

Local Chapter President's Calendar

New York State Chapter

Congratulations and Thank You for serving as your Chapter President!

Good leadership of a local chapter falls primarily and squarely upon you, the president. Good leadership can take place most effectively when the leader feels confident, and realizes that she really is competent and understands the P.E.O. process.

There are three key reasons why you should have confidence in your ability to lead:

1. you have all the tools needed to do the job well – you only have to become familiar with them;
2. there is a chapter full of your sisters who want you to succeed and will do anything they can to help—you only need to ask; and
3. you have at your disposal your state officers and International Chapter officers who are also very willing to help you not only succeed, but enjoy the journey.

MARCH: Outgoing President

1. Check annual reports of treasurer and corresponding secretary. Sign when all figures agree. Reports must be sent AFTER March 1 and BEFORE March 10. Package must be postmarked no later than March 10 or pay penalty.
2. Remind the outgoing corresponding secretary and treasurer that they continue in their jobs, and keep their officer's materials, until their Annual Report release letters are received.
3. Remind auditing and nominating committees to prepare reports.
4. Remind recording secretary to be prepared to read required statements about election of officers.
5. Preside at first meeting in March through "election and installation of officers." All officers must be elected and installed—new and returning.
6. Arrange for meeting of outgoing and incoming officers for exchange of materials and information. See "Guidelines for Annual Transition Meeting for Local Officers" found on NYS website: *Resources, Officer Resources/Forms, Chapter President*.
7. Instruct incoming president and vice president about the "Special Work" (Ceremony of Initiation).
8. Houseclean president's supplies using the Retention Record on the first page of the IOLC. Discard outdated material.
9. Take time to train the incoming president. Review supplies with her and give helpful suggestions.

MARCH: Incoming President

1. Be prepared to preside after installation.

2. Attend meeting of officers for transfer of materials. Check to see that all supplies are current; ask treasurer to order any needed. See "Guidelines for Annual Transition Meeting for Local Officers" found on NYS website: *Resources, Officer Resources/Forms, Chapter President*.
 - ★ Remind each officer to review her online training on the International website.
 - ★ Remind each officer to become familiar with her section of the IOLC—Instructions to Officers of Local Chapters and Policies Pertaining to Local Chapters.
 - ★ Be sure the vice president knows where you store your chapter supplies.
 - ★ Be sure you and the vice president know where the guard stores her supplies.
3. Remind corresponding secretary to submit the reports of election of officers and state/province/district convention delegates online: *International website, Resource Library, Local Chapter Officer Resources, Corresponding Secretary Forms*.
4. In early March appoint all committees for coming year. Suggest a schedule for project reports—propose duration of 1 minute or less, with 2 reports per meeting, for instance—and distribute to chairmen.
5. Become familiar with the President's Book. Make President's Book available to all officers for study.
6. If not already, become familiar with the International website and the New York State website:
 - ★ www.peointernational.org
 - ★ www.peonewyork.org
7. Become familiar with president's instructions, duties, responsibilities and supplies, as well as the Local Chapter's responsibilities:
 - ★ P.E.O. Constitution, Bylaws and Standing Rules, Revised 2017: *International Website*
 - ★ New York State Bylaws and Standing Rules, Revised June 2017: *NYS Website*
 - ★ New York State Policy Manual, Revised February 2018: *NYS Website*
 - ★ IOLC-President, Revised February 2018: *International Website*
8. Note date, time and place of Local Officers' Training Workshop, if applicable.
9. Watch for Letters from NYS President, which are emailed from the State Vice President. Please read to the chapter.
10. Review program plan for the year. Confirm plans for yearbook production.
11. Plan to attend the NYS convention, if feasible. In addition to NYS convention delegates, encourage chapter members to attend convention. Information and registration forms are available on the NYS website: www.peonewyork.org
12. Learn the "Special Work" (Ceremony of Initiation) to recite for official visitor, officer training sessions and convention. Make sure vice president is prepared.
13. If any member became inactive as of March 1, counsel her on reinstatement and encourage her to do so before she returns the emblem. See the "P.E.O. Counsel for Membership" booklet for ideas. If she is not reinstating at this time, collect her emblem. Give her a copy of *A Guide for the Inactive Member*. Keep the

emblem in president's materials for 3 years before returning to the P.E.O. Supply Department using the Emblem Return form.

14. With the treasurer, complete new signature cards at the bank, if necessary.
15. Earlier in this year, your projects committee chairmen should receive year-end report information from the NYS Vice President and the NYS Committee Chairmen. Be sure that they have received it and have submitted their reports online by March 10.

