

## Yearbook Requirements for Colorado Local Chapters

Please give to your Yearbook Committee – Updated January 2022

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

### FORMAT:

Each chapter is required to send ONE electronic copy (PDF only) of their yearbook to Colorado State Chapter no later than May 1<sup>st</sup>. Chapter delegates will no longer need to bring copies of chapter yearbooks to convention. Please send to: [costatechapter@gmail.com](mailto:costatechapter@gmail.com)

**Electronic Yearbooks:** By decision of each local chapter, yearbooks may be distributed to chapter members electronically with printed copies made available for members upon request. 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 (*Twelve Business meetings are required each year.*)
- \_\_\_\_\_ 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 five 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 chapter’s February meeting.*)

*\*Email a PDF of the President’s Letter to: [costatechapter@gmail.com](mailto:costatechapter@gmail.com)*

\_\_\_\_\_ Reading of Chapter’s Inactive Membership List (*at a February 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 wording should 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	Opening Ode and Objects and Aims
Date of Organization on Cover	List of P.E.O. Founders
List of International and State Projects	List of Charter Members
List of Chapter Eternal Members	List of Past Chapter Presidents
Member initiation and birth dates	Telephone calling or Email tree
Annual Chapter Goals	Chapter Budget
Philanthropy Fact Sheets	Founders’ Day Program
Date and Location of International Convention	Date and Location of State Convention
Emergency Contact Information	