraska State Chapter shall, by appointment, fill a vacancy in the delegation to Convention of International Chapter. Appointment shall be made in the following order: the elected alternate, a qualified member of the same chapter, a qualified member of another chapter in the same grouping row, a member of the Executive Board of Nebraska State Chapter. Should a vacancy occur within two months of the start of convention, the president may appoint directly from the executive board.

Section 6 - INTERNATIONAL REPORTS. Each local chapter shall give a report of convention in October or November of odd-numbered years. The Executive Board of Nebraska State Chapter shall provide report requirements

to local chapters within 14 days of the close of Convention of International Chapter.

Section 7 - PAST PRESIDENTS. Housing and meals for past state presidents, or alternates, who meet the requirements set forth in the Constitution (Part I, Article VIII, Section 8) shall be paid by International Chapter on the basis of one for every eight or major fraction thereof. They shall be selected by past presidents who are present in Convention of Nebraska State Chapter prior to Convention of International Chapter. In this selection of delegates shall be the two immediate past presidents. The president of Nebraska State Chapter shall fill vacancies by appointment from the alternates in the order designated by the past presidents.

ARTICLE IV

Elections

Section 1 - ELIGIBILITY. A nominee for state office shall have been duly elected and installed and shall have served as president of a local Nebraska chapter for one term. Any officer of Nebraska State Chapter shall not be eligible to be elected to the same office for more than two terms in succession.

Section 2 - SEQUENCE OF OFFICERS FOR ELECTION. The nomination and election of officers of Nebraska State Chapter shall be: president, vice president, organizer, treasurer and secretary.

Section 3 - NOMINATIONS OF OFFICERS. Nominations of officers of Nebraska State Chapter shall be by a nominating committee. This committee shall consist of five members, one from each of the five visitation groups in the state, appointed annually by the incoming president and with the approval of the executive board. At least two members shall be past state presidents, one of whom has served on the Nominating Committee the year prior shall serve as chair. The president shall serve as a liaison to this committee to assist with process.

Prior to Convention of Nebraska State Chapter, any chapter or active member of Nebraska State Chapter wishing to recommend an eligible candidate for nomination may submit, with the candidate's consent, a letter of recommendation and a completed application to the chair of the Nominating Committee.

At the Convention of Nebraska State Chapter the chair of the Nominating Committee shall present the name of one (1) nominee for each office in the sequence reported in Section 2. After the chair has reported, opportunity shall be given for further nominations 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.

This committee also shall present at Convention of Nebraska State Chapter, the name of a nominee(s) to serve on the Board of Directors of the Nebraska P.E.O. Home.

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 viva voce for the entire ticket. If there are nominations from the floor for one or more offices, separate elective ballots for

such office(s) shall be taken. A majority of votes cast shall elect, and voting shall not be limited to the nominees.

ARTICLE V

Nebraska State Chapter Officers

Section 1

- A. MEMBERS. The officers of Nebraska State Chapter shall constitute the executive board, (Constitution Part II. Article VII. Section 1).
- B. GENERAL DUTIES. Each officer shall perform all duties prescribed in the Constitution, Part II, Article VIII, in the Instructions to Officers of State, Provincial and District Chapters, and in the Policy Manual of Nebraska State Chapter.
- C. ACTION WITHOUT MEETING. Any action to be taken by the executive board may be taken without a meeting if a majority of the members of the board shall consent in writing to such action. A record of the electronic vote shall be entered in the minutes of the ensuing board meeting.

Section 2 - PRESIDENT. The duties of the president shall be:

To act as proxy for the organizer in officially visiting chapters as prescribed in the bylaws (Article XII).

To send copies of the president's newsletters at regular intervals to all local chapters, to members of the Executive Board of International Chapter, to members of the state executive board, to past presidents of the Nebraska State Chapter, to chairs of standing committees and boards, and to members of disbanded Nebraska chapters.

To keep the auxiliary file of Proceedings for protection of state records. To keep a file of the chapter histories, as sent by the organizer following the organization of a new chapter. To arrange with the hostess chapters for the housing and meals of Convention of Nebraska State Chapter. To send to those listed in Article XIX, Section 2, thirty days prior to Convention of Nebraska State Chapter, a copy of proposed amendments to state bylaws and standing rules. To notify each chapter in the group of delegates to Convention of International Chapter of that year, thirty days prior to March 1, that it is to nominate a delegate and alternate. (See Article III, Sections 4 and 3).

To appoint, with approval of the state executive board, the following:

- a. A member of each of the following committees: Amendments and Recommendations, Finance and Budget, and Chapter Groupings.
- b. Members to the Membership Development and Cottey College Committees as needed.
- c. Projects chairs as needed.
- d. An Historian and Custodian of Articles of Historical Value.
- e. A Memorial Marker Committee of one.
- f. Five members of the Nominating Committee, one from each of the five visitation groups with two members being a past state president, one who served the year prior shall be chair, in accordance with Article IV.

- g. A member of the executive board to call together at convention delegates from the group scheduled to be hostess chapters for convention of state chapter four years hence, said member to advise the group concerning responsibilities of housing and meals.
- h. A member of the state chapter to fill any vacancy on a board or committee.
- i. Special committees as needed.

To act as chair of the Nebraska delegation to Convention of International Chapter.

To be an ex-officio member of all state chapter committees without vote, except the Nominating Committee, and the Board of Directors of the Nebraska P.E.O. Home with vote.

To serve as liaison to the Nominating Committee.

To assist, if deemed necessary by the vice president, the state chapter officers in conducting area workshops for local chapter officers.