APRIL

1. Install any officer not present at time of election. Officers must be installed before May 1 or the office is declared vacant.
2. Continue becoming familiar with the President's Book, Ceremony of Initiation, and chapter meeting procedures, as well as president's instructions, duties, responsibilities and supplies, as well as the Local Chapter's responsibilities:
3. Watch for PEONY Express in April, which is emailed from the State Vice President, and is available on the NYS website. This express will include information on convention registration.
4. In April / May, you will receive hard copy mailing of proposed changes to the NYS bylaws to be voted upon at NYS convention, if there are any. These should be read at a chapter meeting prior to convention, or you may appoint a chapter member to review the proposed amendments and present them for discussion at the next chapter meeting. A hard copy is given to your chapter delegates, as they will vote at convention.
5. Complete online convention registration forms by required deadline. Help those delegates who need computer assistance.

MAY

1. Call for reading of approved annual reports—release letters—of corresponding secretary and treasurer, if letters have been received. This may take place in June.
2. Watch for letter from your Board Buddy. Please read to chapter and distribute information to your officers as necessary.
3. Arrange for 7 copies of your chapter yearbook to be taken to NYS convention.
4. Arrange for report of NYS convention to be given as soon as possible following convention.
5. If chapter has no meetings during the summer, at the last regular meeting before the vacation period, ask for a motion to authorize payment of any summer bills. Such bills should be ratified at the first meeting following the vacation period.

JUNE

1. Distribute all materials from convention to appropriate officers and committee chairmen.
2. Remind your officers that state officers change at convention. Contact information for all NYS officers and NYS committee chairmen is found on the NYS website. This information is updated regularly; please check the website for most current information:
 - ★ NYS Committees: www.peonewyork.org > Member Home > State Committees > link to State Committee Contact List.
 - ★ NYS Officers: www.peonewyork.org > Member Home > Executive Board > (under picture) link to State Officer Contact Information
3. Watch for letter from NYS President, which will come via email. Please read to the chapter at your next business meeting, and forward to chapter members via email.
4. Keep the vice president apprised of your plans if you are going to be out of town.

JULY-AUGUST

1. Stay in touch with your scholarship/grant/loan recipients and/or Cottey students. Invite them to any appropriate social occasions scheduled.
2. Watch for information from NYS Organizer or the Organizer's Proxy to confirm details of upcoming Official Visit, if applicable.
 - ★ Contact your visiting officer with specific arrangements.
 - ★ Remind your officers of their preparations for the Official Visit. Documents are available on the NYS website: www.peonewyork.org > Resources > Officers Resources/Forms > Official Visit Forms.
3. "Directory of Presidents" on the International website is updated continuously. This list must be used only for P.E.O. official business. Names and addresses should not be circulated for any reason.

SEPTEMBER

1. If your chapter has not met during the summer, refresh yourself on meeting procedures and the instructions in the President's Book.
2. "Proceedings" of the NYS convention with the NYS bylaws will be available on the NYS website during this month. Please make sure all chapter members know about this important resource—which includes contact information for all NYS officers and committee members—and know how to access it online.
3. Confirm date, time and place of Official Visit from the NYS Organizer or the Organizer's Proxy with all chapter members involved. Make sure all officers' supplies are current. Review chapter meeting procedures, look up information requested by the Official Visitor, and prepare any questions. Conduct practices of Ceremony of Initiation ahead of time.
4. Meet with your officers to make any adjustments in the Fall/Winter schedule.

5. Watch for PEONY Press, which is emailed from the State Vice President, and is available on the NYS website. In addition to information for you, this usually includes important information for your officers and project chairs. Please read indicated portions to chapter, and copy and circulate information. Encourage your project chairmen to use the information to inform the chapter about P.E.O. projects.

OCTOBER

1. Confirm date of Report of Convention of International Chapter, if applicable.
2. Watch for letter from your Board Buddy. Please read to chapter and distribute information to your officers as necessary.

NOVEMBER-DECEMBER

1. Watch for Letter from NYS President, which will come via email. Please read to the chapter, and forward to chapter members via email.
2. By vote of chapter, decide on distribution of chapter's gifts to the projects. Make sure that contributions are sent to the NYS treasurer.
3. Are you or is one of your chapter members interested in serving on a NYS Committee or the NYS Executive Board? Please complete the *Survey for Interest in Serving New York State Chapter P.E.O.*, found on the NYS website under *Member Home, State Committees*, where you'll see the Survey and the brochure for serving on the Executive Board. Please mail or scan/email the form to the NYS Vice President by December 15.
4. Encourage all officers to pay their dues sometime in December! Show a loving concern for the treasurer! Set an example for others! Make it known that chapter sisters can pay their dues in November or December—before the snow birds leave for Florida! Perhaps at the December Social!

