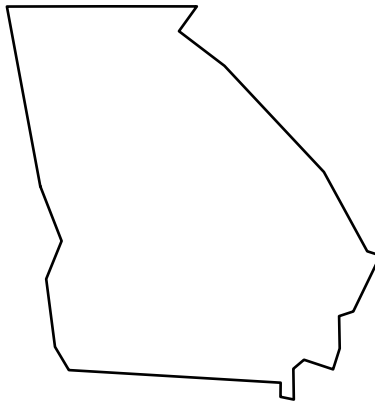


Bylaws and Standing Rules
of the
Georgia State Chapter
P.E.O. Sisterhood



Amended May 17, 2025

BYLAWS OF GEORGIA STATE CHAPTER P.E.O.

2025-2026

Last Amended May 17, 2025

ARTICLE I

CONVENTION OF STATE CHAPTER

Section 1. TIME and FORMAT The convention of the Georgia State Chapter shall be held annually in April, May or June. The date shall be determined by the executive board in consultation with the hostess chapters. In case of emergency, the executive board may change the time of the meeting. If determined by the executive board and approved by the Executive Board of International Chapter, the convention may be conducted through the use of internet meeting services.

Section 2. FORMAL ACTION Any item passed by convention of the state chapter which must be implemented by local chapters shall become effective immediately upon receipt of official communication.

Section 3. CHAPTER GROUPINGS The convention shall be hosted by five or more local chapters, grouped geographically for convenience and economy. Chapter groupings shall be made by the Executive Board of Georgia State Chapter and shall be announced at each convention for a five-year period.

Section 4. HOSTESS CHAPTERS

- A.** The hostess chapters, with consent of the one who will be president of Georgia State Chapter at the time of convention, shall determine the place/format of convention and, in case of emergency, shall make necessary changes.
- B.** Hostess chapters shall receive moneys in the State Convention Fund for payment of necessary expenses as determined by the executive board and Finance Committee. Such moneys shall be used for convention expenses. Unused State Convention Fund moneys shall remain in the State Convention Fund.
- C.** The Hostess Chapter Convention Manuals, containing all pertinent information and facts in regard to plans and preparations for convention, shall be maintained on the Georgia website.
- D.** Within two months following convention of the state chapter, the convention treasurer for the hostess chapters shall prepare a final financial statement and budget and send electronic copies to the immediate past state president, current board members, chair of the Finance Committee of Georgia State Chapter and the Financial Data Assistant (FDA).

ARTICLE II

REPRESENTATION IN STATE CHAPTER CONVENTION

Section 1. MEMBERS The Convention of Georgia State Chapter shall be composed of the following members:

- Executive board
- Past presidents of state chapter
- Resident past presidents of International Chapter
- Two elected delegates for each chapter, the president being a delegate when feasible
- Chair of Amendments and Recommendations Committee
- Chair of Finance Committee
- Historian
- Chair of Membership Committee
- Chair of Nominating Committee
- Chair of Scholarship Committee
- Chair of Technology Committee
- Unaffiliate Coordinator
- Chair of Cottey College Committee
- Chair of International Projects Committee for the P.E.O. Projects (ELF, PCE, IPS, PSA, and STAR).

Section 2. DELEGATES At the annual election each local chapter shall elect two delegates and two alternates to the Convention of Georgia State Chapter. The first alternate shall fill the first vacancy and the second alternate shall fill the second vacancy.

Section 3. CHAIRS When the chair of a standing committee is unable to attend convention, another member of said committee may be seated and vote in place of the chair.

Section 4. VISITORS Each visitor must register and receive a name tag to attend any business meeting of convention of Georgia State Chapter.

ARTICLE III

REPRESENTATION IN INTERNATIONAL CHAPTER CONVENTION

Section 1. MEMBERS Representation to the Convention of International Chapter shall be as provided in the Constitution, Part I, Article II, Section I. The chapters in the state shall be divided into groups of seven chapters, or major fractions thereof, and chosen in rotation by the Executive Board of Georgia State Chapter. The changes and assignments of the new chapters shall be made by the Executive Board. A list of chapters entitled to representation in the succeeding Convention of International Chapter shall be printed in the proceedings of the Convention of Georgia State Chapter.

