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BYLAWS OF WISCONSIN STATE CHAPTER

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ARTICLE I
Convention of Wisconsin State Chapter

Section 1. MEMBERS. Convention of Wisconsin State Chapter shall consist of the following active members of the P.E.O. Sisterhood, when present and registered:

A. Executive Board
B. Past presidents of Wisconsin State Chapter
C. Resident past presidents of International Chapter
D. One delegate from each local chapter (the president being delegate when possible)
E. Cotey College Committee state chairman
F. P.E.O. Educational Loan Fund state chairman
G. P.E.O. International Peace Scholarship Fund state chairman
H. P.E.O. Program for Continuing Education state chairman
I. P.E.O. Scholar Awards state chairman
J. P.E.O. STAR Scholarship state chairman
K. Amendments and Recommendations Committee state chairman
L. Budget and Finance Committee state chairman
M. Historian
N. Membership Committee state chairman
O. Nominating Committee state chairman
P. Technology Committee state chairman
Q. Wisconsin P.E.O. Sisterhood H.E.L.P. Fund, Inc. president

Section 2. TIME AND PLACE. Convention shall be held annually in the month of May or June at a place determined by the executive board.

Section 3. HOSTESS CHAPTERS. Hostess chapters, grouped geographically by the Convention Grouping Committee, working in conjunction with and with the approval of the Convention Steering Committee, shall make commitments on behalf of Wisconsin State Chapter to provide for all aspects of the convention. The state officer who will preside at the convention, the co-chairmen of the convention, the secretary of convention and the treasurer of convention shall constitute the Convention Steering Committee. Representatives from each hostess chapter, the Steering Committee, and past president(s) of the state chapter who will serve as adviser(s) shall constitute the Convention Planning Committee.

Section 4. REPORTS. Each delegate shall give a report of the business and other highlights of convention to her chapter at a business meeting within six weeks of convention. In the event of an emergency a chapter not represented by a delegate at convention, shall arrange to receive a report in person from another delegate or state board member at the expense of the chapter.

Section 5. FORMAL ACTION. Any item passed by Convention of Wisconsin State Chapter that must be implemented by local chapters shall become effective as ordered by convention and must be implemented upon receipt of official notice in the proceedings of the state chapter convention.

ARTICLE II
Representation in Convention of International Chapter

Section 1. CHAPTER DELEGATES. Delegates from Wisconsin State Chapter to Convention of International Chapter shall be chosen in rotation from groups of seven local chapters or major fraction thereof. These groups shall be designated by the Convention Grouping Committee, with consideration for geographic location. Lists of these groups shall be printed annually in the proceedings of convention of state chapter.

Section 2. NOMINATION AND ELECTION OF LOCAL CHAPTER DELEGATES.
   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. If a chapter is not able to send a delegate, it will forfeit its turn and will not be eligible until all other chapters in its group have had a turn.
   B. Names of nominees for delegate and alternate shall be submitted as required by International Chapter. They shall be submitted to the following convention of state chapter for election.
   C. Nominees shall have served as members of a Convention of Wisconsin State Chapter, which may include the convention at which they are elected.

Section 3. PAST PRESIDENTS OF THE STATE CHAPTER. Designation of past presidents of state chapter, and their alternates, entitled to meals and housing at Convention of International Chapter shall be determined by the past presidents’ group. The immediate past president shall be one of those designated.
Section 4. VACANCY IN DELEGATION.
A. A vacancy in the delegation shall be filled by the president of state chapter who shall appoint in the following order:
   1. The alternate, or
   2. A member of the chapter entitled to representation, or
   3. A member of another chapter in the group, or
   4. A member of the state chapter at large.
B. A vacancy in the representation of past presidents entitled to meals and housing shall be filled by the president of state chapter by appointment of the alternate designated by the past presidents’ group.
C. A chapter or a past president shall forfeit its/her turn for representation if unable to attend convention at the stated time and shall be placed at the end of the appropriate group.

