
ALABAMA SPOT REMINDER

PREFACE

This booklet is designed to make easier your job as an officer of your P.E.O. local chapter. A calendar is included to help you plan your year, and helpful tips for officers are included. The forms contained herein can be found on the Alabama and/or international website.

This SPOT Reminder summarizes only the highlights of most of the officer duties and is not meant to be all-inclusive. For more detailed information pertaining to each of the offices, consult your **INSTRUCTIONS TO OFFICERS OF LOCAL CHAPTERS (IOLC)**.

Be sure to print out new instructions each year for the president's box and make copies for each officer.

Enjoy using this SPOT Reminder.

CONTENTS

Preface	1
President	3
Instructions For President	3
Chapter Meeting Guide	4
Additional Information	7
Suggested Committee Responsibilities	10
Forms	13
Yearbook Check Sheet	14
In Case Of An Accident	19
Claims Reporting Statement	19
President's Calendar	20
March	20
April/May	21
May	22
June	22
June/July/August/September	22
October	23
November	23
December	23
January	23
February	24
Treasurer	25
Instructions For Treasurer	25
Treasurer Calendar	25
Every Month	25
March	26
April-December	26
January	27
February	27
Instructions For Corresponding Secretary	28
Recording Secretary	31
Instructions For Recording Secretary	31
Balloting	33
Chaplain	33
Guard	34

PRESIDENT

INSTRUCTIONS FOR PRESIDENT

This **SPOT Reminder** should be your close companion. It references the duties of both the outgoing president and the incoming president. Try to follow the calendar as closely as possible so that you can accomplish your duties in a timely, effective manner.

Let other officers see the President's Book. This is a good way to make it seem familiar so that when one is asked to consider being nominated for president, she will feel knowledgeable about what is involved. The president's book contains no secrets! In fact, consider explaining or sharing the president's book as one of your programs.

Request an officer find her own *pro tem* or substitute if she must be absent. The *pro tem* should be supplied with the forms she will need, and all reports should be completed for her if possible. The officer should report the name of the *pro tem* to the president. **Consider having "buddy" or assistant officers who serve as *pro tem* officers.**

The president should never be surprised. Ask that all members inform you before the meeting begins of any special business they intend to introduce, such as the presentation of a name for membership, a committee report, or an item of new business that may require chapter discussion.

Members should wait to be recognized by the president and should address the chair as "Madame President." Sisters should speak to the president, not to each other. Speaking out of order, or not rising when recognized, wastes valuable time.

Encourage all philanthropy and committee chairs to report at each meeting.

***THE P.E.O. RECORD* is an excellent source of information.**

The Alabama State President's newsletter, which conveys pertinent information from the state board, is sent electronically and posted on the website. Chapter presidents and corresponding secretaries receive the monthly newsletter and should read the indicated portions at the following chapter meeting as well as forward the newsletter to all chapter members via email. They should also communicate to members that the letter is posted on the Alabama website. The president is to keep the newsletters in the president's box for one year.

CHAPTER MEETING GUIDE

To conduct an effective, efficient meeting, you should refer to the procedure in the president's book. Place sticky notes in the book to remind you of specific items or procedures. Do not write on the pages of the president's book or use paper clips.

POINTERS ON THE BUSINESS MEETING:

Please be conscientious of the flow of and time spent during the meeting. A common concern among chapters is the length of the business meetings. Try to streamline as much as possible and keep the pace moving quickly. A *Twenty-Minute Meeting* video is available on the international website for your review.

1. Call to order

The guard may make a visual verification of membership before the meeting.

2. Opening Ode and the Objects & Aims

You may sing or recite the Opening Ode or "Blest Be the Tie That Binds," followed by the Objects & Aims.

3. Devotions

The chaplain stands during the devotion. If the chapter chooses to recite the Lord's Prayer, she should use the King James Version of the Lord's Prayer, "— in heaven---in earth---debts---debtors") provided by International in the Chaplains List of Supplies. Per the IOLC, devotions are limited to a reading from the Bible or other inspirational text which is acceptable to the chapter. Any version of the Bible with an Old and New Testament may be used. Any explanation of the scripture choice or devotions may be given under For the Good of the Chapter.

4. Reading of Minutes

Minutes of regular meetings and/or special meetings are read at this time. The president asks for corrections and/or additions. You may be seated during the reading. If the chapter's bylaws allow for the sending of draft minutes of regular or special meetings by email or postal service to all members after review by the president, the minutes are not read at the meeting.

5. Initiation

With the chapter's consent, the ceremony may be "self-prompted" from the official initiation booklets. If the chapter chooses to self-prompt, then all must hold the booklet, even if one or more know their parts by heart. The presenters should practice holding the booklet and ribbons, speaking to the candidate, and making eye contact with her. When the ceremony is memorized and an elected or proxy officer is unable to be present due to an emergency, the president shall appoint a member to stand in her place. When a proxy is appointed in this manner, the prompter reads the part from the booklet. The chapter may have an initiation team as the initiating officers for the ceremony, and members from other chapters may be invited by the president to participate as officers in the ceremony. During the Ceremony of Initiation, all officers or team members must wear either all white attire with white shoes **OR** solid white top with black skirts and/or black slacks and black shoes.

Each chapter has only one set of initiation booklets. If the booklets become unusable, contact the state organizer for new booklets.

Parts of initiation may **not** be copied in **any way**, including via any type of recording. If two or more candidates are initiated at the same time, the president (or the speaker of that part) should ask each question once and then wait for a response from each candidate. The Ceremony of Initiation may be conferred upon up to three candidates at one time. If more than three are to be initiated, the table does not have to be totally reset for the second initiation: it needs only to be straightened, and the ribbons refolded.

If a cloth is used on the table, it must be all white and in place at the opening of the meeting. It may be removed by the guard after the ceremony.

Presetting the Initiation table is not allowed.

The treasurer should have a membership card and a current copy of the Constitution to present to the initiate during Suggestions for the Good of the Chapter. If your chapter chooses to present a gift to a new member, “Now You are a P.E.O.” or the New Member Gift is available for purchase on the international website. These gifts are presented at Suggestions for the Good of the Chapter.

A bill for the emblem(s) should be submitted when the president calls for bills to be presented.

6. Report of Treasurer

The treasurer should mark a member present if she arrives *any time during the meeting*. Her presence is not counted if she does not attend the meeting. The monthly financial report is given only at the first meeting of each month.

7. Report of Corresponding Secretary

The monthly report of correspondence is given only at the first meeting each month. All correspondence is read at this point in the meeting. Transfers and reinstatements are to be read last, followed by the president’s statement of acceptance (unless there is a request for a charter list, which is always read last). Correspondence requiring action is given to the president.

The corresponding secretary needs to read only one piece of correspondence if multiple items with the same content are received. (Example: acknowledgement letters for contributions)

8. Chapter Business

Reports of Committees

The President should know before the meeting if there is a report. If there is no report to be given, she does not call on that committee chair.

