



PART V

SUGGESTED FORM FOR BYLAWS OF A RECIPROCITY GROUP

Note: *This is a suggested Form for Bylaws for a Reciprocity Group. It may be adapted to suit the individual needs of each reciprocity group.*

ARTICLE I NAME AND PURPOSE

Sec. 1 - The name of this organization shall be the _____ Reciprocity Group.

Sec. 2 - The purpose of the _____ Reciprocity Group shall be: to promote acquaintance of all P.E.O. members in the city or area; to welcome unaffiliated P.E.O. members; to encourage communication and cooperation among all chapters in the city or area; and to further interest in the projects of the P.E.O. Sisterhood.

ARTICLE II MEMBERSHIP

Sec. 1 - All P.E.O. chapters in _____ shall be eligible for membership in the _____ Reciprocity Group.

Sec. 2 - Voting members shall be one (or more) representatives from each member chapter. Representatives shall be elected by the member chapter at the time of the annual election. (or: Representatives shall be appointed by the president of the member chapter.)

Note: May also add: Elected representatives shall be the current president and the immediate or a past president of the chapter, if possible. Terms of the two chapter representatives shall not expire in the same year. A vacancy may be filled by appointment by the president of the member chapter or by election at a regular meeting of the member chapter. If a representative is unable to attend a meeting, the president of the member chapter may appoint a substitute who shall have the same privileges as the elected representative.

ARTICLE III OFFICERS

Sec. 1 - The officers of the _____ Reciprocity Group shall be president and secretary/treasurer.

Note: There may be other officers such as a vice president and separate secretary and treasurer positions, if the group desires.

May also add: Officers shall be chosen from those representatives serving their second year. To be eligible for the office of president, a representative shall have served as president of a local chapter.

Sec. 2 - Nomination of officers shall be by nominating committee. A nominating committee of _____ members shall be appointed by the president at the _____ meeting. The member first named (or: elected by the committee) shall be chair. At the _____ meeting, this committee shall present names of one or more members for each office. After the committee has reported, opportunity shall be given for further nominations from the floor for each office preceding the 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 for that nominee taken. Each office shall be filled before votes are cast for the succeeding office.

(or:

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

Note: Officers may be nominated and elected by counted ballot; or member chapters may be asked to fill a particular office each year on a rotating basis.

Bylaws may provide for the appointment of other officers such as: contact person, unaffiliate chair, P.E.O. projects chair.

Duties of the officers and appointees may be included in the bylaws, if desired.

(or:

Sec. 2 - Each office shall be filled by an appointed reciprocity representative on a predetermined schedule of chapter rotation. Officers shall be elected and installed at the March/April council meeting and shall serve a one-year term.

ARTICLE IV MEETINGS

Sec. 1 - Meetings shall be held in the months of _____. (or: The _____ Reciprocity Group shall meet _____ times per year.)

Sec. 2 - The dates and places of the meetings shall be determined by the officers and all member chapters shall be notified by (month and date).

Sec. 3 - The president may call additional meetings when necessary.

Sec. 4 - The quorum for all meetings shall be _____ chapter representatives.

Note: If no quorum is specified, a majority of chapter representatives becomes a quorum. (the current edition of *Robert's Rules of Order*)

ARTICLE V FINANCE

Note: This article is included so that provision can be made for the payment of the expenses of the reciprocity group, if desired. Provision for payment of regular dues or per capita assessments to the reciprocity group by the member chapters IS NOT TO BE INCLUDED IN THIS ARTICLE, but the article may say:

Provision for payment of regular dues or per capita assessments to the reciprocity group by the member chapters shall be included in the article on FINANCE in the bylaws of each member chapter.

ARTICLE VI COMMITTEES

Sec. 1 - An Unaffiliate Chair (*or* an Unaffiliate Committee composed of _____ members) shall be appointed by the president immediately following her election. It shall be the duty of this chair/committee to receive all names of unaffiliated P.E.O. members in the city or area; to notify member chapters of the names and addresses of unaffiliated P.E.O. members in their area; to keep an up-to-date record of all unaffiliated P.E.O. members in the city or area; to report at each meeting of the _____ Reciprocity Group the status of all unaffiliated P.E.O. members in the city or area; and to plan a social event once each year for the unaffiliated P.E.O. members in the city or area.

Sec. 2 - A Founders' Day Committee composed of _____ members shall be appointed by the president at the beginning of her term in office. It shall be the duty of this committee to plan the _____ Reciprocity Group's Founders' Day celebration.

Sec. 3 - A P.E.O. Projects Committee composed of _____ members shall be appointed by the president at the beginning of her term in office. It shall be the duty of the committee to coordinate the visit of the Cottey College Admissions Counselor; to extend courtesies to and keep member chapters informed of P.E.O. project recipients (students) in the city or area; and to promote interest in and support of Cottey College, P.E.O. Educational Loan Fund, P.E.O. International Peace Scholarship Fund, P.E.O. Program for Continuing Education, P.E.O. Scholar Awards and P.E.O. STAR Scholarship.

(Other committees may be appointed according to the wishes of the reciprocity group.)

Sec. 4 - An Auditing Committee composed of _____ members shall be appointed by the president at the end of the fiscal year to audit the records of the treasurer.

ARTICLE VII AMENDMENTS

Sec. 1 - These bylaws may be amended at any meeting by a two-thirds vote of the chapter representatives voting, provided that the proposed amendment(s) has been submitted in writing at the previous meeting with a copy sent to all member chapters, or provided that the proposed amendment(s) has been submitted in writing to all member chapters at least 60 days in advance of the meeting.