

Yearbook Requirements for Colorado Local Chapters

Please give to your Yearbook Committee – Updated March 2020

NOTE – The P.E.O. websites' usernames and passwords are not to be printed in the yearbook.

DIMENSIONS

The three (3) yearbooks brought to convention must not be larger than 4 ½ inches by 6 inches to meet display requirements. If yearbooks are loose leaf, tie yearbooks securely through two holes and ensure pages can be opened easily. Printed copies for chapter use may be any size and decided by the chapter.

Electronic Yearbooks: By decision of each local chapter, yearbooks may be distributed electronically with printed copies made available for members upon request. Three printed copies must be brought to convention. If the chapter decides to distribute yearbooks electronically, ensure member information is protected.

THE FOLLOWING ITEMS ARE REQUIRED IN COLORADO YEARBOOKS

COVER

- _____ Chapter Letters - *No periods or quotation marks are used in chapter letters.*
- _____ City/Town and State
- _____ Year covered by Program

REQUIRED CONTENTS

List the next three items on the same page.

- _____ Officers and any appointed assistants (*The second name listed is the assistant*)
- _____ Delegate and Alternate to State Convention
- _____ Nominees for Delegate and Alternate to International Convention (when entitled)

- _____ Program Theme for the Year
- _____ List of Committees and Committee Members
- _____ Directory of resident members (*Include complete mailing address with zip codes, telephone and/or cell phone numbers with area codes, and email addresses*)
- _____ Directory of non-resident members (*Include complete mailing address with zip codes, telephone and/or cell phone numbers with area codes, and email addresses*)
- _____ Meeting and Program Schedule (*Fifteen regular meetings are required each year; at least 12 must be business meetings and 3 may be either business or social. The date and time of social meetings are only required to be in the chapter's yearbook and not required in the chapter bylaws.*)
- _____ Dues reminder included in the Meeting and Program section for January and February. (*Dues are due on February 1st and delinquent on March 1st*)
- _____ Chapter Bylaws and Standing Rules

REQUIRED PROGRAMS

_____ Report of Convention of Colorado State Chapter

The delegate to state convention will report to the chapter within one month of convention

_____ Report of Convention of International Chapter

To be presented within six weeks following the biennial convention. This report shall be scheduled with the International Delegate for a fall meeting in odd-numbered years.

The above two reports may be scheduled with other chapters. There must be a quorum of 7 members in attendance from each chapter or another meeting shall be scheduled to receive the report. The reports may not be presented at a social meeting.

_____ P.E.O. Philanthropies (**Choose ONE of the following methods**)

a. Separate programs for each of the six International Projects and the three Colorado State Philanthropies

b. Combined program for all projects, giving equal time to each.

c. Reports at each chapter meeting. With this option, the following statement shall be included at the end of the meeting and program schedule:

“Reports of International and Colorado State Philanthropies will be given at each chapter business meeting.”

P.E.O. PROCEDURE REQUIREMENTS

_____ Exemplification of the Ceremony of Initiation *This exact wording should be used*

_____ Reading of Chapter President’s Letter *(at a Feb. meeting.) Send copies to CO Pres. and Organizer*

_____ Reading of Chapter’s Inactive Membership List *(at a Feb. meeting.)*

_____ Election of Officers *(This exact wording should be used)*

_____ Installation of Officers *(This exact wording should be used)*

_____ Election of Delegate and Alternate to Convention of State Chapter. *(This exact wordingshould be used)*

_____ Election of Nominees for Delegate and Alternate to Convention of International Chapter. *(This exact wording should be used when the chapter is entitled to representation)*

OPTIONAL ITEMS

P.E.O. Star on Cover

Date of Organization on Cover

List of International and State Projects

List of Chapter Eternal Members

Member initiation and birth dates

Annual Chapter Goals

Philanthropy Fact Sheets

Date and Location of International Convention

Opening Ode and Objects and Aims

List of P.E.O. Founders

List of Charter Members

List of Past Chapter Presidents

Telephone calling or Email tree

Chapter Budget

Founders’ Day Program

Date and Location of State Convention