

**BYLAWS OF OREGON STATE CHAPTER OF
THE P.E.O. SISTERHOOD**
An Oregon Corporation
(Revised June 1969, Amended June 13, 2026)

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ARTICLE I

Convention of State Chapter

Section 1. MEMBERS. The convention of Oregon State Chapter shall consist of the following active members when present and registered:

- Executive Board of Oregon State Chapter
- Past presidents of Oregon State Chapter
- Resident past presidents of International Chapter
- One delegate from each local chapter
- Chair of the Amendments and Recommendations Committee
- Chair of the Convention Advisory Committee
- Chair of the Convention Site/Contract Committee
- Chair of the Cottey Committee
- Chair of the Education Committee
- Chair of the Finance Committee
- Chair of the Membership Committee
- Chair of the Nominating Committee
- Chair of the Scholarship Committee
- Historian
- Website Facilitator

Section 2. TIME AND FORMAT. Oregon State Chapter shall convene annually between May fifteenth and June twenty-fifth. Hostess chapters shall submit dates and place for convention to the executive board for approval. The dates may be changed by the president with the consent of the executive board and the hostess chapters. 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 3. HOSTESS CHAPTERS.

- A. Hostess chapters grouped geographically as assigned by the Convention Advisory Committee shall provide housing and meals for members of convention.
- B. The executive board shall post the ten-year schedule of hostess chapters on the Oregon State Chapter website.
- C. Hostess chapters shall follow policy as outlined in the Convention Guide for Hostess Chapters of Oregon State Chapter P.E.O. Sisterhood.

Section 4. DELEGATES. The local chapter president shall be elected delegate when feasible. Each chapter shall pay the traveling expense of its delegate to the convention of Oregon State Chapter.

Section 5. FORMAL ACTION. Any item passed by convention of Oregon State Chapter that must be implemented by local chapters shall become effective as ordered by convention and must be implemented upon receipt of an official notice from the state president. No vote of the local chapter is necessary to update its bylaws to conform to action taken by state convention.

ARTICLE II

Convention of International Chapter

Section 1. DELEGATES. Delegates to Convention of International Chapter shall be chosen in rotation from groups of chapters. Chapters shall be regrouped geographically by the president of state chapter when deemed necessary.

Section 2. NOMINATION AND ELECTION OF DELEGATES.

- A. Before March first, prior to Convention of International Chapter, the vice president of Oregon State Chapter shall notify each chapter entitled to representation in Convention of International Chapter.
- B. Each chapter entitled to representation shall nominate by or at the first meeting in March its delegate and an alternate.
- C. Only nominees who are or have been a member of Oregon State Chapter Convention are eligible for election.
- D. The names of the delegate and alternate so nominated shall be sent as required by International Chapter. The name of the delegate shall be submitted to the following convention of the Oregon State Chapter for election.
- E. In case of a vacancy the president of the state chapter shall appoint as delegate the nominee for alternate.

Section 3. PAST STATE PRESIDENTS. The past state presidents in attendance at the convention of the state chapter immediately preceding Convention of International Chapter shall name from the Past Presidents' Circle those for whom housing and meals shall be provided in Convention of International Chapter. The immediate past state president at the time of Convention of International Chapter shall be included in the number of past state presidents eligible for election as members of Convention entitled to housing and meals. In case of vacancy, the president of the state chapter shall appoint an alternate as named by the Past Presidents' Circle.

ARTICLE III
Nomination and Election of Officers

Section 1. EXECUTIVE BOARD. The executive board shall be elected at the annual convention of Oregon State Chapter from members of convention. A member of the executive board for the current year who has filled her office for that term to the date of convention, but who because of illness or serious emergency is unable to attend such convention, also shall be eligible.

Section 2. ELIGIBILITY. Any member of state convention shall be eligible to office in Oregon State Chapter subject to the following:

- A. has been a member of the P.E.O. Sisterhood for at least five years;
- B. has been duly elected, installed and served as president of a local chapter for one complete year;
- C. has given her consent to devote time and energy to the office to which she may be a candidate;
- D. has received the sponsorship and recommendation of her chapter;
- E. has completed the information form giving biographical information pertinent to her P.E.O. activities.

