

2024-2025



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# STATE OF ALABAMA EXECUTIVE BOARD DUTIES, GUIDELINES, AND POLICIES

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and Committee Guidelines

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## **I. Duties of the Alabama Executive Board Officers**

1. Rules for conduct of the executive board may be adopted and continue in force until rescinded by the present or future boards. Such rules and policies shall not conflict with the Constitution or bylaws of the state chapter.

2. Each officer shall keep an up-to-date record of the office to be given to her successor. This will include dates for required letters and samples of same. She shall be responsible for instructing her successor in the duties of her office. Quarterly, she will prepare an official report of her activity during the period since the last board meeting\*, request a report from committees under her advisement\*, and prepare a year-long summary before the pre-convention meeting. All final reports shall use Times New Roman, size 11. A copy of each report will be emailed to the president, who will distribute to the board.

*\* Optional for conference calls, at the president's discretion.*

3. Any new information received by state officers at International Convention, LEAD Conference, and Cottey Seminar must be transmitted to all state officers.

4. Board business is never discussed outside of board meeting.

5. Board Minutes

- Minutes will be kept for five (5) years by the secretary. ( IOSC/Part II/Retention/President Minutes-SCD which is state Decision)
- Secretary will be responsible for attaching an official copy of the treasurer's report, a copy of officer reports and the chairmen reports of philanthropies and committees along with final copy of minutes.
- Secretary will submit her year of minutes and attachments to secure storage.

### **President:**

- A. Distributes Conflict of Interest form and Agreement to Serve to all officers and committee members for them to sign. These are legal documents.
- B. Sends Conflict of Interest/Agreement to Serve documents for officers to P.E.O. International chief executive.
- C. Composes agenda for board meetings, distributes appropriate documents, and approves minutes before they are sent to board members. Presides at all board meetings.
- D. Consults with the treasurer and approves an auditing committee to examine the treasurer's books. This committee must consist of at least three (3) individuals selected for their financial backgrounds/expertise (1 of 3 should be a PSP). Incoming treasurer should provide candidates at winter board meeting.
- E. Signs checks in absence of the treasurer.
- F. Appoints a committee of three, composed of the secretary and two members of convention, who will approve the convention minutes. Secretary should provide candidates.
- G. Is responsible for updating annually the Alabama state Chapter Executive Board Duties/Policies.
- H. Is responsible for arranging a memorial donation for a deceased AL Past state President. Memorials are taken from the Courtesy fund. Coordinates with treasurer for payment.

- I. Writes thank you notes to the incoming A & R, Nominating, Membership, Finance and Historian committee members.
- J. Acknowledges new initiates, transfers-in from other states, and reinstatements.
- K. Attends Finance Committee meeting and brings estimates for all expenses for the remainder of the presidency through her state convention.
- L. Begins writing convention Word for Word (W4W) in November or December. It will be reviewed by International as early as February.
- M. Saves digital copies of all president's letters in Google Drive folder. President will give access to the folder to the Historian so that she can write a summary/report for the upcoming convention.
- N. Prepares and sends a monthly Alabama state newsletter to local chapter presidents, the PSPs, and the web mistress for website.
- O. Meets with convention chair and committee during the year as well as the day before convention begins.
- P. Reviews the convention proceedings as new incoming president before they are published.
- Q. Reviews Proceedings of Convention for her presidential year before publication and communicates necessary changes to secretary.
- R. Serves as proxy organizer at the discretion of the organizer.
- S. Serves as board buddy to designated chapters.
- T. Represents and leads the state of Alabama delegates during International Convention in appropriate years.
- U. Verifies that new state officer and new state committee information is sent to International by outgoing secretary.
- V. Forwards ledger (read-only) to Finance Committee after each face-to-face meeting.
- W. Forwards to Finance Committee any portions of face-to-face meetings that involve finances.
- X. Serves as liaison to the state Nominating Committee.
- Y. Assures that the treasurer will order a gavel for the incoming president at the executive board's expense. (Information stored in treasurer's box. See Treasurer Duty #T.)

**Vice President:**

- A. Serves as adviser to Alabama Cottey College Scholarship & Recruitment Committee.
- B. Receives copies of all philanthropy information necessary for convention. This information flows to her through the board advisers and includes information pertaining to applicants AND recipients. Coordinates the required printing of such information for state convention.
- C. Is responsible for updating the SPOT reminder in March (and as needed thereafter).
- D. Is responsible for updating the state Convention Manual annually.
- E. Coordinates and presents the Star Awards for convention.
- F. Attends Finance Committee meeting and brings estimates for all expenses for the upcoming year starting after convention (including estimates for Convention of International Chapter in odd years).
- G. Recruits and prepares for appointment of state committee members to begin terms at close of convention and confirms that 1<sup>st</sup> year members (and 2<sup>nd</sup> year members when applicable) are remaining on the committee for the coming year.
- H. Prepares new state officer list and all committee lists for distribution at state convention.
- I. Prepares W4W for the end of convention after she takes office to send to the state president, who submits it for approval to the International Representative. Writes her acceptance speech as incoming president and prepares her bio for the Gallery of Presidents.

