

Bylaws and Standing Rules of Alaska State Chapter of the P.E.O. Sisterhood

AS AMENDED May 28, 2024

BYLAWS

ARTICLE I CONVENTION OF ALASKA STATE CHAPTER

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

- Executive Board of Alaska State Chapter

- Past presidents of Alaska State Chapter

- Resident past presidents of International Chapter

- One (1) delegate from each local chapter, the president being the delegate when feasible

- Chair, or acting chair of the following committees:

 - Amendments and Recommendations Committee

 - Finance Committee

 - Membership Committee

 - Nominating Committee

 - P.E.O. Projects Committee

Section 2. TIME AND PLACE/FORMAT. The convention shall be held annually between April 15 and May 31 at a place determined by the hostess chapters with the approval of the executive board. The executive board may change the time and/or place in case of necessity. If determined by the executive board and approved by the Executive Board of International Chapter, convention may be conducted through the use of internet meeting services.

Section 3. HOSTESS CHAPTERS. Hostess chapters shall identify housing and meal options for members of Convention of Alaska State Chapter.

Section 4. QUORUM. Delegates from a majority of all chapters entitled to representation at Convention of Alaska State Chapter shall constitute a quorum.

Section 5. REPORTS. Delegates shall give a report of convention business within six (6) weeks following Convention of Alaska State Chapter or at their next regular meeting.

Section 6. FORMAL ACTION. Any item adopted by Convention of Alaska State Chapter shall become effective as ordered by Convention of Alaska State Chapter and must be implemented by local chapters upon receipt of an official notice from the state executive board.

ARTICLE II REPRESENTATION IN CONVENTION OF INTERNATIONAL CHAPTER

Section 1. DELEGATES. Delegates from Alaska State Chapter to the Convention of International Chapter shall be chosen in rotation from groups of seven (7) local chapters or major fraction thereof. These groups shall be designated by the executive board, with consideration for geographical location and included annually in the Proceedings of the Convention of Alaska State Chapter.

Section 2. NOMINATION AND ELECTION OF DELEGATES.

- A. In the year of Convention of International Chapter, a local chapter entitled to representation shall nominate a delegate and an alternate at the time of annual election.
- B. Names of nominees for delegates and alternates shall be submitted as required by International Chapter. They shall be submitted to the following Convention of Alaska State Chapter for election.
- C. Only those nominees who are, or previously have been, members of a Convention of Alaska State Chapter shall be eligible.

Section 3. PAST PRESIDENTS OF ALASKA STATE CHAPTER. Housing and meals at Convention of International Chapter are provided by International Chapter for past presidents of Alaska State Chapter on the basis of one (1) for every eight (8) or major fraction thereof of those holding past president's credentials and active membership status. If a state has fewer than thirteen (13) such past presidents, housing and meals are paid for two (2). Designation of those for whom housing and meals are to be paid is determined by the past presidents' group.

Section 4. VACANCY IN DELEGATION.

- A. A vacancy in the delegation shall be filled by the local chapter's alternate. If the alternate is unable to serve, the President of Alaska State Chapter shall seek an appointee in the following sequence:
 1. a member of the chapter entitled to representation;
 2. a member of the executive board;
 3. a current member of a state committee selected by the president.
- B. A chapter unable to send a delegate is ineligible to nominate a delegate until the next regular rotation.
- C. A vacancy in the delegation of entitled past presidents shall be filled as designated by the past presidents' group.

ARTICLE III NOMINATION AND ELECTION OF OFFICERS

Section 1. ELIGIBILITY. Any member of Alaska State Convention who has been a member of the P.E.O. Sisterhood for at least five (5) years, and has been duly installed and served at least one (1) year as president of any local chapter of the P.E.O. Sisterhood shall be eligible for election to an office in the Alaska State Chapter.

Section 2. TENURE. Each state officer shall hold office until her successor is elected and

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installed.

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

Section 4. NOMINATION OF OFFICERS.

- A. Nomination of officers shall be by a Nominating Committee of three (3) members appointed by the president of Alaska State Chapter at the beginning of her term with approval by the executive board. The member first named shall be chair. These members shall be selected from different geographical areas of the state and serve for a term of one (1) year.
- B. A local chapter wishing to recommend an eligible member shall submit, with the candidate's consent, her name and qualifications to the chair of the Nominating Committee by February 1.
- C. The Nominating Committee shall present the name of one (1) person for each office at the Convention of Alaska State Chapter and shall perform duties assigned by the president and/or executive board.
- D. At the time of election, opportunity shall be given for nominations from the floor for each office.
- E. Consent of all nominees shall be obtained prior to nomination.