Section 3. TENURE. Each state officer shall hold office until her successor is elected, installed, and qualified.

Section 4. SEQUENCE OF OFFICERS. The sequence of state officers shall be president, vice president, organizer, treasurer, and secretary.

Section 5. NOMINATION OF OFFICERS.

- A. A Nominating Committee of five members shall be appointed annually by the president of the state chapter with the approval of the executive board. The chair and one other

member shall be past state presidents, one of whom shall be the immediate past state president, and three members of the committee shall be selected from different geographical areas of the state.

- B. A local chapter or a member of the executive board, a member of the Nominating Committee, chair of a standing committee or a past state president wishing to recommend an eligible member for consideration as a nominee for election to office shall submit, with the candidate's consent, her name, and qualifications to the chair of the Nominating Committee no later than February fifteenth. Each candidate shall complete an information form provided by the Nominating Committee and submit said form to the chair of the committee.
- C. At the convention of the state chapter, the committee shall present the name of one member for each office. Further nominations may be made from the floor for each office preceding the elective ballot for that office.

Section 6. ELECTION OF OFFICERS. Election shall be by written or electronic ballot, unless the committee has made but one nomination for each office and there are no further nominations from the floor for each office called for in sequence, in which case the ballot may be dispensed with and the entire ticket declared elected. If there are nominations from the floor for one or more offices, separate elective ballots for such office shall be taken. A majority of votes cast shall elect and voting shall not be limited to the nominees.

Section 7. VACANCY. A vacancy occurring during the year in any office, except that of president, shall be filled by appointment made by the president and approved by a majority of the executive board. The appointee shall meet the same eligibility requirements as for elected state officers.

ARTICLE IV

Duties of Officers of State Chapter

Section 1. GENERAL DUTY. The executive board shall consult and advise during the annual interval and shall transact necessary business. Appointments for the new term may be made and approved after election.

Section 2. PRESIDENT.

- A. Serve as chair of the Board of Trustees for the Oregon State Chapter Charitable Trust;
- B. Appoint a chair and vice chair of the Membership Committee from members of the committee in the final year of their term;
- C. Appoint, following her election and subject to the approval of the executive board, necessary new members of the standing committees of Oregon State Chapter;
- D. Appoint special committees as deemed necessary;
- E. Serve as an ex-officio member, without vote, of all standing committees and boards except the Nominating Committee;
- F. Appoint a Nominating Committee;
- G. Communicate periodically with all chapters, members of the executive board, past presidents of the state chapter, and designated members of the Executive Board of International Chapter informing them of Oregon State Chapter P.E.O. matters;
- H. Proofread convention Proceedings and state chapter bylaws before printing following the expiration of her term of office;
- I. Assist the organizer as needed with the official visits of chapters and the leadership workshops.

- J. Update, after Convention of International Chapter, the list of chapters entitled to representation at future Conventions of International Chapter.

Section 3. VICE PRESIDENT.

- A. Serve as state education chair, supervising all Oregon State Chapter educational projects and serve as liaison to the Cottey Committee;
- B. Serve as ex-officio member of the Scholarship Committee;
- C. Communicate periodically concerning educational projects to all chapters, members of the executive board, past state presidents and designated members of the Executive Board of International Chapter;
- D. Assist the organizer with the official visits of chapters and the leadership workshops as needed;
- E. Oversee the Cottey Travel Fund with assistance from the Cottey Committee and Cottey Representative;
- F. Serve as state chair of the International Educational Philanthropies and liaison to the Education Committee;
- G. Serve as ex-officio member, without vote, of the Finance Committee;
- H. Notify local chapters entitled to representation in Convention of International Chapter in years the convention is to be held.

Section 4. ORGANIZER.