- J. Assists the president with the Alabama delegation to Convention of International Chapter in appropriate years.
- K. Conducts the delegate orientation at state convention. The organizer will assist.
- L. Prepares Convention Evaluation forms and provides them for each convention kit.
- M. Coordinates philanthropy speakers program at convention, including speakers and the one/those who will introduce the speakers.
- N. Works with Cottey Committee to send gift to Southeastern Suite at Cottey College in December, in coordination with the state treasurer.
- O. After state convention, sends a list of new state officers, local chapter officers, new state committees and reciprocity contacts to webmistress.
- P. Coordinates and meets with the incoming convention committee to find convention hotel for the year that she is president.
- Q. Works with the web mistress of the Alabama state website to monitor and revise the information presented on the website on an ongoing basis.
- R. Reviews local chapter information located on the International website. Contacts local officers when changes need to be entered into the on-line form on the International website, including officers and philanthropy chairs.
- S. Makes project donations (honorariums) for the Alabama PSPs and webmistress.
- T. Purchases a gift for the International Representative and state president (usually a donation to favorite project).
- U. Serves as proxy organizer at the discretion of the organizer.
- V. Serves as board buddy to designated chapters.
- W. Performs any other duties assigned.

**Organizer:**

- A. Supervises membership in the state and serves as adviser to the Membership Committee and STAR Scholarship Committee. Works with Membership chair to provide updated unaffiliate list quarterly to web mistress, local membership chairs, and reciprocity groups. Sends to regions the month prior to update. Updates responses on International before state web mistress updates for the state website.
- B. Oversees the official chapter visits and reports to the state executive board the health of each chapter.
- C. Prepares summary of official chapter visits and sends to board members by December 31.
- D. Provides to the vice president a list of possible candidates to fill the next year's committee vacancies, determined through organizer visits to board buddy chapters.
- E. Oversees the establishment of new chapters/at-risk chapters/disbanded and merging chapters.
- F. Selects a convention chair for the year she will serve as state president.
- G. Supervises and plans a Period of Instruction (POI) at state convention, which may include an exemplification of the Procedure for P.E.O. Chapter Meeting and/or Ceremony of Initiation. Prior to convention, the script and any handouts are to be approved by the president of the state and the International Representative as early as January of the convention year.
- H. Prepares and conducts local state workshops as determined by Alabama executive board.
- I. Prepares (with the help of the executive board) convention workshop and other recognition events as directed by the state board. Sends all workshop materials to be used (including

- handouts) to the International Representative two months prior to convention or earlier if requested.
- J. Updates Membership Development Plan (MDP) by first face-to-face board meeting and sees that everyone stays on track to achieve goals. Sends quarterly updated MDP to the Regional Membership Representative (RMR).
  - K. Approves the ordering of replacement Ceremony of Initiation booklets by local chapters.
  - L. Prints out hard copies of president's letters (from the Google Drive) and files them in the chapter folders for future use.
  - M. **Incoming** organizer downloads the president's letters for her board buddy chapters to prepare her for her upcoming visits to those chapters.
  - N. Prepares a display for state convention of International Awards received at LEAD. More than one year may be displayed.
  - O. Serves as executive board contact person for the Reciprocity Groups and P.E.O. Groups. Makes sure contacts and officers are updated online after June reciprocity meetings.
  - P. Serves as board buddy to designated chapters.
  - Q. Performs any other duties assigned.

**Treasurer:**

- A. Serves as the adviser to the PCE and ELF committees.
- B. Conducts all financial transactions of the state.
- C. Prepares ledger for each board meeting.
- D. Sends read-only ledger to president following each face-to-face board meeting, who forwards to Finance Committee.
- E. Serves as proxy organizer at the discretion of the organizer.
- F. Collaborates with executive board to prepare a proposed budget in coordination with the chair of the Finance Committee and attends the Finance Committee meeting.
- G. Recruits auditing committee members, presents to president for approval, and coordinates with chair to have books audited in April.
- H. Informs all local chapter treasurers and presidents of deadlines for submitting donations to philanthropies for recognition as award winners at state convention.
- I. Reviews and approves electronic local chapter membership rosters and dues forms for annual report; then, approves and signs state dues form prior to sending electronically to state president for approval.
- J. Submits state dues and fees check with copy of state chapter dues to International.
- K. Reviews and approves electronic IRS-LC forms.
- L. Mails annual report IRS-RG (Reciprocity Groups) and IRS-HC (Hostess Chapters) forms to designated persons. Emails completed copies of forms to International.
- M. Sets up dates for official chapter visits for the new year prior to convention, posts on state website, notifies local chapter presidents, and notifies the executive board vice president by March 31 (as incoming organizer.)
- N. Sends to the vice president for approval by the winter board meeting a tentative schedule of chapter visits for her term as organizer.
- O. Prepares estimates of travel expenses for visiting the chapters for both the organizer and proxy(s) and state workshops for budget meeting.
- P. Prepares estimates of new chapter expenses, including travel, for budget meeting.
- Q. Coordinates registration and credentials at state convention.
- R. Attends meeting of Southeastern Suite states at Cotter College training and maintains file of

- minutes of those meetings.
- S. Serves as board buddy to designated chapters.
  - T. Orders new board member a name tag and pin guard; orders PSP pin; orders a gavel engraved with name of incoming president. (Information stored in treasurer's box.)
  - U. Performs any other duties assigned.