Courtesy or Telephone: Allow only brief reports, especially on infirmed members. Reports should not be repeated during Suggestions for the Good of the Chapter.

Philanthropies: International strongly recommends that philanthropic reports be given at each business meeting. One- to two-minute reports keep the chapter informed.

Program/Yearbook: Any changes in programs should be reported to the president before the meeting. If a gift is given to an outside speaker, be sure the chapter has a policy regarding how much will be given and who will purchase the gift (if appropriate) and present it.

Nominating: This committee should start working early in the year. Before January, they should see who might be willing to take an office. It is a good idea to appoint your nominating committee when all other committees are appointed at the beginning of the year.

Unfinished Business: This is the time to transact unfinished business from previous meeting(s).

New Business: This part of the meeting should deal with items of business contained in correspondence or the votes for Invitation to Transfer. It is permissible to have the Convention of Alabama State Chapter report here.

9. Presentation of Names for Membership

The president must introduce this item of business at each meeting. Guests, except the organizer, should be asked to leave the room during membership business of the chapter.

10. Sign Sponsoring for Membership form

When the president says, "Are there others who will sponsor (name)?" members should immediately step forward voluntarily to sign the form. The form requires three signatures.

11. Proposals for Membership

The president reads the name(s) of the candidate(s) and announces when the balloting will take place. Then she should ask, "Would one of the members who sponsored ____ please tell us more about her?"

12. Balloting

This is not a time to visit with sisters; the meeting is still in progress. The balloting should be conducted silently and seriously.

13. Election

As the president, you will conduct your election according to your bylaws. Remind the recording secretary to have available the appropriate instructions from the Constitution and chapter bylaws.

14. Installation

Installation takes place at the first meeting in March. If an elected officer is not present to be installed at this meeting, at the next meeting she should be appointed as the *pro tem* officer for that meeting and installed under item #15 in the president's book. Appendix #13 gives the directions for this process.

15. Remarks by Visitors

At the end of the meeting, you will ask each guest if she wishes to make remarks. At a meeting with

the organizer or her proxy, the organizer may speak at various times during the meeting, and her primary address comes under this item of business, or after the close of the meeting if the organizer prefers. If done in this manner, the president makes this announcement to be recorded in the minutes.

16. Suggestions for the Good of the Chapter

The membership card, a current copy of the Constitution, or the official new member gift can be presented to each new member at this time. Short expressions of thanks from members for special situations may also be given at this time. **Items of personal content (medical, prayer, requests, etc.) should not be included in the minutes.**

NOTE: Wait until after the close of the meeting if you have a "brag box" and require a minimum donation for a member who wants to share about a child, grandchild, etc. Keep such expressions brief.

17. Closing

The president taps gavel - all stand with heads bowed.

18. Adjournment

The president should pause after giving the closing so that all heads may be raised for the adjournment.

ADDITIONAL INFORMATION

- 1. Resources.** Almost everything in P.E.O. is written somewhere. When you have a question, research using the Constitution, the Proceedings from Alabama State Convention (which includes the Bylaws and Standing Rules of Alabama State Chapter), Proceedings from the Convention of International Chapter, the Instructions to Officers of Local Chapters (IOLC), the president's book, and/or the state and international websites. If you cannot find the answer, contact your Board Buddy or the current president of Alabama State Chapter, and either one will assist you.
- 2. Counsel for Membership.** The president appoints a committee for counseling with an initiate. The committee may be a standing or *ad hoc* committee. Use the booklet "P.E.O. Counsel for Membership Booklet." This is your best resource in handling membership from the pre-acceptance counseling to the reinstatement of inactive members. Effective pre-acceptance and post-initiation counseling for new members and transfers helps avoid non-participation. Emphasize the positive aspects and the educational activities. Be clear about responsibilities, attendance, and participation. **Make sure that the sister who sponsored the candidate is on the counseling committee.**
- 3. Standing Rules.** Ensure that you have a standing rule stating that guests may be excused during items of special business, such as balloting and sponsoring. Cell phone use should be limited to necessary communication.
- 4. Forms.** All the chapter officers' forms are available on the International and Alabama websites.

5. P.E.O. Memorial Service. You may use this service during a funeral of a sister who has entered Chapter Eternal or in a chapter meeting following her death. The president should announce after the first gavel that the memorial service will be given for the deceased sister. The members come forward and read the service with reverence. When the service is finished, the president gives the second tap for all to stand.

This service may also be performed at a funeral. The officers can form a semi-circle at the front of the room. As each speaks, she steps forward one step. Using a microphone is beneficial. This service is available on the international website.

6. Items Unique to the Office of President

a. File of Presidents' Letters.

Keep a file in the president's box. They are a history of the chapter.

b. Inactive Members.

A person becomes inactive on March 1 of the year when her dues are not paid, even if she stopped participating earlier in the year.

When a member chooses to go inactive, it is the **president's responsibility** to call on her. Talk with her about the benefits of staying active. A personal call is better, or a personal letter if she lives away. Be diplomatic. Handle with love. She remains a P.E.O. sister forever, active or inactive. She may also retain her emblem.

Be sure she understands that she may be reinstated at any time in the future by writing a letter notifying her chapter and including the reinstatement fee. If she wishes to reinstate and transfer to a new chapter, the new chapter will vote to accept her and send an invitation to transfer. She will respond with an acceptance letter as well as the reinstatement fee to the new chapter. The P.E.O. Membership Department will notify the member's former chapter of her transfer. (Refer to the IOLC, Corresponding Secretary Section) **Remember, there is no way to resign from P.E.O.**

c. Annual Reports.

The president keeps a file for the annual reports of the treasurer for six years per the IOLC. As the new one is inserted, discard the oldest one. The corresponding secretary is responsible for reviewing and updating the membership roster online between January 1 and February 24. Her annual report duties are complete once she notifies the president that updates have been made, and the records are accurate. After the treasurer completes her portion of the annual report, the president will verify that the corresponding secretary has reviewed and made any necessary corrections to the membership roster online. The chapter should receive a copy of the report with the approval of International.

d. Tax ID Number.

The chapter tax I.D. number should be kept with the president's supplies. This number is used only to identify the chapter. It is **not a tax-exempt number**. State and local chapters are all 501 (c) (4), which is exempt from income tax. We pay sales tax. When you host a state convention, you use the state chapter tax I.D. number for the state convention account (provided by International).

e. P.E.O. Chapter Eternal Preferences.

If used, a copy should be kept in the president's file. This is especially important for members whose families are not nearby and who may not be knowledgeable about P.E.O. Annual updating is suggested. The P.E.O. Chapter Eternal Preferences form is available on the international website.

f. Policy on Dues.

Local chapters may adopt a bylaw to have in place should a sensitive financial situation arise with any member who is no longer able to pay dues. This process may be kept confidential between the treasurer and the member or her representative.

g. International Website.

The Constitution, the Directory of Presidents, and the Counsel for Membership are only a few of the resources online. A Constitution is included in the New Member Packet sold on the international website.

h. State Website.