JANUARY

1. Remind treasurer to send dues notices. This is a good opportunity to include a chapter newsletter or other communication—"Hi! We're Thinking of You" note—for non-resident members and sisters unable to attend meetings. Review chapter policies for late dues or those of infirm members, if applicable.
2. Encourage all chapter sisters to pay their dues as early as possible in January and not wait until February!!
3. Appoint nominating, auditing and program committees, if indicated in bylaws.
4. Encourage program chairman to plan for the next P.E.O. year, using yearbook requirements found on the NYS website: www.peonewyork.org > Resources > Officer Resources/Forms > Chapter Yearbook Chair.
 - ★ Consider inviting a BIL to give a program.
 - ★ Programs are available on the NYS website: www.peonewyork.org > Resources > Programs/Resources
 - ★ Programs are available on the International website:

- ☆ www.peointernational.org > Resource Library > Local Chapter Members > Video Library and P.E.O. History
 - ☆ Each P.E.O. Project has *Chapter Resources* that include project information and programs.
 - ☆ The *Membership Toolbox* includes programs and videos.
 - ☆ *The P.E.O. Foundation* has information and programs.
 - ☆ For information and videos on previous International Conventions, search for *Convention of International Chapter* on the International website.
5. If Convention of International Chapter was held in previous fall, *Proceedings of International Convention* will be available this month on International website.
 6. Watch for PEONY Press, which is emailed from the State Vice President, and is available on the NYS website. In addition to information for you, this usually includes important information for your officers and project chairs. Please read indicated portions to chapter, and copy and circulate information. This PEONY Press should include information on local chapter annual reports of Treasurer and Corresponding Secretary.
 7. Receive the "Winter Mailing" from International Chapter and distribute material to appropriate officers.
 8. Alert treasurer and corresponding secretary to expect annual report materials soon. Reports are due Mar 10.
 9. Does your chapter want to propose a change to the NYS Chapter Bylaws, or to the P.E.O. Constitution? The proposal must be submitted in writing to the Amendments and Recommendations Committee by February 1. See *NYS Bylaws, Art. XII, Sec. 1*, and *Constitution, Bylaws and Standing Rules of the P.E.O. Sisterhood, Reprint 2015, Art. XX*.
 10. Watch for information from NYS Organizer or the Organizer's Proxy regarding planned Official Visit for next fall, if applicable. Alert officers and hostesses. As the meeting may take place in August, September, October or November, the Organizer or the Organizer's Proxy may contact you as soon as she knows the chapters she is visiting.
 - ★ You will want to include the date of your Official Visit in your next year's Chapter Yearbook. No other program should be scheduled for her visit.
 - ★ Contact your visiting officer with specific arrangements. Offer hospitality and transportation.
 - ★ Review preparations for the organizer's/organizer's proxy visit.

FEBRUARY

1. Chapters may initiate candidates and accept transfers during February. Chapter may not extend or accept an invitation to transfer in February. As a courtesy to an initiate, some chapters choose not to initiate in January or February, as her dues for the next year are due so soon after her initiation fee.
2. Prepare and present to the chapter your President's Letter. See *NYS Bylaws, Art. IX, Sec. 2*. The President's Letter should be read during the meeting under "New Business" and does not take the place of a program for that day. Obtain vote of approval under "New Business." Send copies of the letter to the

NYS President and to non-resident members and sisters unable to attend meetings of the chapter. File one copy in the permanent notebook.

3. Ask the corresponding secretary to read the names of inactive members to the chapter, to verify information on inactive members.
 4. Alert the auditing committee to arrange with the treasurer to audit the financial books shortly after they close on February 28/29 and to prepare a report to be presented at the first meeting in March.
 5. If necessary, alert the recording secretary to send via email a copy of the revised chapter bylaws to the chairman of the NYS Amendments and Recommendations Committee, whose contact information may be found on the NYS website: www.peonewyork.org > Member Home > State Committees > Link to State Committee Contact List. If no revision was made, she should send an email note indicating that "no change" was made. Deadline March 10.
 6. At the last meeting of the chapter in February, the following procedure may be used to advance the dues for a member whose dues have not been received before March 1. See *IOLC-Treasurer, Annual Dues*.
 - ★ The treasurer announces the names of any members whose dues have not been received.
 - ★ By vote of the chapter, the treasurer may be authorized to advance the NYS and International dues.
 - ★ Payment of these dues maintains the member's active status.
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REMINDERS and ON-GOING DUTIES for the PRESIDENT