Any vacancy occurring within the three-year term of a member of the Board of Directors of the Nebraska P.E.O. Home shall be filled by appointment of the president with the approval by a simple majority of the Executive Board of Nebraska State Chapter. The appointment shall be selected from members recommended by the Board of Directors of the Nebraska P.E.O. Home or the Nominating Committee of Nebraska State Chapter.

Section 3 - VICE PRESIDENT. The duties of the vice president shall be:

To act as proxy for the organizer in officially visiting chapters as prescribed in the bylaws (Article XII).

To serve as ex-officio member of the Cottey College Committee.

To serve as ex-officio member, without vote, of the following committees:

Amendments and Recommendations

Finance and Budget

Chapter Groupings

To arrange round trip transportation and approve necessary expenses for those attending Cottey Seminar.

To check the eligibility of nominees and alternates to the Convention of International Chapter.

To serve as ex-officio member of the Board of Directors of the Nebraska P.E.O. Home.

To serve as officer in charge of P.E.O. Groups and Reciprocity Groups.

Section 4 - ORGANIZER. The duties of the organizer shall be:

To make an official visit to each chapter as designated by the visitation schedule published in the convention proceedings. (Article XII, Section 1). She shall be assisted by the president, vice president, treasurer and secretary. Work assignment shall be at the discretion of the organizer.

To notify the chapter to be visited at least thirty days before visitation date.

To supervise an exemplification of the Procedure for P.E.O. Chapter Meeting and/or Ceremony of Initiation or a period of instruction at convention of state chapter. (Constitution Part II, Article VIII, Section 4)

To file with the historian and the state president a history of each new chapter organized.

To serve as an ex-officio member of the Membership Development Committee.

Section 5 - TREASURER. The duties of the treasurer shall be:

To act as proxy for the organizer in officially visiting chapters as prescribed by the bylaws (Article XII).

To procure a certified public accountant who shall audit the treasurer's books at the end of the fiscal year, March 31st.

To serve as an ex-officio member, without vote, of the Finance and Budget Committee.

To direct all inquiries about the P.E.O. Foundation to the trustees of the P.E.O. Foundation.

To supervise collection and review of chapter yearbooks and yearbook information.

To serve as consultant to the chairs of the P.E.O. Educational Loan Fund, P.E.O. International Peace Scholarship Fund, P.E.O. Program for Continuing Education, Scholar Awards and P.E.O. STAR Scholarship.

Section 6 - SECRETARY. The duties of the secretary shall be:

To act as proxy for the organizer in officially visiting chapters as prescribed by the bylaws (Article XII).

To present for election by Convention of Nebraska State Chapter, prior to Convention of International Chapter, the names of chapter nominees as delegates to Convention of International Chapter.

To have printed and bound under one cover within three months after convention:

The minutes of state chapter convention.

The state bylaws and standing rules.

Groupings for:

- a. Hostess chapters of state chapter conventions
- b. Chapter visitations
- c. International delegates
- d. Chapters scheduled for area workshops for local chapter officers.

To keep a permanent file of all of the official minutes and official copies of the proceedings, and to send to the state president one hand signed and sealed copy of the Proceedings of Convention of Nebraska State Chapter for an auxiliary file. (Constitution, Part II, Article VIII, Section 6).

To examine the bylaws of local chapters and, if necessary, to suggest changes.

To conduct the correspondence of the state chapter.

To record the minutes of all official meetings of the Executive Board of Nebraska State Chapter.

ARTICLE VI

Paid Assistant

Section 1 - APPOINTMENT. A paid assistant may be appointed by the executive board immediately following Convention of Nebraska State Chapter. She shall be an active member of the P.E.O. Sisterhood. Appointment shall be made only after evidence of qualifications has been submitted. Removal from office may be made by the same authority.

Section 2 - DUTIES. The paid assistant shall perform all duties prescribed by the bylaws and in the Policy Manual of Nebraska State Chapter.

She shall perform all financial functions of the state treasurer and all membership recording functions of the state secretary.

She shall serve as an ex-officio member, without vote, of the Finance and Budget Committee.

Section 3 - REMUNERATION. The amount of hourly wage to be paid to the paid assistant shall be determined by the executive board and the Finance and Budget Committee and shall be paid monthly. Travel expenses of the paid assistant authorized by the executive board shall be paid from the general fund of Nebraska State Chapter.

ARTICLE VII

Standing Committees

Section 1 - GENERAL DUTIES. Each chair shall file with the secretary an electronic copy of her report given in state chapter convention.

Section 2 - HISTORIAN AND CUSTODIAN OF ARTICLES OF HISTORICAL VALUE. The duties of the historian shall be: to collect, complete and preserve all data concerning the progress of P.E.O. in Nebraska with a view to publication of the history of Nebraska State Chapter P.E.O. Sisterhood; and to collect, preserve, and file in a suitable place those articles which are of historical value to the P.E.O. Sisterhood in Nebraska.

Section 3 - MEMORIAL MARKER COMMITTEE. The duties of the Memorial Marker Committee shall be: To receive and fill orders for memorial markers upon request.

Section 4 - COTTEY COLLEGE COMMITTEE. This committee shall consist of six active members of Nebraska State Chapter, including one past state president. The vice president shall serve as an ex officio member. Each member shall be appointed by the president for a term of three years. In the event of a vacancy, the president shall appoint the new member and designate the length of term. In case of appointment of an entirely new committee, the president shall appoint members as to one, two or three-year terms. No members shall be appointed for more than two consecutive terms. The chair shall be appointed by the president. The duties of this committee shall include:

- A. To remain current with all Cottey procedures and policies.
- B. To provide local chapter Cottey Committee chairs information to be used for chapter reports and programs.
- C. To provide local chapter Cottey Committee chairs materials to be used for local outreach to prospective students.