Section 5. REPORTS.
A. Each delegate shall send a written report of the business and other highlights of the convention to the chapters she represented (or, to the chapters assigned by the Convention Grouping Committee with the approval of the president of the state chapter). The report shall be sent within one month of close of convention.
B. Past presidents and officers of state chapter who attend Convention of International Chapter may be called upon to provide written reports.
C. The president of state chapter shall be notified by each delegate when all written reports have been sent to the designated chapters.
D. Each chapter is responsible for presenting the report in a timely manner.

ARTICLE III
Nomination and Election of Officers

Section 1. ELIGIBILITY. Any member of convention who has been duly elected and installed and served at least one year as president of a local chapter shall be eligible for office in the state chapter, except as noted below:
A. No member shall be elected to the executive board from a chapter already represented on the board.
B. To be elected to office, if not a member of the current executive board, a nominee must be present at the time of the election.
C. To be eligible for the office of president, vice president, or organizer, a member must have served a minimum of one year on the executive board of a state chapter.

Section 2. TENURE. No officer shall serve more than one term in the same office except and unless necessitated by an amendment to Section 3 of this article.

Section 3. SEQUENCE OF OFFICE. The sequence of state chapter officers shall be president, vice president, organizer, treasurer, and secretary.

Section 4. NOMINATING COMMITTEE - NOMINATION OF OFFICERS.
A. The committee shall consist of three past state presidents, one member to be appointed each year for a term of three years.
B. A vacancy in the Nominating Committee occurring during the year shall be filled by appointment made by the president and approved by a majority vote of the executive board.
C. An eligible member wishing to become a candidate for nomination to the executive board shall submit a completed nomination form to the chairman of the Nominating Committee by December 15. The candidate selected by the Nominating Committee must be a member of the convention at which her name is presented.

D. At convention of the state chapter, the committee shall present the name of one nominee for each office.

E. Further nominations may be made from the floor for each office preceding the elective ballot for that office providing all nominees shall have consented to serve if elected.

Section 5. ELECTION OF OFFICERS. Election shall be by written ballot. If there is but one nominee for each office called for in sequence, by general consent, the ballot may be dispensed with and a voice vote taken for the ticket. If there are nominations from the floor for one or more offices, a separate written elective ballot for each office, which has multiple nominees, shall be taken; a majority of votes cast shall elect, and voting shall be limited to the nominees.

Section 6. VACANCY. A vacancy occurring during the year in any office, except that of the president, shall be filled by appointment made by the president and approved by a majority vote of the executive board.

ARTICLE IV
Special Duties of State Officers

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

Section 1. PRESIDENT.
A. To appoint at the beginning of her term, and approved by the executive board the following:
   1. One member to each of the following committees:
      a. Amendments and Recommendations
      b. Budget and Finance
      c. Cotley College
      d. Membership
      e. Nominating
      f. Technology
   2. Select an independent CPA firm
   3. Investment liaison
   4. Nominating Committee chairman
   5. P.E.O. Educational Loan Fund state chairman
   6. P.E.O. International Peace Scholarship Fund state chairman
   7. P.E.O. Program for Continuing Education state chairman
   8. P.E.O. Scholar Awards state chairman
   9. P.E.O. STAR Scholarship state chairman
   10. Historian (when required)
   11. Webmaster
   12. Such special committees as may be authorized by the executive board or a convention of state chapter
B. To serve as chairman of the Wisconsin delegation to Convention of International Chapter.
C. To prepare and send a state newsletter to all chapters at such times during the year as directed by the executive board.
D. To send to each chapter, at least thirty days prior to the convention of state chapter, a copy of the proposed amendments to the bylaws and standing rules of the state chapter, resolutions and recommendations, and a copy of the proposed budget for the following year.

E. To serve as adviser to the Amendments and Recommendations Committee.

F. To serve as ex-officio member, without vote, of the Budget and Finance Committee.

G. To serve as ex-officio member, without vote, of the Board of Directors of the Wisconsin P.E.O. Sisterhood H.E.L.P. Fund, Inc.