Section 2. ELECTION In the year of Convention of International Chapter each local chapter so notified shall nominate at the annual election a delegate and an alternate, whose names shall be submitted as required by International Chapter. Nominees shall be members of convention of the state chapter or of any previous Convention of Georgia State Chapter. The names of the delegates so nominated shall be presented to the Convention of Georgia State Chapter by the secretary for election.

Section 3. VACANCY In case of a vacancy, the president of the state chapter shall appoint a delegate:

- first, the nominee for alternate;
- second, another member of the chapter entitled to representation;
- third, a member of another chapter in the group;
- fourth, a member of the state chapter.

Section 4. PAST PRESIDENTS The active past presidents shall determine which of their number shall receive housing, meals and transportation at Convention of International Chapter.

Section 5. REPORTS Each member of the Georgia delegation to a Convention of International Chapter receiving housing, meals and transportation shall give an in-person, virtual, or authorized written report on convention activities within eight weeks after convention to local chapters as assigned by the Executive Board of Georgia State Chapter. Only in extenuating circumstances may a written report be authorized. All chapters are required to have a representative attend at least one presentation of the report. Each delegate shall notify the state chapter president when all reports have been given.

ARTICLE IV

FINANCE

Section 1. DUES The annual dues of Georgia State chapter shall be sixty-eight dollars (\$68.00)* per active member, which shall be allocated as follows:

Thirty-six dollars (\$36.00) International Chapter dues, which shall include six dollars (\$6.00) for Cotley College and thirty-two dollars (\$32.00)* Georgia State Chapter dues.

Allocation of Dues The Georgia State Chapter Finance Committee shall recommend an annual allocation of dues to state chapter funds, with the approval of the executive board, for consideration and adoption by convention of the state chapter.

****PROVISO:** The increase of dues to thirty-two dollars (\$32.00) for Georgia State Chapter shall be implemented in two steps; an increase of six dollars (\$6.00) to twenty-six dollars (\$26.00) for the 2025-2026 fiscal year; and an increase of six dollars (\$6.00) to thirty-two dollars (\$32.00) for the 2026-2027 fiscal year.*

Section 2. CONVENTION OF STATE CHAPTER

- A. LOCAL CHAPTER** Each local chapter shall, before convention, pay to the Meals and Lodging Chair of hostess chapters, the required cost of meals and lodging for two delegates.

B. GEORGIA STATE CHAPTER CONVENTION FUND Georgia State Chapter shall maintain a Georgia State Chapter Convention Fund. The fund shall cover the expenses for the following:

1. Georgia State Executive Board
2. Standing Committee Chairs
3. Ad Hoc and Special Committee Appointments (Chair only)
4. Convention Appointees
5. Convention Guests/Speakers
6. State Sponsored Events
7. Rentals
8. Printing
9. Additional needs of the fund shall be reviewed and determined annually by the executive board and Finance Committee.

Section 3. CONVENTION OF INTERNATIONAL CHAPTER

- A.** Georgia State Chapter shall pay the most economical and practical expense of transportation to convention for its president, vice president, organizer, treasurer, secretary, chapter delegates and past state presidents entitled to housing and meals. A delegate who does not accompany the state delegation shall receive, upon submission of receipts or other documentation, expenses not to exceed the proportionate amount paid for other delegates. Unusual circumstances requiring additional travel expenses will be considered and decided by the executive board.
- B.** Each member of the Georgia delegation to a Convention of International Chapter receiving transportation expenses may also be allowed additional lodging and incidental expenses at a rate predetermined by the executive board with approval of the Finance Committee. Receipts or other documentation must be submitted within three months of convention.
- C.** Delegates to Convention of International Chapter traveling to make reports will be allowed reimbursement as established by the executive board and Finance Committee.
- D.** Additional convention expenses of the organizer, treasurer, and secretary may be authorized by the executive board.