Much of the information regarding the state is available online. Convention proceedings and the SPOT Reminder can be found there as well as year-end reporting forms for all philanthropies. Chapters may also submit chapter news and may advertise products for sale on this site. There are links to many fundraising activities and programs.

SUGGESTED COMMITTEE RESPONSIBILITIES

If the committee chair is unable to be present, she should ask a committee member to give a report. Below is a list of the most common committees and their duties. Remember that your chapter should have only the committees that benefit your chapter.

Budget & Auditing: Prepares the annual budget (suggested, not required) and distributes typed copies to each member, according to instructions. It is also responsible for auditing the chapter books. The chapter fiscal year is March 1 to February 28/29. The books are audited **after** the last day in February and **before** the first meeting in March, if feasible. It is not necessary for the chapter treasurer to receive her release from the state treasurer for the audit committee to perform the audit.

Bylaws: Serves as a resource for chapter bylaws, standing rules, and current policies. It also proposes changes when necessary.

Counseling: Provides pre-acceptance counseling to prospective members and post-initiation counseling for new members. The president is included in the counseling committee, and the member who vouched for the candidate is encouraged to be part of the counseling team.

Courtesy: Sends appropriate cards, flowers, and gifts to members. It also notifies members of other members' illnesses, emergencies, etc., organizes food to be sent to members when appropriate, sends appropriate cards to nonresident members, students attending Cottey, and scholarship/loan recipients.

Cottey College: Gives reports of Cottey news and activities. The committee should also make sure prospective students are given Alabama Cottey Scholarship Fund information. This committee should refer interested students to **the State Cottey Committee**.

Historian: This sister takes pictures of annual officers, speakers, and chapter activities that might be of historical interest and sends relevant clippings and pictures to the Alabama State Historian, Alabama Facebook page, and/or the Alabama technology committee at altechpeo@gmail.com.

Membership: Focuses on the overall health of the chapter, sets goals for each year, and devises ways to involve non-participating members. There are numerous resources available in the Membership Toolbox on the International website. This committee should look for information from **the State Membership Committee**.

Newsletter: Provides a monthly newsletter with news and updates to all members by email. If a chapter opts to not send draft minutes to members via email or postal service in their by-laws, the chapter newsletter can summarize chapter activities for members helping absent members stay in touch with chapter events and reminding all members of upcoming activities.)

Nominating: Prepares a slate of officers, convention delegates, and alternate delegates for nomination by or at the first meeting in March. They should begin work early. A nominating committee may be appointed at the same time other committees are appointed so that the committee may talk with members in the fall to determine interest.

Philanthropies: At chapter meetings, a representative from each of the philanthropies should make reports about each of our P.E.O. philanthropies. The reports should be kept to one or two minutes at every meeting to maintain interest. Usually, a chapter names a separate committee for each philanthropy. *The P.E.O. Record* is a great source for short reports on each project that we support.

Parliamentarian: This sister serves as an authority regarding parliamentary procedure.

Program: Plans chapter programs. They should call the person who is to give the program in ample time before the date of the program, ascertain any specific requirements of the speaker, and introduce and thank the program speaker at the meeting. In accordance with the chapter bylaws, they should purchase a small gift for an outside speaker when appropriate or announce a donation to a P.E.O. philanthropy when appropriate. They will submit bills to the treasurer. Finally, this committee may arrange meeting places and hostesses and report upcoming assignments during meetings.

Reciprocity: Plans with other chapters the reciprocity activities and contacts unaffiliates to include them in the activities.

P.E.O. RECORD Reader: Points out articles of interest for sisters to read.

Social: Plans and carries out chapter social functions. These sisters should make any necessary arrangements for the organizer's visit, including her lodging, meals, and the meal for the meeting with the local chapter officers.

Technology: Distributes chapter newsletter and serves as the contact between the chapter president and state officers if the chapter president does not have email. This committee should also be aware of the information available on the state and international websites and assist other committees with technology needs.

Telephone: Contacts chapter members regarding meeting dates and locations. Other contacts may be made as deemed necessary by the chapter regarding specific activities or any other information deemed necessary by the president.

Ways and Means: Presents possibilities for fundraising projects and sees that plans are carried out. If chapter meetings are involved, arrange dates before the yearbook is published.

Yearbook: Follows the yearbook checklist provided in the Spot Reminder and on the Alabama website. May arrange meeting places and hostesses. These sisters plan and have the yearbook printed and distribute the yearbook to chapter members. Yearbooks may be submitted to the State chapter in one of two ways:

1. Send electronically to each member on the state board
2. Send printed copies to each member on the state board

You are encouraged to bring a paper copy to Alabama State convention for display.

Alabama State Convention Suggested Delegate Report Outline

Use the following topics and resources to develop your convention report.

- ★ The Convention Program
- ★ Workshops and POI, and handouts, if applicable
- ★ Results of voting on proposed amendments, where applicable
- ★ Project Presentations/Speakers
- ★ Other Displays/Special Awards

Utilize information from convention:

- ★ Attendance numbers – Delegates and Visitors
- ★ Election of State Board
- ★ Remarks by Representative of International Chapter
- ★ Appointments to state committees

Share pertinent information from your attendance at:

- ★ **Workshops**
- ★ **Period of Instruction**
- ★ **Project Reports, Project Speakers and Project Displays**
 - ★ Cottey College; ELF, PCE, PSA, IPS, STAR
 - ★ Alabama Cottey College Scholarship and Recruitment (ACCSRC)
 - ★ Alabama P.E.O. Historian display
 - ★ Other convention displays

Describe the highlights of:

- ★ Celebration of Life
- ★ Family and Friends Banquet
- ★ Closing Remarks by President
- ★ Acceptance Speech by incoming President, her theme, and Star Challenges
- ★ Invitation to the next Convention of Alabama State Chapter

The report should be presented to the chapter at the next meeting after the convention, if possible. Limit your report to 15 minutes and allow for questions. Include photos to provide the flavor of convention!

FORMS

Several of the forms in this section are specific to the Alabama State Chapter of P.E.O. and may also be found on the Alabama website.

YEARBOOK CHECK SHEET

DIRECTIONS: Yearbooks are due June 15th.

Send one copy of the yearbook (either printed or digital) to each State officer.

If you would like to have your yearbook displayed at the convention, please take a printed copy to the convention, and place it on the designated yearbook display table.

