

**Bylaws and Standing Rules
Colorado State Chapter P.E.O. Sisterhood
(As amended June 5, 2022)**

ARTICLE I – CONVENTION

Section 1. MEMBERS. The Convention of Colorado State Chapter shall consist of the following active members, when present and registered:

The Executive Board

Past Presidents of Colorado State Chapter Resident

Past Presidents of International Chapter

One delegate from each local chapter, the president being a delegate when feasible

Chair of the EB Nominating Committee

Board of Directors of CO P.E.O. Charitable Corporation

Trustees of Colorado P.E.O. Chapter House **Project**

Trustees of Colorado P.E.O. Marguerite Fund

Members of the following Standing Committees:

Amendments and Recommendations

Colorado State Scholarship

Finance

History

International Projects

Membership

State Unaffiliate **Chair**

Technology

Section 2. TIME AND PLACE/FORMAT. The convention shall convene annually in the month of June at a place approved by the executive board. 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.

A. The convention shall be arranged by groups of local chapters, assigned geographically by a special committee composed of three past presidents appointed by the **chair** of the Past Presidents' Group. A projected five- year schedule of hostess chapters shall be reported each year at convention and printed in the proceedings of convention.

B. The hostess chapters, when notified by the vice president of state chapter, shall meet to organize and formulate plans for the convention of state chapter at which she will preside.

Section 4. REPORTS. Within one month following convention, delegates shall make a report of convention business to their respective chapters.

Section 5. FORMAL ACTION. Any item passed by Convention of Colorado State Chapter that must be implemented by local chapters shall become effective at the close of convention, unless otherwise ordered, and shall be implemented by local chapters upon receipt of the Proceedings of convention of Colorado State Chapter. Annual printing of the Bylaws and Standing Rules shall have all changes printed in bold type.

ARTICLE II – CONVENTION OF INTERNATIONAL CHAPTER

Section 1. DELEGATES. Delegates from Colorado State Chapter to the Convention of International Chapter shall be chosen in rotation from groups of seven local chapters or major fraction thereof. These groups shall be designated geographically by the executive board and the schedule shall be printed annually in the proceedings of the convention of state chapter.

Section 2. NOMINATION AND ELECTION.

A. In the year of Convention of International Chapter, local chapters entitled to representation shall nominate a delegate and an alternate at the time of annual election.

B. Names of the nominees for delegates and alternates shall be submitted as required by International Chapter. The nominees shall be submitted to the following convention of state chapter for election.

Section 3. PAST PRESIDENTS. Designation of the past presidents of the state chapter, and their alternates, entitled to housing and meals at the Convention of International Chapter shall be determined by the Past Presidents' Group. The immediate past president shall be one of those designated, when feasible.

Section 4. VACANCY IN DELEGATION.

A. 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;
3. A member of another chapter in the group;
4. A member of the state chapter at large.

A chapter failing to have representation according to the established Schedule is ineligible to nominate a delegate until the next rotational assignment.

B. A vacancy in the representation of past presidents entitled to housing and meals shall be filled by the president of state chapter by the appointment of an alternate designated by the Past Presidents' Group.

Section 5. REPORTS.

- A. Each delegate shall prepare a report of the business and other highlights of the convention. The report shall be given in person to the chapters assigned by the president of state chapter within six weeks after the close of convention.
- B. Past state presidents and state officers who attend Convention of International Chapter may be called upon to make reports when needed.
- C. The president of state chapter shall be notified in writing when all reports have been completed.

ARTICLE III – NOMINATION AND ELECTION OF OFFICERS

Section 1. METHOD OF NOMINATION. Nomination of officers of Colorado State Chapter shall be by a nominating committee. The committee shall receive proposed names as follows:

- A. An officer presently serving on the executive board shall send written consent to be a nominee for the next office in sequence to the **chair** of the Nominating Committee by March 1.
- B. The executive board, board of directors, trustees, standing committees, and local chapters may propose names by submitting an application with letters of recommendation to the **chair** of the Nominating Committee by February 15.

Section 2. ELIGIBILITY.

- A. A member shall have served in one office of the executive board of state chapter before being elected to the office of president.
- B. In order to be eligible for any other office on the executive board of state chapter, a member shall:
 - 1. Be an active member of the P.E.O. Sisterhood for at least five years and shall have served one year as president of a Colorado chapter.
 - 2. Be a member of a chapter not represented currently on the executive board.
 - 3. Be a member of the convention at which her name is presented.
 - 4. Be present at the time of election, if not a member of the executive board.

Section 3. SEQUENCE OF OFFICERS. The sequence of officers for the executive board shall be president, vice president, organizer, treasurer and secretary.

Section 4. TENURE. An officer shall serve one term only in each office. A second term in the same office must have the unanimous approval of the executive board.

Section 5. NOMINATING COMMITTEE.

- A. Membership. The committee shall consist of past state president, and four active resident members. Committee members shall serve from the time the committee is announced at convention of state chapter to the following May 1, with the exception of the **chair**, who shall serve until the close of convention. A new committee shall serve annually.

B. Procedure for Membership.

1. The past state president shall be appointed by the president with the approval of the executive board. The executive board shall assign local chapters to a Nominating Committee District Rotation Schedule which shall be printed annually in the proceedings of convention of state chapter.
2. The chapters designated in the schedule shall elect a member to serve on the Nominating Committee the first regular meeting in March.
3. The designated chapter presidents shall send the name, address, telephone number with area code, and email address of the elected member to the vice president by April 1.

