

**BYLAWS AND STANDING RULES OF WEST VIRGINIA STATE CHAPTER P.E.O.
SISTERHOOD**

As Amended in Parkersburg, WV, April 29, 2023

ARTICLE I CONVENTION OF WEST VIRGINIA STATE CHAPTER

SECTION 1. MEMBERS. The convention of West Virginia State Chapter shall consist of the following active members when present and registered: the executive board, past presidents of the state chapter, resident past presidents of International Chapter, chairs of standing committees, chair of the nominating committee, and two delegates from each local chapter.

SECTION 2. TIME AND FORMAT. The convention of West Virginia State Chapter shall be held during the last weekend in April. The dates shall be determined by the hostess chapters and the executive board. In case of necessity, the executive board and hostess chapters shall have the power to change the date(s) of the meeting. If determined by the executive board, and approved by the Executive Board of International Chapter, convention may be conducted through the use of internet meeting services.

SECTION 3. HOSTESS CHAPTERS. Members of the convention of West Virginia State Chapter shall have housing and meals arranged by two or more hostess chapters, grouping of chapters to be determined by the executive board. No chapter shall host a state convention until it has been organized at least seven years.

SECTION 4. FORMAL ACTION. Any bylaws adopted by the convention of West Virginia State Chapter, which must be implemented by the local chapters, shall become effective immediately at the close of convention.

SECTION 5. REPORTS. Within one month following convention, delegates shall give a report of convention business to their respective chapters. Any chapter not attending state convention must have their convention report given by the state officer of the board's choosing. The chapter will pay all of her expenses to get to and from their chapter and will house her if necessary. The chapter will pay to the board a thirty-five dollar (\$35.00) fee.

ARTICLE II REPRESENTATION IN CONVENTION OF INTERNATIONAL CHAPTER

SECTION 1. DELEGATES. For the purpose of representation in Convention of International Chapter, one delegate shall be chosen for every group of seven local chapters or major fraction thereof; the delegate to be nominated by chapters in rotation. In groups of new chapters, this rotation shall be in order of organization. Groupings shall be made by the

executive board and printed in the proceedings each year. Each chapter entitled to representation shall nominate its delegate and an alternate by or at the first meeting in March and shall submit their names as required by International Chapter.

SECTION 2. ELIGIBILITY. Nominees shall have been members of the convention of the West Virginia State Chapter which may include the convention at which the nominee is elected.

SECTION 3. PAST PRESIDENTS OF WEST VIRGINIA STATE CHAPTER. The Past State Presidents shall designate individuals from their group whose housing and meals at Convention of International Chapter will be paid. These names shall be furnished to the vice president of West Virginia State Chapter by January 15 and shall be announced at the subsequent convention of state chapter. If a vacancy occurs, the Past State Presidents shall provide an alternate.

SECTION 4. VACANCY IN THE LOCAL CHAPTER DELEGATION. A vacancy in the delegation shall be filled by the president of the state chapter who shall appoint in the following order: (1) the alternate; (2) a member of the chapter entitled to representation as recommended by the chapter; (3) a member from another chapter in the group; (4) a member from the state chapter at large. A chapter failing to have representation in its regular turn is ineligible to nominate a delegate until its next regular turn.

SECTION 5. REPORTS. It shall be the duty of each delegate to present a report in person or on a virtual platform to chapters as assigned by the state president. The report, prepared by an International Convention delegate or committee of delegates designated by the state president, is to be presented to chapters within six weeks of the end of International Convention.

ARTICLE III ELECTIONS

SECTION 1. TENURE OF OFFICE. No officer of West Virginia State Chapter shall serve more than one year in the same office.

SECTION 2. ELIGIBILITY. Any candidate for election to the executive board must have been duly elected, installed and have served as president of a local chapter and must be a member of the convention at which her name is presented except as provided in the Constitution, Part II, Article VI.

SECTION 3. SEQUENCE OF OFFICERS. The sequence of state chapter officers shall be: president, vice president, organizer, treasurer and secretary.