H. To serve as a member of the Convention Steering Committee for the convention at which she shall preside.

Section 2. VICE PRESIDENT

A. To serve as adviser to the state Cottey College Committee.

B. To represent an incomplete group at Convention of International Chapter, and send a written report within one month of the close of convention to the chapters represented.

C. To serve as a member of the Convention Steering Committee for the convention at which she will preside.

Section 3. ORGANIZER

A. To arrange for the official visit to the local chapters.

B. To arrange for the official visit to new chapters within the first year following organization.

C. To serve as adviser to the Membership Committee.

D. To conduct a Period of Instruction at convention of state chapter.

E. To serve as a member of the Convention Steering Committee for the convention at which she will preside.

F. To process membership forms as directed by International.

Section 4. TREASURER

A. To supervise and oversee the financial activities of the executive treasurer.

B. To serve as ex-officio member, without vote, of the Budget and Finance Committee.

C. To serve as adviser to the Technology Committee and Webmaster.

D. To supervise Reciprocity Groups and P.E.O. Groups in the state.

Section 5. SECRETARY


B. To serve as adviser to the historian.

ARTICLE V

Executive Assistant

Section 1. APPOINTMENT AND QUALIFICATIONS. An executive assistant shall be appointed annually by the executive board following convention of state chapter. She shall be an active member of the state chapter.

Section 2. SALARY. The amount of salary shall be determined by the executive board with the approval of the Budget and Finance Committee and shall be paid by the state chapter.

Section 3. DUTIES. To perform such duties as may be delegated by the executive board.

ARTICLE VI
Executive Treasurer

Section 1. APPOINTMENT AND QUALIFICATIONS. An executive treasurer shall be appointed annually by the executive board following convention of state chapter. She shall be an active member of the state chapter.

Section 2. SALARY. The amount of salary shall be determined by the executive board with the approval of the Budget and Finance Committee and shall be paid by the state chapter.

Section 3. DUTIES
   A. To perform such duties as may be delegated by the executive board.
   B. To serve as convention treasurer.
   C. To serve as ex-officio member, without vote, of the Budget and Finance Committee.
   D. To submit the financial records to the independent CPA firm for the annual audit of the books and assist the auditor as requested.

ARTICLE VII
Investment Liaison

Section 1. APPOINTMENT AND QUALIFICATIONS. An investment liaison shall be appointed annually by the president and approved by the executive board following convention of state chapter. She shall be an active member of the state chapter.

Section 2. DUTIES.
   A. To oversee investment funds.
   B. To serve as ex-officio member, without vote, of the Budget and Finance Committee.
   C. To make recommendations to Budget and Finance to transfer funds between operating funds and the investment accounts(s).
   D. To calculate allocation of interest between Projects, etc.
   E. To prepare a detailed report annually for the proceedings.

ARTICLE VIII
Standing Committees

Section 1. APPOINTMENT. Unless otherwise ordered, all standing committees of Wisconsin State Chapter shall be rotating committees, consisting of three members. The senior member in point of service shall be chairman, unless otherwise designated, and shall retire at close of convention. In case of appointment of an entirely new committee, the president shall designate the chairman, and the second and third members. Terms shall begin at the close of convention of state chapter, and all members shall serve until their successors are appointed and such appointments approved by the executive board. A vacancy occurring during the year shall be filled by appointment made by the president and approved by a majority vote of the executive board.

Section 2. EXPENSES. All expenses of the standing committees shall be paid from the state chapter funds approved by the executive board. Transportation costs shall be paid at the rate determined annually by the Budget and Finance Committee. The Wisconsin State Chapter Expense Voucher, with documented receipts for expenses attached, shall be submitted to the executive treasurer of the state chapter four times a year.
Section 3. REPORTS. Each committee shall prepare a report of the year’s activities for the convention proceedings of the state chapter.