Section 5. ELECTION OF OFFICERS. Election shall be by written or electronic ballot. If there is but one (1) nominee for each office called for in sequence, the ballot may be dispensed with by general consent and a voice vote taken for the entire ticket. If there are nominations from the floor for any office, separate elective ballots for such office shall be taken. A majority of votes cast shall elect.

Section 6. VACANCY. A vacancy occurring during the year in office, except that of president, shall be filled by appointment made by the president and approved by a majority of the executive board. The appointee shall have served as president of a local chapter for at least one (1) year.

**ARTICLE IV
DUTIES OF STATE OFFICERS**

Section 1. GENERAL DUTY. The executive board shall consult and advise during the interval between annual meetings and shall transact necessary business. Appointments for the new term shall be made and approved after election. In addition to the duties described in the Constitution, Part II, Article VIII, and in Instructions to Officers of S/P/D Chapters, the officers shall have the following responsibilities.

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

- A. To appoint at the beginning of her term of office or in the event of a vacancy, with approval by the executive board, necessary members to each of the following standing committees:
Amendments and Recommendations, Finance, Membership, and P.E.O. Projects.
- B. To appoint a Nominating Committee and serve as liaison to this committee.
- C. To serve as liaison to the Amendments and Recommendations Committee.

- D. To appoint such special committees as may be authorized by the executive board or a Convention of Alaska State Chapter.
- E. To serve as ex-officio member of all committees, except nominating.
- F. To notify local chapters of items adopted by Convention of Alaska State Chapter that must be implemented.
- G. To communicate with local chapters regarding information and plans.
- H. To proofread the proceedings of the Convention of Alaska State Chapter at which she presides and the updated bylaws and standing rules of Alaska State Chapter prior to distribution.
- I. To appoint a webmaster and to serve as adviser to that position.
- J. To appoint an Unaffiliate Coordinator.
- K. To preside over the Convention of Alaska State Chapter.
- L. To serve as proxy organizer for official visits as necessary.

Section 3. VICE PRESIDENT. The duties of the vice president shall be:

- A. To serve as adviser to the P.E.O. Projects Committee.
- B. To serve as adviser to the hostess chapters of Convention of Alaska State Chapter for the year in which she will preside.
- C. To serve as proxy organizer for official visits as assigned.

Section 4. ORGANIZER. The duties of the organizer shall be:

- A. To group local chapters for the purpose of official visits.
- B. To visit or direct her proxy to visit local chapters every three (3) years, giving chapters at least a sixty (60) day notice.
- C. To visit or direct her proxy to visit new chapters annually for three (3) years following organization and to place them in rotation for official visits.
- D. To serve as adviser to the Membership Committee and Unaffiliate Coordinator.
- E. To review local chapter yearbooks and bylaws at the beginning of her term.
- F. To prepare a display of local chapter yearbooks for Convention of Alaska State Chapter.

Section 5. TREASURER. The duties of the treasurer shall be:

- A. To provide the executive board and the Finance Committee with information necessary to perform their duties.
- B. To utilize the accounting software and forms as prescribed by the executive board.
- C. To serve as adviser to the Finance Committee.
- D. To have the books audited at the end of the fiscal year.
- E. To serve as proxy organizer for official visits as assigned.
- F. As outgoing treasurer, to deliver to her successor all papers, electronic files and supplies of the office, to transfer signatory authority for bank accounts and to fully instruct her successor in the responsibilities of her office.

Section 6. SECRETARY. The duties of the secretary shall be:

- A. To notify local chapters entitled to representation in Convention of International Chapter by February 1 of the year such convention is to be held.
- B. To serve as historian.
- C. To serve as proxy organizer for official visits as assigned.
- D. As outgoing secretary:
 - 1. To have the proceedings of Convention of Alaska State Chapter and the

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updated bylaws and standing rules of Alaska State Chapter compiled and distributed within three (3) months following Convention of Alaska State Chapter.