Cover or Title Page:

_____ P.E.O. Star Emblem _____ Chapter letters _____ Date of Chapter's Organization
 _____ Date of Yearbook _____ City and State _____ AL State Theme logo (*optional*)

Local Chapter Information:

_____ Day and hour of meeting: include provisions for exceptions
 _____ Circularization statement (from Policies, IOLC-most recent date- see below for text.)
 _____ Opening Ode, Objects and Aims
 _____ List of Chapter officers
 _____ List of ALL Members: include, address w/zip code, phone w/area code, email
 _____ Bylaws, Standing Rules, and Guidelines
 _____ List of committees: include first and last names

Meetings and Programs to include:

_____ Founders' Day observation
 _____ Election of officers by or at the first meeting in March
 _____ Installation of officers at the first meeting in March
 _____ Officers' Transition Meeting
 _____ Ceremony of Initiation or Exemplification of COI shall be conducted annually (March-March).
 _____ Date and place of convention of Alabama State Chapter
 _____ Date and place of convention of International Chapter (odd years)
 _____ Report of delegates to convention of Alabama State Chapter
 _____ Report of delegates to convention of International Chapter (odd years)

Alabama State Information:

_____ List of state officers: include address, phone, email, and philanthropy advisory assignments
 _____ List separately your chapter's Board Buddy with contact information.
 _____ Reciprocity Group Contact Person for your chapter's Reciprocity area only*
 _____ State Historian*
 _____ Chair of Membership Committee*
 _____ Chair of state ELF, IPS, PCE, PSA, STAR Scholarship Committees*
 _____ Chair of AL Cottey Scholarship & Recruitment Committee*

**Please include at a minimum: telephone number or email address for each*

The following statement shall be printed on the page immediately following the title page of each chapter yearbook:

Circularization Statement:

P.E.O. membership lists are to be used exclusively by P.E.O.s and are not to be used, even by P.E.O.s, for circularization, solicitation, or commercial purposes of any kind. IOLC 1/2024

(Date Completed) _____



P.E.O. Chapter Eternal Preferences

It is suggested that a copy of this document be kept by the P.E.O. member and by her chapter.

Name: _____ Signature: _____
 City: _____ State/Province/District: _____ Chapter: _____
 Phone: _____ Email: _____

A family or friend contact:

Name	Address	City	State/Province	Zip/Postal Code
Phone	Email			

The place where I keep my P.E.O. emblem is:

The place where I keep my officer supplies is:

If I am unable to administer paying my annual dues, I direct my financial representative to do so:

Name	Address	City	State/Province	Zip/Postal Code
------	---------	------	----------------	-----------------

Regarding my P.E.O. emblem (pin), I prefer: (select one)

- ☐ to be buried with my P.E.O. emblem (cremation is a form of burial)
☐ to have my family keep my P.E.O. emblem
☐ to have my emblem returned to my chapter president who will send it to the P.E.O. Executive Office

I prefer to have the following regarding the P.E.O. Memorial Service: (select the appropriate box(es))

- ☐ in my chapter ☐ King James version
☐ at a public service ☐ New Century version
☐ no thank you, I do not wish to have a P.E.O. Memorial Service ☐ Interfaith version

I prefer P.E.O. recognition to be placed on/at my gravesite with arrangements made for: (select one if desired)

- ☐ a freestanding P.E.O. grave marker ☐ an official P.E.O. emblem design on my headstone

I prefer any memorial(s) in my name be made to the following International and/or state/provincial/district P.E.O. project(s):

- ☐ Cottey College ☐ ELF ☐ IPS ☐ PCE ☐ PSA ☐ STAR
☐ Other (please designate): _____

Families and/or friends: Please contact the P.E.O. Executive Office at 515-255-3153 for information about establishing a memorial fund to one or more of the P.E.O. projects listed above.

Members:

- P.E.O. memorial services and the P.E.O. emblem logo may be viewed on the P.E.O. International member website, peointernational.org, and downloaded, if desired.
- Grave markers are available through the Fundraising Marketplace in The P.E.O. Record and on the P.E.O. International member website.

11/21

EMBLEM PRESENTATION

(optional use when a new member's own emblem is presented)

PRESIDENT OR TREASURER: (Name) , today we present you with this emblem, which has changed very little since our seven Founders adopted it. The star has been an integral part of P.E.O. identity from our Sisterhood's beginning in 1869. History tells us Founder Alice Coffin suggested the star and planned the design for our emblem. Radiating from the letters P.E.O., the star points remind us of those virtues by which P.E.O.s strive to live faith, love, purity, justice and truth.

A P.E.O. emblem is provided to each member of the Sisterhood, and we wear them proudly as long as we are active members of a chapter. You may trust and honor the women who wear this emblem for they are P.E.O.s. (Name) , we in Chapter (Letters) are so happy to have you as a sister. When you took our vows you became part of an unending circle of loving relationships. May your emblem always be a reminder of this love and abiding friendship, reflecting the character of a true P.E.O.

RECOGNITION PIN PRESENTATION

(optional use with recognition pins)

PRESIDENT: (Name) , we present this pin to you to celebrate (#) years of membership in the P.E.O. Sisterhood. In 1869 seven young women formed P.E.O. to honor their love and friendship.

These same principles are still the foundation of our organization. Today we honor and thank you for your commitment to abiding friendship and those virtues symbolized by our star. Congratulations,

 (Name) , upon reaching this significant anniversary in P.E.O. Your dedication is an example to all of us.

GAVEL GUARD PRESENTATION

(optional use with gavel guards)

PRESIDENT: (Name) , we present this gavel guard to you to celebrate your leadership in our

chapter. In 1869 seven young women formed P.E.O. to honor their love and friendship. These same principles are still the foundation of our organization. Today we honor and thank you for your commitment to abiding friendship and those virtues symbolized by our star.

Congratulations,

 (Name) , upon attaining this significant achievement in our chapter. Your dedication is an example to all of us.

P.E.O. GENERAL LIABILITY INSURANCE
An Explanation of the Coverage and How it Applies
(from LEAD 2023)

**For P.E.O. Meetings or Functions Held in a Member's Home
or at a Local Church, Community Hall or Private Facility**

When Do I Need to Request a Certificate of Liability Insurance?

A Certificate of Liability Insurance should only be requested when a venue requires P.E.O. to provide proof of liability insurance.

What Does This Coverage Protect?

This coverage protects P.E.O. (International Chapter, state and local chapters, members, officers and employees) from liability, i.e., bodily injury to a third party or damage to property belonging to a third party caused by negligence.

What Constitutes Negligence?

If, for instance, a member or guest slips and falls while attending a P.E.O. function, coverage only applies if there is negligence on the part of P.E.O., its member(s), employee, or officer, such as allowing a **known** hazard or unsafe condition to exist. For this reason, all incidents of injury to persons or damage to property should be reported, and a determination as to possible negligence will be made when necessary. Instructions and phone numbers for doing this are found on the Claims Reporting Statement, which is held by each state and local chapter president. In such circumstances, P.E.O., its member, employee, or officer is protected and would be defended against any resulting lawsuit.

Medical Expense Coverage

In addition to the liability portion of the coverage, the policy also provides a limited amount of "Medical Expense" coverage. This coverage can be used to pay the medical expenses of the injured party, but this coverage is available only to guests or members of the public and **does not apply to P.E.O. members.**

Assuming no negligence on the part of P.E.O. or its member, that person should look to his or her own medical insurance for reimbursement of medical expense.

Events Held in Members' Homes

Injuries that occur at P.E.O. events held in a member's home should be reported to the homeowner's insurance company. P.E.O.'s insurance company and the homeowner's insurance company will determine how coverage applies under the terms of their respective policies.