Section 4. INTERNATIONAL CHAPTER TRAVEL FUND Georgia State Chapter shall maintain an International Travel Fund. The fund shall cover expenses for the following:

- A.** Delegates to Convention of International Chapter including their transportation in reporting to local chapters.
- B.** Officers attending the annual LEAD Conference.
- C.** One trip for the LEAD Conference Heritage Tour to Mt. Pleasant during either the organizer's year or the president's year.
- D.** Officers and chairs attending the biennial Cottey College Seminar.
- E.** Additional needs of the fund shall be reviewed and determined annually by the executive board and Finance Committee.

Section 5. STATE OFFICERS The Georgia State Chapter shall pay all necessary expenses of its officers conducting the business of the state chapter. Officers of the state chapter shall submit an itemized account of expenditures, with documented receipts attached, at least quarterly and within three months of being incurred to the state president in an approved electronic format with a final expense claim submitted by March 10. A summary of officers' expenses shall be prepared for the Finance Committee chair.

Section 6. COMMITTEES

- A. Convention Expenses** Georgia State Chapter shall pay necessary state convention expenses of the chairs of standing and special committees and all members of the International Projects Committee as authorized by the executive board, unless said chair or committee member is a chapter delegate.
- B. Committee Expenses** Georgia State Chapter shall pay the necessary committee expenses of all standing and special committees as authorized by the executive board. All committee expense claims shall be prepared quarterly and within three months of being incurred by the claiming committee member on approved electronic forms, with documented receipts attached, and submitted to the committee chair for review. The chair shall forward the claims to the committee adviser who shall submit them to the president, Treasurer, and Financial Data Assistant for review and the president's approval. A final expense claim, with documented receipts attached, shall be submitted by each committee member to her chair, then to her adviser by March 10.

Section 7. ORGANIZATION AND OFFICIAL VISITS Each chapter shall provide for lodging, when necessary, for the organizer or her proxy when an officer is conducting official business for that chapter.

Section 8. LATE YEARBOOK, LOCAL CHAPTER BYLAWS AND STANDING RULES, AND LOCAL CHAPTER PRESIDENT'S LETTER. A fine of ten dollars (\$10.00) shall be billed to the chapter and paid to the treasurer of the state chapter by any local chapter when:

- A.** The status of local chapter bylaws and standing rules is received by the chapter's designated executive board buddy later than March 10th.
- B.** One local chapter yearbook is submitted electronically later than July 1st.
- C.** The local chapter president's letter is submitted electronically later than March 10th.

This applies to each individual late report and a late yearbook.

Section 9. FISCAL YEAR AND FINANCIAL YEAR The fiscal year of Georgia State Chapter shall be from April 1 through March 31 of the following year. At the close of the fiscal year, the books of Georgia State Chapter shall undergo a financial review by a qualified accountant or auditing committee approved by the executive board.

Section 10. INVESTMENT OF FUNDS The treasurer and the executive board shall be authorized to invest funds of Georgia State Chapter.

ARTICLE V

OFFICERS OF STATE CHAPTER

Section 1. ELIGIBILITY

- A.** New chapters must be represented in Convention of Georgia State Chapter once before their delegates are eligible to hold a state office.
- B.** A nominee for office on the executive board shall have been duly elected, installed and shall have served as president of a local chapter for one term.

Section 2. SEQUENCE OF OFFICERS The sequence of state chapter officers shall be: president, vice president, organizer, treasurer, and secretary.

Section 3. NOMINATION

- A.** The president shall appoint a nominating committee of five members which shall include at least one past state president. The president shall designate the chair.
- B.** Recommendations for nominees may be made by a majority written ballot of the executive board, a local chapter, the Nominating Committee, or a standing committee.
- C.** A chapter, board or standing committee wishing to recommend an eligible member for consideration shall submit her name and qualification, with the written consent to serve if elected, to the chair of the Nominating Committee by February 15. The chosen nominees must be members of the convention at which their names are presented.
- D.** At convention of the state chapter, the committee shall present one name for each office. Further nominations may be made from the floor preceding the elective ballot for the office. Prior to nomination all nominees shall have consented to serve if elected.

