

SUGGESTED FORM FOR BYLAWS OF A P.E.O. GROUP

ARTICLE I

NAME AND MEMBERS

Sec. 1 The name of this organization shall be _____ P.E.O. Group and shall be under the sponsorship of ____ (name of reciprocity, local chapter or State chapter)

Sec. 2 The members of this P.E.O. Group shall be active members of the P.E.O. Sisterhood who are residents of (name of retirement, resort, government community or foreign city). (If Group is located on a college campus, then bylaws should read: “who are students at [name of college or university].”)

ARTICLE II

MEETINGS

Sec. 1 Regular business meetings shall be held monthly (or twice monthly) from (month) to (month) .

Sec. 2 Meetings shall be held at the time and place/format designated in the yearbook. The time and place/format of a meeting may be changed with the consent of the president and (recording) secretary, provided all members are notified.

Sec. 3 Special meetings may be called by the president. Only the business specified in the call shall be transacted.

Sec. 4 The quorum for all meetings shall be _____ members of the Group.
(When no quorum is specified, then a majority of members becomes a quorum. Current edition of *Robert’s Rules of Order*)

ARTICLE III

OFFICERS

Sec. 1 The officers of this Group shall be president, secretary and treasurer. (There may also be a vice president, chaplain or guard, if desired. The office of secretary may be separated into two offices, with a recording secretary and a corresponding secretary.)

Sec. 2 The officers shall be elected at the _____ meeting in _____.
(Bylaws may provide for other appointments such as the contact person and a P.E.O. projects chair. Duties of the officers and appointees may be included in the bylaws, if desired.)

(If method of nomination of officers differs from that set forth in the Constitution, Part III, ARTICLE IV, Sec. 2, an article such as the following should be included in the Group bylaws.)

ARTICLE IV
NOMINATIONS AND ELECTIONS

Sec. 1 Nomination of officers shall be by nominating committee (or by nominations from the floor). Each office shall be filled before votes are cast for the succeeding office.

(Or, if by a nominating committee)

Sec. 1 A nominating committee of _____ members shall be appointed by the president at the _____ regular business meeting in _____. The member named first shall be chair. (Or the chair may be elected by the committee.) At the _____ meeting in _____, this committee shall present names of one or more members for each office.

Sec. 2 After the committee has reported at the _____ meeting in _____, opportunity shall be given for further nominations from the floor for each office preceding election to fill that office.

Sec. 3 Election shall be by counted ballot unless the committee has made but one nomination for an office and there are no further nominations from the floor, in which case, by general consent the ballot for that office may be dispensed with and a non-counted vote taken for the entire ticket.

OR

Sec. 3 Election shall be by counted ballot unless the committee has made but one nomination for an office and there are no further nominations from the floor, in which case, by general consent the ballot for that office may be dispensed with and a non-counted vote taken for that nominee.

ARTICLE V
DUES

Sec. 1 Group dues shall be _____ (a year or a semester) per member and shall be payable by (date).

ARTICLE VI
STANDING COMMITTEES

Sec. 1 The standing committees shall be appointed by the president at the meeting following her election and shall include:

- a. Yearbook Committee to arrange time and place/format of meetings, programs, preparation and distribution of Group yearbook.
- b. Other committees and their duties as desired by the Group.

ARTICLE VII
AMENDMENTS

Sec. 1 These bylaws may be amended at any regular business meeting by a two-thirds vote of the members voting, provided that the proposed amendment has been submitted in writing at the previous regular business meeting.