

P.E.O. Georgia State Chapter Bylaws Checklist

Local Chapter Bylaws (see P.E.O. Constitution, Part III, Article XI, Section 2)

Article I, Meetings (see P.E.O. Constitution, Part III, Article III, Meetings)

- ☐ Does Section 1 specify day of meeting?
- ☐ Is there a provision for conflict with holidays?
- ☐ Is there a provision for changing meeting date?
- ☐ Is there a provision for notifying members of change of date?
- ☐ Is there a provision for calling a special meeting?
- ☐ Are there at least 12 regular business meetings scheduled in the year?

Article II, Finance (see P.E.O. Constitution, Part III, Article VIII, Finance and GA State Bylaws, Article IV, Finance)

- ☐ Are the dues specified with breakdown as shown in state bylaws?
- ☐ Are amounts totaled correctly?

Example: "Each member shall remit to the chapter treasurer \$____ due and payable February 1 and delinquent March 1. This amount includes annual International Chapter dues of \$36 of which \$6 is designated for Cotley College; State Chapter dues of \$32 and Local Chapter dues of \$____"

Article III, Committee (GA P.E.O. Local Chapter Yearbook Requirements)

- ☐ Does Section 1 list standing committees including all required committees? (Auditing, Membership, Technology, Cotley, ELF, IPS, PSA, PCE, STAR, GA Scholarship)
- ☐ Are there provisions for appointing special committees?

Article IV, Nominations and Elections (see P.E.O. Constitution, Part III, Article IV, Sec 2 & 5)

- ☐ Is there a provision for the establishment of a nominating committee including number of members and how and when appointed or elected?

Example: "The Nominating Committee shall be comprised of three members and shall be appointed by the local chapter president by the November meeting."

- ☐ Is there a provision for the filling of a vacancy occurring during the year in an office other than the president?

Example: "Vacancies in office of local chapters, except that of president, shall be filled by appointment made by the president and ratified by a majority vote of the chapter at the next regular meeting"

Article V, Distribution of Draft Minutes of Local Chapters P.E.O. Constitution, Part III, Article V, Sec 4

- ☐ Did the chapter vote to allow distribution of draft minutes of local chapter members prior to meetings?
- ☐ Did the chapter include in their bylaws the procedure for distribution of draft minutes to members?

Example: "Once draft minutes have been reviewed by the local chapter president, the recording secretary shall distribute a draft of the meeting minutes to ALL chapter members by email or postal service to be received before the next regular or special meeting."

Final Article (include Roman numeral), Amendments (see GA State Bylaws, Article XIII, Sec 1 & 2)

- ☐ Does the final article outline procedures for amending bylaws?
- ☐ Does the article include conforming statement when changes are made at Convention of International Chapter (CIC) or Georgia State Convention?

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Example: *"When action is taken by a convention of International or State Chapter which requires amendment of local chapter bylaws for conformity, this chapter shall accept such amendment without the formality requires in Section 1 of this Article."*

Standing Rules

- ☐ Does the first standing rule state the hour of the regular business meeting?
- ☐ Is there a provision for changing the regular business meeting time if needed?
- ☐ Is there a provision for visitors to be excused during items concerning membership?
- ☐ Does the final standing rule provide for how to amend standing rules?

Example: *"Standing rules shall be amended by two-thirds (2/3) vote without prior notice."*