Section 4. INSTALLATION If installation does not take place within sixty days of the close of convention of state chapter, the office shall be declared vacant.

ARTICLE VI

SPECIAL DUTIES OF STATE OFFICERS

Section 1. PRESIDENT The duties of the president of Georgia State Chapter shall be

- A.** To appoint, with the approval of the executive board, all state standing committees as defined in Article VII.
- B.** To fill vacancies, with approval by the executive board, for which no other provision has been made.

- C. To serve as chair of the state chapter delegation to Convention of International Chapter.
- D. To serve as an ex-officio member, without vote, of all state committees except the Nominating Committee.
- E. To coordinate the review, update, and distribution of the Hostess Chapter Convention Manuals with the assistance of the immediate past convention chair, vice president, and immediate past state president.
- F. To appoint, with the approval of the executive board, a special committee and/or task force.

Section 2. VICE PRESIDENT The duties of the vice president shall be

- A. To serve as adviser to the Scholarship Committee and the Technology Committee.
- B. To serve as ex-officio member, without vote, of the Finance Committee.
- C. To receive new programs for approval and review and keep current all Program Library materials.
- D. To prepare a résumé of the local chapter presidents' letters to the state president and to present this résumé to the convention of state chapter.
- E. To serve as adviser to reciprocity groups and P.E.O. Groups and forward the reciprocity reference list to the P.E.O. Record office by the required date.

Section 3. ORGANIZER The duties of the organizer shall be

- A. To make plans and direct proxies, appointed by the president, for official visits of chapters. In consultation with the president, determine the appropriate form of visit to promote the uniformity of procedure: (a) a comprehensive official visit to a new chapter annually for its first three years and (b) all chapters on a rotation basis.
- B. To plan workshops for local chapter officers as directed by the executive board.
- C. To serve as adviser to the Membership Committee and the Unaffiliate Coordinator.
- D. To serve as ex-officio member, without vote, of the Finance Committee.

Section 4. TREASURER The duties of the treasurer shall be

- A. To serve as custodian of all moneys and funds of Georgia State Chapter, reporting summaries and amounts of same.
- B. To inform the president of the state chapter of the contributions to funds.
- C. To serve as ex-officio member of the Finance and Membership Committees without vote.

- E. To serve as liaison between Georgia State Chapter and the P.E.O. Foundation.
- F. To close the treasurer's books as of March 31 of each year and arrange to have them reviewed by a qualified accountant or auditing committee with the approval of the executive board.
- G. To serve as adviser to the International Projects Committee.
- H. To maintain records of named scholarships in the Georgia Scholarship Endowment Fund.

Section 5. SECRETARY The duties of the secretary shall be

- A. To serve as Program Librarian.
- B. To have the proceedings of the convention of the state chapter provided within three months following the date of the meeting to those named in the Constitution, Part II, Article VIII, Section 6, and to others as authorized by the executive board of the state chapter.
- C. To notify the local chapters entitled to representation in Convention of International Chapter by February 1 of the year convention is held.
- D. To compile the memorial list for the Time of Remembrance ceremony one month prior to convention.
- E. To serve as adviser to the Cottey College Committee.
- F. To serve as ex-officio member, without vote, of the Finance Committee.
- G. To confirm receipt of all electronic yearbooks and to notify the state treasurer to levy a fine to the chapters submitting yearbooks after July 1.

Section 6. ALL OFFICERS Each state officer shall serve as an Executive Board Buddy for a group of local chapters within the state. The chapters assigned to each officer will remain the same for her entire tenure on the executive board. The chapters assigned to the president will transfer to the new secretary following convention. The duties of each Board Buddy include:

- A. To act as the first point of contact with the local chapters assigned to her.
- B. To perform Board Buddy Calls each fall with her chapters that are NOT receiving an official visit that year.
- C. To receive the notice of changes to local bylaws and standing rules from each of her chapters by March 10.
 - If any are received after the deadline, she will notify the State Treasurer to levy a \$10 fine to the local chapter.
- D. To review the bylaws of each of her Board Buddy Chapters and to provide feedback.