- D. To receive applications for Nebraska Cottey Scholarships, interview, select and notify recipients of the scholarships and notify the president when recipients have been selected.
- E. To report to the Convention of Nebraska State Chapter the activities and decisions of the committee.
- F. To perform duties as assigned by the Executive Board of Nebraska State Chapter.

PROVISO: *The change in number of members on the committee (from eight to six) will not take effect until the appointments in 2023. In 2022, the five members of the Cottey College State Committee with unexpired terms shall be appointed to the Cottey College Committee for the remainder of their terms; one past state president shall be appointed to the Cottey College Committee for a term of three years; and the two members of the Nebraska Cottey Scholarships Committee with unexpired terms shall be appointed to the Cottey College Committee for the remainder of their terms. In 2023, one new member shall be appointed to the Cottey College Committee for a term of three years, resulting in six members on the committee. In 2024, four new members shall be appointed for varying terms. In 2025, one past state president shall be appointed to serve for three years. In 2026, three new members shall be appointed for varying terms. In 2027, the schedule of appointing two new members to the committee shall go into effect.*

Section 5 - AMENDMENTS AND RECOMMENDATIONS COMMITTEE.

This committee shall consist of three members of Nebraska State Chapter, one to be appointed each year by the president of Nebraska State Chapter. At least one member shall be a past state president. The senior member in point of service shall be chair. In case of appointment of an entirely new committee, the president shall designate the chair, second and third members. The vice president shall serve as an ex-officio member without vote.

The duties of the Amendments and Recommendations Committee shall be:

To receive all proposed amendments and recommendations to Nebraska State Chapter Bylaws and Standing Rules and prepare them for distribution to each local chapter prior to convention of state chapter. The chair shall proofread the bylaws and standing rules before the proceedings are published.

To prepare a committee report to be presented at convention of state chapter.

Section 6 - FINANCE AND BUDGET COMMITTEE. This committee shall consist of three active members of Nebraska State Chapter. One member at least shall be a past state president. Each member shall be appointed by the state chapter president for a term of three years. The vice president, treasurer of Nebraska State Chapter, and paid assistant shall serve as ex-officio members without vote. The senior member in point of service shall be chair. No member may be appointed for more than two consecutive terms. In case of appointment of an entirely new committee, the president shall designate the chair and second and third members; thereafter, the senior member in point of service shall be chair.

This committee shall present at each Convention of Nebraska State Chapter a budget for the ensuing year, shall examine the auditor's reports, and shall fulfill the duties provided for in Part II, Article IX, Section 9 of the Constitution.

Section 7 - CHAPTER GROUPINGS COMMITTEE. The Chapter Groupings Committee shall consist of three past presidents of Nebraska State Chapter, one member appointed annually by the president at the beginning of her term of office, with the approval of the executive board. In the event that the president must appoint an entirely new committee, the president shall designate the chair and second and third members; thereafter, the senior member in point of service shall be chair.

The duties of the committee shall be to arrange groups of local chapters to be hostess chapters of state chapter conventions; representation to Convention of International Chapter and for such other purposes as may be deemed necessary. The committee shall add new chapters to their chronological groups. The report of the Groupings Committee shall be submitted to the president of Nebraska State Chapter by the winter board meeting.

The vice president of the Nebraska State Chapter shall serve as an ex-officio member without vote on this committee.

Section 8 - PROJECTS CHAIRS. The projects chairs shall be five active members of Nebraska State Chapter, each of whom shall serve two years. Chairs shall be appointed as terms expire or as needed. The chairs shall represent the P.E.O. International Peace Scholarship Fund, the P.E.O. Educational Loan Fund, the P.E.O. Program for Continuing Education, the P.E.O. Scholar Awards and the P.E.O. STAR Scholarship. The state treasurer shall serve as consultant to the five state chairs. The duties of the Projects Chairs shall be:

- A. To promote the P.E.O. International Peace Scholarship Fund among individuals and local chapters.
 - To encourage gifts, memorials and gifts honoring members.
 - To assist local chapters with information for the P.E.O. International Peace Scholarship Fund.
 - To continue contacts with former students in their native lands.
 - To prepare an annual report of P.E.O. International Peace Scholarship Fund activities to be presented at convention of state chapter.
 - To perform duties as assigned by the Executive Board of Nebraska State Chapter.
- B. To promote the P.E.O. Educational Loan Fund among individuals and local chapters.
 - To encourage gifts, memorials and gifts honoring members.
 - To assist local chapters with information for the P.E.O. Educational Loan Fund.
 - To prepare an annual report of P.E.O. Educational Loan Fund activities to be presented at convention of state chapter.
 - To perform duties as assigned by the Executive Board of Nebraska State Chapter.
- C. To promote the P.E.O. Program for Continuing Education among individuals and local chapters.

- To encourage gifts, memorials and gifts honoring members.
 - To assist local chapters with information for the P.E.O. Program for Continuing Education.
 - To prepare an annual report of P.E.O. Program for Continuing Education activities to be presented at convention of state chapter.
 - To perform duties as assigned by the Executive Board of Nebraska State Chapter.
- D. To promote the P.E.O. Scholar Awards among individuals and local chapters. To encourage gifts, memorials and gifts honoring members. To assist local chapters with information about the P.E.O. Scholar Awards.
- To prepare an annual report of P.E.O. Scholar Awards activities to be presented at convention of state chapter.
 - To perform duties as assigned by the Executive Board of Nebraska State Chapter.
- E. To promote the P.E.O. STAR Scholarship among individuals and local chapters.
- To encourage gifts, memorials and gifts honoring members.
 - To assist local chapters with information about the P.E.O. STAR Scholarship.
 - To prepare an annual report of P.E.O. STAR Scholarship activities to be presented at convention of state chapter.
 - To perform duties as assigned by the Executive Board of Nebraska State Chapter.