SECTION 4. NOMINATION OF OFFICERS. A nominating committee of three members shall be appointed by the president just before convention is closed with pre-approval of the executive board. The chair shall be the most recent past president and the other two members selected from different geographical areas of the state.

At the following convention, this committee shall present the name of one nominee for each office.

Chapters who wish to recommend a member for consideration by the nominating committee shall submit the name to the chair by March 1.

SECTION 5. ELECTION OF OFFICERS. The report of the nominating committee shall be given immediately preceding the election. Election shall be by written or electronic ballot unless the committee has made but one nomination for each office and there are no further nominations from the floor as each office is called in sequence. If there are no nominations from the floor, by general consent the ballot may be dispensed with and the vote taken by voice on the entire ticket. If there are nominations from the floor for one or more offices, separate elective ballots for each office shall be taken. A majority of votes cast shall elect and voting shall not be limited to the nominees.

SECTION 6. VACANCIES. Vacancies occurring after state convention, except that of president, shall be filled by an eligible member appointed by the state president and approved by the executive board.

ARTICLE IV SPECIAL DUTIES OF STATE OFFICERS

SECTION 1. PRESIDENT. Shall appoint members of standing committees before close of convention with approval of the executive board:

- A. Historian in even years.
- B. One member of the Finance Committee.
- C. One member of the Amendments and Recommendations Committee.
- D. One member of the Rita C. Terry Cottey College Scholarship Committee.
- E. One member of the Membership Committee.
- F. Unaffiliate Chair in odd years.
- G. Technology Chair in even years.
- H. A state chair for each of the six International Chapter projects on a yearly basis.

She shall also appoint a Nominating Committee consisting of three members, the chair of which shall be the immediate past state president. This committee shall serve for one year and shall be responsible for nominating members to the executive board.

SECTION 2. VICE PRESIDENT.

- A. Shall serve as proxy organizer.
- B. Shall serve as editor of the state newsletter.
- C. Shall have charge of the Time of Remembrance.
- D. Shall serve as an ex officio member, without vote, of the Finance Committee.

SECTION 3. ORGANIZER.

- A. Shall serve as ex officio member, without vote, of the Membership Committee.
- B. Organizer, or her proxy, shall make biennial official visits to each chapter organized for more than three years pursuant to the schedule determined by the state board.
- C. Shall make two consecutive annual visits to each new chapter following its receipt of charter.
- D. Shall visit any chapter in the alternate year provided a request has been submitted by the chapter to the organizer prior to October 1, or if the organizer deems additional visits advisable.
- E. Shall supervise an exemplification of the procedures for P.E.O. chapter meetings and/or Ceremony of Initiation or period of instruction during the days of convention of state chapter.
- F. Shall examine local yearbooks when received and notify chapter when errors occur.

SECTION 4. TREASURER.

- A. Shall close the treasurer's books by March 31 of each year and have them audited prior to convention by an auditing committee approved by the executive board.
- B. Shall serve as an ex officio member, without vote, of the Finance Committee.
- C. Shall oversee the duties assigned to an assistant treasurer by the executive board.

SECTION 5. SECRETARY.

- A. Shall have the minutes of convention approved by the immediate past president and the Committee to Approve Minutes.
- B. Shall notify the local chapters entitled to representation in Convention of International Chapter by February 1 of the year the convention is held.

SECTION 6. GENERAL DUTIES OF OFFICERS. The executive board shall consult and advise during the annual interval and shall transact necessary business. Appointments for the new term may be made and approved after election.

ARTICLE V FINANCE

SECTION 1. DUES.

- A. The annual dues of West Virginia State Chapter shall be forty-three dollars (\$43.00) per active member to be allocated as follows: Twenty-six dollars (\$26.00) for International Chapter dues, which includes six dollars (\$6.00) for Cottey College; seventeen dollars (\$17.00) for state chapter dues.
- B. The state chapter dues shall be allocated annually as recommended by the Finance Committee with the approval of the executive board and presented to and adopted by the convention of state chapter.

