



2025 Georgia P.E.O. Local Chapter Yearbook Requirements

Email local chapter yearbooks (Word or PDF) to the yearbook submission email address found on the roster by July 1st. All late yearbooks will incur a chapter fine of \$10.

Title Page:

- Emblem
- Chapter Letter(s)
- Chapter City & State
- Date of Organization
- Current Year

Contents:

- Meeting Day/Time/Format (In Person, Hybrid, Virtual)
- Chapter Officers
- Opening Ode and Objects & Aims
- Committees (including, but not limited to): Auditing, Technology, Membership, all 5 Projects, Cottey and GA Scholarship
- 12 meetings/yr (date, time, location, format, program, required reports/items of business)
- Local chapter bylaws and standing rules

Programs (required):

- Founders' Day/International P.E.O. Day of Service
- Project Programs (all P.E.O. Projects grouped or separately)

Reports/Items of Business (required):

- President's Letter (read in February; emailed to GA State President)
- Election of Officers, Convention Delegates & Alternates on or by the first March meeting
- Officer Installation at the first meeting in March
- Report of GA State Convention at first meeting following convention
- Report of Convention of International Convention within 8 weeks following convention
- Exemplification of Ceremony of Initiation (by February if no initiation occurs during the year). If receiving an Official Visit, a Ceremony of Initiation must take place at that meeting

Optional:

- Memorial Roll
- P.E.O. Website Addresses
- GA State Board Officers
- Past Chapter Presidents
- Georgia/International Chapter Events

One printed copy of the 2025-26 yearbook must be submitted in person at 2026 State Convention by one of your chapter delegates for display in the convention projects room.