Section 9 - MEMBERSHIP DEVELOPMENT COMMITTEE. This committee shall consist of between seven and nine active members of Nebraska State Chapter including one past state president and the organizer who shall serve as an ex officio member. Each member shall be appointed by the president for a term of three years. In the event of a vacancy, the president shall appoint the new member and designate the length of term. Members shall represent the five geographical areas of the state of Nebraska with the option of two additional members to be appointed from the more largely populated geographical areas of the state. In case of appointment of an entirely new committee, the president shall appoint members to a one, two or three-year term.

The committee chair shall be appointed by the president. The duties of this committee shall include:

- A. To assist with the assessment of the health of chapters in Nebraska.
- B. To assist with the development, education and maintenance of local chapter membership committees.
- C. To facilitate the unaffiliate process.
- D. To assist with membership questions or concerns.
- E. To perform duties as assigned by the Executive Board of Nebraska State.

ARTICLE VIII

Local Chapter Officers

Section 1 - PRESIDENT. The duties of the president shall be:

To send a typed letter to the president of Nebraska State Chapter, not later than March 1, reporting in detail the work done, growth and interest as outlined in the template provided on the state website; the letter shall have been read aloud and approved by the chapter at a meeting in February. Copies of the letter shall be sent to active nonresident members, and one copy shall be filed in a loose leaf book as a compilation of chapter history.

To appoint committees for the following projects: P.E.O. Educational Loan Fund, Cottey College, P.E.O. International Peace Scholarship Fund, P.E.O. Program for Continuing Education, P.E.O. Scholar Awards, P.E.O. STAR Scholarship, and Nebraska P.E.O. Home.

To file and keep for at least six (6) years the annual reports after they have been approved by the paid assistant of Nebraska State Chapter.

To attend the area workshop for local chapter officers.

Section 2 - RECORDING SECRETARY. The duty of the recording secretary shall be to send in March as directed by the state executive board a copy of the local chapter bylaws and standing rules, only if these have been amended during the previous fiscal year. If no changes have been made, she shall so notify as directed by the state executive board.

To attend the area workshop for local chapter officers.

Section 3 - CORRESPONDING SECRETARY. The duties of the corresponding secretary shall be:

To send a copy of the annual report of the corresponding secretary to the paid assistant of Nebraska State Chapter before March 10.

To attend the area workshop for local chapter officers.

Section 4 - TREASURER. The duty of the treasurer shall be to send in March to the paid assistant of Nebraska State Chapter the annual dues and convention registration fee.

To send a copy of the annual report of the treasurer to the paid assistant of Nebraska State Chapter before March 10.

To attend the area workshop for local chapter officers.

Section 5 - GUARD. The duty of the guard shall be to attend the area workshop for local chapter officers.

ARTICLE IX

Finance

Section 1 - DUES AND CONVENTION REGISTRATION FEE. The annual dues of Nebraska State Chapter shall be forty-two dollars and fifty cents (\$42.50) per active member which shall be allocated as follows:

Twenty-six dollars (\$26.00) for International Chapter dues, [which includes six dollars (\$6.00) for Cottey College], six dollars (\$6.00) for maintenance of the Nebraska P.E.O. Home, six dollars (\$6.00) for the General Fund, and four

dollars and fifty cents (\$4.50) for the convention fund.

With annual dues, chapter treasurer shall send to paid assistant a forty dollar (\$40.00) registration fee for state convention.

Chapters organized after March 1 shall pay the forty dollar (\$40.00) registration fee to the paid assistant at the state convention.

Section 2 - CONVENTION FUND. The four dollars and fifty cents (\$4.50) per member for the convention fund and the forty dollar (\$40.00) chapter registration fee for state convention shall be placed in a composite fund to be used for state and International Convention expenses. An amount to be determined by the Finance and Budget Committee, with the approval of the executive board, shall be allocated to hostess chapters to cover a portion of convention expense.

Section 3 - EXPENSES OF STATE CHAPTER CONVENTION. The expenses of Convention of Nebraska State Chapter as specified by a vote of the state executive board shall be paid by Nebraska State Chapter. Other expenses shall be paid by the hostess chapters. Specific cost breakdowns shall be listed in the convention handbook.

The transportation of one delegate of a new chapter to Convention of Nebraska State Chapter shall be paid by the state chapter, provided the chapter was organized since the previous convention.

The transportation to Convention of Nebraska State Chapter of all the resident past presidents of International Chapter, holding membership in Nebraska, shall be paid by the Nebraska State Chapter.

Section 4 - EXPENSES OF INTERNATIONAL CHAPTER CONVENTION.

International Chapter shall pay for meals and housing for the president, vice president, chapter delegates and past state presidents or alternates who meet the requirements set forth in the Constitution. Nebraska State Chapter shall pay for transportation for the president, vice president, chapter delegates and past state presidents or alternates. Transportation includes: round trip transportation costs, necessary housing en route, and expenses for meals and local transportation. Choice of transportation and maximum amount of allowable expenses shall be approved by the executive board.

Nebraska State Chapter shall pay housing and travel expenses for the organizer, treasurer, and secretary. The expenses of the paid assistant shall be paid at the discretion of the executive board.