- A. Create interest and supervise preliminary steps in the organization of new chapters;
- B. Administer leadership workshops and official visits of local chapters as posted on the OregonState Chapter website;
- C. Review the bylaws of each chapter and make necessary recommendations for corrections;
- D. Serve as adviser to the Membership Committee;
- E. Supervise Reciprocity Groups and P.E.O. Groups within the state.

Section 5. TREASURER.

- A. Invest state chapter funds as directed by the executive board;
- B. Transmit monthly financial reports to the executive board and the Finance Committee;
- C. Have the books and financial reports audited by a certified public accountant;
- D. Assist the organizer with the official visits of chapters and the leadership workshops.

Section 6. SECRETARY.

- A. Have the proceedings of convention and the updated Bylaws and Standing Rules of Oregon State Chapter compiled and distributed within three months following convention;
- B. Furnish copies of the proceedings and updated Bylaws and Standing Rules to those named in the Constitution, Part II, Article VIII, Section 6;
- C. Verify the eligibility of each nominee for delegate to Convention of International Chapter;
- D. Assist the organizer with the official visits of chapters and the leadership workshops.

Section 7. RETIRING OFFICERS. Upon expiration of her term, each officer shall deliver to her successor all books, supplies, and correspondence bearing on unfinished business, and shall instruct her in the responsibilities of her office.

ARTICLE V **Administrative Assistant**

Section 1. APPOINTMENT. The Executive Board of Oregon State Chapter shall appoint an administrative assistant annually. She shall be an active member of Oregon State Chapter. No appointment shall be made until evidence of qualification has been submitted. Removal from office may be made by the same authorities for sufficient cause.

Section 2. DUTIES. The administrative assistant shall assist officers of Oregon State Chapter with duties as assigned by the executive board and directed by the president.

Section 3. REMUNERATION. Salary and related expenses shall be determined by the executive board upon consultation with the Finance Committee.

ARTICLE VI

Local Chapters

Section 1. SPECIAL DUTIES OF OFFICERS. In addition to those listed in the Constitution and in Instructions to Officers of Local Chapters, the duties of the offices shall be to:

President

- A. Write a letter to the president of Oregon State Chapter as prescribed by the Chronological List of Duties of the local chapter president posted on the Oregon State Chapter website;
- B. Call a meeting of retiring and newly elected officers immediately following election of her successor to transmit supplies and give instructions on the responsibilities and procedures to each newly elected officer;
- C. Attend the leadership workshop as scheduled by the organizer.

Vice President

- A. Attend the leadership workshop as scheduled by the organizer.

Recording Secretary

- A. Attend the leadership workshop as scheduled by the organizer.

Corresponding Secretary

- A. Send, as soon as the chapter yearbook is issued, two copies to the state organizer and one copy to each member;
- B. Attend the leadership workshop as scheduled by the organizer.

Treasurer

- A. Attend the leadership workshop as scheduled by the organizer.

Guard

- A. Attend the leadership workshop as scheduled by the organizer.

Section 2. LOCAL EDUCATION COMMITTEE. Each local chapter shall have a revolving Education Committee of three, one member to retire each year. The senior member in point of service shall act as chair, and the dates of retirement shall be listed in the chapter yearbook.

Duties: The duties of the committee shall be to:

- A. Foster interest in the International Educational Philanthropies;
- B. Investigate, report on and recommend applicants for Oregon State Chapter Charitable Trust Scholarships;
- C. Attend, as chair, the leadership workshop as scheduled by the organizer.

Section 3. LOCAL MEMBERSHIP COMMITTEE. Each local chapter shall have a Membership Committee.

Duties: The duties of this committee shall be to:

- A. Be responsible for all membership activities of the chapter following guidelines established by the organizer;
- B. Attend, as chair, the leadership workshop as scheduled by the organizer.

Section 4. LOCAL CHAPTER TECHNOLOGY CONTACT. Each chapter shall appoint a Chapter Technology Contact.