2. To furnish copies of the proceedings and updated bylaws and standing rules to those named in the Constitution, Part II, Article VIII, Section 6.
3. To furnish electronic copies of the proceedings and updated bylaws and standing rules to local chapters and to all Alaska State Chapter standing committee members.

ARTICLE V STANDING COMMITTEES

Section 1. AMENDMENTS AND RECOMMENDATIONS.

- A. Appointment. The Amendments and Recommendations Committee shall consist of three (3) members, each of whom shall serve three (3) years. One (1) member shall be appointed each year by the president at the beginning of her term with approval by the executive board. The senior member in point of service shall be chair. If an entirely new committee must be appointed, the president shall designate the chair and succession of members. The president of the state chapter shall be the liaison to this committee.
- B. Duties. The duties of the Amendments and Recommendations Committee shall be:
 1. To review the bylaws and standing rules of the state chapter.
 2. To receive and consider proposed amendments and recommendations.
 3. To prepare, in proper parliamentary form, these proposed amendments and recommendations and additional amendments deemed advisable by the committee.
 4. To confirm with the executive board the distribution of a copy of all proposed amendments and recommendations in accordance with Article X.
 5. To present all proposed amendments and recommendations at Convention of Alaska State Chapter.
 6. To perform duties assigned by the president and/or executive board.
 7. To present amendment process workshops when requested by the president.

Section 2. FINANCE.

- A. Appointment. The Finance Committee shall consist of three (3) members, each of whom shall serve three (3) years. One (1) member shall be appointed each year by the president at the beginning of her term with approval by the executive board. The senior member in point of service shall be chair. If an entirely new committee must be appointed, the president shall designate the chair and succession of members. The treasurer of the state chapter shall be the adviser to this committee.
- B. Duties. The duties of the Finance Committee shall be:
 1. To become familiar with the finances of the state chapter and consult with and advise the executive board on financial matters.
 2. To prepare a budget for the state chapter for the ensuing year and present this proposed budget to the Convention of Alaska State Chapter for consideration.
 3. To prepare and present to the Convention of Alaska State Chapter a

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proposed allocation of state chapter dues and to recommend any necessary transfer of funds.

4. To review monthly reports and financial statements.
5. To audit Alaska State Chapter funds annually.
6. To perform other duties as assigned by the president and/or executive board.
7. To present financial workshops when requested by the president.

Section 3. MEMBERSHIP.

- A. Appointment. The Membership Committee shall consist of three (3) members, each of whom shall serve three years. One (1) member shall be appointed each year by the president at the beginning of her term with approval by the executive board. The senior member in point of service shall be chair. If an entirely new committee must be appointed, the president shall designate the chair and succession of members. The organizer of the state chapter shall be the adviser to this committee.
- B. Duties. The duties of the Membership Committee shall be:
 1. To provide membership guidance to local chapters.
 2. When requested, to assist the Unaffiliate Coordinator in the performance of her duties related to unaffiliates.
 3. To perform duties assigned by the president and/or executive board.
 4. To present workshops when requested by the president.

Section 4. NOMINATING. See ARTICLE III, Section 4

Section 5. P.E.O. PROJECTS.

- A. Appointment. The P.E.O. Projects Committee shall consist of three (3) members, each appointed by the president of the state chapter for a three-year term with approval by the executive board. One (1) member shall be appointed each year by the president at the beginning of her term with approval by the executive board. The senior member in point of service shall be the chair and be responsible for Program for Continuing Education (PCE) and Cottey College. The next member in point of service shall be responsible for Educational Loan Fund (ELF) and P.E.O. STAR Scholarship (STAR) and the newest member shall be responsible for International Peace Scholarship Fund (IPS) and P.E.O. Scholar Awards (PSA). If the appointment of more than one (1) member is necessary, the president shall designate the point of service. The vice president of the state chapter shall be the adviser to this committee.
- B. Duties.
 1. To represent and promote the assigned project.
 2. To serve as the liaison between the project staff at P.E.O. Executive Office and the local chapters.
 3. To prepare the project displays at Convention of Alaska State Chapter.
 4. To perform duties assigned by the president and/or executive board.
 5. To present workshops when requested by the president.