Section 5 - EXPENSES OF PRESIDENT, VICE PRESIDENT, ORGANIZER, TREASURER AND SECRETARY. Nebraska State Chapter shall advance money for necessary expenses of the state president, vice president, organizer, treasurer and secretary, who shall submit itemized accounts, with documented receipts attached, to the executive board within three months of being incurred.

Section 6 - EXPENSES OF COMMITTEES. The transportation expense for members of the following committees shall be paid for one or more committee meetings held between conventions as approved by the state president: Amendments and Recommendations, Finance and Budget, Nebraska Cottey Scholarships, Chapter Groupings, Cottey College Committee, Nominating and Membership Development.

Section 7 - EXPENSES FOR CHAIRS. The transportation to convention of Nebraska State Chapter shall be paid by Nebraska State Chapter for standing committee chairs, International Project chairs, incoming chairs of Amendments and Recommendations, Finance and Budget, and Nominating Committees and all members of the Cottey College Committee.

Section 8 - METHOD OF DETERMINING TRANSPORTATION EXPENSES. Any transportation expense paid by Nebraska State Chapter shall be actual plane, train, or bus fare, or a rate per mile by automobile approved by Executive Board of Nebraska State Chapter that closely conforms to rate paid by International Chapter, exclusive of the provisions in Section 4.

Section 9 - EXPENSES OF AREA WORKSHOP FOR LOCAL CHAPTER OFFICERS. Nebraska State Chapter shall pay all necessary expenses of state officers and Membership Development Committee for area workshops for local chapter officers and any other expenses deemed necessary by the executive board. The local chapters shall pay expenses of their officers to attend these workshops.

Section 10 - MEMORIAL MARKER FUND. Money in this fund is received from the sale of the memorial markers produced by the Memorial Marker Committee. In consultation with the committee, an amount to be determined by the paid assistant and Finance and Budget Committee, with approval of the executive board, shall be allocated each year to the committee to pay the expenses of producing additional markers.

Section 11 - HISTORY FUND. Money in this fund is received from the sale of Nebraska P.E.O. history books funded and written by Nebraska State Chapter. Money in the fund shall be used to pay expenses incurred for the publication of future histories; monies received from the sale of the histories shall be placed in the fund. At the request of the state Historian and Custodian of Articles of Historical Value Committee, funds may be used for archival, storage, and other historical purposes. Upon request for money from the fund, an amount to be determined by the Finance and Budget Committee, with approval from the executive board, shall be allocated from the fund.

ARTICLE X

Reciprocity Groups

Section 1 - PURPOSE. Reciprocity groups shall be limited in purpose and function by the provisions of the Constitution Part III, Article XIII.

Section 2 - MEMBERS. All chapters shall belong to a reciprocity group as designated by the state Chapter Groupings Committee.

Section 3 - MEETINGS. Each reciprocity group shall meet at least once a year to elect officers and conduct the business of the group.

Section 4 - SUPERVISION AND DIRECTION. Reciprocity groups shall be under the supervision of the state chapter and under the direction of the vice president of the Nebraska State Chapter.

Section 5 - FINANCE. When reciprocity groups have regular dues or per capita assessments, the dues or assessments shall be in the Articles of Finance in the local chapter bylaws. An assessment of a temporary nature need not be in the bylaws and can be paid upon vote of the chapter.

Section 6 - OFFICERS. Immediately after election, names and addresses of officers and contact person shall be reported as required by International Chapter. At the same time a copy of the bylaws and standing rules, if amended, or a notice, if no change has been made, shall be sent to the vice president. The annual financial report required by International Chapter shall be submitted by March 10. It shall be the duty of the outgoing secretary and/or secretary-treasurer to prepare and send these reports.

ARTICLE XI

Organization

Section 1 - PETITIONS. Petitions for a new chapter shall be in the hands of the organizer not later than six weeks before the date of Convention of Nebraska State Chapter.

Section 2 - PROCEDURE. Before proceeding with definite plans for the organization of a chapter, the organizer, or her proxy upon proper authorization, shall confer personally with the members of the proposed charter list.

After the request for a new chapter has been received and consent given by the organizer and the petition has been signed, the group shall meet at least eight times for a minimum of four months.

Section 3 - RECOMMENDATION OF INITIATES. Each charter initiate shall be recommended by personal letter from three active members. The member given consent to organize a new chapter shall arrange for members to recommend charter initiates. The letters of recommendation shall be sent to the organizer.

ARTICLE XII

Official Visits and Area Workshops

Section 1 - DIVISION AND FREQUENCY. For the purposes of the official visits and area workshops for local chapter officers, the state shall be divided into five (5) areas. The chapters in each area shall receive an official visit every five (5) years. An area workshop for local chapter officers shall be scheduled in an intervening year at five (5) year intervals. With the advice and consent of the state president, special visits may be made when deemed necessary. Chapters may request annual official visits; such requests are to be sent to the organizer, in writing, by May 1. The groupings and year of the official visits and workshops shall be printed in the proceedings of convention of the state chapter.

Section 2 - OFFICIAL VISITS. The local chapters shall be visited officially by the organizer or her proxy every five (5) years. Official visitation shall be under the direction of the organizer.

Section 3 - NEW CHAPTERS. New chapters shall be visited by the organizer of the chapter, when possible, within a year of the organization and then placed in their respective geographical area. A new chapter shall be visited by the organizer or her proxy in each of the next four years.

Section 4 - MERGED CHAPTERS. Merged Chapters shall be visited by the organizer of the merged chapter when possible, within a year of the merger

and then placed in their respective geographical area. A merged chapter shall be visited by the organizer or her proxy for each of the next two years.

Section 5 - EXPENSES OF ORGANIZER. The local chapter shall be responsible for the expense of housing the organizer, or her proxy, at the time of the official visit except for new chapters.