- ★ Following a favorable vote for membership, appoint a pre-acceptance committee immediately, and remind the corresponding secretary to send the Invitation to Membership to the potential member.
- ★ When the initiation is planned, schedule practices and sign out the initiation booklets to the officers, or the initiation team.
- ★ Appoint a post-initiation counseling committee following the initiation of a new sister.
- ★ We recommend you also counsel a new transfer or reinstated sister, to discuss chapter customs and to refresh her on P.E.O. procedures.
- ★ Before meetings:
 - ☆ Start the telephone/email invitation process.
 - ☆ Prepare for the meeting: make an agenda, make the necessary phone calls, e.g., will any officers be absent, receive the reports of committees.
- ★ After meetings:
 - ☆ Discuss minutes with recording secretary to confirm action items and unfinished business for next meeting agenda. Recording Secretary is permitted to email minutes to the president.
- ★ Fill any officer vacancy promptly by appointment, with ratification by chapter at the next business meeting. See *Constitution, Part III, Art. IV, Sec. 5*. NOTE: Officers appointed for individual meetings are not “installed.”
- ★ Encourage the corresponding secretary to promptly record and submit any membership changes on the International website, including:
 - ☆ any changes to the chapter roster of officers, and changes to the officer's contact information, including email addresses.
 - ☆ any membership and name changes, using the online Change in Membership form, including
 - initiation
 - reinstatement
 - transfer in and transfer out
 - active and inactive members' deaths, which require both president and corresponding secretary action. See NYS Website: www.peonewyork.org > Resources > Officers Resources/Forms > Chapter President AND Chapter Corresponding Secretary > New Chapter Eternal Instructions (Updated 10/2017).
- ★ Always encourage the search for project recipient candidates.
- ★ Use your Board Buddy—stay in touch with her—she's happy to hear from you!

Bring joy to your chapter!  Enjoy the opportunity to serve!

New York State Chapter and International Chapter Calendar of Key Events and Deadlines

JANUARY

Partners in Peace—January: Chapter sends donation and form together in one envelope to the NYS treasurer by January 31. Chapter checks should be made payable to the NYS chapter.

Scholar Awards Laureate Chapter—January: Chapter sends donation to the NYS treasurer by January 31. Chapter checks should be made payable to the NYS chapter.

Jan 21 Wear Your Pin Day — P.E.O. Founders' Day

January 31 This is the last day on which transfer activity—chapter vote to invite and/or reading of an acceptance note—can be transacted until after March 1!

FEBRUARY

Partners in Peace—February: Chapters should send their Partners in Peace form and check(s) directly to the P.E.O Executive Office in Des Moines to expedite processing by the March 1st deadline. Checks should be sent in advance of the Feb 28/29 deadline in order to permit processing by International. Late checks will be returned. Checks should be made payable to the IPS Fund with a notation on the check that the donation is for Partners in Peace. Send an email to the NYS Treasurer if your chapter sends the donation directly to International. A copy of the form sent would be appreciated by the NYS Treasurer.

Scholar Awards Laureate Chapter—February: Chapters send their check directly to the P.E.O Executive Office to be received by the February 28/29 deadline. Checks should be sent in advance of the Feb 28/29 deadline in order to permit processing by International. Late checks will be returned. Checks should be made payable to P.E.O. Scholar Awards with a notation on the check that the donation is for designation as a Laureate Chapter.

Feb 28/29 Local Chapter Dues are due

MARCH: "Introduce your Family to P.E.O." month

Mar 01 Partners in Peace Deadline See January and February events above!

Mar 01 President's Letter Deadline Local Chapter President's Letter sent to NYS President by March 1.

Mar 08 Celebrate P.E.O. International Peace Scholarship on International Women's Day!

Mar 10 Annual Report of Corresponding Secretary (ARCS) and Annual Reports of Treasurer (IRS-LC and Annual Dues Report) must be postmarked by March 10.

Mar 10 Chapter Bylaws Changes Due Recording Secretary sends via email a copy of the revised chapter bylaws to the chairman of the NYS Amendments and Recommendations Committee. If no revision was made, she should send an email indicating that “no change” was made.

Mar 10 Annual Reports of Chapter Projects Chairs submitted via Survey Monkey

Mar 31 Online Reports Due Corresponding Secretary submits reports of election of officers and delegates to NYS convention, and, if applicable, nominee for delegate to Convention of International Convention.