SECTION 2. EXPENSE OF CONVENTION OF STATE CHAPTER.

- A. Each chapter shall pay the following: all expenses including meals, lodging and transportation for its elected delegates to convention of state chapter.
- B. The state chapter shall pay the following: hall renting, printing of bylaws, programs and proceedings, meals, lodging and transportation of the executive board, chairs of standing committees, one convention vocalist, one convention instrumentalist, and chair of nominating committee when not otherwise members of convention, and one night's pre-convention lodging at the regular rate for the president.
- C. The hostess chapters shall pay for badges, markers, decorations, speakers, entertainers, supply kits for members of convention and all other such items of expense not paid by the state chapter.

SECTION 3. EXPENSE OF CONVENTION OF INTERNATIONAL CHAPTER.

- A. West Virginia State Chapter shall pay expenses not paid by International Chapter to Convention of International Chapter of the president, vice president, executive officer chosen by the board, local chapter delegates, immediate past president, and the past president(s) entitled to housing and meals. The maximum to be reimbursed to the above attendees for the day before and the day after the official start and end of Convention shall be determined by the executive board after consultation with the Finance Committee. Additionally, West Virginia State Chapter shall pay registration and housing costs for the two remaining executive board members to attend Convention of International Chapter. All requests for reimbursement must be substantiated by original

receipts or other documentation. In case a past president is residing in another state, the allowance for transportation shall be from her present city of residence, or from her former city of residence in West Virginia, whichever is the lesser amount.

- B. West Virginia State Chapter shall pay travel expenses for delegates reporting on the Convention of International Chapter. In case a past president is residing in another state, the allowance for transportation shall be from her present city of residence, or from her former city of residence in West Virginia, whichever is the lesser amount.

SECTION 4. INTERNATIONAL CONVENTION FUND. West Virginia State Chapter shall maintain an International Convention Fund from which expenses listed in Article V, Section 3, shall be paid. The fund shall consist of an allocation of dues when approved by vote of convention.

SECTION 5. EXPENSE OF STATE CHAPTER. The state chapter shall pay the following:

- A. All necessary expenses of the officers in conducting the business of the state chapter.
- B. Approved expenses of state committees.
- C. Expenses of the state organizer and proxies by documentation of mileage must be submitted within three (3) months after being incurred. If requested, an advance sum of up to two hundred dollars (\$200.00) can be paid to state organizer to be substantiated by later documentation.

SECTION 6. FISCAL YEAR. The fiscal year shall be from April 1 through March 31 of the following year.

SECTION 7. AUDITOR. The executive board of West Virginia State Chapter shall appoint an auditor or an auditing committee to audit the state chapter financial reports.

ARTICLE VI STANDING COMMITTEES

SECTION 1. AMENDMENTS AND RECOMMENDATIONS COMMITTEE.

- A. Shall consist of three members to be composed of the immediate past president and two active members of West Virginia State Chapter. The two members shall be appointed by the state president for a term of two years with the senior member as chair.
- B. Shall prepare and present proposed amendments to the Study and Research Committee of International Chapter for review prior to distribution.

SECTION 2. FINANCE COMMITTEE.

- A. Shall consist of three active members of West Virginia State Chapter, each appointed for a term of three years by the state president. The senior member in point of service shall be chair. In the case of the appointment of an entirely new committee, the president shall designate the chair, second and third members. The treasurer and vice president shall be ex officio members, without vote of this committee.
- B. Shall prepare a budget for the state chapter for the ensuing year to be approved by the executive board and to be presented for consideration at convention.

SECTION 3. STATE CHAIRS FOR INTERNATIONAL CHAPTER PROJECTS.

- A. A state chair for each of the six International Chapter projects shall be appointed by the president for a term of one year.
- B. Each project chair shall promote her assigned project, communicate with local chapters throughout the year and report at each convention of state chapter.

SECTION 4. RITA C. TERRY COTTEY COLLEGE SCHOLARSHIP COMMITTEE.