**Secretary:**

- A. Serves as the adviser to the Scholar Awards and IPS Committees.
- B. Records minutes of executive board meetings (including philanthropy reports and financial report) and submits, along with philanthropy reports and treasurer's report, to board members for approval/distribution.
- C. Receives copies of chapter yearbooks, checks them for accuracy (including bylaws) using the Yearbook Check List.
- D. Conducts the correspondence of the state chapter.
- E. Approves annual reports of local chapters.
- F. Sends notice of chapter deaths to the immediate past president upon receipt of notice from chapters and/or from list printed from the state Membership Portal.
- G. Sends to chapter corresponding secretary a condolence card or a letter from the executive board for chapter deaths.
- H. Notifies local chapters entitled to representation in Convention of International Chapter by November 1st of the year prior to the International convention.
- I. Writes any necessary correspondence as directed by the president.
- J. Sends birthday cards to PSPs on behalf of the Alabama Executive state board.
- K. Arranges for yearbook display at state convention.
- L. Keeps five years of board minutes and proceedings. Prepares older minutes for secure storage.
- M. Records minutes of state convention and include them in the proceedings of same. Minutes will be recorded and approved by IR before convention.
- N. Attends spring finance committee meeting when practical to understand the construction of the budget for her year as treasurer.
- O. Selects two voting members of convention to serve on the Committee to Approve Minutes of Convention. The president will approve and appoint the members.
- P. Immediately after convention, submits online the Report of Election of S/P/D Officers, any changes in name or address (email and/or postal) occurring during the year for any of the officers, the S/P/D Committee Maintenance Form, and any changes in name or address (email and/or postal) occurring during the year for any of the committee members.
- Q. As **outgoing secretary**, prepares the proceedings for distribution as delineated in the following bullets:
  - Sees that the minutes of Convention of state Chapter are approved by the Committee to Approve Minutes of Convention and then by the president who presided at the convention and the chair of Amendments and Recommendation *before* the minutes are printed in the proceedings.
  - Has proceedings of convention and the current bylaws of the state chapter (including any changes made at convention) compiled and printed within three months

- following convention. Sends to **outgoing** president and **new** president for approval before releasing.
- Obtains estimates of costs for printing proceedings, has proceedings printed, and distributes proceedings to the webmistress for placement on web site. Updated bylaws are also sent to webmistress.
  - Sends electronic copies of Alabama State Convention Proceedings to members of the executive board of International Chapter and transmits electronic copies of bylaws and proceedings to P.E.O. Executive Office and to others at the discretion of the immediate past state president. Distributes hard copies to all state executive board members and immediate past state president and any past state presidents without email. One hard copy will be reserved to be sent to the International Representative for the following convention year. Maintains a hard copy of proceedings for historical purposes. Offers additional hard copies for purchase at price including printing and mailing cost.
  - Writes a welcome note to the International Representative coming to convention and sends to her the proceedings from the prior convention if she did not receive one as an International Officer.
  - Sends greetings to any past state president not in attendance at the current year state convention.
- R. Serves as board buddy to designated chapters.
- S. Sends copy of relevant portion of minutes after face-to-face board meetings to president, who will forward to Finance Committee.

### **Convention Thank-You Notes**

1. All board members write to
  - a. The Convention chair
  - b. Chapter chairs
  - c. Convention hostess chapters
  - d. International visitor
2. Incoming President writes to
  - a. Incoming chair of A&R
  - b. Incoming chair of Finance
  - c. Incoming chair of Membership
  - d. All nominating committee members
  - e. Incoming historian
3. Outgoing President writes to
  - a. Convention chair
  - b. Chapter chairs
  - c. Convention hostess chapters
  - d. International visitor
  - e. Outgoing historian
  - f. Outgoing chair of A&R
  - g. Outgoing chair of Finance
  - h. Outgoing chair of Membership
  - i. All nominating committee members
  - j. Any personal thanks
4. Philanthropy Advisers write to respective incoming and outgoing philanthropy committee members (New adviser to incoming committee member[s] and former adviser to outgoing member[s])



5. Outgoing treasurer writes to Credentials and Audit committee members.
6. Outgoing Secretary writes to committee to approve the minutes.
7. Outgoing Membership chair writes to reciprocity area contacts.
8. Outgoing Cottey chair writes to area Cottey chairs.

This is a list of minimum thank you notes to be written and by whom. To write any additional notes of thanks is the choice of each board member.

## **Additional Guidelines for Board Members**

### **Membership Portal Information:**

1. Password for Membership Portal on the International website is provided to executive board members by the technology office at International after convention. Password is also given to webmistress, state membership committee, and administrators of Alabama state chapter Facebook page.

### **Financial Guidelines for Executive Board Members:**

#### **A. General:**

1. When traveling on official business, expenses for necessary housing, if not provided, is paid by the Alabama state chapter.
2. Executive board members should carpool when possible to board meetings, convention, workshops, chapter visits, reciprocities, training for organizer visits, etc.
3. All expenses are submitted via the current expense form, with appropriate receipts attached.

#### **B. Convention of Alabama State Chapter Disbursements and Reimbursements for Executive Board Members:**

1. During convention, the president has her own room for two nights of convention and one night either before or after convention, for a total of three nights.
  - i. When close of convention comes late in the day and a fourth night becomes necessary for travelling home safely, it will be paid by the Alabama state chapter.
2. Two nights, double occupancy, will be paid for other officers.
  - i. When officers live too far from the convention site to easily and safely travel to convention and be present for the required Thursday morning Pre-convention executive board meeting, a third night, the Wednesday night before convention, will be paid by the Alabama state chapter.
  - ii. When close of convention comes late in the day and a fourth night becomes necessary for traveling home safely, it will be paid by the Alabama state chapter.
3. Officers may room together or may opt to have their own room or room with spouse, family, friend, etc.