APRIL Online Registration for NYS Convention

JUNE

NYS Chapter Convention:

- ★ 2018: May 31-Jun 3, Binghamton Doubletree by Hilton
- ★ 2019: May 30-Jun 2, Binghamton Doubletree by Hilton

Jun 01 Bed & Breakfast Deadline Submit chapter contact information and insurance payment to International. This bill must be voted upon at a chapter meeting during the “Bills to be Presented” section of the meeting.

AUGUST

P.E.O Scholar Awards: Online nominations from local chapters accepted from August 20 to November 20.

SEPTEMBER

P.E.O. Star Scholarship: Chapter recommendations must be submitted only between September 1 and November 1.

Convention of International Chapter:

- ★ Sep 12-14, 2019—Des Moines, Iowa
- ★ 2021—Portland, Oregon
- ★ 2023—Pittsburgh, Pennsylvania

OCTOBER: “Let’s Go Find the Others” month

DECEMBER: “Attendance Challenge” month

See NYS website for information for NYS Scholarships and applications:

- ★ The Janet H. Griswold Memorial Scholarship
- ★ The Barbara M. Wackenhut Scholarship For Master’s Degree Candidates
- ★ The Agnes M. Hungate Endowment Scholarship for Cottey College

★ The New York State Cottey College Scholarship Fund

NYS website www.peonewyork.org > Resources > Member Home > NYS Projects

International and NYS Projects Quick Facts

For current information on International Projects and forms, go to www.peointernational.org > P.E.O. Projects.

Cotley College: *Private women's liberal arts and sciences college in Nevada MO. Focus on leadership and social responsibility makes Cotley ideal for ambitious girls and women who want to succeed.*

- ★ Apply early, during summer between junior and senior year.
- ★ Chapter sponsorship not necessary.

P.E.O. Educational Loan Fund: *Loans for qualified women who desire higher education and need financial assistance. Applicant must have credit score of 625 or higher and adult cosigners with credit score of 650 or higher.*

- ★ Applications are processed year-round.
- ★ Application submitted within 6 months to 24 months of completing her course of study to receive funds.
- ★ Chapter sponsorship: Yes—chapter recommends applicant, by voice vote.

P.E.O. International Peace Scholarship: *Need-based scholarship for women who are citizens of country other than US or Canada, and are graduate students or Cotley students. Recipient is eligible for one renewal of her scholarship.*

- ★ Applicants must submit online completed eligibility form between Sept 15 and Dec 15.
- ★ Chapter sponsorship not necessary.

P.E.O. Program for Continuing Education: *One-time only need-based grant, for women whose education has been interrupted.*

- ★ Chapter recommendation must be submitted no less than 10 weeks prior to the start term date for which the grant is requested.
- ★ However, a recommendation cannot be accepted more than 4 months in advance of the start term date.
- ★ Once eligibility is established and Chapter Recommendation Form and Letter are complete, online instructions and link are sent to applicant.
- ★ Chapter sponsorship: Yes—chapter recommends applicant, by voice vote.

P.E.O Scholar Awards: *Highly competitive one-time only award, not based on need. Nominee exhibits excellence and potential to make a positive impact on society.*

- ★ Online nominations from local chapters accepted from Aug 20 to Nov 20.
- ★ Applicant must be pursuing a doctoral level degree, and is within two years of degree completion with at least one academic year remaining from the date the award payment is made (Aug 1). Applicant must have full time enrollment at an accredited U.S. or Canadian college or university.
- ★ Online instructions and link to application sent to nominee from P.E.O. Executive Office upon receipt of Chapter Nomination Form and letter.
- ★ Chapter sponsorship: Yes—chapter recommends applicant, by voice vote.

P.E.O. Star Scholarship: *Highly competitive one-time only award. Nominee exhibits excellence and potential for future success.*

- ★ Chapter recommendations must be submitted only between Sep 1 and Nov 1.
- ★ Applicant must be 20 years of age or under at the end of the application year, and in the final academic year (senior year) of secondary education. Applicant plans to attend an accredited U.S. or Canadian postsecondary institution, full- or part-time, in fall of the academic year after graduation.
- ★ Recommended students are emailed a link with instructions to set up an online account to submit application.
- ★ Required student application items are due no later than 30 days after the applicant has received instructions for setting up her online account.
- ★ Chapter sponsorship: Yes—chapter recommends applicant, by voice vote.

NYS Scholarships

For current information and forms go to www.peonewyork.org> Member Home> NYS Projects.