The state chapter shall be responsible for the expenses of the organizer or her proxy during the mandatory five years of visits to new chapters and the mandatory three years of visits to newly merged chapters.

Section 6 - AREA WORKSHOPS FOR LOCAL CHAPTER OFFICERS. The local chapters shall be required to send their president, recording secretary, corresponding secretary, treasurer and guard to area workshops every five (5) years. These workshops shall be under the direction of the vice president of Nebraska State Chapter.

ARTICLE XIII

Nebraska Cottey Scholarships

Section 1 - ESTABLISHING ACT.

- A. Nebraska State Chapter shall establish Nebraska Cottey Scholarships.
1. Nebraska State Chapter shall establish annually one Cottey Scholarship in the amount of \$1,500.00 and two scholarships in the amount of \$1,000 each. These scholarships shall be paid from the general fund and shall be awarded to worthy young women from Nebraska recommended by the Cottey College Committee after acceptance by Cottey College.
 2. Contributions from chapters and individuals for additional Cottey Scholarships may be received by the paid assistant of Nebraska State Chapter and shall be deposited by her in the Nebraska Cottey Scholarship Fund. The Cottey College Committee shall determine when additional scholarships may be given.
 3. A scholarship shall be given annually in memory of Helen Houseman, in accordance with the terms of a gift given in her honor by the Bertha Clark Hughes Foundation, to a Nebraska woman attending Cottey College, as designated by the Cottey College Committee, or if no Nebraska woman is attending, to another student recommended by the Financial Aid Office of Cottey College. This scholarship shall be in the amount of the interest from the \$40,528.68 given in her name, but shall not exceed actual comprehensive fees at Cottey College.

A scholarship shall be given annually in memory of Bertha Clark Hughes in accordance with terms of a gift given in her honor by the Bertha Clark Hughes Foundation, to a Nebraska woman attending Cottey College, as designated by the Cottey College Committee, or if no Nebraska woman is attending Cottey College, to another student recommended by the Financial Aid Office of Cottey College. This scholarship shall be in the amount of the interest from the \$5,000 given in her name, but shall not exceed actual comprehensive fees at Cottey College.

Monies for the two preceding scholarships shall be kept in separate accounts within the Nebraska Cottey Scholarship Fund. Should the P.E.O. Sisterhood terminate its affiliation with Cottey College or should the Sisterhood itself dissolve, the assets of these funds shall be distributed at the discretion of the Executive Board of Nebraska State Chapter to some other project of Nebraska State Chapter or International Chapter organized exclusively for charitable, religious, scientific, literary or educational purposes described and qualified under Section 501(c)(3) of the 1954 Internal Revenue Codes or Acts amendatory thereto; or if no such fund exists to some corporation, fund or foundation organized exclusively for religious, charitable, scientific, literary or educational purposes and described and qualified under Section 501(c)(3) of the U.S. Internal Revenue Codes or Acts amendatory thereto.

- B. The Cottey College Committee shall assist the foundations with the administration of the following scholarships:
1. The P.G. Richardson Scholarship, administered by the Lincoln Foundation, shall be awarded to a Nebraska woman attending Cottey College. This scholarship is established in memory of Margaret M. Richardson and Catherine Richardson Lane, Chapter S, Broken Bow. The recipient of this scholarship shall be designated by the Cottey College Committee and the amount of the scholarship shall be determined by the Lincoln Foundation.
 2. The Chapter HD, Nebraska Shirley Bair and Cynthia Lloyd Scholarship, administered by the P.E.O. Foundation, shall be awarded annually to a Nebraska woman attending Cottey College. The recipient of this scholarship shall be designated by the Cottey College Committee and the amount of the scholarship shall be determined from fund income by the P.E.O. Foundation.
 3. The Chapter V, Nebraska Doris Bair and Jo Anne Bair Scholarship, administered by the P.E.O. Foundation, shall be awarded annually to a Nebraska woman attending Cottey College. The recipient of this scholarship shall be designated by the Cottey College Committee and the amount of the scholarship shall be determined from fund income by the P.E.O. Foundation.

Section 2 - ADMINISTRATION. The Nebraska Cottey Scholarships Fund shall be administered by the Cottey College Committee as established in ARTICLE VII, Section 4.

Section 3 - INFORMATION REQUIRED. The following data shall be sent by the chapter proposing an applicant for the annual general fund scholarship to the chair of the Cottey College Committee by the deadline indicated on the application.

From the first year applicant:

1. Completed application form. (This is obtained from chair of the Cottey College Committee).
2. Letter to the local chapter.
3. Photo or snapshot of the applicant.
4. Transcript of high school grades, GPA and SAT or ACT scores.

5. Four letters of recommendation - local chapter, local business person, teacher, and either school administrator or member of the clergy.

From the second, third or fourth year applicant:

1. Completed application form. (This is obtained from the chair of the Cottey College Committee).
2. Letter to local chapter.
3. Photo or snapshot of the applicant.
4. Completed report and recommendation from the Cottey College Registrar indicating the student's academic record at Cottey College.
5. Completed report and recommendation from the Cottey College Dean of Student Life indicating the student's attitude, activities and honors.
6. Letter of recommendation from sponsoring P.E.O. chapter.

Section 4 - PAYMENT OF SCHOLARSHIPS. Scholarships awarded from the fund shall be paid by the paid assistant of Nebraska State Chapter to Cottey College.

When the applicant receives notification that she has been awarded a scholarship, she also shall receive a contractual agreement of acceptance which she must sign and return to the state chair by May 1. Failure to return the contract will constitute rejection for the award, at which time the chair and the Cottey College Committee will reassign the rejected scholarship.