Section 4. COMMITTEES
A. Amendments and Recommendations
   1. Membership. The committee shall consist of three members, one of whom shall be a past president of state chapter.
   2. Duties:
      a. To review the bylaws and standing rules of the state chapter.
      b. To receive and consider proposed amendments and/or recommendations as authorized in Article XVI, Section 1.
      c. To prepare, in proper parliamentary form, those proposed amendments and/or recommendations together with any additional ones deemed advisable by the committee.
      d. To furnish to the president of state chapter a copy of all proposed amendments and/or recommendations to be mailed to:
         1) Each local chapter
         2) Members of the executive board
         3) Chairman of all standing committees
         4) President of the Wisconsin P.E.O. Sisterhood H.E.L.P. Fund, Inc.
         5) Past presidents of state chapter
      e. To present all proposed amendments and recommendations at convention of state chapter.
B. Budget and Finance
   1. Membership. The committee shall consist of three members, one of whom shall be a past president of state chapter. The president and treasurer of the state chapter and the executive treasurer and investment liaison shall serve as ex-officio members, without vote.
   2. Duties:
      a. To become familiar with the finances of state chapter and to consult with the investment liaison and advise the executive board on financial matters.
      b. To prepare a budget for state chapter for the ensuing year, and to present this budget to convention of state chapter for consideration and adoption.
      c. To prepare and present to convention of state chapter a proposed allocation of state chapter dues.
      d. To recommend and report to convention of state chapter:
         1) Amount to be allocated for the Wisconsin Cotsey College Scholarships.
         2) Transfer of contingency fund surplus/deficit to or from a specific fund(s).
         3) Any other transfer of funds.
         4) The reimbursement rate for travel expenses for the Executive Board, Executive Assistant and Executive Treasurer.
C. Historian
   1. Membership. The committee shall consist of one member appointed for a term of three years. The state secretary shall serve as adviser.
   2. Duties:
      a. To keep an inventory of all material in her possession and send a copy of this to the state president.
      b. To collect and preserve all possible data relative to P.E.O. in Wisconsin.
      c. To notify chapters when a five-year history is required.
      d. To prepare a display for convention of state chapter.
D. Membership
1. Membership. The committee shall consist of four members who shall serve a term of four years. The state organizer shall serve as adviser.

2. Duties:
   a. To evaluate ways to assist chapters with membership and growth.
   b. To research the formation of nucleus groups for new chapters and report their findings to the organizer.
   c. To perform such other duties as executive board shall direct.

E. Nominating Committee
   See Article III, Section 4.

F. State Chairmen and Committees for International Chapter Projects
   1. State Chairmen for International Chapter Projects
      a. Membership:
      b. Duties:
         1) To promote their respective projects through correspondence with local chapter members, chapter program information and/or presentations, the state newsletters, and convention displays and programs.
         2) To keep financial records of their expenses, reporting to the president of the state chapter and the project adviser utilizing the state activity report form and providing reports by dates on said form.
         3) To report to International Chapter as required by correspondence from International project offices.
         4) To prepare an Annual Report to Wisconsin State Chapter at the end of the state fiscal year (March 31). This report is to be sent to the president of the state chapter by April 1 and is to be included in the Proceedings of Convention of Wisconsin State Chapter each year.
      c. Adviser:

   2. Cottey College Committee
      a. Membership:
         1) The state Cottey College Committee shall consist of three members. The vice president shall serve as adviser.
      b. Duties:
         1) To promote Cottey College through correspondence with local chapter members, chapter program information and/or presentations, the state newsletters, and convention display and program.
         2) To examine applications for scholarships.
         3) To award scholarships and/or grants and to notify by April 1:
            a) Recipients
            b) Administrations of the recipients’ high schools
            c) Cottey College
            d) Recipients’ sponsoring chapters
         4) To keep financial records of their expenses, reporting to the president of the state chapter and the project adviser utilizing the state activity report form and providing reports by dates on said form.
         5) To report to Cottey College as required.
6) To prepare an Annual Report to Wisconsin State Chapter at the end of the state fiscal year (March 31). This report is to be sent to the president of the state chapter by April 1 and is to be included in the Proceedings of Convention of Wisconsin State Chapter each year.