Events Held at Establishment Selling Liquor

If an event is held in an establishment that is in the business of selling liquor, it is the responsibility of the establishment to maintain Liquor Liability insurance. It is also up to the establishment to determine whom to serve, and more importantly, whom not to serve.

Under no circumstance may a P.E.O. chapter, reciprocity, or other group of chapters obtain a liquor license.

Auto Liability

Members driving their own cars to pick up and transport participants to a meeting or event must rely on their own automobile liability insurance for their protection.

For additional information regarding General Liability Insurance, refer to the international website under Resource Library / Local Chapter Officer Resources / Local Chapter Treasurer Forms

IN CASE OF AN ACCIDENT

CLAIMS REPORTING STATEMENT

To report any incident involving bodily injury or property damage arising out of a P.E.O. activity, including conventions, workshops, official visits, board meetings, reciprocity functions, chapter meetings and fundraisers, a state or local chapter officer should contact

**Alison L. Miner, J.D. at alison.miner@assuredpartners.com or
Kay Dilks at kay.dilks@assuredpartners.com
AssuredPartners, West Des Moines, Iowa
Toll-free number 1-800-747-5652**

In addition to a brief narrative of the circumstances, it is important to report the name, address, and telephone number of the injured party as well as that of any witness.

**If you have any problem reaching the insurance agency (AssuredPartners),
call the P.E.O. Executive Office (515) 255-3153, Extension 3701,
for the Executive Director, Kathy Soppe.**

PRESIDENT'S CALENDAR

MARCH

At or before the first meeting in March, by the outgoing president, and before installation of new officers, the following business shall be conducted:

1. An election of officers, delegates and alternates to state convention, delegate and alternate to International Convention (when eligible).
2. Remind outgoing treasurer of annual reports due **before** March 10th. These reports **must** agree with one another before the outgoing chapter president signs them.
3. Remind outgoing recording secretary to:
Copy annually the local chapter bylaws and standing rules in Recording Secretary's Record Book, recording amendments when they transpire, following instructions in front of the book.
Distribute **complete** copies of bylaws and standing rules (if amended) to:
 - a. Chapter president
 - b. Yearbook chairman (for inclusion in new yearbook)

Only if there are changes:

- c. Secretary of Alabama State Chapter by March 10th. If there are no changes, the secretary should inform the secretary of state chapter that no changes occurred.
4. See that the new budget (prepared after books are closed) is presented by the budget committee. While this is not a requirement, it is recommended that all chapters have an annual budget.
5. Remind outgoing philanthropy chairs to send annual reports to the appropriate state committee chair by March 10. Annual reports can be found on the state website at peoalabama.org under Local Chapters / Forms. Philanthropy chairs may send completed forms by email or USPS.
6. Installation of Officers – Second term officers are included.

After Installation – With incoming president presiding:

7. Immediately after installation of officers in March, remind the corresponding secretary to enter online the information for the Report of Election of Officers, Philanthropic Committee Chairs, Delegates to Convention and Nominees for Delegate to Convention of International Chapter (when eligible).
7. Get personal instructions on all materials pertaining to the office from the previous president and ensure that room and meal reservations are made IMMEDIATELY for the upcoming state convention.
8. Ensure that a joint meeting of all outgoing and incoming officers is scheduled and **held within one month after installation**, and all supplies and documents listed on the current List of Supplies for Officers of Local Chapters (from the international website) are passed on to new officers. At this meeting (as a minimum):
 - Evaluate Chapter Cascading Goals and policies. The International website has several tools to help you in setting meaningful, achievable and challenging goals.
 - Review tools of the office.
 - Discuss Counsel for Membership Booklet.
 - Advise that the convention proceedings for both state and International are located on the websites.

- Exchange information about duties and responsibilities.
 - Have the Treasurer order necessary supplies.
 - Read through the Ceremony of Initiation together.
 - Make sure philanthropic and membership chairs send in annual reports to the state committee chairs before March 10th and distribute philanthropic folders and materials to new chapter chairs.
9. Remind each officer or initiation team member to check out the Ceremony of Initiation for an exemplification two months before exemplification is scheduled if an initiation has not been performed during the year. This exemplification is for the new officers and gives them an opportunity to show their capabilities and be ready for the initiation of a new sister when the time arrives.
- 10. Verify that the President and Vice President know the Special Work. Remember that it includes the ENTIRE section, not just the secrets.**
11. Review all materials in the president's box with the vice president. Tell her where you will store your materials.
12. **Appoint committees by the first meeting in April.** Be certain the corresponding secretary records the committee chairs by May 1 on the International website so they can receive their materials from both the state and International. **Names must be entered every year even if the chair does not change.**
13. After the treasurer's book is audited, the Audit Committee gives a report at the first meeting following completion of audit. Chapter vote approves the report.
14. The Local Chapter Supply Order Form may be downloaded from the international website (under Resource Library – Local Chapter Officers - Treasurer - Local Chapter Supply Order Form). Supplies can also be ordered online using a personal credit card and submitted for reimbursement.
15. Make sure the appropriate chapter officers know the date and location for Chapter Workshops and make plans to attend **IF** Chapter Workshops have been scheduled.
16. Read "Release from Office" (the returned copy of the Annual reports) for treasurer and corresponding secretary at the first meeting after receiving the reports, and record in the minutes.

APRIL/MAY

Items to take to convention of Alabama State Chapter:

- Personal emblem.
- Copy of any proposed amendments to the bylaws sent to you by the State Amendments and Recommendations Committee.

MAY

1. Chapter report of Convention of State Chapter. A called meeting for the report is necessary if there is no meeting scheduled after the convention before summer vacation.
2. When Part II of the Proceedings of State Convention is completed by state chapter with bylaw changes, these changes are effective immediately. Make the changes in your bylaws and recopy amended bylaws for chapter officers.
3. The treasurer should order needed supplies for officers. Make sure all forms have a current date. The newest forms are on the international website.
4. Request chapter's authorization to allow payment of summer bills (for those chapters that do not meet during the summer).

JUNE

1. You have two options to submit your yearbook:
 - Send electronically to each member on the state board and print and send one copy to the Alabama State Chapter Secretary for display at state convention.
 - Send a total of 6 printed copies: one to each board member with two copies to the Alabama State Chapter Secretary, one to be displayed at state convention
2. The Reciprocity Committee should keep in contact with unaffiliates over the summer and invite them to any summer functions/social gatherings (for those chapters not meeting).
3. Let the vice president know your summer plans (for those chapters not meeting during the summer).
4. Remind members who are moving to change address by completing the Member Update (Formerly the Change in Membership) form on the international website.
5. The chapter corresponding secretary may also assist in updating addresses.
6. Remind officers to read the revised state bylaws and standing rules which will be posted on the peoalabama.org website after convention. A hard copy is optional for each officer.