C. Duties.

1. The appointed past state president shall convene the first meeting of the committee no later than three months following convention of state chapter. A **chair** shall be elected at this meeting.
2. The committee shall review and select the nominee based on the data received.
3. At least two committee members shall interview each qualified candidate.
4. The **chair** shall notify the executive board of the selected nominee and post the name and qualifications of the nominee on the Colorado State Chapter website by May 1, prior to convention of state chapter.
5. The **chair** shall notify a chapter represented on the Nominating Committee to elect another member if a vacancy on the committee occurs from the chapter.
6. The **chair** shall be the only member of the committee to be a member of convention of state chapter by virtue of this committee designation.
7. The **chair** shall submit an annual report to the president of state chapter by May 1. The report shall be printed in the proceedings of convention of state chapter.

Section 6. NOMINATION OF OFFICERS. At convention of state chapter, the chair of the Nominating Committee shall present one nominee for each office. At the time of election, opportunity shall be given for nominations from the floor for each office. Consent of all nominees must be obtained.

Section 7. ELECTION OF OFFICERS. Election of officers shall be by written or electronic ballot. When nomination of officers has been by a committee, and there is but one nominee for each office and no further nominations from the floor for each office called for in sequence, by general consent the ballot may be dispensed with and the vote for the ticket taken by voice. If there are nominations from the floor for any office, separate elective ballots for such office shall be taken. A majority of votes cast shall elect.

Section 8. VACANCY. If a vacancy occurs from a resignation, such resignation shall be in writing to the executive board. The executive board shall declare the office vacant only if an officer fails or is unable to respond in writing within two weeks to a written request for clarification of her intent. The written request shall be sent to the member's address as listed on the International Chapter Membership Portal.

ARTICLE IV - DUTIES OF STATE OFFICERS

The following duties are in addition to those listed in the Constitution, Part II, Article VIII, and the Instructions to Officers of State, Provincial and District Chapters.

Section 1. PRESIDENT. The duties of president shall be:

- A. To assign duties to the officers of Colorado State Chapter as advisers to all International and state philanthropies, state committees, except for the Nominating Committee, and other duties deemed appropriate as outlined in the Executive Board Policy Manual.
- B. To provide for equitable representation of chapters by appointing no more than one member per chapter, (with exception of past state president chapters), to serve as a trustee or member of a standing committee, nor shall such member serve in more than one position concurrently as a director, trustee or member of a standing committee.
- C. To appoint, at the beginning of her term of office, trustees of the Colorado P.E.O. Chapter House **Project**, trustees of the Colorado P.E.O. Marguerite Fund, standing committees, special committees, and a past state president to the Nominating Committee, with the approval of the executive board or by authorization of a convention of state chapter.
- D. To fill an interim vacancy occurring on the trustees of the Colorado P.E.O. Chapter House **Project**, trustees of the Colorado P.E.O. Marguerite Fund, standing committees and/or special committees with the approval of the executive board.
- E. To announce, at the beginning of her term of office, the members of the Nominating Committee.
- F. To appoint annually at the beginning of her term of office, with the approval of the executive board, a Nominating Committee for the Colorado P.E.O. Charitable Corporation Board of Directors, consisting of a past state president of Colorado State Chapter who will serve as **chair**, and two active resident members of Colorado State Chapter.
- G. To fill an interim vacancy on the Colorado P.E.O. Charitable Corporation Board of Directors, upon recommendation of the Colorado P.E.O. Charitable Corporation Board of Directors Nominating Committee.
- H. To designate the time and place for the annual meeting of the Colorado P.E.O. Charitable Corporation, in conjunction with the convention of state chapter.
- I. To serve as an ex-officio member of the Colorado P.E.O. Charitable Corporation Board of Directors, trustees of the Colorado P.E.O. Chapter House **Project**, trustees of the Colorado P.E.O. Marguerite Fund, standing and special committees, except the Nominating Committee for the executive board and the Nominating Committee of the Colorado P.E.O. Charitable Corporation.

- J. To assist the next state convention **chair** and the **chair** of the Finance Committee in preparation of a budget for the convention at which she will preside.
- K. To direct the review and signing of the Executive Assistant Agreement(s).
- L. To provide the executive assistant(s) with the Executive Assistant Policy Manual and direct review of the same annually.
- M. To retain for four years all written communications received annually from executive assistant(s).
- N. To conduct Local Chapter Officers' Workshops for chapters as assigned.
- O. To serve as a proxy organizer **when necessary**.
- P. As final duty as outgoing president, to ensure the compilation and distribution of proceedings of convention containing current bylaws and standing rules within three months of completing her term of office.

Section 2. VICE PRESIDENT. The duties of the vice president shall be:

- A. To perform duties as assigned by the president of Colorado State Chapter.
- B. To serve as an ex-officio member, without vote, of the Finance Committee.
- C. To serve as an ex-officio member of the Colorado P.E.O. Charitable Corporation Board of Directors, having a vote in the absence of the president of Colorado State Chapter.
- D. To serve as a proxy organizer **when necessary**.
- E. To conduct Local Chapter Officers' Workshops for chapters as assigned.
- F. To notify the presidents of designated chapters on the Nominating Committee District Rotation Schedule to elect a member to the Nominating Committee.
- G. To notify each hostess chapter in January, one year preceding the convention, to elect two representatives to serve on the convention committee.
- H. To select members of a convention site selection committee, if needed, who will be appointed at the next state convention.
- I. To notify by February 1, in the year of Convention of International Chapter, those chapters entitled to representation.