G. Technology Committee
1. Membership:
   a. The committee shall consist of three members; the webmaster shall serve ex-officio.
   b. The webmaster shall be an active member of the state chapter and shall be appointed annually by the president and approved by the executive board following convention of state chapter.
   c. The treasurer shall serve as adviser.
2. Duties:
   a. To advise the state executive board regarding technological matters.
   b. To maintain the Wisconsin State Chapter P.E.O. website.

ARTICLE IX
Wisconsin Cottey College Scholarship Fund

Section 1. ESTABLISHMENT. Wisconsin State Chapter shall maintain a fund consisting of contributions and/or appropriations from the general fund for the purpose of providing scholarships and grants for Wisconsin area students attending Cottey College. At the convention of the state chapter the executive board and the Budget and Finance Committee shall recommend the maximum amount, which may be awarded by the committee each year.

Section 2. SCHOLARSHIPS.
   A. Applications must be received by the chairman of the Cottey College Committee for examination and awards by March 1.
   B. The Cottey College Committee will give notification of scholarships and/or grants by April 1.
   C. The Alice Spensley Rinehard Merit Scholarship may be awarded annually and solely on the basis of scholarship, and shall be a greater amount than any other scholarship awarded by the Wisconsin Cottey Scholarship Fund.
   D. Additional scholarships may be awarded on the basis of financial need, character, scholarship standing, and at the discretion of the Cottey College Committee.

Section 3. GRANTS. If there are applicants who are not awarded scholarships to Cottey College, the committee may use money from the fund for tuition and/or book grants to students who have been accepted by Cottey College.

Section 4. FINANCIAL RESPONSIBILITY. Upon the recommendations of the Cottey College Committee, scholarship/grant monies shall be paid directly to Cottey College by the state executive treasurer: one half of the amount at the beginning of each semester provided that the student is in good academic standing and is attending Cottey College.

ARTICLE X
Budget and Finance

Section 1. MEMBERSHIP DUES. Annual dues of Wisconsin State Chapter shall be thirty-nine dollars ($39.00) per active member, which shall be allocated as follows:
   A. Twenty-six dollars ($26.00) for International Chapter dues, which includes six dollars ($6.00) for Cottey College.
B. Eight dollars ($8.00) for State Chapter dues, which includes one dollar fifty cents ($1.50) for the Technology Fund.

C. Five dollars ($5.00) for State Chapter Convention Fund.

Section 2. LOCAL CHAPTER FEES. Annual fees, to be paid in March, shall be twenty-five dollars ($25.00) per local chapter, which shall be allocated as follows:

A. Five dollars ($5.00) for the International Chapter Convention Travel Fund.

B. Twenty dollars ($20.00) for the expenses associated with official visits for local chapters.

Section 3. CONVENTION OF WISCONSIN STATE CHAPTER.

A. The State Chapter

1. All expenses pertaining to convention of state chapter shall be paid by the treasurer of convention upon approval of the executive board and the Budget and Finance Committee. Any surplus or deficit from convention shall be returned to or paid from the Reserve State Convention Fund.

2. Expenses for meals and housing for standing committee members shall be paid by the treasurer of the convention.

3. All convention expenses of the H.E.L.P. Fund, Inc. board members shall be paid by the treasurer of the H.E.L.P. Fund, Inc. as directed by the state executive board.

4. Final itemized financial report of the state convention is due within three months after convention. Copies of the report shall be included in the proceedings.

B. Past State Presidents

Each past state president attending convention shall pay a registration fee of thirty dollars ($30.00).

C. The Local Chapter

Each local chapter shall pay a registration fee of forty dollars ($40.00). Each local chapter shall pay the expenses incurred by its convention delegate for travel up to and including three hundred (300) miles round trip to convention. The Reserve State Convention Fund will pay, at the rate equal to that allowed by the Internal Revenue Service for charitable driving, for miles in excess of the three hundred (300) miles funded by the local chapter.