JUNE/JULY/AUGUST/SEPTEMBER

1. Review committee appointments and make any necessary changes. Arrange for instruction and any needed supplies.
2. Review tools of the office. (See March)
3. Set Goals with philanthropy chairs.
 - a. Review philanthropic materials.
 - b. Recruit students.
 - c. Make college, high school and community contacts.
 - d. Plan fundraising.
 - e. Consider joint project efforts with neighboring chapters.
4. Consider a review of the president's box as a possible substitute program. Chapters should see Convention Proceedings and chapter history (scrapbooks, pictures or videos) during the year.
5. Prepare for the visit from the organizer of the state chapter, or her proxy, when appropriate.

OCTOBER

The Report of CIC (Convention of International Chapter) in odd numbered years can be found on the international website. Share with your chapter.

NOVEMBER

1. Any changes in the Constitution or Bylaws voted upon at the Convention of International Chapter (held in odd numbered years) shall become effective as soon as published in THE P.E.O. RECORD. Change chapter bylaws as needed.
2. Consider chapter contributions in addition to amounts budgeted for the philanthropies.
3. Consider suggested additions or changes to the bylaws of the state chapter that your chapter wishes to propose to the Amendments and Recommendations Committee by January 20.
4. Appoint Nominating Committee, or activate current committee, depending upon which method chapter uses.
5. Check with your members to see if anyone may be interested in serving on the Executive Board of the Alabama State Chapter or on a state committee. A letter and other information will be sent by October 1 of each year. This letter is to be read to the chapter, and if the chapter wishes to nominate someone, then the nominee's name and her information should be submitted to the state nominating chair/committee by January 15.

DECEMBER

1. The Treasurer notifies and may begin collecting dues from all active members.

JANUARY

1. Celebrate Founders' Day this month either in the chapter or through reciprocity.
2. Begin outlining the president's letter.
3. To ensure chapter philanthropy gifts are recorded in the proper year, have the treasurer send any gifts your chapter wants considered in this year's convention reporting by the end of January.
4. ELF Legacy Chapter, IPS Partners in Peace Chapter (along with the online form which should be included to the state treasurer), PSA Laureate Chapter, STAR Constellation Chapter, PCE Brighter Tomorrow Chapter, Cottey College Luminary contributions, and all project contributions must be received by the Alabama State Treasurer by January 31 in order to get them to the International Executive Office by the stated deadlines and for chapters to receive credit at the state convention in that year. Otherwise, recognition will be given the following year.

FEBRUARY

1. It is helpful for the outgoing president to train the incoming president before installation.
2. No transfers may be extended or accepted in February. You may initiate.
3. Treasurer collects dues.
4. Activate and meet with the Finance Committee to draw up a budget for the new year, (i.e., March 1 to February 28/29). Present at the first meeting in March and vote on this at the next meeting. A budget is recommended, not required.
5. Read President's letter under Item # 9, New Business, at the first or second meeting in February. Chapter votes approval. Send it to the president of the state chapter before March 1. You are encouraged to email copies to non-resident members and to resident members who are unable to attend regularly. File a copy of the letter and report in the president's box; keep for the life of the chapter. The Historian may also keep copy.
6. Remind officers and committee chairs that annual reports are due. The treasurer's annual report must be retained for six years. The chapter president may also receive forms and information from the president of state chapter. Ask your philanthropy chairs to download their annual forms from the Alabama website and return completed form by email or mail to the appropriate state philanthropy chair **no later than March 10**.
7. Arrange for auditing committee to audit treasurer's books after closing February 28/29th. See current Auditing Committee Instruction Sheet online.
8. Check corresponding secretary and treasurer's annual reports of March 1. Approve online after checking for accuracy and consistency. Call for the reading of the approved annual reports by the corresponding secretary and treasurer with the first monthly reports following receipt of the approved copies. **Remind the recording secretary that she is to send any changes in the chapter by-laws to the Alabama Chapter state secretary, and if there are no changes, notify her that there are no changes.**
9. Reports are due to state officers no later than March 10. Corresponding secretary should not hold up annual report filing until election of officers. Newly elected corresponding secretary and treasurer may not begin their work until the previous officers are released by the state chapter.
10. Submit Alabama Star Challenges achieved by your chapter to the Alabama state president via email or USPS no later than March 10. This information is included in the annual President's letter.

VICE PRESIDENT

1. The Vice President should be familiar with the duties of the president and perform her duties when necessary.
2. The Vice President should assist the president in any way necessary.

TREASURER

INSTRUCTIONS FOR TREASURER

Upon assuming your position as treasurer, you shall attend a joint meeting of all outgoing and incoming officers and receive current supplies and instruction documents pertaining to your job. This meeting is to be held within one month of installation. You are also to review the Ceremony of Initiation booklet and be ready to participate in an exemplification unless there has been an initiation during the year (March-March), or your chapter has an initiation team. As with all officers, the treasurer should have access to the President's Book for any reference she may need. You should become familiar with all procedures so that you may be of help to the president. As soon as possible you are to take the online training for chapter treasurers that is available on the P.E.O. International website. It is located under Local Chapter Online Training.

TREASURER CALENDAR

EVERY MONTH

1. Call roll and record attendance at every meeting.
2. Prepare Treasurer's Monthly Report using the Treasurer's Monthly Report to Chapter form (download from international website).
3. Deposit receipts in a timely manner. (When initiation fees are received, the check should be held until the candidate is initiated). New member emblems are not to be ordered until after the member is initiated.
4. Pay bills as approved by chapter vote.
5. Send philanthropic donations to state treasurer throughout the year. You may send donations once or on an ongoing basis. **Chapter donations are sent to the state treasurer with the current Transmittal Form, available on the state website.** Individual donations are sent directly to the P.E.O. Executive Office or to Cottey College and not through the chapter books. These donations may be made by the sister online with a credit card. There is also a form on the international and state websites to accompany an individual's check.
6. Balance checkbook after statement is received.
7. Order officer supplies as needed.

MARCH

Outgoing Treasurer

1. Close books on the last day of February. Make sure all dues checks have been deposited. Balance books.
2. Give books to the auditing committee so the auditing report can be prepared in March. (Audit committee guidelines are found on the international website.)
3. Meet with the president and corresponding secretary to verify that membership numbers agree. This is critical that both agree with membership numbers at the end of year, including recent inactive members.
4. The President then approves reports online.
5. Send completed and signed IRS Form with check for dues and assessments to state treasurer before March 10. Check to make sure D matches D!
6. When a letter of release (approved Annual Report) is received from the state treasurer, give one copy to the president, and retain one copy for treasurer files. Read the release report to chapter when received so that it is included in the minutes.
7. Prepare roll call sheets for the upcoming year. Names should appear as in corresponding secretary's enrollment book, although nicknames may be used when calling roll.
8. Fill in or print online new membership cards for all active members and mail to active non-resident members (if your chapter still issues membership cards).
9. New bank signature cards will need to be changed and signed, if applicable (when treasurer or president changes).
10. Transfer books to new treasurer. Be sure to go over procedures and explain forms and processes thoroughly.