- i. When electing to stay in a room with a spouse, family, or friend, one half of the room will be paid by the Alabama state chapter per night.
  - ii. If staying with another P.E.O., only one person makes the reservation; however, both may pay during checkout so each may accumulate hotel points.
4. Travel will be paid at an amount determined by the state board, which “closely conforms to the rate paid by International Chapter or a sum not to exceed tourist class air fare” per the Alabama state chapter bylaws.
  - i. The current rate is .50 per mile.
  - ii. Mileage for the outgoing president’s trip home will be paid.
  - iii. Meals for executive board members during convention are paid for by the Alabama state chapter, including lunch during Thursday’s executive board meeting and Thursday evening’s PSP dinner.

**C. Convention of International Chapter Disbursements and Reimbursements for Executive Board Members:**

1. The state chapter shall pay the registration fee and the transportation expense based on the most economical method of travel to the Convention of International Chapter for its president, vice president or her alternate, and the local chapter delegates. The state chapter shall pay the transportation expense of the immediate past president of the state chapter based on the most economical method of travel, provided she has not attended a previous Convention of International Chapter at state expense. Past presidents of the state chapter attending the Convention of International Chapter (whether or not they are entitled to housing and meals) shall pay their own registration fee and travel expenses.
2. The state will also cover the extra night (usually Wednesday) required of delegates so that they can attend the Credentials Dinner.
3. The state chapter will incur the cost of a Credentials Dinner at the Convention of International Chapter (CIC) to be organized by the state president and attended by state delegates, entitled PSPs, and state officers attending as delegates. Others may attend the dinner at their own expense.
4. The state chapter will allow up to a seventy-five dollar (\$75.00) reimbursement for incidental expenses (e.g., taxi fare, airport meals, etc.) incurred by entitled PSPs, delegates, and state officers attending CIC as delegates. Reimbursements will be made upon submission of receipts or other documentation within six weeks of CIC.

**D. Convention of Alabama State Chapter General Disbursements and Reimbursements**

1. Housing, meals, and travel of the executive board, including the return trip home for the presiding officer. Housing for one extra night, either prior to or following the close of convention, for the presiding officer. (See Section B)
2. Convention meals of past presidents of the state chapter, except when serving as chapter delegates.
3. Housing for one night (1/2 room rate), meals, and travel for the *immediate past president of the state chapter*, for chairmen of the Amendments and Recommendations, Finance, Nominating, Membership, Alabama Cottey College Scholarship and Recruitment, P.E.O. Educational Loan Fund, P.E.O. International Peace Scholarship, P.E.O. Program for Continuing Education, P.E.O. Scholar Awards, and P.E.O. STAR Scholarship committees, and for the historian (if she does not reside in or near the city where the convention of state chapter

is to be held), except when said members serve as a chapter delegate. If the chair of a committee is unable to attend, a member of the committee may assume the duties with expenses paid.

4. Cost of the meal at which they are speaking for project speakers.
5. Housing for one night (at ½ room rate) for chapter delegates attending first convention after organization of their chapter(s).
6. Office expenses of standing committees.
7. Rental of convention hall and/or audio-visual service fee, if charged.
8. Printing of convention program.

#### **E. Committee Expenses:**

1. Philanthropic committees, nominations committee, historian, and the membership committee expenses are paid according to the Alabama state chapter bylaws and the Guidelines for Philanthropic, Nomination, and Membership Committees and Historian (Section III).
2. All other committees are paid according to Alabama state chapter bylaws, Finance Committee Guidelines, and Guidelines and Explanations for Preparing the State Budget for the Finance Committee, when appropriate.
3. All expenses are submitted via the current expense form with appropriate receipts attached.

#### **Executive Board Traditions**

- The president chooses the place for the board meetings with the help of the other officers.
  - a. Places are determined by the home cities of the officers.
  - b. Board members bring snacks and choice of beverage to the board meetings.
  - c. If board meeting are held in a home, each officer may be asked to be responsible for one meal.
  - d. Local chapters may be asked to help with the meals, if feasible.
- A board member should text other board members when she arrives home safely from board meeting/workshop/etc.
- When board members receive an email, they should **Reply to All (or copy all board members on replies)** unless the message is a private one-on-one request.
- Members should check email frequently. (If a vote is required, sisters will have up to 24 hours to respond).
- A member should respond ASAP, even if only to let the sender know she has received the email and will respond later.
- When emailing state members, **P.E.O.** should be used in the subject line and then the topic. Some sisters do not answer emails if they do not know the sender's address.
- A small welcome gift is given to newest board member by the board, and some board members also give individual gifts.
- Christmas gifts are brought to the January board meeting.
- Board members should send a birthday card to other board members. (See below for birthdays)
- Secretary sends birthday cards to PSPs via email when possible.
- Outgoing president passes current manuals to new board member.
- Officers should update all materials to pass on to the next officer and dispose of any outdated or unnecessary materials. The goal is to eliminate when possible the tubs of material and get

everything feasible online. Some of the archived information must be kept and can be stored in a climate-controlled location., currently and temporarily in the secure basement of Linda Kottmeyer's home, Birmingham.

- An officer should notify the board when she will be out of town for an extended period of time (a week +) and/or inaccessible for more than one day.
- All board members should make every effort to minimize printing costs.
- Board members always ask questions.
- All members should **READ – READ – READ** –Constitution, Alabama bylaws, IOSC, IOLC, Board Duties, Board Traditions, all manuals, SPOT Reminder, the P.E.O. Style Guide, and International and state websites.