D. Transportation

1. Travel expenses to and from convention shall be paid by the treasurer of convention at the rate equal to that allowed by the Internal Revenue Service for charitable driving, for actual miles driven, for:

   a. Amendments and Recommendations Committee members
   b. Budget and Finance Committee members
   c. Cotter College Committee members
   d. Grouping Committee members
   e. Guests invited to promote P.E.O. projects
   f. Historian
   g. Membership Committee members
   h. Nominating Committee members
   i. P.E.O. Educational Loan Fund state chairman
   j. P.E.O. International Peace Scholarship Fund state chairman
   k. P.E.O. Program for Continuing Education state chairman
   l. P.E.O. Scholar Awards state chairman
   m. P.E.O. STAR Scholarship state chairman
   n. Technology Committee members

E. Visitors
1. Each visitor to convention, except members of the hostess chapters, shall pay a convention visitor’s registration fee. These fees shall be deposited with the state convention treasurer.

Section 4. CONVENTION OF INTERNATIONAL CHAPTER.
A. The state chapter shall maintain an International Chapter Convention Travel Fund. The Budget and Finance Committee shall recommend an annual allocation to said fund of no less than fifty cents ($0.50) and no more than one dollar ($1.00) from the annual dues of each member.
B. The state chapter shall defray transportation costs to Convention of International Chapter of the current state president, current state vice president, entitled past presidents and entitled local chapter delegates. If any of these qualified voting members make their own travel arrangements, their travel allowance shall be paid at the rate equal to that allowed by the Internal Revenue Service for charitable driving for actual miles driven, or actual out-of-pocket travel expenses, not to exceed the cost of delegation travel per member.

Section 5. EXECUTIVE BOARD. The state chapter shall pay all expenses incurred by the executive board in transacting official business. An itemized accounting, with documented receipts for expenses attached, shall be reported at each meeting of the executive board and a copy sent to the executive treasurer.

Section 6. FISCAL YEAR. The fiscal year of the state chapter shall be April 1 through March 31 of the following year.

ARTICLE XI
Organization and Official Visits

Section 1. ORGANIZATION OF NEW CHAPTERS.
A. Requirements. The following requirements are in addition to those listed in the Constitution, Part III, Article 1.
1. A woman desiring to select a charter list shall write to the organizer of the state chapter before any action is taken. After a request for a new chapter has been received and approved by the president of state chapter and the organizer, the group shall meet regularly until organization. Such period of time shall be determined by the organizer with the approval of the president of state chapter.
2. No new chapter shall be organized within two weeks preceding the convention of state chapter.
B. Charter Initiates. Each charter initiate shall be recommended by a letter to the organizer of the state chapter from three active members of the Sisterhood.

Section 2. OFFICIAL VISITS TO LOCAL CHAPTERS.
A. Requirements. Requirements are listed in the Constitution, Part III, Article III, Section 7.
B. Chapters shall be grouped geographically, by the executive board for the official visit and shall be visited by the organizer, or her proxy, at the discretion of the executive board. Schedules of local chapter visits shall be listed in the proceedings of the state chapter at least two years prior to the visits.
C. A new chapter shall be visited by the organizer, or her proxy, during the first year and shall then be placed in its proper group.
D. A chapter may request a visit during an unscheduled year.
E. The local chapter shall provide for housing and meals of the organizer or her proxy, at the time of an official visit.
ARTICLE XII
Special Duties of Officers of Local Chapters

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
A. To call a meeting of chapter officers within two weeks after election to acquaint each with her specific responsibilities.
B. To appoint such committees as may be authorized by chapter bylaws.
C. To report the year's activities in the president's letter. This president's letter shall be read to the chapter in February, approved, and a copy retained by the local chapter. A copy of the president's letter shall be sent by March 1 to the state president, to all nonresident members and resident members who are unable to attend meetings regularly.

Section 2. RECORDING SECRETARY
A. To send in March to the state officer board contact a copy of the local chapter bylaws and standing rules only if amended during the fiscal year.
B. To send a copy of the current local chapter bylaws and standing rules to the state officer board contact by June 1 of the year the chapter is scheduled to have an official visit.