Section 3. ORGANIZER. The duties of organizer shall be:

- A. To perform duties as assigned by the president of Colorado State Chapter.
- B. To group local chapters geographically for the official visits.
- C. To officially visit chapters and direct appointed proxies.
- D. To visit or direct a proxy to visit a new chapter during the year following organization and the second and/or third year as deemed necessary.
- E. To conduct Local Chapter Officers' Workshops and to appoint proxies to assist.
- F. To oversee the review of local chapter yearbooks for compliance with requirements.

Section 4. TREASURER. The duties of treasurer shall be:

- A. To perform duties as assigned by the president of Colorado State Chapter.
- B. To serve as ex-officio member, without vote, of the Finance Committee and provide financial information to said committee when requested.
- C. To serve as a proxy organizer **when necessary**.
- D. To conduct Local Chapter Officers' Workshops for chapters as assigned.
- E. To provide for the safe keeping of the financial documents of the state chapter.
- F. To submit, at the end of each fiscal year, the financial accounts of the state chapter to a qualified CPA firm appointed by the executive board.

Section 5. SECRETARY. The duties of secretary shall be:

- A. To perform duties as assigned by the president of Colorado State Chapter.
- B. To serve as a proxy organizer when necessary.
- C. To conduct Local Chapter Officers' Workshops for chapters as assigned.
- D. To **oversee** the Colorado State Chapter correspondence as directed by the president.
- E. To **oversee the** publication on the Colorado State Chapter website, a copy of the current amended bylaws and standing rules of Colorado State Chapter, with assistance of the Amendments and Recommendations Committee, within a month following convention at which she served as secretary.
- F. To verify the eligibility of each nominee for delegate to Convention of International Chapter.

ARTICLE V – EXECUTIVE ASSISTANT

The Executive Board of Colorado State Chapter may contract for the services of a qualified executive assistant or assistants. The Agreement shall be reviewed and signed annually. The executive assistant(s) shall be an active Colorado P.E.O. member and shall provide services as directed in the Executive Assistant Policy Manual, provided and approved by a majority vote of the entire executive board. The amount of compensation for services rendered shall be determined by the executive board in consultation with the state Finance Committee and included in the annual budget of the General Fund. Conditions for termination shall be specified in the Agreement.

ARTICLE VI - CO P.E.O. CHARITABLE CORPORATION

Section 1. PURPOSE. The Colorado P.E.O. Charitable Corporation is a non-profit corporation under the auspices of Colorado State Chapter. The primary, but not sole, object and purpose of Colorado P.E.O. Charitable Corporation shall be to receive contributions, gifts and bequests for the philanthropic, benevolent, charitable and non-profit benefit of members of Colorado State Chapter of the P.E.O. Sisterhood, and non- members.

Section 2. MEMBERS. All active members of the Colorado State Chapter are members of the corporation and are subject to the regulations of the state chapter and the International Chapter of the P.E.O. Sisterhood.

Section 3. ADMINISTRATION. Administration of the corporation shall be by a board of directors as provided in the Articles of Incorporation and the bylaws of the corporation.

Section 4. CORPORATE MEETINGS. Notice of the time and place of the annual meeting of the corporation shall be sent to local chapters as provided in the bylaws of the corporation.

Section 5. PROJECTS. The two primary Colorado State P.E.O. projects that are operated and maintained under the authority of the board of directors of Colorado P.E.O. Charitable Corporation are the Colorado P.E.O. Chapter House **Project** and the Colorado P.E.O. Marguerite Fund, as provided in the Articles of Incorporation and the Bylaws of Colorado P.E.O. Charitable Corporation.

Section 6. FINANCE.

A. Voluntary Contributions. Voluntary contributions for the Colorado P.E.O. Chapter House **Project** and the Colorado P.E.O. Marguerite Fund shall be sent to Colorado P.E.O. Charitable Corporation and shall be designated for the appropriate project.

B. Expenses. All expenses incurred by Colorado P.E.O. Charitable Corporation shall be paid from Colorado P.E.O. Charitable Corporation funds.

C. Annual Audit. A copy of the annual audit of Colorado P.E.O. Charitable Corporation shall be sent to the president of state chapter.

Section 7. ARTICLES OF INCORPORATION AND BYLAWS.

A. The Bylaws of Colorado P.E.O. Charitable Corporation shall be consistent with the Articles of Incorporation, laws of the Sisterhood and the Bylaws and Standing Rules of Colorado State Chapter.

B. The Articles of Incorporation and the Bylaws of Colorado P.E.O. Charitable Corporation shall be published annually on the Colorado State Chapter website.

ARTICLE VII - STANDING COMMITTEES

Section 1. AMENDMENTS AND RECOMMENDATIONS.

A. Appointment. The Amendments and Recommendations Committee shall consist of three members, one of whom shall be a past president of state chapter. Each member shall serve for three years. One member shall be appointed each year by the president of state chapter with the approval of the executive board. The senior member in point of service shall be **chair**. If an entirely new committee must be appointed, the president shall designate the **chair** and the second and third member who shall serve one, two and three years, respectively.