	<b>Birthday</b>	<b>Phone</b>
Elaine Bassett	September 10	(334) 372-7329
Cel Bailey	November 26	(205) 937-1505
Paige McCormick	June 9	(205) 344-3096
Nancy Newton	September 30	(719) 428-9160
Chery Williams	November 6	(256) 506-0563

## **II. State Policies**

### **A. Use of state Credit Card**

1. Only the Alabama state executive board may use the credit card, and only for official P.E.O. business (e.g., reserving hotel rooms for meetings, convention hotel securement, CIC reservations, other approved uses).
2. Treasurer should receive a receipt of all funds paid with the credit card to be compared with the forthcoming statement.
3. The treasurer shall retain possession of the actual card.
4. Statements/Invoices will be paid by the treasurer (with the approval of the president) out of the appropriate fund with amount(s) entered in appropriate line items in ledger.

### **B. Reserve Fund Policy**

1. Article V, Section 3, of the bylaws of the Alabama state chapter of the P.E.O. Sisterhood (enacted in 2021) establishes the State Reserve Fund. Initial funding transferred from the Alabama state chapter general fund. Initial funding and additional transfers in or out shall be recommended by the finance committee and approved by vote of the members of convention of Alabama state chapter.
2. The fund shall be administered by the treasurer of Alabama state chapter at the direction of the executive board.
3. The ultimate purpose of the reserve fund is to act as a savings fund with a minimum balance equivalent to one year's operating expenses of the Alabama state chapter.
4. Any budget surplus at the end of fiscal year may be transferred to the Reserve Fund by recommendation of the finance committee and approval of the members of convention.
5. Any budget deficit may be transferred from the Reserve Fund to the general fund by recommendation of the finance committee and approval of the members of convention.

### **C. Convention Fund Policy**

#### **1. Principles and Procedures:**

Article V, Section 4, of the bylaws of the Alabama state chapter of the P.E.O. Sisterhood (enacted 2021) establishes a State Convention Fund for the purpose of paying those expenses incurred to conduct the annual Convention of Alabama state chapter. The State Convention Fund shall be funded according to Alabama state bylaws Article V Finance. Transfers in or out shall be recommended by the Finance Committee and approved by vote of the members of convention of Alabama state chapter. The fund shall be administered by the treasurer of Alabama state chapter at the direction of the executive board. The purpose of the state Convention Fund is to eliminate the need of hostess chapters' raising funds to pay for costs of convention.

Since the Alabama state bylaws, Article V, specifically states the amount of chapter fees and assessments already dedicated to the Convention Fund, those funds can be moved into the Convention Fund at the start of each state fiscal year (April 1) without any approvals or votes needed. On the state budget form, those funds are shown in the Receipts section as Convention Assessments and Registration Fees. In the Disbursements section is a line for the state Convention Fund. The total

numbers for Convention Assessments and Registration Fees must be equivalent to the number listed in the Disbursement line.

In January of the convention year, the hostess chapters must submit a convention budget to the state executive board. Once approved, those funds will be transferred to the hostess chapters convention account for payment of all convention expenses approved by the convention committee chair. The convention committee treasurer will write the checks and keep a detailed list of expenses to submit to the executive board after the convention. The executive board will have final approval of hotel expenses.

### **Excess/Overages of Funds**

Any excess funds not spent on convention will be returned to the Convention Fund. Any overages occurred by the hostess chapters will be the responsibility of the hostess chapters. Any overages occurred by the state chapter will be paid from the general fund.

### ***Board Buddy Duties***

The purpose of the Board Buddy is to be a liaison between the state board and the local chapter to assist with policy and procedural questions and concerns. Each incoming board member is assigned a number of chapters that she will keep in touch with all during her five years on the board. This allows the officer and the chapters to form trusting relationships.

These guidelines are intended to be a list of ideas and suggestions regarding how to communicate with your buddy chapters and how often. Nothing on the list is mandatory; it's meant to be a starting point from which you decide how you want to communicate according to your own personal preferences, styles, and time. It would be ideal if each board member reached out to all her buddies at least once every two months.

- In June or July, introduce yourself to the local chapters via email or snail mail to explain your role as their Board Buddy. Share personal information with your buddy chapters to help form a bond and encourage contact if there are P.E.O. questions or concerns.
- As needed, meet face-to-face (virtually, via Zoom) to share important information and/or spark engagement.
- Keep track of your contacts with your chapters. Make sure that you've contacted all your chapters on a regular basis.
- Make sure your emails or virtual visits are enjoyable if possible so that the sisters in the chapter feel connected to you and the state board and are not afraid to approach us with a question.
- Send birthday greetings to your chapters on their anniversaries.
- Reach out via the Alabama Facebook group to recognize any post from one of your chapters.
- Check on your chapters in regard to their chapter health. Have there been any initiations? Perhaps send a quick email to new initiates.
- If you are asked a question to which you don't have the answer, always reach out to other board members.
- Sometimes you will be asked by the state president or other officer to share information with your buddy chapters. Please do so as soon as possible so that all chapters are notified at roughly the same time.

- Send greetings on major holidays to your buddy chapters, or just drop an note to chapters to say hello and remind them that you are available to answer any questions or help them with any chapter concerns.

For 2024-25, the officers are assigned the following board buddy chapters:

Elaine: C, G, N, Q, X, AC, AD, AM, AP

Cel: M, P, U, V, AE, AL AN, AO

Paige: E, H, O, W, AB, AF, AI, AJ

Nancy: A, B, D, F, K, R, T, AG

Chery: I, J, L, S, Y, Z, AA, AH, AK

### **III. Standing and Project Committee Guidelines Philanthropic, Membership, Nominations Committees and Historian**

The passing of Amendment 12 at the 2011 Alabama State Convention established a standing committee for each of the five P.E.O. International Philanthropies (P.E.O. Educational Loan Fund, P.E.O. International Peace Scholarship, P.E.O. Program for Continuing Education, P.E.O. Scholar Award, and P.E.O. STAR Scholarship) and also designated the state officer adviser and defined the duties. Each committee shall consist of two members. The senior member shall serve as chair of the committee.