Section 3. CORRESPONDING SECRETARY
A. To send by October 15, eight copies of the local chapter yearbook as follows:
   1. Executive Assistant - 2 copies (one for convention display)
   2. Five officers of state chapter - 5 copies - 1 to each officer
   3. Chairman of the state Membership Committee.
B. Deaths of local chapter members reported to International Chapter on the Change in Membership form after April 30 shall be included in the Time of Remembrance of the following year of convention of the state chapter.

Section 4. TREASURER. All checks for chapter and personal contributions to the Wisconsin P.E.O. Sisterhood H.E.L.P. Fund, Inc. should be made payable to the fund and sent directly to: "Wisconsin P.E.O Sisterhood H.E.L.P. Fund, Inc. Treasurer."

ARTICLE XIII
Reciprocity Groups

Section 1. PURPOSE. Reciprocity Groups may be formed as stated in the Constitution, Part III, Article XIII.

Section 2. SUPERVISION. Each group so formed shall be under the supervision of the state treasurer.

Section 3. BYLAWS. Each group shall adopt bylaws consistent with the laws of the P.E.O. Sisterhood and subject to approval of the executive board of state chapter.

Section 4. RECIPROCITY BOOK. Each group shall have a P.E.O. Reciprocity Book and follow the requirements, instructions and information.

Section 5. REPORTS.
A. The names and addresses of the president, secretary and contact person shall be submitted as required by International Chapter immediately following election.

B. Each reciprocity group shall send to the state treasurer the following:
   1. By March 10: The financial report required by International Chapter for the period March 1 through the last day of February.
   2. By March 31:
      a. A report of activities of the group during the year.
      b. A copy of the bylaws if amended during the fiscal year. If the bylaws were not amended during the fiscal year, the state treasurer shall be notified.

ARTICLE XIV
P.E.O. Groups

Section 1. ESTABLISHMENT. P.E.O. Groups may be formed as stated in the Constitution, Part III, Article XIV.

Section 2. SUPERVISION. Each group so formed shall be under the supervision of the state treasurer.

Section 3. BYLAWS. Each group shall adopt bylaws consistent with the laws of the P.E.O. Sisterhood and subject to approval of the executive board of the state chapter.

Section 4. P.E.O. GROUP BOOK. Each P.E.O. Group shall have a P.E.O. Group Book and follow the requirements, instructions, and information.

Section 5. REPORTS.
   A. The names and addresses of the president, secretary and contact person shall be submitted as required by International Chapter immediately following election.
   B. Each P.E.O. Group shall send to the state treasurer the following:
      1. By March 10: The financial report required by International Chapter for the period March 1 through the last day of February.
      2. By March 31:
         a. A report of activities of the group during the year.
         b. A copy of the bylaws if amended during the fiscal year. If the bylaws were not amended during the fiscal year, the treasurer shall be notified.

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. Amendments to the bylaws of Wisconsin State Chapter shall be proposed only by local chapters, the executive board or standing committees of state chapter, and shall be submitted in writing to the chairman of the Amendments and Recommendations Committee by December 31. Such proposed
amendments may be adopted by a two-thirds vote of members present and voting in Convention of Wisconsin State Chapter, provided the copies of the proposed amendments shall have been sent at least 30 days before convention to each local chapter, members of the executive board, members of all standing committees and the past presidents of state chapter.

Section 2. AMENDMENTS PROPOSED DURING CONVENTION. Proposed amendments may be submitted in writing by any member of convention to the chairman of the Amendments and Recommendations Committee during Convention of Wisconsin State Chapter and called to the floor by a three-fourths vote of members present and voting. Such proposed amendment may be adopted by a three-fourths vote of members present and voting, provided that the amendment shall have been read at a meeting prior to the one in which it is acted upon.