ARTICLE XIV

The Nebraska P.E.O. Home

Section 1 - PURPOSE. The Nebraska P.E.O. Home is a non-profit corporation under the auspices of Nebraska State Chapter and is maintained and operated as provided in the Restated Articles of Incorporation and Bylaws of the Nebraska P.E.O. Home

Section 2 - ADMINISTRATION. Administration of the corporation shall be by a Board of Directors as provided in the Restated Articles of Incorporation and the Bylaws of the Nebraska P.E.O. Home.

Section 3 - FINANCE.

- A. Any assessments on active members of Nebraska State Chapter collected for the Nebraska P.E.O. Home with annual dues shall be sent to the treasurer of the Nebraska P.E.O. Home by the paid assistant of Nebraska State Chapter.
- B. Voluntary contributions specifically designated for the Nebraska P.E.O. Home shall be sent to the Nebraska P.E.O. Home.
- C. The Restated Articles of Incorporation and the Bylaws of the Nebraska P.E.O. Home shall be printed annually in the proceedings of the convention at the expense of the Nebraska State Chapter.
- D. The Gift List of the Nebraska P.E.O. Home, when printed in the program of convention shall be paid for by the Nebraska P.E.O. Home.
- E. All expenses incurred by the Nebraska P.E.O. Home shall be paid from the funds of the Nebraska P.E.O. Home.

F. A copy of the annual audit of the Nebraska P.E.O. Home shall be sent to the president and vice president of Nebraska State Chapter.

Section 4 - BYLAWS. The Bylaws of the Nebraska P.E.O. Home shall be consistent with the bylaws of the Sisterhood and the Bylaws of Nebraska State Chapter.

ARTICLE XV

Fundraising

Section 1 - All proposals for fundraising or solicitation activities by International Project Chairs, Nebraska Cottey Scholarships and Nebraska P.E.O. Home, that involves Nebraska State Chapter members, must be submitted in writing for approval by the Executive Board of Nebraska State Chapter by January 1 prior to the Convention of Nebraska State Chapter.

ARTICLE XVI

W. Joyce Goff Nebraska Cottey Scholarship Endowment Fund

Section 1 - ESTABLISHING ACT. Nebraska State Chapter shall establish the Goff Cottey Scholarship in honor of Past International Chapter President, W. Joyce Goff. This endowed scholarship is established with and shall be perpetuated with funds from all contributions to "Goff's Goal", by contributions, by bequests, fund investment earnings, and annual allocations from Nebraska State Chapter. It shall be used for educational opportunities for qualified women residents of Nebraska who have applied for a Goff Cottey Scholarship before the designated deadline, are sponsored by a Nebraska P.E.O. chapter, and whose acceptance for admission to Cottey College has been confirmed.

Section 2 - PURPOSE. The purpose of the Goff Cottey Scholarship shall be educational and charitable, dedicated to helping academically qualified Nebraska women attend Cottey College and achieve their education.

Section 3 - ENDOWMENTS. The endowment funds shall consist of principal from the Goff Cottey Scholarship, which has been designated for investment in perpetuity. The interest and yearly contributions shall be included in annual scholarship distribution.

Section 4 - DONATIONS. The Goff Cottey Scholarship shall consist of all moneys received for the fund by gifts, honoraria, memorials, bequests, and interest. Moneys are to be sent to the paid assistant.

Section 5 - PAID ASSISTANT. The books and accounts of the Goff Cottey Scholarship shall be kept by the paid assistant of Nebraska State Chapter. The paid assistant shall furnish annual financial reports, and shall compile an annual gift list for Convention of Nebraska State Chapter.

Section 6 - SCHOLARSHIPS. Income and contributions from the fund shall be used to provide a total of six thousand dollars (\$6,000.00) in annual scholarship awards for one or more students. In the event that income and contributions are not sufficient, the difference shall be made up from the principal balance which shall remain above five thousand dollars (\$5,000.00) at all times.

Refunded scholarship money shall be returned to the Goff Cottey Scholarship. A scholarship shall not exceed actual comprehensive fees at Cottey College.

Section 7 - REQUIREMENTS. All recipients shall have been accepted for admission to Cottey College and have met the requirements per the current application form. The Cottey College Committee chair must receive all applications for scholarship no later than the deadline stated on the current application form.

Section 8 - ADMINISTRATION. The Cottey College Committee shall assist the P.E.O. Foundation in the administration of the Goff Cottey Scholarship. The chair of Cottey College Committee shall receive applications for the Goff Cottey Scholarship and report annually to Convention of Nebraska State Chapter. The vice president of Nebraska State Chapter shall serve as consultant to this committee and shall consult with the committee between state conventions.

Per agreement between the P.E.O. Foundation and Nebraska State Chapter dated May 9, 2006, Goff Cottey Scholarship shall be managed through the P.E.O. Foundation, International Chapter, P.E.O. Sisterhood. Upon instruction from the Cottey College Committee, the investment income shall be dispersed by the P.E.O. Foundation to Cottey College for each designated Nebraska scholarship recipient after enrollment verification.

Should the P.E.O. Sisterhood terminate its affiliation with Cottey College or should the Sisterhood itself dissolve, the assets of this fund shall be distributed at the discretion of the Executive Board of Nebraska State Chapter to some other project of Nebraska State Chapter or International Chapter organized exclusively for charitable, religious, scientific, literary or educational purposes, as described and qualified under Section 501 (C)(3) of the 1954 Internal Revenue Codes or Acts amendatory thereto. If no such project exists, the funds shall be distributed to some corporation, fund, or foundation organized exclusively for religious, charitable, scientific, literary, or educational purposes as described and qualified under Section 501 (C) (3) of the Internal Revenue Codes or Acts amendatory thereto.