- A. Shall consist of a member of the Executive Board of West Virginia State Chapter as chair and two active members of West Virginia State Chapter, each appointed for a term of two years.
- B. The duties of the committee shall be:
 - 1. To receive application for the scholarship.
 - 2. To report the name of the awardee to the executive board.
 - 3. To notify the applicant of the award.
 - 4. To consult with the state treasurer concerning the raising and investing of scholarship funds.
- C. The state chapter, upon recommendation by the Rita C. Terry Cottey College Scholarship Fund Committee, may annually award to a student at Cottey College a scholarship of up to four thousand dollars (\$4000) from that fund if monies are available. If two or more students are recommended, the scholarship will be divided in accordance with the committee's recommendation.
- D. An applicant shall be a resident of West Virginia and must have been accepted for admission to Cottey before the scholarship can be awarded (but not necessarily before she applies). Each applicant shall submit her application to the chair of the committee, including recommendations of high school faculties, based upon character, personality, purpose and any other information deemed necessary by the committee.
- E. Monies for the Scholarship Fund shall be raised by gifts from chapters and individuals. The amount in the fund shall not fall below five thousand dollars (\$5,000) at any time.
- F. The Cottey College Scholarship was established as a state project at our first state convention in honor of Rita Carper Terry, our first state president.

SECTION 5. HISTORIAN.

- A. Shall be appointed by the state president for a term of two years.
- B. Shall collect and record data relative to P.E.O. in West Virginia.
- C. Shall report at each convention of state chapter.

SECTION 6. UNAFFILIATE CHAIR.

- A. Shall be appointed by the state president for a term of two years.
- B. Shall collect and record data relative to unaffiliates in West Virginia.
- C. Shall serve as Reciprocity Contact Person for West Virginia.
- D. Shall report at each convention of state chapter.
- E. Shall serve as ex officio member, without vote, of the Membership Committee.

SECTION 7. MEMBERSHIP COMMITTEE.

- A. Shall consist of three active members of West Virginia State Chapter, each appointed for a term of three years by the state president. The senior member in point of service shall be chair. In the case of the appointment of an entirely new committee, the president shall designate the chair, second and third members. The unaffiliate chair and the organizer shall be ex officio members, without vote, of this committee.
- B. Shall help chapters strengthen membership and build new chapters.
- C. Shall disseminate membership information to the chapters.
- D. Shall communicate between the state board and the local chapters.
- E. Shall assist in the follow-up on unaffiliates.
- F. Shall encourage nurturing all members.
- G. Shall report at each convention.

SECTION 8. TECHNOLOGY CHAIR.

- A. Shall be appointed by the state president for a term of two years.
- B. Shall update the state website monthly as directed by the West Virginia Executive Board.
- C. Shall provide audio visual support as needed at state convention.
- D. Shall provide technical support: Be available to answer questions and give advice on technology issues throughout the year.

ARTICLE VII
ASSISTANT TREASURER

SECTION 1. APPOINTMENT. An assistant treasurer may be appointed annually by the executive board by April 1. She shall be an active member of the P.E.O. Sisterhood but not a member of the state board. No appointment shall be made until evidence of qualifications has been submitted. Removal from office may be made by the same authorities for sufficient cause.

SECTION 2. DUTIES. The duty of an assistant treasurer is to assist the state treasurer by keeping the financial records of West Virginia State Chapter.

SECTION 3. REMUNERATION. The amount of salary and expenses to be paid to an assistant treasurer shall be determined by the state board and the Finance Committee and shall be paid in a manner agreeable to the employee and the Finance Committee.

ARTICLE VIII SPECIAL DUTIES OF LOCAL CHAPTER OFFICERS

SECTION 1. PRESIDENT. Shall write and submit an annual letter for chapter approval, which shall be sent to the president and a copy to the historian of West Virginia State Chapter before March 1. This letter shall include the following: total membership, increase or decrease in membership, average attendance, results of chapter goals achieved for the year, contributions to P.E.O. Projects and other philanthropic work, sponsorship of P.E.O. project recipients, report of activity for Cottey College, program features, social activities, and P.E.O. spirit. A copy shall be filed in a chapter history, and a copy mailed to each non-resident.