ARTICLE VII

STANDING COMMITTEES

Section 1. NAMES The standing committees of Georgia State Chapter shall be: Amendments and Recommendations, Finance, Historian, International Projects, Membership, Nominating, Scholarship, Technology, Unaffiliate Coordinator, and Cottey College. Each committee shall report at the convention of state chapter.

Section 2. POLICIES Each committee shall have stated policies of operation which shall have the approval of the executive board.

Section 3. AMENDMENTS AND RECOMMENDATIONS

A. Appointment The Amendments and Recommendations Committee shall consist of three members. The president shall appoint a past president of Georgia State Chapter to serve as chair of the committee for one year. The president shall appoint one member for a two-year term.

B. Duties The duties of the Amendments and Recommendations Committee shall be:

1. To receive, by November 30, proposed amendments to the state bylaws and the standing rules recommended by local chapter, standing committees of the state chapter, and the executive board.
2. To send a copy of the proposed amendments and/or recommendations in proper form to local chapters, past presidents of the state chapter, the executive board and chair of the standing committees no later than thirty days preceding Convention of Georgia State Chapter.

Section 4. HISTORIAN A historian shall be appointed to keep books or articles deemed worthy of historical interest, and to keep an accurate and current list of such items in the possession, and to collect and preserve data relative to the P.E.O. Sisterhood in Georgia. An assistant historian may be appointed with the approval of the executive board.

Section 5. FINANCE

A. Appointment The Finance Committee shall be composed of three members, at least one of whom shall be a past president of Georgia State Chapter; each serving a three-year term; the senior member in point of service shall be chair. All members of the state executive board shall be ex-officio members, without vote.

B. Duties The duties of the Finance committee shall be as stated in the Constitution, Part II, Article IX, Section 9:

1. To consult with and advise the executive board of the state chapter on financial affairs.
2. To prepare and present to convention of the state chapter an annual budget of the General Fund, based on the fiscal year, April 1 through March 31. The budget shall be sent to the executive board one week prior to convention of the state chapter.
3. To prepare and present to convention of state chapter a proposed allocation of state chapter dues.

Section 6. SCHOLARSHIP

- A. Appointment** The Scholarship Committee shall consist of three members, each serving a three-year term, the senior member in point of service shall be chair. The vice president shall be adviser to the committee.
- B. Duties** The duties of the Scholarship Committee shall be to receive applications, select recipients and award grants from all funds available. The committee shall announce the scholarship grants at the convention of state chapter.

Section 7. MEMBERSHIP COMMITTEE

- A. Appointment** The Membership Committee shall consist of six members, two appointed annually, each serving a three-year term with five members each assigned to a region and one chair. The organizer shall be the adviser. The treasurer and Unaffiliate Coordinator shall be ex-officio members without vote.
- B. Duties** To further the membership goals of P.E.O. International Chapter and Georgia State Chapter by encouraging local chapter engagement in these goals; by facilitating contacts with transfers, inactives and unaffiliates and women not P.E.O.s; by keeping local chapters informed of membership programming changes or updates; by working with the unaffiliate coordinator to assist in dissemination of lists of unaffiliated P.E.O.s to local chapters; by working with the organizer to identify geographical areas where new P.E.O. chapters are viable and to initiate activities to form new chapters; and by assisting all areas of membership growth within Georgia State Chapter.