The supervisor of the P.E.O. Foundation annually shall advise the president and the paid assistant of the Nebraska State Chapter of the financial status of the fund. In the event the fund ceases to be operated as a separate fund, final distribution shall be determined by the Nebraska State Chapter. Should they wish to cease directing distributions from the fund, the responsibility shall be given to the Board of Trustees, P.E.O. Foundation. Any distribution must be to charities or others qualified under the Internal Revenue Code Section 501(c) (3).

ARTICLE XVII

Miscellaneous

Section 1 - PLANS FOR STATE PHILANTHROPY. All plans proposing the establishment of any Nebraska State Chapter philanthropy shall be submitted in writing to Convention of the Nebraska State Chapter.

ARTICLE XVIII

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, or the Constitution, Bylaws and Standing Rules of the P.E.O. Sisterhood.

ARTICLE XIX

Amendments

Section 1 - POWER TO AMEND. Nebraska State Chapter shall have power, upon the concurrence of two-thirds of its members present and voting in Convention of Nebraska State Chapter, to amend these bylaws.

Section 2 - PROCEDURE. Amendments to the Bylaws of Nebraska State Chapter and resolutions for consideration at a convention shall be proposed only by local chapters, the executive board, board of directors and standing committees of Nebraska State Chapter. 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. Proposed amendments shall be submitted to the president of Nebraska State Chapter no later than January first, who shall submit copies of the same to local chapters, the executive board, board of directors, chair of the Nominating Committee, chairs of all standing committees, resident past presidents of International Chapter and past presidents of the state chapter for consideration at least thirty days prior to the date of convention.

STANDING RULES

RULE 1 - Requirements for yearbooks of local chapters:

- SIZE:** Chapter preference.
- FORMAT:** Each local chapter may choose to distribute yearbooks electronically with printed copies for members upon request and to the state officers as required.
- COVER:** To include chapter name, town, state, year of program, and P.E.O. insignia. If a permanent binder is used, the first inner page must include chapter letters and the current date. Date of organization of chapter is optional. A small star is optional (if used, any type is acceptable).
- CONTENTS:** List of officers List of committees
Day of week and time of meetings; vacation period
Programs for the year
Membership with address, zip code, email address, if available, and telephone number
Separate list of nonresident members with address, zip code, telephone number and email address, if available.

PROGRAM REQUIREMENTS:

- A. No fewer than twelve meetings shall be scheduled each year. (The official visit of the organizer or her proxy is considered a regular meeting.)
- B. Date, hostess/format and program for each meeting
- C. Nomination and election of officers and of delegates and alternates to convention shall be held by or at the first regular meeting in March. Installation of officers shall be held the first regular meeting in March.
- D. Exemplification of the Ceremony of Initiation
- E. Reading of president's annual letter in February
- F.
 1. International Projects - choice of a, b, c, or d.
 - a. Separate programs for Cottey College, 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
 - b. Combined program for all projects giving equal time to each
 - c. Combined program with emphasis on just one project each year
 - d. Regular spot reports at each chapter meeting with no annual program. (Note in yearbook if this is the chapter's choice.)
 2. Nebraska Projects
Each chapter shall determine how to inform members and educate new members on the Nebraska P.E.O. Home and the Nebraska Cottey Scholarships.
- G. Founders' Day program
- H. Report of Convention of Nebraska State Chapter, within eight weeks following convention
- I. Report of Convention of International Chapter in October or November of odd-numbered years

OPTIONAL INFORMATION:

Opening Ode; names of Founders; chapter bylaws; chapter past presidents; Chapter Eternal members; date of members' birthdays or initiation; social activities.

PUBLISHING DEADLINE:

All chapter yearbooks for the current fiscal year shall be published prior to Convention of Nebraska State Chapter.

DISTRIBUTION:

One (1) yearbook and one (1) completed yearbook evaluation form of the current fiscal year shall be brought to Convention of Nebraska State Chapter. One (1) current chapter information form shall be submitted to the Executive Board of Nebraska State Chapter as requested.

RULE 2 - Nebraska State Chapter Convention requirements:

- a. Local chapter yearbooks must be displayed for inspection.
- b. The national flag shall be given a prominent place.

RULE 3 - All publicity concerning the organization of a new chapter shall be withheld until the organization is completed.

RULE 4 - A P.E.O. memorial marker may be placed on the grave of a deceased member.

RULE 5 - The depository for funds belonging to Nebraska State Chapter shall be chosen by a majority vote of the executive board. Only a sufficient amount of funds shall be on deposit to care for the current expenses of Nebraska State Chapter. All surplus funds shall be invested in interest/income producing investments which may include stocks, bonds, mutual funds, treasury bills, certificates of deposit and insured savings accounts. No funds may be invested in what is defined as a high risk investment.

RULE 6 - The official visit of the organizer or her proxy is considered a regular meeting.

RULE 7 - Amendments to the standing rules of Nebraska State Chapter for consideration at a convention shall be proposed only by local chapters, the executive board, Board of Directors and standing committees of Nebraska State Chapter. Proposed amendments shall be submitted in writing to the president of Nebraska State Chapter no later than January first, who shall submit copies of the same to local chapters, the executive board, Board of Directors, chair of the Nominating Committee, chairs of all standing committees, resident past presidents of International Chapter and past presidents of the state chapter for consideration at least thirty days prior to the date of convention. Such proposed amendments shall be adopted by a majority vote of members present and voting in Convention of Nebraska State Chapter.