B. Duties.

1. To review and consider proposed amendments, resolutions and/or recommendations submitted by the executive board, board of directors, trustees, standing committees, and local chapters for conformity to the P.E.O. Constitution, Bylaws and Standing Rules of Colorado State Chapter.
2. To prepare, in parliamentary form, proposed amendments, resolutions and/or recommendations submitted to the committee for presentation at convention of state chapter.
3. To send a copy of the proposed amendments, resolutions and/or recommendations by May 1 to the following:
 - a. Members of the executive board
 - b. Members of board of directors, trustees and standing committees
 - c. Past presidents of Colorado State Chapter
 - d. Each local chapter
 - e. **Chair** of the Nominating Committee
4. To present all amendments, resolutions and/or recommendations to the convention of state chapter for approval.

C. Reports. The **chair** shall send an annual report to the president of state chapter by May 1. This report shall be printed in the proceedings of convention of state chapter.

Section 2. FINANCE.

A. Appointment. The Finance Committee shall consist of three members, one of whom shall be a past president of state chapter. Each member shall serve for three years. One member shall be appointed each year by the president of state chapter with the approval of the executive board. The senior member in point of service shall be the **chair**. If an entirely new committee must be appointed, the president shall designate the **chair** and the second and third member who shall serve one, two and three years, respectively.

B. Duties. The following duties are in addition to those listed in the P.E.O. Constitution, Part II, Article IX, Sect. 9:

1. To consult with and advise the executive board on matters of state finance.
2. To prepare and present a general fund budget for the ensuing fiscal year for consideration at the convention of state chapter. A copy of the proposed general fund budget with appropriations shall be posted on the Colorado website by May 1. Upon request, any additional state chapter financial information shall be made available to any active member of Colorado State Chapter.
3. The **chair** shall assist the **chair** of the convention committee and the state president in preparing a proposed convention budget.
4. To prepare and present a proposed allocation of state dues, when necessary, for consideration at convention of state chapter.
5. To recommend transfer of funds, when necessary.

C. Reports. The **chair** shall send an annual report to the president of state chapter by May 1. This report shall be printed in the proceedings of convention of state chapter.

Section 3. HISTORY.

A. Appointment. The History Committee shall consist of two members, each of whom shall serve two years. The senior member in point of service shall be **chair**. One member shall be appointed each year by the president of state chapter with the approval of the executive board. If an entirely new committee must be appointed, the president shall designate the **chair** and the second member who shall serve one and two years, respectively.

B. Duties.

1. To compile and preserve historical data relative to P.E.O. in Colorado.
2. To compile and administer a program file for local chapters of topics other than International and state projects.

C. Reports. The **chair** shall send an annual report to the president of state chapter by May 1. This report shall be printed in the proceedings of convention of state chapter.

Section 4. INTERNATIONAL PROJECTS.

A. Appointment. The International Projects Committee shall consist of six subcommittees: P.E.O. Educational Loan Fund; Cottey College; P.E.O. International Peace Scholarship Fund; P.E.O. Program for Continuing Education; P.E.O. Scholar Awards and P.E.O. STAR Scholarship. Each subcommittee shall consist of two members who shall serve for two years, except for the Cottey College subcommittee which shall consist of three members who shall serve for three years. One member shall be appointed annually to each subcommittee by the president of state chapter with the approval of the executive board. The senior member in point of service shall be the **chair**. If an entirely new subcommittee must be appointed, the president shall designate the **chair** and the other members with respective terms of service.

B. Duties.

1. The members of the P.E.O. Educational Loan Fund, P.E.O. International Peace Scholarship Fund, P.E.O. Program for Continuing Education, P.E.O. Scholar Awards and P.E.O. STAR Scholarship subcommittees under the direction of the state adviser shall:
 - a. Promote the project and maintain the necessary records.
 - b. Provide informational and program material to local chapters upon request.
 - c. Prepare project information for newsletter of state chapter, when requested.
 - d. Prepare the project convention displays.

2. The members of the Cottey College subcommittee, under the direction of the state adviser and **chair** of the state scholarships, shall:

- a. Promote Cottey College and assist in the selection of Colorado State Chapter Cottey scholarship recipients.
- b. Provide informational and program material to local chapters.
- c. Submit articles for newsletter of state chapter when requested.
- d. Prepare the project convention display.

C. Reports. Each subcommittee **chair** shall submit an annual report to the state chapter adviser by May 1. These reports shall be printed in the proceedings of convention of state chapter.

Section 5. MEMBERSHIP.

A. Appointment. The Membership Committee shall consist of eight members.

Three shall represent the Denver metropolitan area, one the northeastern area, one the southeastern area, one the southwestern area and one the northwestern area of the state. One member shall be a past president of Colorado, who shall serve in an at-large capacity. Each member shall serve for three years. Members shall be appointed each year by the president of state chapter with the approval of the executive board according to the committee rotation schedule. One member shall be elected by the committee to serve as **chair** each year. If an entirely new committee must be appointed, the president shall designate the seven members with respective terms of service.

B. Duties.

1. To educate local chapters about methods of mentoring new members, maintaining membership of non-participating members, preventing and reinstating inactive members.
2. To motivate local chapters to increase membership through initiations and transfers.
3. To assist local chapters in revitalizing and reinvigoration when appropriate.
4. To celebrate and inspire healthy local chapters.
5. To maintain confidentiality at all times.
6. To prepare and present a membership workshop and display for convention of state chapter when requested.

