

## WVSC LOCAL CHAPTER YEARBOOK REQUIREMENTS

**SIZE:** No larger than one half of an 8½ by 11 inch sheet of paper.

### **COVER OR TITLE PAGE:**

- P.E.O. emblem
- Chapter letter(s), city and state
- Year covered by program
- Date of organization

### **CONTENTS:**

- State officers & projects they chair - addresses, phone numbers with area code, and emails
- State committee chairmen & P.E.O. project state chairman - addresses, phone numbers with area code, and emails
- Local chapter officers & technology contact
- Local chapter committees and committee members, chairman listed first
- List of P.E.O. Projects including Cottey College with local chapter chairmen
- Active member addresses with zip code, emails, and phone numbers with area code
- List of inactive members
- Date, time, meeting place, hostesses and program topic of all meetings (including social meetings)
- Chapter Bylaws and Standing Rules
- International website ([www.peointernational.org](http://www.peointernational.org)) and state website ([www.peowestvirginia.org](http://www.peowestvirginia.org)).  
**Username and password are not printed**

### **REQUIRED PROGRAMS:**

- Election and installation of officers (on or before first meeting in March)
- P.E.O. projects program (may be substituted with regular project reports at each chapter meeting)
- Program on Constitution (every other year)
- Founder's Day Program
- Report of West Virginia State Convention (within one month after convention)
- Report of International Convention (in the odd calendar year and within six weeks after convention)
- Exemplification of the Ceremony of Initiation (yearly) if actual ceremony is not performed

### **OPTIONAL BUT STRONGLY SUGGESTED:**

- Opening Ode/Object and Aims
- P.E.O. colors/flower
- List of charter members
- Chapter Eternal members
- Member Birthdays
- Dues reminder (Jan/Feb)
- P.E.O. Creed/P.E.O. Grace
- List of Founders
- Executive office address

### **ISSUE BY JUNE 30th to:**

- Each of the five state officers (hard copies)
- Chairmen of the State Nominating, Unaffiliate and Membership committees and State historian (hard copies)
- State technology chairman (email only, pdf format preferred)