PROVISO: *The change in number of members of the Membership Committee (from three to six) shall be implemented as follows: In 2025, two new members shall be appointed to the committee for a four-year term; two members for a three-year term; one current member of the committee shall continue to serve her remaining term of two years; and one current member shall have her remaining term of one year extended to two years. In 2026, all members will continue on the committee and no new members will be appointed. Beginning in 2027, two new members shall be appointed annually. The change to all members of the committee serving three-year terms shall not begin until 2029.*

Section 8. INTERNATIONAL PROJECTS COMMITTEE

- A. Appointment** The International Projects Committee shall consist of three members, each serving a three-year term; the senior member in point of service shall be chair. The treasurer shall be adviser.
- B. Duties** The duties of the International Projects Committee shall be to serve as a resource to the local chapters regarding the International Projects: P.E.O. Educational Loan Fund, P.E.O. International Peace Scholarship, P.E.O. Program for Continuing Education, P.E.O. Scholar Awards, and P.E.O. STAR Scholarship. The committee shall be responsible for these project presentations at convention of state chapter.

Section 9. TECHNOLOGY COMMITTEE A technology committee shall be appointed to serve as a resource to Georgia State Chapter regarding technology needs. The vice president shall be adviser to this committee.

Section 10. COTTEY COLLEGE COMMITTEE

- A. Appointment** The Cottey College Committee shall consist of three members, each serving a three-year term; the senior member in point of service shall be the chair. The secretary shall be the adviser.
- B. Duties** This committee will promote interest in Cottey College including the dissemination of current information, serving as a resource to local chapters and preparing the project display at convention.

Section 11. NOMINATING COMMITTEE See Article V, Section 3.

Section 12. UNAFFILIATE COORDINATOR

- A. Appointment** An Unaffiliate Coordinator shall be appointed for a three-year term to prepare and distribute lists of P.E.O. members who are not affiliated with a chapter in the city or area in which they live.
- B. Duties** The duties of the Unaffiliate Coordinator shall be as follows:
 - 1. To access the International Membership Portal to download unaffiliate information;
 - 2. To organize the information and distribute unaffiliate lists to the Membership Committee;
 - 3. To interact with the Membership Committee to maximize the connection with unaffiliated P.E.O.s who are seeking a chapter home;
 - 4. To provide the organizer and the Membership Committee chair with lists of unaffiliates who live in areas of the state where new chapters are needed;
 - 5. To assist the organizer as needed;
 - 6. To serve as an ex-officio member of the Membership Committee.

ARTICLE VIII

ORGANIZATION AND OFFICIAL VISITS

Section 1. FORMATION No organization of a new chapter shall take place during thirty days immediately preceding the opening of the convention of the state chapter unless approved by the executive board.

Section 2. REQUIREMENTS One not a P.E.O. desiring to become a charter initiate of a chapter shall be recommended by three active P.E.O.s who know her personally. The letters of recommendation shall be sent to the organizer.

Section 3. OFFICIAL VISITS TO LOCAL CHAPTERS

- A.** Each local chapter shall have an official visit by the organizer or her proxy, according to one of the methods established by International Chapter. A full comprehensive visit will be conducted on a rotating basis as scheduled by the executive board.
- B.** A new chapter shall have a comprehensive visit by the organizer or her proxy for the first three years and then shall be placed in the established rotation.
- C.** The organizer, with the approval of the executive board, may schedule additional visits to provide extra attention when deemed necessary for the well-being of a chapter.
- D.** Any chapter may request an official visit any year.

ARTICLE IX

GEORGIA SCHOLARSHIP ENDOWMENT FUND

(Held in the P.E.O. Foundation)

Section 1. ESTABLISHMENT

- A.** The Georgia State Chapter shall establish a fund known as the Georgia Scholarship Endowment Fund to be held and administered by the P.E.O. Foundation. The fund shall consist of voluntary contributions, memorial gifts and bequests.
- B.** Accrued interest from the fund shall be awarded annually by the Georgia State Scholarship Committee according to policies of the committee and requirements of the P.E.O. Foundation.
- C.** The first scholarship to be awarded each year from the Georgia Scholarship Endowment Fund shall be known as the Ruth Tabor Fox Scholarship.