C. Meetings. This committee shall meet when necessary with the approval of the state adviser.

D. Reports. The **chair** shall submit an annual report to the state adviser by May 1. This report shall be printed in the proceedings of convention of state chapter.

Section 6. STATE UNAFFILIATE **CHAIR**.

A. Appointment. The State Unaffiliate **Chair** shall be appointed by the president with approval of the executive board for a term of three years.

B. Duties.

1. To maintain the state unaffiliate lists divided by district and provide monthly lists to the president for posting on the Colorado website.
 2. To provide state unaffiliate lists and Introduction of a Woman not a P.E.O. lists upon request to Colorado reciprocities and active members of Colorado State Chapter.
- C. Reports. The **chair** shall submit an annual report to the state adviser by May 1. This report shall be printed in the proceedings of convention of state chapter.

Section 7. COLORADO STATE SCHOLARSHIP.

- A. Appointment. The Colorado State Scholarship Committee shall consist of three members. Each member shall serve for three years. One member shall be appointed each year by the president of state chapter with the approval of the executive board. The senior member in point of service shall be **chair**. If an entirely new committee must be appointed, the president shall designate the **chair** and the second and third member who shall serve one, two and three years, respectively.
- B. Duties. The duties of this committee shall be as follows:
1. To receive and process applications and award scholarships from funds available.
 2. To provide information and program materials to local chapters.
 3. To prepare information for the newsletter of state chapter, upon request.
 4. To prepare a convention display, upon request.
- C. Meetings. This committee shall meet when necessary with the approval of the state adviser.
- D. Reports. The **chair** shall send an annual report of the activities of the committee to the state adviser by May 1. This report shall be printed in the proceedings of convention of state chapter.

Section 8. TECHNOLOGY

- A. Appointment. The Technology Committee shall consist of at least four members, each of whom shall serve four years. The senior member in point of service shall be **Chair**. One member shall be appointed each year by the president of state chapter with the approval of the executive board. If an entirely new committee must be appointed, the president shall designate the **chair** and three members who shall serve one, two, three and four years, respectively. The required team composition and needed expertise of each member shall be established annually by the Technology Committee **Chair**, who will provide input to the Executive Board on committee member appointments and the skills required. The president and vice president shall serve as ex-officio members.

- B. Duties.
1. To provide technical leadership, guidance, support, and maintenance of the CO State Chapter technical infrastructure and events (such as workshops and convention), as directed by the Executive Board.
 2. To maintain the Colorado State Chapter P.E.O. website as directed by the Executive Board.
 3. To maintain and manage the state chapter convention registration system as directed by the Executive Board and Convention Committee **Chair**.
 4. To support local chapters in their use of technology, including navigating and finding information on the International and Colorado State Chapter websites.
- C. Reports.
1. The **Chair** shall provide a report/update to the president of the state chapter quarterly and upon request.
 2. The **Chair** shall send an annual report to the president of state chapter by May 1. This report shall be printed in the proceedings of convention of state chapter.

ARTICLE VIII – FINANCE

Section 1. DUES.

- A. The annual dues of Colorado State Chapter shall be forty dollars (\$40.00) per active member and shall be allocated as follows:
1. Twenty-six dollars (\$26.00) for International Chapter dues, which shall include six dollars (\$6.00) for Cottey College.
 2. Fourteen dollars (\$14.00) for Colorado 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 convention of state chapter for approval.
- C. Each local chapter shall pay a fifteen dollar (\$15.00) annual fee for workshops for local chapter officers. This amount shall be sent with the annual dues to the treasurer of the state chapter and shall be placed in the General Fund.

Section 2. CONVENTION OF STATE CHAPTER.

- A. The State Chapter.
1. A convention fund shall be maintained, and disbursements shall be made for the following expenses:
 - a. Housing and meals for local chapter delegates, members of the executive board, past presidents of the state chapter, standing committees, **chair** of the Nominating Committee, and the **chair** of the following year's convention. Convention committee members and other convention participants shall be included when deemed necessary by the president of state chapter.
 - b. The Memorial Hour, Period of Instruction, Philanthropies Program(s), project and workshop materials, and insurance for convention.
 - c. Audio/Visual expenses of convention.

2. If the amount of the Convention Fund exceeds the expense of convention, the balance shall be transferred to the General Reserve Fund of the state chapter. If the expenses of the convention exceed the amount in the Convention Fund, the deficit shall be paid from the General Reserve Fund of the state chapter.

3. A complete financial report of the Convention Fund for the previous year shall be posted at convention and printed in the proceedings.

B. Convention Committee.

1. The **chair** of the convention committee, with the assistance of the **chair** of the Finance Committee, and the state president, shall prepare a proposed budget for convention within three months of the close of the previous convention.

2. A fee shall be charged for late convention registrations. This fee shall be deposited in the Convention Fund of the state chapter.

3. The treasurer of the convention committee shall submit, by September 15 following convention, all financial accounts to the Finance Committee for audit.

C. Local Chapter. Each chapter shall pay the delegate's travel expenses for convention as well as housing and travel expenses incurred prior to the formal opening and after closing of convention of state chapter. Each chapter shall pay the registration fee, if applicable, to convention of state chapter.

