

## **CHAPTER YEARBOOK REQUIREMENTS**

Requirements for yearbooks of local chapters:

**Size:** Chapter preference.

**Format:** Each local chapter may choose to distribute yearbooks to their chapter members electronically with printed copies for members upon request and hard copies to the state officers as requested.

**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 along with any vacation period  
Programs for the year  
Membership with address, zip code, telephone number and email address

### **Requirements:**

- A. There shall be 12 regular meetings scheduled each year. Chapters may hold social meetings whenever they wish, as these no longer require minutes or attendance kept. The official visit of the organizer or her proxy is considered a regular meeting.
- B. Date, hostess 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 business meeting in March. Installation of officers shall be held the first regular business meeting in March.
- D. Exemplification of the Ceremony of Initiation-once each year
- 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.)
- G. Nebraska Projects - Each chapter shall determine how to inform members and educate new

members of 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 for the current fiscal year shall be brought to convention of Nebraska State Chapter.

One (1) Chapter Information Form (CIF) shall be emailed to Joyce Victor at [jovictor@outlook.com](mailto:jovictor@outlook.com) by April 15<sup>th</sup> each year.