

West Virginia Local Chapter Calendar

References: P.E.O. Constitution, *Instructions to Officers of Local Chapters*, President's Book, State Bylaws

Month	Date	Action	Responsibility
March	1st	Submit Project Reports for all International Projects and for Cottey College to respective State Project Chairman.	Project Chairman/ Chairmen
		Begin working on Annual Reports . Plan to be readily available for contact until approximately March 20 in case questions arise.	Corr. Secretary, Treasurer
	Between 1st and 10th	Mail completed and signed Annual Reports of Corr. Secretary and Treasurer to State Secretary and State Treasurer/Asst Treasurer as indicated.	Corr. Secretary, Treasurer, President
	Between 1st and 15th	Perform audit of treasurer's books. Present audit report to chapter by end of month for chapter vote.	Audit Committee
		Prepare proposed budget . Present to chapter by end of month for chapter vote.	Finance/Budget Cttee
	First meeting	Election and Installation of Officers plus two delegates and two alternates to state convention	Chapter
	Immediately after first meeting	Schedule a meeting of officers for training and transfer of supplies and goal setting for upcoming year.	President
	Immediately after first meeting	Record names of officers and state convention delegates on peointernational.org. (Note : must update the effective year even if names are unchanged.)	Corr. Secretary or Tech Chair
	During the month	State Chapter Organizer will contact president to set date for Official Visit later in the year. (Northern chapters in even years, southern chapters in odd years.)	President
31st	If chapter bylaws have changed, send copy to State Chapter Organizer.	Recording Secretary	
April	1st	Daisy Chain issued. Distribute to chapter and read President's message to chapter during business meeting.	Tech Chairman and Corr. Secretary
	15th or earlier	Appoint all chapter committees .	President
		Record names of local chapter Project Committee Chairmen, Membership Chairman and Tech Chairman on peointernational.org. (Note : must update the effective year even if names are unchanged.)	Corr. Secretary
	During the month	Plan programs . Pass sign-up sheets for meeting hostesses .	Vice President or assigned member
	Last weekend	Convention of State Chapter is held.	Chapter delegates
30th or earlier	Receive and read State Chapter's release of Annual Reports if received.	Corr. Secretary, Treasurer	
May	During the month	Report of State Convention is given by the end of the month under new business or after the close of the business meeting.	Chapter delegates
		Distribute materials from convention, including list of new state officers, committees, and state Project chairmen.	President
		Begin preparation of yearbook . Consult requirements on peowestvirginia.org.	Vice President or assigned member
		If chapter takes a vacation period over the summer, motion is made to authorize treasurer to pay bills and subsequently ratify at business meeting after vacation period ends.	Treasurer
June	30th	Mail one copy of the yearbook to each of the five state officers, Unaffiliate Chairman, Historian, State Membership Chairman, and all nonresident members of the chapter.	Corr. Secretary or other officer as assigned
		Email one electronic copy of the yearbook to the State Tech Chairman (pdf preferred).	Tech Chairman

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July	1st	Daisy Chain issued. Distribute to chapter and read President's message to chapter during business meeting, if held.	Tech Chairman and Corr. Secretary
	20th	Acceptance of PSA nominations begins; ends on November 20.	
Aug	During the month	State convention proceedings (including state bylaws) available on peowestvirginia.org. Maintain copy.	President
Sept	1st	Period for chapter recommendations for STAR candidates begins; ends November 1.	
	15th	Acceptance of eligibility forms for IPS begins; ends December 15.	
	Varies	Convention of International Chapter is held during odd-numbered years.	Local chapter delegates (specified)
Oct	31st	Last day to submit proposed amendments to West Virginia State Chapter bylaws to the State Chairman, Amendments and Recommendations Committee.	
		Cottey Suite Treats donations due.	Treasurer
Nov	20th	Acceptance of PSA nominations ends.	
Dec	During the month	If chapter takes a vacation period during the winter months/holidays, motion is made to authorize treasurer to pay bills and subsequently ratify at business meeting after vacation period ends.	Treasurer
	15th	Acceptance of eligibility forms for IPS ends.	
Jan	15th or earlier	Chapter contributions to the International Projects and Cottey are due to the State Assistant Treasurer (or Treasurer if no Assistant has been appointed).	Treasurer
		Announce that dues must be received on or before February 28th/29th with reminder that delinquent or unpaid dues will result in inactive status.	Treasurer
	During the month	Remind Nominating Committee of duties for March election, including nomination of two delegates and two alternates to State convention. (When applicable, nomination of one delegate and alternate to International convention.)	President
		Receive Winter Mailing from International. Take action as required.	President
		Review chapter bylaws for possible changes.	Bylaws Committee
	Near month-end	Receive and immediately distribute Annual Report packets for Corr. Secretary and Treasurer.	President
Receive Call to State Convention via email from hostess chapters. Share with entire chapter via email and share key information at next available meeting.		President, Tech Chairman	
Feb	1st	Daisy Chain issued. Distribute to chapter and read President's message to chapter during business meeting.	Tech Chairman and Corr. Secretary
	During the month	Prepare president's annual letter to State Chapter President (refer to State Chapter bylaws for required content).	President
	Last meeting	Read the list of all inactive members aloud to the chapter (i.e., members already classified as inactive).	Corr. Secretary
	Last meeting	Announce names of members having unpaid dues .	Treasurer
		Read president's annual letter (referenced above) to chapter for approval under new business.	President
	28th/29th	Last day for treasurer to accept dues. Provide names of new inactives to Corr. Secretary immediately afterward for Annual Report purposes	Treasurer