These duties and guidelines also include the Alabama Cottey College Scholarship and Recruitment Committee (ACCSRC) (3 members), the historian, the nominating committee, and the membership committee (4 members).

#### **The duties of the philanthropy committees shall be**

1. To provide philanthropy and membership guidance to the local chapters.
2. To prepare a display for convention of state chapter.
3. To provide a speaker for convention of state chapter.
4. To report annually to the convention of state chapter four bullet points (Written report must be submitted in Times New Roman Size 11):
  - a. Amount given by Alabama chapters to philanthropy.
  - b. Number of awards made to Alabama chapter recipients.
  - c. Total amount awarded to Alabama philanthropy recipients.
  - d. Number of chapters reporting annually to committee.
5. To introduce philanthropy speaker during state convention and write biography of speaker for state convention program.
6. To promote the philanthropies and membership statewide.
7. To participate in committee training session(s) offered by the executive board.
8. To sign the Conflict of Interest and Consent to Serve forms.
9. To attend convention if at all possible since the chair of the committee is a voting member of convention.

#### **Additional responsibilities of philanthropy committees:**

1. Set up a group email with all the local chairs' contact information. It is highly suggested that the first line of your email to chairs always be "*Please respond that you have received and read this email.*" **(The board adviser will provide email string.)**
2. Get acquainted with all materials pertaining to your specific philanthropy.
3. Update state information regarding recipients/awards/applications/annual reports on the website and with the local chapters. Send changes for website to committee adviser.
4. Submit a report to the adviser as requested for state board meetings. This usually constitutes three reports (always using Times New Roman, size 11):
  - i. One in the fall, usually in September or October
  - ii. One in the winter, usually in January or February
  - iii. One prior to state convention, usually in March or April
5. Serve as a resource for workshops if called upon by your state board adviser (local chapter workshops, state workshops, and convention).



6. Receive and review local chapter annual philanthropy reports at end of chapter year.
7. Remain at philanthropy display during convention as much as possible to assist visitors.
8. Secure and coordinate transportation for the speaker to the project event at convention.  
Please start this process several months in advance to ensure your philanthropy has a speaker present at convention.
9. Transfer materials of respective committee work to incoming chairs at state convention.  
Materials may also be given to local chapter delegate if incoming chair is not present.

#### **State Convention Expense Reimbursement:**

1. Alabama state chapter provides housing for one night (*1/2 of a double occupancy room*), meals, and travel for ELF, IPS, PCE, Scholar Award, STAR, ACCSRC, membership, and nomination chairs, and historian if the chairs are not otherwise members/delegates of convention. If chair is unable to attend, another member of the committee may attend as her proxy to present the report and provide assistance at the philanthropy display, and is entitled to the same reimbursement of costs. The proxy will not be considered a member of convention unless she is a chapter delegate or a PSP. Financial assistance is available if needed.
2. Convention display expenses are not to exceed \$50. All expenses should be submitted to the state board immediately following convention on the current state committee expense form with the appropriate receipts attached. The form can be found on the state website.
3. When possible, speakers are to be identified from the area near the site of convention so that overnight accommodations are not necessary. Travel expenses will be provided up to \$100 if arrangements cannot be made by local chapters. In addition, the speaker's meal will be paid for by the Alabama state chapter. Any additional expenses must be approved by the Alabama state board prior to convention.
4. The Alabama state chapter will reimburse the chair's meals and speaker's luncheon meal, but NOT the speaker's guest(s)' meals. The chair must make her meal reservations, her speaker's meal reservation AND her speaker's guest(s)' meal reservation(s) with the convention by completing an online meal reservation form for EACH person.
5. It is recommended that the local chapter that sponsored this philanthropy speaker consider paying for the cost of the luncheon meal for the speaker's guest(s) if they wish to attend the luncheon.

### **Amendments and Recommendations Committee Guidelines**

Article VI, Section 1, of the bylaws of the Alabama state chapter of the P.E.O. Sisterhood establishes a standing committee for Amendments and Recommendations and also defines the duties of the committee. The Amendments and Recommendations Committee shall consist of three members, each of whom shall serve three years. One member shall be a past president of the Alabama state chapter. One member shall be appointed each year by the incoming president with approval of the executive board. The senior member in years of service to the committee shall be chair. In case of the appointment of an entirely new committee, the president shall designate the chair, second, and third members.

**The duties of the committee shall be**

1. To consider all amendments, recommendations, and resolutions to come before convention of the state chapter; to put such proposals into correct parliamentary form, and to present same to convention.
2. To send a copy of the proposed amendments, recommendations, and resolutions at least thirty days before convention of the state chapter to the following: local chapters, members of the executive board, members of all standing committees, and past presidents of state chapter.

**Additional responsibilities are**

1. To communicate regularly with the executive board.
2. To hold committee meetings at least once a quarter via phone or video conference.
3. To submit quarterly reports to the executive board.
4. To work with International S&R representative after the January 20<sup>th</sup> submission of bylaw change proposals.

**State Convention Expense Reimbursement:**

1. Housing (1/2 of a double occupancy room) for one night, meals, and travel for the chair of the A&R committee. If the chair is unable to attend, a member of the committee may assume the duties with expenses paid.