Duties: The duties of this position shall be to:

- A. Report to the chapter all matters regarding information on the state and International websites and to secure forms and downloads for members of her chapter unable to do so;
- B. Serve as an email link between the state executive board and the local chapter;
- C. Comply with the guidelines for this position as outlined by the Executive Board of Oregon State Chapter.

ARTICLE VII

Organization and Official Visits

Section 1. ORGANIZATION OF NEW CHAPTERS. (See Constitution, Part III, Article I) The member given consent to organize a new chapter shall arrange for three letters of recommendation for each charter initiate from active members.

Section 2. OFFICIAL VISITS.

- A. Chapters shall be officially visited by an officer of the Oregon State Chapter Executive Board and/or a proxy as appointed by the president.
- B. The officers of each chapter, except the chaplain who may attend if she wishes and committee chair as requested, shall attend a leadership workshop conducted by the organizer and her proxies.
- C. Chapters may request annual official visits, such requests to be sent to the organizer in writing by May first. New chapters shall be officially visited at least two times during the first three years as determined by the organizer.
- D. The organizer may revise the schedule of chapters to be visited if it becomes necessary in order to maintain a reasonable balance in the number of chapters visited each year, such revision to be approved by the executive board.

ARTICLE VIII

Standing Committees

Section 1. APPOINTMENT. Unless otherwise provided in the bylaws, appointments shall be made from the active membership of Oregon State Chapter by the incoming president with approval of the executive board. Terms shall begin at the close of the annual convention of the state chapter, and all members of committees shall serve until their successors are appointed and qualified. Unless otherwise specified, the senior member in point of service shall be chair. No member shall be appointed for two consecutive terms with the exception of the Website Facilitator and Historian. Should a vacancy occur, the terms of the other members shall be shortened accordingly, and the president shall appoint a new member for the longest remaining term. In the event that the second member of the committee resigns, the current chair may be

asked to serve a second year. In case of the appointment of an entirely new committee, the president shall designate the position of each member. A majority of the voting members present at a meeting shall constitute a quorum for all purposes.

Section 2. REPORTING. All standing committees shall submit to the president:

- A. A report of committee activity and business for each executive board meeting.
- B. An annual report for the convention of Oregon State Chapter.

Section 3. AMENDMENTS AND RECOMMENDATIONS. The Amendments and Recommendations Committee shall consist of three members, at least one of whom shall be a past state/provincial/district president. One member shall be appointed annually for a three-year term.

Duties: This committee shall:

- A. Consider all amendments, recommendations, and resolutions to come before convention of the state chapter; put such proposals into correct parliamentary form; and present same to convention.

Section 4. CONVENTION ADVISORY. The Convention Advisory Committee shall consist of four members who have experience in convention planning. One member shall be appointed annually for a four-year term. Each member will be assigned a specific convention and will assist the hostess chapters through convention. If feasible, the assigned committee member should live in the geographical proximity of the convention she is assigned to advise.

Duties: This committee shall:

- A. Advise hostess chapter groups on preliminary arrangements;
- B. Approve the budget of the Convention Hostess Committee;
- C. Make necessary updates and recommended changes to the Convention Guide for Hostess Chapters;
- D. Submit to the executive board for approval an arrangement of groups of local chapters for providing housing and meals for members of the state chapter convention.

Section 5. CONVENTION SITE/CONTRACT. The Convention Site/Contract Committee shall consist of three members, one of whom shall be a past state/provincial/district president. One member shall be appointed annually for a three-year term.

Duties: This committee shall:

- A. Consult, advise, and assist convention hostess chapters in researching possible convention sites and contract negotiations;
- B. Ensure that following the hostess chapters' selection of site and within a minimum of three years prior to convention, a contract is negotiated and signed by the presiding officer of that convention or her board proxy and the chair of Convention Site/Contract Committee or her committee proxy.

Section 6. COTTEY. The Cottey Committee shall consist of three members to serve under the direction of the vice president. One member shall be appointed annually for a three-year term.

Duties: This committee shall:

- A. Provide local chapters with Cottey College information and promotional materials to support potential Cottey students;
- B. Help local chapters identify potential students and direct their contact information to Cottey;
- C. Assist the vice president with the Cottey Travel Fund.