STANDING RULES
1. Each local chapter must include the following committees:
   A. Counsel for Membership Committee to inform prospective and new members, transfers, and reinstatements of P.E.O. ideals, traditions and procedures as set forth in the P.E.O. Counsel for Membership Booklet. The local chapter president shall serve as chairman of the committee.
   B. Education Committee representing Cottey College, 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. It shall be the duty of the committee to keep in close contact with women sponsored for loans and to stimulate interest in the educational projects of the Sisterhood.
   C. Membership Committee whose responsibilities shall be to assess chapter health, to promote membership growth, and to extend courtesies to unaffiliates.
   D. Technology Committee whose responsibilities shall be to advise the local chapter regarding technological matters. The Technology Committee shall be the primary link for communication on the Internet between the local chapter and State and International Chapters.
2. Yearbook Requirements:
   A. COVER: (Chapters with permanent binders should include this information on the first page)
      1) P.E.O. insignia
      2) Year covered by program
      3) Chapter letters
      4) City of chapter
      5) Date of organization
   B. CONTENTS:
      1) Day and time of meeting
      2) Local officers, committees, and complete membership list including addresses, telephone numbers and email addresses
      3) Wisconsin State and International P.E.O. website addresses
      4) OPTIONAL: Names, addresses (with zip code) telephone numbers (with area codes), and email addresses of:
         a. Executive Board members
         b. Executive Assistant
         c. Executive Treasurer
         d. Cottey College Committee state chairman
         e. P.E.O. Educational Loan Fund state chairman
         f. P.E.O. International Peace Scholarship Fund state chairman
         g. P.E.O. Program for Continuing Education state chairman
h. P.E.O. Scholar Awards state chairman
i. P.E.O. STAR Scholarship state chairman
j. Amendments and Recommendation state chairman
k. Historian
l. Membership Committee state chairman
m. Nominating Committee state chairman
n. Technology Committee state chairman
o. Webmaster
p. Wisconsin P.E.O. Sisterhood H.E.L.P. Fund, Inc. president and treasurer

C. SPECIAL DAYS:
1) Founders’ Day (celebrated at any meeting of the year).
2) Study of Procedures (such as official visit, Counsel for Membership Booklet, President's Book, officer's supplies, Proceedings of Convention of Wisconsin State Chapter, or Wisconsin Bylaws and Standing Rules).
3) Election of officers, delegate and alternate to state convention (and nomination of delegate and alternate to Convention of International Chapter in appropriate year) by or at the first meeting in March; all elected officers will be installed at the first meeting in March.
4) Report of state convention (within six weeks after convention).
5) Report of Convention of International Chapter (by December 1 of the year of the convention).
6) Visit of the organizer (or her proxy) in the appropriate year.
7) Ceremony of Initiation (once annually).
8) P.E.O. Educational Projects Day (or reports at several meetings). May include Wisconsin Cottey Scholarship Fund or H.E.L.P. Fund, Inc.

3. Materials for the state program file concerning our P.E.O. Founders and P.E.O. subjects shall be sent to the Executive Assistant of state chapter.

4. Deaths of members are to be reported to International Chapter on the Change in Membership form by local chapter corresponding secretaries by April 30 to be included in the Time of Remembrance at the state convention.

5. Amendments to the Standing Rules:
A. AMENDMENTS PROPOSED PRIOR TO CONVENTION. Amendments to the Standing Rules of Wisconsin State Chapter shall be proposed only by local chapters, the executive board or standing committees of state chapter, and shall be submitted in writing to the chairman of the Amendments and Recommendations Committee by December 31. Such proposed amendments may be adopted by a majority vote of members present and voting in Convention of Wisconsin State Chapter, provided copies of the proposed amendments shall have been sent at least 30 days before convention to each local chapter, members of the executive board, members of all standing committees and the past presidents of state chapter.

B. AMENDMENTS PROPOSED DURING CONVENTION. Proposed amendments may be submitted in writing by any member of convention to the chairman of the Amendments and Recommendations Committee during Convention of Wisconsin State Chapter and called to the floor by a three-fourths vote of members present and voting. Such proposed amendment may be adopted by two-thirds vote of members present and voting, provided that the amendment shall have been read at a meeting prior to the one in which it is acted upon.