Incoming Treasurer

1. Sign new signature cards with the bank. President should also sign.
2. Review Instructions to Officers of Local Chapter (IOLC) and treasurer training video (both found on the international website).
3. Become familiar with all forms and procedures for philanthropic donations.
4. Download forms for receipts/expenses from the international website. Review all forms and download any others as needed.
5. Begin numbering all receipts in March beginning with #1.
6. If it is a chapter custom, order gavel guard for president's pin. (Some chapters order the guard at the beginning of the president's term, others at the end of the president's term).

APRIL-DECEMBER

1. Prepare a budget using previous year's expenses as a guideline. (A budget is not required). If you have a budget, early budget preparation gives officers and committees a framework for expenses. Remember, a budget is a guideline for chapter income and expenses. All disbursements, i.e. bills or donations, even if on the budget, must be voted on at a regular meeting.
2. Philanthropy donations may be made any time after a chapter fundraiser is held, but donations must always be accompanied with the completed Transmittal Form.

3. Remind chapter members they may make personal donations at any time using the "Individual Donation Form" found on both the International and State websites. Members send these forms directly to the Executive Office or Cottey College depending on the individual's donation selection. Individuals may also use the Gift Giving page on the international website to make online donations using a credit card.
4. Use the Bed and Breakfast Ledger sheets from the international website if your chapter hosts a P.E.O. Bed & Breakfast.
5. Submit Bed and Breakfast Insurance as a bill to be paid and then send payment to International.
6. Begin sending any gifts your chapter wants considered in this year's convention reporting.

JANUARY

1. Notice of Dues may be distributed to members at the meeting and must be sent to ALL active members not in attendance. (It is a good idea to include a self-addressed envelope to make it easier for members to send in their checks).
2. The treasurer will accept dues from those who are ready to pay.
3. Have dues cards prepared for each member and give to sister when her dues are paid.
4. Send any additional gifts your chapter wants considered in the current year's convention reporting.
5. All donations (including project giving, IPS Partners in Peace and its accompanying form, PSA Laureate, ELF Legacy, PCE Brighter Tomorrow, STAR Constellation, and Cottey College Luminary chapter contributions) should be received by the state treasurer no later than January 31.

FEBRUARY

1. Continue to collect dues and hand out membership cards as dues are received.
2. In the second week of February, make a reminder call to members who have not paid.
3. A chapter may vote to pay the dues for a member who is not capable. (See Explanation of Dues Advancement under treasurer's forms on the international website).
4. Close books on the last day of February. Verify membership numbers with corresponding secretary and write the last check of the fiscal year for dues and assessments and send with Annual Report.

CORRESPONDING SECRETARY

INSTRUCTIONS FOR CORRESPONDING SECRETARY

Upon assuming your position as corresponding secretary, you shall attend a joint meeting of all outgoing and incoming officers and receive current supplies and instruction documents pertaining to your job. This meeting is to be held within one month of installation. You are also to check out the Ceremony of Initiation and be ready to participate in an exemplification or actual initiation during the year (March-March), or your chapter has an initiation team. Also, you will have continuous access to an online training module at any time of the day or night as it will remain online in the "Local Chapter Online Training" section of the P.E.O. International website. You should view the training module as soon as possible.

1. General Guidelines for the Corresponding Secretary

a. Duties and instructions can be found in the following locations.

- Constitution, Part III
- Bylaws of Alabama State Chapter
- IOLC -Instructions to Officers of Local Chapters, also known as "IOLC" and Policies Pertaining to Local Chapters (Current)
- SPOT Reminder

P.E.O. Websites (peoalabama.org and peointernational.org)

b. Promptness in dealing with all aspects of the duties of the corresponding secretary is of the utmost importance. Invitations should be sent the same day or the following day after the chapter acts, letters must be written promptly, and all changes to membership must be reported as soon as possible on the Member Update which is found on the international website. Staying current with all these items of business will be of special help at annual report time.

c. The corresponding secretary has the additional responsibility of lending all aid possible to the president in her efforts to expedite the chapter meeting. All forms should be completed and prepared before the meeting begins. All forms to be sent elsewhere should be processed promptly.

d. The president should make the President's Book available to the secretary so that she may study any part of the meeting that applies to her office.

e. When presenting a report or reading correspondence, speak in a voice loud enough to be heard. Be sure to know how to pronounce all names. *State the name of the correspondent before reading the item.*

2. Updating Officers and Committee Chairs on the International Website

** The corresponding secretary is responsible for updating the new officer, committee, and convention delegate information on the international website in March.

Immediately following election and installation of officers, record the newly elected officers and committee chairs (include project, technology, and membership) on the international website so they can receive their materials from both the state and International.

Committee chairs are to be recorded on the international website **by MAY 1**.

All names must be entered every year, even if the chair or officer does not change. Use the same installation date for all officers, even if one sister is installed at a future meeting.

3. Correspondence of the Chapter

- a. Prepare the Corresponding Secretary's Monthly Report to Chapter for the first meeting of the month, reporting for the previous month. The report is dated the day of the meeting. As a courtesy to the recording secretary, the corresponding secretary may list all items of correspondence on the reverse of the report form in case any should become lost.
- b. Social correspondence of the chapter is done at the direction of the president. For example, you should write thank you notes to a guest speaker and for other appropriate instances. Engraved notes are available from P.E.O. Supply.
- c. When reading correspondence, announce first who sent it. After reading the correspondence, hand it to the recording secretary who then has it for reference when writing the minutes. She distributes official correspondence to the appropriate officer (i.e., ELF reports to the ELF chair, letters from the state president to the president, etc.). Any official correspondence is kept for one year. Social correspondence is to be destroyed after it is recorded in the minutes and approved.
- d. The last item of correspondence to read is the letter of acceptance of a transfer or reinstatement.
- e. Refer to the current Proceedings of Alabama State Chapter or Alabama website for the addresses of the state officers and standing committee members. State officers and standing committee members change the following state convention each year. **A list of newly elected officers and committee members is distributed to your delegates at the convention.** This list is updated in your yearbook.
- f. **The Directory of Presidents (local, state, and International)** is available on peointernational.org. This may not be copied or used for any other mailings and may not be distributed to those who are not members.

4. Yearbooks

You have two options to submit your yearbook:

- Send electronically to each member on the state board.
- Send printed copies to each member of the state board.

Each chapter is encouraged to bring a paper copy of their yearbooks for display at the Alabama State Convention.

5. Recognition of Membership

Check your Chapter Membership Summary frequently to see if a member will be celebrating a special anniversary. Inform the president and chapter in sufficient time to plan for a celebration. This may be a local chapter celebration or at a Reciprocity meeting.

6. Annual Reports

Refer to the IOLC for instructions. Annual report preparation starts with the corresponding secretary verifying her chapter roster between January 1 and February 24. The electronic annual report is then completed by the president and treasurer March 1-10. *Please be sure to confer with your president.* Read the release report to chapter when received.