Section 3. CONVENTION OF INTERNATIONAL CHAPTER.

A. The state chapter shall maintain an International Convention Fund, and disbursements shall be made for the following expenses:

1. The necessary cost of travel to Convention of International Chapter of the president, vice president, local chapter delegates, and past presidents entitled to housing and meals.

2. The cost of travel, housing and meals to Convention of International Chapter for the organizer, treasurer and secretary of Colorado State Chapter, as a visitor.

3. A meal allowance consistent with current GSA standards when travel arrangements for the delegation mandate arrival at the convention site more than twelve hours prior to the formal opening of Convention of International Chapter, when substantiated with original receipts or other documentation and submitted within three months of being incurred.

4. The necessary cost of arrangements incurred by the president in leading the delegation.

5. Mileage shall be paid to delegates when presenting a report of convention. The allowance for mileage shall be in accordance with Internal Revenue Service guidelines and the amount determined each year. The amount for the ensuing year shall be included in the annual report of the Finance Committee and shall be effective from that date until the next convention of state chapter.

B. If the amount in the International Convention Fund exceeds the expenses of International Convention, the balance shall be kept in the International Convention Fund account. If the expenses of the International Convention exceed the amount in the International Convention Fund, the deficit shall be paid from the General Reserve Fund of the state chapter.

C. A complete financial report of the International Convention Fund shall be posted at convention and printed in the proceedings of convention of state chapter.

Section 4. EXECUTIVE BOARD AND COMMITTEES.

A. The state chapter shall pay from the General Fund:

1. All expenses incurred by the executive board in the transaction of official business. The allowance for mileage shall be in accordance with Internal Revenue Service guidelines and the amount determined each year. Should rates change, the executive board, after conferring with the finance committee, may decrease or increase the amount of reimbursement to align with IRS rates.
2. All necessary expenses of the standing committees, and special committees as authorized by the executive board. The allowance for mileage shall be in accordance with Internal Revenue Service guidelines and the amount determined each year. The amount for the ensuing year will be included in the annual report of the Finance Committee and will be effective from that date until the next convention of state chapter.
3. The cost of a past state president's recognition pin.
4. The cost of auditing the accounts of the treasurer of state chapter by an auditor appointed by the executive board of state chapter.
5. The cost of all additional items listed in the approved budget.

B. The state chapter funds shall be placed in accounts fully secured and/or insured by the Federal Government and, when feasible, interest bearing.

C. A quarterly report of the expenses of each state chapter office shall be submitted to the Finance Committee.

D. A request by a board of directors, trustees or committee for contributions and/or assessments from members and/or local chapters must be approved by a unanimous vote of the executive board of state chapter.

ARTICLE IX – CO COTTEY COLLEGE SCHOLARSHIP FUND

Section 1. ESTABLISHMENT. The state chapter shall establish a Colorado Cottey College Scholarship Fund within the P.E.O. Foundation. Scholarships shall be awarded annually to Cottey College students from Colorado. This fund shall be administered in keeping with the guidelines of the P.E.O. Foundation.

Section 2. FUNDING.

A. Voluntary contributions from local chapters shall be accepted for this fund and sent to the treasurer of Colorado State Chapter who will forward to the P.E.O. Foundation. Tax-deductible contributions from individuals may be sent directly to the P.E.O. Foundation.

B. Monies from excess state funds may be sent to the P.E.O. Foundation for this fund upon the recommendation of the Finance Committee, approval of the executive board, and a two-thirds (2/3) vote of members of convention of state chapter.

Section 3. SCHOLARSHIPS.

A. Scholarships may be granted annually based on the accumulated interest and fund principal in excess of a required minimum principal balance of five thousand dollars (\$5000.00) as reported by the P.E.O. Foundation.

B. The following scholarships may be awarded annually in the following order listed below:

1. The sum of one thousand dollars (\$1,000.00) shall honor a past state president and shall be awarded to a first-year student.

2. The sum of one thousand dollars (\$1,000.00) shall be awarded to a second-year student in honor of Virginia Corbett, first president of Colorado State Chapter, 1903-1905.

3. The sum of one thousand dollars (\$1,000) shall be awarded to a third-year student in honor of the current Colorado state president.

4. The sum of one thousand dollars (\$1,000) shall be awarded to a fourth-year student in honor of Chellie Stevens Wright, past state president, Colorado State Chapter and President of Supreme Chapter 1937-1939.

5. Additional scholarships may be awarded to any first, second, third, or fourth year students.

C. Each recipient and the Financial Aid Director of Cottey College shall be notified following selection, and the names of recipients and amounts of awards shall be announced at convention of state chapter.

Section 4. APPLICATIONS. Applications for scholarship funds shall be sent to the candidates who have been accepted by Cottey College. The deadline for return of the completed application form shall be stated on the form to conform to P.E.O. Foundation requirements.

Section 5. ELIGIBILITY. Eligibility and selection procedures shall be approved by the executive board. Requirements are as follows:

A. Applicants shall be a female Colorado resident.

B. Candidates shall have been accepted for enrollment by Cottey College prior to scholarships being awarded.

Section 6. DISPOSITION OF FUND. If, by a three-fourths (3/4) vote of two consecutive conventions of Colorado State Chapter, it is determined that the Colorado Cottey College Scholarship Fund held in the P.E.O. Foundation shall be discontinued, all assets of the fund shall be applied and distributed to a qualified charitable or educational project(s) in accordance with policies of the P.E.O. Foundation.