ARTICLE VI FINANCE

Section 1. DUES. The annual dues of Alaska State Chapter shall be fifty-five dollars (\$55.00)* per active member which shall be allocated as follows: thirty-six dollars (\$36.00)* for International Chapter dues, which includes six dollars (\$6.00) for Cottey College and nineteen dollars (\$19.00) for state chapter dues, which includes seven dollars and fifty cents (\$7.50) for a state travel fund.

The state chapter dues shall be allocated annually as recommended by the Finance Committee with the approval of the executive board and presented to and adopted by the Convention of Alaska State Chapter.

***PROVISO:** The increase of dues to International Chapter to thirty-six dollars (\$36.00) shall be implemented in two steps; an increase of five dollars (\$5.00) to thirty-one dollars (\$31.00) for the 2024-2025 fiscal year; and an increase of five dollars (\$5.00) to thirty-six dollars (\$36.00) beginning the 2025-2026 fiscal year. The total annual dues of Alaska State Chapter shall be fifty dollars (\$50.00) for the 2024-2025 fiscal year and fifty-five dollars (\$55.00) beginning the 2025-2026 fiscal year.

Section 2. ASSESSMENTS. Assessments for necessary sums may be levied by the state chapter upon local chapters in case of emergency.

Section 3. GENERAL FUND.

- A. The General Fund shall be used to pay:
 - 1. Expenses incurred by the executive board in the transaction of official state business;
 - 2. Necessary expenses of the standing committees and special committees as authorized by the executive board;
 - 3. The cost of additional items listed in the approved General Fund budget.
- B. The fund shall also be used to pay the following expenses of Convention of Alaska State Chapter as specified in the Convention of Alaska State Chapter policy handbook:
 - 1. Hall rental;
 - 2. Housing, meals and registration fee for delegates, state committee chairs and the state executive board;
 - 3. Time of Remembrance;
 - 4. Golden Girls celebration and recognition of chapter anniversaries;
 - 5. Projects Night;
 - 6. Guards and convention assistants;
 - 7. Printing of Convention of Alaska State Chapter program, proceedings and necessary reports;
 - 8. Required audiovisual equipment;
 - 9. Other necessary expenses of Convention of Alaska State Chapter.

Section 4. STATE TRAVEL FUND

- A. The fund shall be administered by the executive board which shall follow the financial policies of Alaska State Chapter.

- B. Funds may be used for transportation of the following:
 - 1. Delegates to Convention of Alaska State Chapter, state committee chairs and the state executive board
 - 2. State president, vice president, entitled past state presidents and local chapter delegates to Convention of International Chapter
 - 3. Cottey Seminar
 - 4. Membership Summits, if held
 - 5. Organizer or her proxy to attend official visits and the organization of a new chapter
 - 6. A one-time, in-person meeting for the vice president to view and approve the next convention venue
 - 7. In-person meetings of the executive board
- C. If by a three-fourths vote of delegates present and voting at the Convention of Alaska State Chapter it is determined that the State Travel Fund shall be discontinued, all assets of the fund shall be distributed to the Alaska State Chapter General Fund.

Section 5. CONVENTION OF INTERNATIONAL CHAPTER. The Alaska State Chapter shall pay the amount determined by the executive board in consultation with the finance committee for:

- A. Transportation of the president, vice president, entitled past state presidents and local chapter delegates.
- B. Lodging for the night prior to the opening of Convention of International Chapter for the president, vice president, entitled past presidents and chapter delegates, if recommended by the Finance Committee.
- C. A past president entitled to housing and meals residing outside of Alaska shall be reimbursed for transportation from her present city of residence or from her former city of residence in Alaska, whichever is the lesser amount.
- D. Original receipts or other documentation for expenses must be submitted for reimbursement within three (3) months after being incurred.
- E. The state executive board may establish limits and issue advances to the delegates of Convention of International Chapter. Any advances or reimbursements must be substantiated with receipts or other documentation and must be submitted to the treasurer of the state chapter within three (3) months after being incurred.

Section 6. EXECUTIVE BOARD AND COMMITTEES.

- A. The state chapter shall pay reasonable and necessary expenses incurred by the executive board in transacting official business.
- B. The state chapter shall pay reasonable and necessary expenses of state committees as authorized by the executive board.

ARTICLE VII ORGANIZATION AND OFFICIAL VISITS

Section 1. ORGANIZATION OF NEW CHAPTERS.