Section 2. NAMED SCHOLARSHIPS

- A.** A named scholarship may be added to the Georgia Scholarship Endowment Fund by making a one-time minimum contribution of \$3,000.00 to the fund by February 1st.
- B.** Once a named scholarship has been established it will be awarded annually and announced at the annual Convention of Georgia State Chapter.
- C.** The treasurer will maintain records of named scholarships in the Georgia Scholarship Endowment Fund.

Section 3. DISPOSITION OF FUND If, by a three-fourths vote of two consecutive conventions of Georgia State Chapter, it is determined that the Georgia Scholarship Endowment Fund held in the P.E.O. Foundation shall be discontinued, all assets of the fund shall be applied and distributed to a qualified charitable or educational project or projects in accordance with policies of the P.E.O. Foundation. This project or projects shall be selected by a three-fourths vote of the convention taking action and discontinuing the Georgia Scholarship Endowment Fund or at the following convention of the state chapter.

ARTICLE X
SPECIAL DUTIES OF LOCAL CHAPTER OFFICERS and LOCAL CHAPTERS
(See Article IV, Section 8)

Section 1. PRESIDENT

- A.** It shall be the duty of each president to send a letter to the state president electronically by March 10, giving in detail increase or decrease in membership, average attendance, contributions to and promotion of the P.E.O. projects and other philanthropic work, program features, social activities, spirit of cooperation and interest in chapter life. A copy of this letter shall be sent to members unable to attend meetings regularly.
- B.** The president shall see that a yearbook (Word or PDF) is submitted electronically as directed by the executive board no later than July 1 and that one printed yearbook is submitted in person at the Georgia State Convention.

Section 2. RECORDING SECRETARY

- A.** If local chapter bylaws or standing rules have been amended during the year, the recording secretary shall send one complete copy of the bylaws and standing rules to the chapter's designated executive board buddy by March 10. This copy shall be sent electronically.
- B.** If no changes have been made during the year, the recording secretary shall indicate such in an electronic submission to the chapter's executive board buddy by March 10.

ARTICLE XI

RECIPROCITY GROUPS

Section 1. PURPOSE Local chapters or their representatives, in cities with two or more chapters, may unite for one or more of the following purposes: to welcome unaffiliated P.E.O. members, to further the acquaintance of all members in the city, and to promote the projects of the Sisterhood.

Section 2. SUPERVISION The vice president shall serve as adviser to reciprocity groups.

Section 3. ORGANIZATION

- A.** Local chapters wishing to form a reciprocity group shall send a written request signed by the president of each chapter to the vice president of Georgia State Chapter. Consent to unite shall be granted by the executive board of the state chapter.
- B.** Provision for financing the group must be made by each local chapter, in accordance with the bylaws of the group.

Section 4. REPORTS Election reports shall be submitted immediately after election as required by International Chapter. The annual financial report required by International Chapter shall be submitted by March 10. The president shall send an annual report to the vice president of the state chapter by April 10.

GOVERNING LAW

AMENDMENTS

[illegible]

1. Local Chapters shall follow the guidance for yearbook and bylaws and standing rules content and distribution as approved by the executive board and posted on the state chapter website.
2. Each local chapter shall be responsible for submitting any outstanding program material to the state program file under the direction of the state vice president.
3. Any official letter to the local chapter(s) from a member of the executive board or a chair of a standing committee shall be sent to the president of the state chapter for approval before a final draft is made.
4. Names of the deceased members of a chapter received by the secretary of the state chapter by March 31 will appear on the Memorial Roll of that year's convention.
5. In the case of appointment of a new revolving committee, the state president shall designate chair, second and third member.
6. Proposed changes must be endorsed by a chapter, a standing committee, or the executive board and shall be submitted in writing to the members of the Amendments and Recommendations Committee and the president of the state chapter by November 30. Proposed changes shall be distributed to those specified in Article VII, Section 3, subsection B.2 for consideration no later than thirty days preceding convention of the state chapter. A standing rule shall be adopted or suspended by a majority vote. A vote to suspend applies only to the meeting at which the vote is taken.