ARTICLE X - COLORADO STATE SCHOLARSHIP FUND

Section 1. ESTABLISHMENT. The state chapter shall establish a Colorado State Scholarship Fund within the P.E.O. Foundation. Scholarships shall be awarded annually to women enrolled in accredited institutions of advanced learning and in keeping with the guidelines of the P.E.O. Foundation.

Section 2. FUNDING.

A. Voluntary contributions from local chapters, individuals and/or bequests shall be accepted for this fund and sent to the treasurer of Colorado State Chapter.

B. Monies from excess state funds may be sent to the P.E.O. Foundation for this fund upon the recommendation of the Finance Committee, approval of the executive board, and a two-thirds (2/3) vote of members of convention of state chapter.

Section 3. SCHOLARSHIPS.

A. One or more scholarships may be granted annually based on the accumulated interest and fund principal in excess of \$50,000.00 as reported by the P.E.O. Foundation.

B. Scholarships shall be called the Colorado State Scholarship Award. One scholarship may be called the Colorado Past Presidents' Scholarship Award.

C. Preference may be given for non-traditional or vocational areas of study.

Section 4. ELIGIBILITY. Eligibility and selection procedures shall be approved by the executive board. Basic requirements are as follows:

A. Colorado residency and U.S. citizenship.

B. High school graduate or GED equivalency.

C. No longer than two years past high school graduation or GED date.

D. Submission of a completed application by the stated deadline on the form.

Section 5. DISPOSITION OF FUND. If, by three-fourths vote of two consecutive conventions of Colorado State Chapter, it is determined that the Colorado State Scholarship Fund held in the P.E.O. Foundation shall be discontinued, all assets of the fund shall be applied and distributed to a qualified charitable or educational project or projects in accordance with policies of the P.E.O. Foundation.

ARTICLE XI - ORGANIZATION AND OFFICIAL VISITS

Section 1. ORGANIZATION OF NEW CHAPTER.

(The following requirements are in addition to those listed in the Constitution, Part III, Article 1)

A. Any person desiring to organize a new chapter shall contact the organizer of the state chapter before any action is taken.

B. After consent to meet for the purpose of organizing a new chapter has been granted by the organizer of state chapter, the group shall hold a minimum of eight pre-organization meetings.

C. Each prospective charter initiate shall have letters of recommendation from three active members of the Sisterhood sent to the organizer prior to organization.

Section 2. OFFICIAL VISITS TO LOCAL CHAPTERS.

- A. An official visit shall be made every four years to each local chapter by the organizer or her proxy according to the Schedule for Official Visits published annually in the proceedings of convention of state chapter.
- B. An official visit shall be made to a new chapter the year following organization by the organizing officer or her proxy and the second and/or third year at the discretion of the organizer. Thereafter, the chapter shall be placed on the Schedule for Official Visits. Additional visits may be made when deemed appropriate by the executive board.
- C. The local chapter shall make provisions for housing and meals for the organizer or her proxy at the time of an official visit. If more than one chapter in an area is scheduled on the same visit, expenses may be pro-rated by those chapters.
- D. A local chapter may request an official visit any year.

ARTICLE XII - DUTIES OF LOCAL CHAPTER OFFICERS

The following duties are in addition to those listed in the Constitution, Part III, Article V, and in the Instructions to Officers of Local Chapters.

Section 1. PRESIDENT. The duties of President shall be:

- A. To appoint an auditing committee of at least two members.
- B. To write and send an annual letter to the president of state chapter in February and send a copy to the organizer of state chapter.
- C. To provide the current yearbook requirements for the chapter yearbook committee.
- D. To notify promptly the president of state chapter of the serious illness or death (including date) of a past state president who is a member of the chapter

Section 2. VICE PRESIDENT. The duty of the Vice President shall be to act as International Projects **Chair** of the chapter by:

- A. Updating project information annually.
- B. Striving to increase interest in the projects.
- C. Supervising the submitting of applications for project recipients.
- D. Supervising the submitting of names of prospective students to Cottey College.

Section 3. RECORDING SECRETARY. The duties of the Recording Secretary shall be:

- A. To send, by March 10, a completed copy of the local chapter bylaws and standing rules as instructed by the state executive board if the bylaws and/or standing rules were amended during the fiscal year.
- B. To send, by March 10, notification indicating “no change” as instructed by the state executive board if the local chapter bylaws and/or standing rules were not amended during the fiscal year.

Section 4. CORRESPONDING SECRETARY. The duties of the Corresponding Secretary shall be:

- A. **To send a copy of the local chapter yearbook per the requirements established by the executive board.**

Section 5. TREASURER. The duties of Treasurer shall be:

- A. To pay to the Colorado P.E.O. Charitable Corporation all contributions received for that corporation, for Colorado P.E.O. Chapter House **Project**, for Colorado P.E.O. Marguerite Fund and the Colorado P.E.O. Marguerite Fund Christmas Shower.
- B. To pay to the **executive** treasurer of the state chapter all contributions to the Colorado Cottey College Scholarship Fund and the Colorado State Scholarship Fund.

ARTICLE XIII - RECIPROCITY GROUPS

The following requirements are in addition to those listed in the Constitution, Part III, Article XIII.