- A. Requirements. The following requirements are in addition to those listed in the Constitution, Part III, Article I:
 - 1. Any person desiring to organize a new chapter shall contact the organizer

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of the state chapter. After a request to organize a new chapter has been received and consent given by the organizer, the group shall meet regularly until organization. The period of time before organization shall be determined by the organizer with the approval of the president of the state chapter.

2. No new chapter shall be organized within thirty (30) days preceding the Convention of Alaska State Chapter.
3. The state chapter shall make provisions for housing and meals of the organizer or her proxy at the time of organization.

Section 2. OFFICIAL VISITS TO LOCAL CHAPTERS.

- A. Each local chapter shall have an official visit by the organizer or her proxy every three (3) years.
- B. A new chapter shall be visited by the organizer or her proxy annually for three (3) years and shall then be placed in rotation for official visits.
- C. A chapter may request an official visit at any time.
- D. The local chapter(s) being visited shall arrange housing and meals for the organizer or her proxy at the time of an official visit.

**ARTICLE VIII
SPECIAL DUTIES OF LOCAL CHAPTER OFFICERS**

Section 1. GENERAL DUTY. In addition to those listed in the Constitution, Part III, Article V, and in Instructions to Officers of Local Chapters, the officers shall have the responsibilities set forth in this article.

Section 2. PRESIDENT. The duty of the local chapter president shall be to write an annual letter to the president and secretary of the state chapter.

- A. The letter shall include information such as increase or decrease in membership, average attendance, contributions to and promotion of P.E.O. projects and other philanthropic work, program features, social activities, interest in chapter life and special recognition and honors awarded chapter members.
- B. The letter shall be read and approved at a chapter meeting in February and sent no later than March 1.
- C. A copy of this letter shall be retained in the local chapter president's supplies. Chapters are also encouraged to send copies of the letter to members who are unable to attend meetings regularly, and inactive members when possible.

Section 3. RECORDING SECRETARY. The duty of the local chapter recording secretary shall be to send in March to the organizer of the state chapter an electronic copy of the chapter bylaws and standing rules if they have been amended during the fiscal year. If they have not been amended, the organizer of the state chapter shall be so notified.

Section 4. CORRESPONDING SECRETARY. The duty of the local chapter corresponding secretary shall be to provide annually, immediately after publication of the chapter yearbook, hard copies of the yearbook to each member of the Alaska State Chapter executive board.

Section 5. TREASURER. The duty of the local chapter treasurer shall be to send

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chapter contributions to P.E.O. projects to the treasurer of the state chapter.

ARTICLE IX PARLIAMENTARY AUTHORITY

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

ARTICLE X GOVERNING LAW

These bylaws shall comply with governmental laws applicable to the operation of the state chapter.

ARTICLE XI AMENDMENTS

Amendments to the Bylaws of Alaska State Chapter shall be proposed only by local chapters, the executive board, or standing committees of the state chapter and shall be submitted in writing to the chair of the Amendments and Recommendations Committee by January 1. Local chapters desiring to submit an amendment must have that proposal approved by a two-thirds vote at a regular meeting provided the amendment was submitted in writing at a previous regular meeting and all absent members notified that a vote will be taken at the next regular meeting. Such proposed amendments shall be adopted by a two-thirds vote of members present and voting in Convention of Alaska State Chapter, provided that copies of the proposed amendments shall have been sent at least thirty (30) days before convention to each local chapter, members of the state executive board, past state presidents, and chairs of all standing committees.

STANDING RULES

1. The requirements for local chapter bylaws, standing rules and yearbooks shall be provided by the executive board.
2. If the state chapter is notified after March 1 that a member has entered Chapter Eternal, the executive board will determine the appropriate year for that member to be recognized at the Time of Remembrance.
3. All state committees and executive board members shall obtain approval from the president of the state chapter before sending correspondence to all local chapters.
4. Amendments to the Standing Rules of Alaska State Chapter shall be proposed only by local chapters, the executive board, or standing committees of the state chapter and shall be submitted in writing to the chair of the Amendments and Recommendations Committee by January 1. Such proposed amendments shall be adopted by a majority vote of members present and voting at Convention of Alaska State Chapter, provided that copies of the proposed amendments shall have been sent at least thirty (30) days before Convention of Alaska State Chapter to each local chapter, members of the state executive board, past state presidents, and chairs of all standing committees.