## **Finance Committee Guidelines**

Article VI, Section 2 of the bylaws of the Alabama state chapter of the P.E.O. Sisterhood establishes a standing committee for Finance and also defines the duties of the committee. The committee shall consist of three members, each of whom shall serve three years. One member shall be a past president of the Alabama state chapter. One member shall be appointed each year by the incoming president with approval of the executive board. The senior member in years of service shall be chair. In case of the appointment of an entirely new committee, the president shall designate the chair, second, and third members. The vice president and treasurer of the state chapter shall be *ex-officio* members, without vote, of this committee.

**The duties of this committee shall be**

1. To become familiar with the finances of the state chapter and to consult and advise on financial matters with the executive board.
2. To prepare with the executive board a budget for the state chapter for the ensuing year and to present this budget for consideration at convention of the state chapter. A copy of this budget shall be placed in the kits of members of convention.
3. To recommend any necessary transfer of funds.

**Additional responsibilities are**

1. To communicate regularly with the executive board.

2. To hold committee meetings at least once a quarter via phone or video conference.
3. To submit quarterly reports to the executive board.

**State Convention Expense Reimbursement:**

1. Housing (*1/2 of a double occupancy room*) for one night, meals, and travel for the chair of the Finance committee. If the chair is unable to attend, a member of the committee may assume the duties with expenses paid.



### Alabama Cottey College Scholarship Guidelines

The purpose of the Alabama Cottey Scholarship is to award scholarships to Alabama women attending Cottey College. Scholarships are awarded annually in amounts up to \$4,000 per student, for the initial academic year, so long as adequate funds are available. Returning student scholarships are awarded annually in amounts up to \$2000 per student, for the academic year, so long as adequate funds are available. All scholarship funds are paid directly to Cottey College. Scholarships may be awarded to multiple women.

#### **Eligibility Requirements:**

A woman is eligible to be recommended for the Alabama Cottey College Scholarship provided she:

- Is a legal resident of Alabama
- Has been **accepted to attend Cottey College no later than February 15**, the application deadline
- The applications of individuals who satisfy these eligibility criteria will be evaluated on a nondiscriminatory basis without consideration of race, age, national origin, religious affiliation, disability or P.E.O. connection

A student related to anyone on the ACCSRC will not be eligible.

#### **Application Process:**

##### **First-time applicant:**

Submits a completed application packet to the chair of the Alabama Cottey Scholarship and Recruitment Committee **no later than February 15**

- **Application:** Completed AL State Cottey application form
- **Transcript:** An official or unofficial transcript of your high school grades through first semester of the year of application. An unofficial transcript will be verified through the school.
- **Narrative:** A 1-2 page person narrative which includes a short biographical sketch, special interests and hobbies, why you wish to attend a women's college and why you selected Cottey and your career goals, if known.
- **Recommendations:** Three letters of recommendation. They may be from a high school guidance counselor, teacher, adult friend of the family, previous or current employer, or member (or chapter) of the P.E.O. Sisterhood. The letters of recommendation are **to be sent directly to the ACCSRC Chair by February 15 by email: [Alabama.PEO.CotteyChair@gmail.com](mailto:Alabama.PEO.CotteyChair@gmail.com)**

**Returning applicant**

1. Submits a completed application packet **via email** to the Alabama Cottey Scholarship and Recruitment Committee **no later than February 15**
2. Application packet submitted as a single pdf file in the following order:
  - **Application:** Completed Returning Student application
  - **Narrative:** 1-2 page personal narrative reflecting on Cottey experience, including your activities, clubs, sports, etc., what impressed you the most about the College, what you would tell other young women who might be interested in Cottey and what your career goals are at this time.
  - **Transcript:** An official or unofficial Cottey transcript. Committee will verify unofficial transcripts with Cottey.

**Scholarship Recipients:**

- Notification of awards will be made by March 1
- Recipients notify the ACRSC chair of acceptance no later than March 10. This can be done via email.
- Scholarship funds will be sent directly to Cottey College. The funds will be disbursed equally according to the school's term system upon proof of full-time enrollment each term. Funds will be forfeited if enrollment does not occur.
- Funds may be applied to studies overseas provided that study is a condition of the recipient's degree plan and that payment continues to be made directly to Cottey College.



**Alabama Cottey College Initial Scholarship Application**  
**Up to \$4000 per student may be awarded, if adequate funds are available**

Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Father's Address: \_\_\_\_\_  
(if different from above)

Mother's Name: \_\_\_\_\_

Mother's Address: \_\_\_\_\_  
(if different from above)

Name and address of high school applicant is attending: \_\_\_\_\_

\_\_\_\_\_

Year applicant expects to graduate: \_\_\_\_\_ Number in class \_\_\_\_\_

Class rank (if available) \_\_\_\_\_ of \_\_\_\_\_

List honors you have received. List both school and community activities you have been involved in during your high school years. *Space provided on second page of application.*

Date of acceptance to Cottey College: \_\_\_\_\_

Are you willing to have Cottey furnish the Alabama Cottey College Scholarship and Recruitment Committee (ACCSRC) with a transcript of your grades while at Cottey? \_\_\_\_

Applicant's Signature: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

Email your application packet as a single pdf file, in the following order, **no later than Feb. 15:**

- **Application Form:** Completed Alabama Cottey College Scholarship application form
- **Transcript:** Transcript of your HS grades through 1st semester, senior year. An unofficial transcript will be verified through the school.