Section 1. SUPERVISION. Each group formed shall be under the supervision of the **officer assigned by the president** of the state chapter in compliance with the *Guidelines for Reciprocity Groups*.

Section 2. BYLAWS. Each group shall adopt bylaws consistent with the laws of the Sisterhood and the Bylaws and Standing Rules of Colorado State Chapter, with the approval of the vice president.

Section 3. ELECTION AND INSTALLATION OF OFFICERS. The annual election and installation of officers shall be held by June 15.

Section 4. UNAFFILIATE **CHAIR**. Each group shall have an Unaffiliate **Chair** who shall:

- A. Receive from a reciprocity representative of each chapter in the group, a report of chapter unaffiliate changes in order to maintain a current unaffiliate list.
- B. Report unaffiliate membership changes to the State Unaffiliate **Chair** in order to maintain a current state unaffiliate list.
- C. Distribute, at each meeting, a copy of the current list of unaffiliates in the reciprocity area, to each representative in the group.

Section 5. REPORTS.

- A. Report of Election of Officers and contact person shall be submitted as required by International Chapter immediately following election.
- B. The financial report required by International Chapter shall be returned to the vice president of Colorado State Chapter by March 10.

ARTICLE XIV – P.E.O. GROUPS.

The following requirements are in addition to those stated in the Constitution, Part III, Article XIV.

Section 1. SUPERVISION. Each group shall be under the supervision of the **officer assigned by the president** of the state chapter in compliance with the P.E.O. Group Book.

Section 2. BYLAWS. Each group shall adopt bylaws consistent with the laws of the Sisterhood and the Bylaws and Standing Rules of Colorado State Chapter, with the approval of the vice president. The president shall send a copy of the bylaws, if changed during the year, to the vice president of state chapter by May 1.

Section 3. MEETINGS. Meetings shall be indicated in the bylaws and yearbook of the group.

Section 4. FINANCE. P.E.O. Groups may have savings or other interest- bearing accounts.

Section 5. P.E.O. GROUP BOOK. Each group shall meet all reporting requirements contained in International Chapter’s P.E.O. Group Requirements publication.

ARTICLE XV - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised*, shall govern all meetings in matters not covered by these bylaws, or the *Constitution, Bylaws and Standing Rules of the P.E.O. Sisterhood*.

ARTICLE XVI - AMENDMENTS

Section 1. AMENDMENTS PROPOSED PRIOR TO CONVENTION.

A. Amendments to the bylaws and standing rules of the state chapter shall be proposed only by the executive board, board of directors, trustees, standing committees, or local chapters. Local chapters desiring to submit an amendment must have that proposal approved by a two-thirds vote at a regular meeting, provided the amendment was submitted in writing at a previous regular meeting and all absent resident members notified that a vote will be taken at the next regular meeting. By February 1, proposed amendments shall be submitted in writing to the **chair** of the Amendments and Recommendations Committee.

B. Copies of proposed amendments, recommendations and/or resolutions to be voted on at convention of state chapter shall be sent by May 1 to members of the executive board, members of board of directors, trustees and standing committees, past presidents, each local chapter and the **chair** of the Nominating Committee.

C. Proposed amendments may be adopted by a two-thirds vote of the members present and voting in convention of state chapter.

Section 2. AMENDMENTS PROPOSED DURING CONVENTION.

- A. Proposed amendments shall be submitted, in writing, to the **chair** of the Amendments and Recommendations Committee.
- B. Amendments may be called to the floor by a two-thirds vote of the members present and voting in convention of state chapter.
- C. Such proposed amendments may be adopted by three-fourths vote of the members present and voting, provided the amendments shall have been read at a meeting prior to the one in which action is taken.

STANDING RULES

1. The requirements for local chapter yearbooks shall be determined by the executive board and published on the Colorado State Chapter website.
2. The name of a member whose death occurs after March 1 shall appear on the Memorial Roll at the convention of state chapter the following year.
3. All boards of directors, trustees and committees shall obtain approval of the president of state chapter before sending any form letters.
4. A gift of fifty dollars (\$50.00) shall be given each new local chapter at the time of organization.
5. The names, addresses with zip code, telephone numbers with area codes, and email addresses of current executive board members of Colorado State Chapter shall be posted on the Colorado website.
6. Area membership directories may be printed and distributed only with the express written permission of the Executive Board of Colorado State Chapter.
7. Amendments
 - a. Amendments proposed prior to convention:
 1. Amendments to the standing rules shall be proposed only by the executive board, board of directors, trustees, standing committees, or local chapters.
 2. By February 1, proposed amendments shall be submitted in writing to the **chair** of the Amendments and Recommendations Committee.
 3. Copies of proposed amendments, recommendations and/or resolutions to be voted on at convention of state chapter shall be sent by May 1 to members of the executive board, members of board of directors, trustees and standing committees, past presidents, each local chapter and the **chair** of the Nominating Committee.
 4. Proposed amendments may be adopted by a majority vote of the members present and voting in convention of state chapter.
 - b. Amendments proposed during convention:
 1. Proposed amendments shall be submitted, in writing, to the **chair** of the Amendments and Recommendations Committee.
 2. Amendments may be called to the floor by a two-thirds vote of the members present and voting in convention of state chapter.
 3. Such proposed amendments may be adopted by two-thirds vote of the members present and voting, provided the amendments shall have been read at a meeting prior to the one in which action is taken.