RECORDING SECRETARY

INSTRUCTIONS FOR RECORDING SECRETARY

Upon assuming your position as recording secretary, you shall attend a joint meeting of all outgoing and incoming officers and receive current supplies and instruction documents pertaining to your position. This meeting is to be held within one month of installation. You are also to check out the Ceremony of Initiation and be ready to participate in an exemplification two months before it is scheduled in your yearbook unless there has been an initiation during the year (before it is scheduled), or your chapter has an initiation team. As with all officers, the recording secretary should have access to the President's Book for any reference she may need. You should become familiar with all procedures so that you may be of help to the president. Also, you have continuous access to an online training module at any time of day or night, as it remains online in the "Local Chapter Online Training" section of the P.E.O. International website which you should take as soon as possible.

1. Duties and instructions can be found in the following locations:
 - Constitution, Part III
 - Bylaws Alabama State Chapter
 - Instructions to Officers of Local Chapter, also known as "IOLC" and Policies Pertaining to Local Chapters (Current)
 - SPOT Reminder
 - Recording Secretary's Record Book
 - P.E.O. website (peoalabama.org and peointernational.org)
2. Approved minutes are recorded in typewritten form if possible. If minutes are handwritten, a ruled guide sheet may be used. Both sides of the page may be used. Minutes are required for regular and special meetings. Minutes do not include details of reports, contents of discussion, or names of prospective members who have not been balloted upon.
3. New page numbers begin with each new P.E.O. year (March 1 – February 28/29). Each page is numbered with the format of "page number-year." For example, the minutes beginning in March 2024 shall be numbered 1-24, 2-24, 3-24 continuing through the minutes of February 2025. Numbered pages do not change to the current year in January. They will continue to read "24 until books are closed at the end of February. In March of 2025, new numbering begins again with 1-25, 2-25 etc. No index page is required.
4. The outgoing recording secretary is to do the following after the election of officers at the first meeting in March:
 - a. Record the approved minutes of the last meeting in February.
 - b. On the pages immediately preceding the minutes of the first March meeting, record the bylaws and standing rules incorporating amendments adopted during the previous year. Use only one side of each page. Leave the left-hand pages blank for amendments that may be adopted in the new year. Amendments are to be recorded with the date of adoption and page number of the minutes in which this action is taken. NOTE: This instruction is to be followed even if the bylaws and standing rules were not amended during the previous year. **Submit to the state secretary changes in bylaws and standing rules by March 10. If there are no changes, submit a statement indicating that there are no changes.**

- c. List the names of the newly elected officers on the back of the last page of standing rules.
- d. Record the approved minutes of the first meeting in March beginning on the next right-hand page using the numbering format described in number 3.
5. Minutes must be kept in their original form for a minimum of twenty-five years. Upon the vote of the chapter, minutes older than twenty-five years may be preserved in any manner. See the Policies section (in IOLC) – Archival Storage for Minutes and /or Historic Memorabilia.
6. The recording secretary keeps the Monthly Reports of the Treasurer.
 - a. These reports are held for the Auditing Committee for their use when auditing the treasurer's books in early March.
 - b. Using a separate folder for these is helpful.
7. The recording secretary conducts the opening of the meeting in the absence of the president and vice president.
8. Keep a notebook with your working minutes (rough drafts) and other notes you take during the year. Keep rough drafts for a year and then destroy them.
9. Ask the committee chairs to write out lengthy reports so that you may put the information correctly into the minutes. Do not accept scraps of paper. Include in your minutes only the committees that gave a report. It is not necessary to record all the committees if they don't have a report.
10. The minutes may not reflect the secretary's opinions in any form, so descriptive adjectives are not used.
11. Minutes should be brief and only include action items and committee recommendations/announcements. Only the decisions are recorded – not the details. Items of personal content (medical, prayer, requests, etc.) should not be included in the minutes.
12. Minutes are required to reflect action items taken, bills approved to be paid, and the content and outcome of any motion. If a name is proposed for membership, only state "a name was proposed for membership." When an organizer visits, follow the suggested sentence in your Recording Secretary's Recording Book, page 2, under "Meetings" for use in your minutes. Do not make up business.
13. Use the sentences for your minutes that are given in the Recording Secretary's Recording Book. Creative writing has no place in writing minutes.
14. For clarity and ease of writing, as well as understanding, write the minutes in simple declarative sentences. Active voice is preferable to passive. Write in the third person. Use he, she, or it for the singular. For the plural, use they, them and theirs. The first person, I, you, we, are not used in the body of the minutes.
15. You are responsible for helping the president in any way possible to expedite the meeting. Have all the forms necessary for the conduction of the business of the chapter and have all records completed for each meeting.
16. It is recommended that the secretary attach a copy of the President's Letter to the minutes.
17. Make sure that the correct order of business is followed in your minutes even if the order was not followed in the meeting. Use the Suggested Form for Minutes, found on the Alabama website (Local Chapter/Forms/Recording Secretary). Also, become familiar with the order of business by reviewing the procedures in the President's Book. This will be a big help when writing the minutes.
18. When the corresponding secretary gives her report, ask for the correspondence when she finishes. This helps with the correct wording for the minutes of what was presented. Items of official correspondence are kept for one year. Social correspondence is destroyed after the minutes in which it appears are approved.

19. Use correct wording when the business of accepting a transfer in or out or an invitation to transfer is read.
20. Use caution when reporting the items given in the Suggestions for the Good of the Chapter. Too much information as well as too little causes difficulties. Avoid using information in your minutes that would cause embarrassment or discomfort when read at the next meeting. Try to include only items of historical interest to your chapter. The more personal items can be reported after the meeting.

BALLOTING

1. When balloting on a name, the president and recording secretary do not initially count the ballots. At the first pass, only look for con votes.
2. Collect written ballots for membership and seal them in an envelope. Destroy after the chapter meeting.
3. A name balloted upon favorably shall be included in the minutes of the meeting at which the vote was taken, together with names of sponsors and the date the name was proposed for membership. "The name of _____, proposed _____ (date), sponsored by (list the three names) has been balloted upon favorably."
4. The number of unfavorable votes on any ballot shall not be disclosed and the name is not recorded in the minutes. The minutes would say "a name was balloted upon. The vote was unfavorable."

CHAPLAIN

The Chaplain will provide the devotions at every meeting.

- The chaplain stands during the devotions. (It is not necessary to address the chair before conducting the devotions.)
- The P.E.O. Prayer may be read by the chaplain, or the recorded version may be used.
- If the chapter chooses to recite the Lord's Prayer, she should use the King James Version of the Lord's Prayer, "— in heaven---in earth---debts---debtors") provided by International in the Chaplains List of Supplies. The chapter may recite the prayer in unison or use a pre-recorded version.
- Per the IOLC, devotions are limited to a reading from the Bible or other inspirational text which is acceptable to the chapter. Any version of the Bible which contains both Old and New Testaments and which is acceptable to the chapter may be used.
- Any explanation of the scripture choice or devotions may be given under For the Good of the Chapter.

GUARD

The Guard should conduct a visual verification of membership prior to the start of the meeting. No password is taken. (If any unknown affiliate is present, the sister should provide her membership card or, if attending virtually, should state her chapter letters and location.)