- **Narrative:** A 1-2 page personal narrative with a short biographical sketch, special interests and hobbies, why you wish to attend a women's college, why you selected Cottey, and your career goals, if known.  
**Email to:** Judy Weaver, Chair  
Alabama Cottey College Scholarship & Recruitment  
Committee  
[Alabama.PEO.CotteyChair@gmail.com](mailto:Alabama.PEO.CotteyChair@gmail.com)
- **Recommendations:** Three letters of recommendation: from a HS guidance counselor, teacher, adult friend of the family, previous or current employer, or member (or chapter) of the P.E.O. Sisterhood. Each letter of recommendation should be emailed directly by February 15 to [Alabama.PEO.CotteyChair@gmail.com](mailto:Alabama.PEO.CotteyChair@gmail.com).

**All items should be received by February 15 to be eligible for an Alabama Cottey College Scholarship and P.E.O. Foundation Scholarships.**

\_\_\_\_ (Please check if yes) I would also like to be considered for additional Cottey scholarships which are offered through the P.E.O. Foundation.

School and Community Activities:

Honors Received:



**Alabama Cottey College Scholarship Application for RETURNING STUDENTS**  
**Up to \$2000 per student may be awarded, if adequate funds are available**

Applicant Name:\_\_\_\_\_ Date:\_\_\_\_\_

Applicant's Permanent Address:\_\_\_\_\_

Email address:\_\_\_\_\_

Phone Number:\_\_\_\_\_ Date of Birth:\_\_\_\_\_

Academic standing: Sophomore Junior Senior

Current resident hall:\_\_\_\_\_

Residence hall for next year:\_\_\_\_\_

Cottey G.P.A. to date:\_\_\_\_\_ Credit hours completed to date:\_\_\_\_\_

Are you willing to have Cottey furnish the-Alabama Cottey College Scholarship and Recruitment Committee (ACCSRC) with a transcript of your grades while at Cottey?\_\_\_\_\_

Applicant's Signature:\_\_\_\_\_

Parent or Guardian's Signature:\_\_\_\_\_

Email application packet as a single pdf file, in the following order, **no later than Feb. 15:**

- **Application form:** Completed Returning Cottey College Student Scholarship application form
- **Narrative:** 1-2 page personal narrative reflecting on Cottey experience, activities, clubs, sports, etc.; what impressed you most about Cottey; what you would tell other young women who might be interested in Cottey, and your career goals at this time.
- **Transcript:** An official or unofficial Cottey transcript. Committee will verify unofficial transcripts with Cottey.

**Email to:** Judy Weaver, Chair  
Alabama Cottey College Scholarship & Recruitment  
Committee  
[Alabama.PEO.CotteyChair@gmail.com](mailto:Alabama.PEO.CotteyChair@gmail.com)

\_\_\_\_ (Please check if yes) I would also like to be considered for additional Cottey scholarships which are offered through the P.E.O. Foundation.

**All items should be returned by February 15 to be eligible for an Alabama Cottey College Scholarship and P.E.O. Foundation Scholarships.**



## **Alabama Cottey Scholarship Fund Guidelines for Transportation Grants**

It is not the Alabama Cottey College Scholarship and Recruitment Committee's (ACCSRC) responsibility to evaluate the qualifications of a possible Cottey Student, but rather to discern whether a student is seriously considering enrolling at Cottey College; thus funds will be disbursed as a reimbursement for a Cottey recruitment visit. Not every student who visits Cottey enrolls or even applies, but attendance at an officially sponsored and/or sanctioned Cottey recruitment event will be considered serious interest and therefore eligible for transportation reimbursement.

No more than 10% of the unencumbered balance in the Alabama Cottey Scholarship Fund may be used in one year. Fund balances are available as of each year's annual state convention and consultation with the state president and treasurer in order to ascertain exact amounts is recommended.

Amount of grant awarded will be determined by the ACCSRC and approved by the executive board of Alabama State Chapter.

A transportation grant will be awarded for one visit only.

Applications must be received within one month before or after the visit and must be accompanied by appropriate receipts for the actual travel expenses. The student will be immediately notified of receipt of application materials. Approved grants will be paid upon return from visit and verification of attendance by the Cottey Admissions Office.

It is the sponsoring chapter's responsibility to advise the ACCSRC before the applicant makes a visit to Cottey. Transportation expenses cannot be reimbursed without the committee's approval prior to the student's visit.

The ACCSRC Chair will handle the application process.

**Alabama Cottey Scholarship Fund  
Transportation Assistance Application**

Please complete the following application for travel reimbursement and mail to the Alabama Cottey College Scholarship and Recruitment Committee (ACCSRC) Chair

**Application MUST be received no later than a month after the visit.**

ACCSRC Chair:

**Judy Weaver**

6910 Providence Estates Court  
Mobile, AL 36695  
Alabama.PEO.CotteyChair@gmail.com  
251-454-9924

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_ e-mail address \_\_\_\_\_

High School \_\_\_\_\_

Year in school \_\_\_\_\_

Name of Parent/Guardian(s) \_\_\_\_\_

Address \_\_\_\_\_

Date of visit to Cottey College \_\_\_\_\_

Transportation cost \_\_\_\_\_

(Please attach copy of airfare receipt, bus ticket, or mileage total.)

How did you become interested in Cottey College?

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Verification of visit with Admissions Office \_\_\_\_\_

Amount Awarded \_\_\_\_\_

Date of Award \_\_\_\_\_

Approved by ACCSRC Committee \_\_\_\_\_ Date \_\_\_\_\_

Approved by Alabama State Chapter Executive Board \_\_\_\_\_ Date \_\_\_\_\_