SECTION 2. CORRESPONDING SECRETARY.

- A. Shall send one copy of the yearbook to each of the state officers, Historian, Unaffiliate Chair, Membership Chair and Nominating Chair by June 30.
- B. Shall send any proposed amendments to the state chapter bylaws and standing rules to the chair of the Amendments and Recommendations Committee prior to the submission deadline stated in Article IX, Section 2 and Standing Rule 7.

SECTION 3. RECORDING SECRETARY. Shall send in March, as instructed by the executive board, a copy of local bylaws for review if changes have been made in the bylaws during the fiscal year.

ARTICLE IX AMENDMENTS

SECTION 1. These bylaws may be amended by a two-thirds vote of members present and voting at any convention of West Virginia State Chapter.

SECTION 2. Proposed amendments shall be endorsed by a local chapter, the executive board or a standing committee of the state chapter. They shall be submitted in writing to the chair of the Amendments and Recommendations Committee by November 1. Local chapters desiring to submit an amendment must have that proposal approved by a two-thirds vote at a regular meeting and all absent resident members notified that a vote will be taken at the next regular meeting.

Before such proposed amendments will be considered, copies of all proposed amendments to be presented at convention of state chapter shall be sent to the following for their consideration at least one month before the state convention: each local chapter president, officers of state chapter, past presidents of state chapter, Amendments and Recommendations Committee members, chairs of state standing committees, Study and Research adviser, Study and Research Committee chair, representative of International Chapter, and resident past president(s) of International Chapter. The state president will direct the official distribution of the amendments.

STANDING RULES

1. The West Virginia State Chapter Executive Board may outline any necessary yearbook requirements; copies of these requirements shall be sent to each local chapter.
2. The chairs of convention shall keep a notebook of duties and expenses of the hostess chapters. This record shall be given to the succeeding chapters within thirty days after convention.
3. During convention, only the hostess chapters may sell merchandise.

All circulation of advertising for sales of raffles must have prior approval of the executive board. (See Policy Section of IOLC).

The chapter bears the responsibility to research and follow all applicable local and West Virginia State gambling and tax laws and provide proof of such to the executive board prior to the date of the event.

4. The Time of Remembrance at convention shall include only those deaths reported by March 1.
5. All chapter contributions to P.E.O. projects shall be made payable to the West Virginia State Chapter, P.E.O. Sisterhood and sent to the state assistant treasurer. All contributions must be accompanied by a gift transmittal form to designate the project.

All contributions from individuals to P.E.O. projects shall be made payable to the project: P.E.O. Program for Continuing Education, P.E.O. Educational Loan Fund, P.E.O. International Peace Scholarship, P.E.O. Scholar Awards, and P.E.O. STAR Scholarship. Contributions must be sent with the Individual Donation Form, found on the P.E.O. International website and sent to: P.E.O. Executive Office, Treasurer's Department, 3700 Grand Avenue, Des Moines, IA 50312.

Contributions to Cottey College shall be sent to: Institutional Advancement, Cottey College, 1000 West Austin, Nevada, MO 64772.

6. The President shall appoint a committee of three members who shall be in attendance at the meetings of convention at which she will preside who will confer with the secretary in the approval of the convention minutes.

7. Amendments to the Standing Rules of West Virginia State Chapter shall be proposed only by a local chapter, a state standing committee, or the executive board. They shall be submitted in writing to the chair of the Amendments and Recommendations Committee by November 1. Such proposed amendments shall be adopted by a majority vote of members present and voting in convention of West Virginia State Chapter, provided that copies of the proposed amendments shall have been sent at least one month prior to convention to each local chapter president, officers of state chapter, past presidents of state chapter, Amendments and Recommendations committee members, chairs of state standing committees, Study and Research adviser, Study and Research Committee chair, representative of International Chapter, and resident past president(s) of International Chapter. The state president will direct the official distribution of the amendments.

PLEASE RETAIN THESE BYLAWS AND STANDING RULES.