Section 7. EDUCATION. The Education Committee shall consist of three members. One member shall be appointed annually for a three-year term with the senior member serving as chair.

Duties: This committee shall:

- A. Provide guidance and information from International Chapter to local chapters and their education committees;
- B. Assist the organizer with the education component included in leadership workshops;
- C. Assist the vice president with promotion of philanthropic projects statewide to include facilitating assigned local chapters with the education project displays at state convention.

Section 8. FINANCE. The Finance Committee shall consist of three members, at least one of whom shall be a past state/provincial/district president. One member shall be appointed annually for a three-year term.

Duties: This committee shall:

- A. Become familiar with the finances of the state chapter and to consult and advise on financial matters with the executive board;
- B. Examine audits of all departments of the state chapter and reports of offices and committees containing accounts of receipts and expenditures for the fiscal year, and report findings to Convention of Oregon State Chapter;
- C. Consider at Convention of Oregon State Chapter any proposed appropriation of funds. No appropriation shall be made until a report of the committee has been presented;
- D. Prepare a budget for the state chapter for the ensuing year, and to present this budget for consideration at convention of the state chapter;
- E. Recommend any necessary transfer of funds.

Section 9. HISTORIAN. A Historian shall be appointed for a three-year term.

Duties: The Historian shall:

- A. Receive and file reports of local chapter organizations and chapter histories;
- B. Receive and record data of historical significance to Oregon State Chapter;
- C. Serve as custodian of business files, records and memorabilia that the historian and executive board deem advisable to be retained by the state chapter.

Section 10. MEMBERSHIP. The Membership Committee shall consist of six members chosen geographically to serve three-year terms under the supervision of the organizer. Two members shall be appointed annually. One member shall represent and be from each of the following regions: Southern Oregon, Eastern Oregon, Mid-Willamette Valley, and Central Oregon; and two members shall represent and be from the Northwest Oregon region. The incoming president will appoint one of the members in their final year on the committee to serve as committee chair and another as vice chair.

Duties: This committee shall:

- A. Promote membership statewide;
- B. Provide membership guidance to local chapters;
- C. Assist the organizer with leadership workshops and membership initiatives;
- D. Conduct a convention membership workshop, if requested.

Section 11. SCHOLARSHIP. The Scholarship Committee shall consist of four members to serve under the direction of the vice president. One member shall be appointed annually for a four-year term.

Duties: This committee shall:

Administer the application review, evaluation and monetary award processes for the Oregon Cotter Scholarship, the Oregon Scholarship, and the Oregon Marguerite Scholarship based on applicant need and application merit.

Section 12. WEBSITE FACILITATOR. A Website Facilitator shall be appointed for a three-year term.

Duties: The Website Facilitator shall:

- A. Facilitate monthly maintenance of the Oregon State Chapter website in collaboration with a webmaster;
- B. At the request of the president, remove outdated material and update content in each area of the website;
- C. Work closely with a webmaster to oversee placement of all resources on the website.

ARTICLE IX Charitable Trust

Section 1. ESTABLISHMENT. The Executive Board of the Oregon State Chapter shall, by a written declaration of trust, establish and maintain an Oregon charitable trust to be known as the Oregon State Chapter P.E.O. Sisterhood Charitable Trust. This trust shall serve as the funding instrument for the various education scholarships of the state chapter, all as authorized and described in these bylaws. The Trust shall be organized and operated so as to qualify it for exemption from state and federal income taxes.

Section 2. PURPOSES. The Trust shall be operated exclusively for educational purposes, specifically to furnish scholarships and grants to students on basis of need and/or merit.

Section 3. ADMINISTRATION. The Trust will be administered by the executive board of the state chapter serving as its Board of Trustees. The terms of office of trustees will be co-extensive with their terms of office as members of the executive board. The Board of Trustees shall have such powers, rights, and duties as shall be set forth in the written declaration of trust establishing the Trust.

Section 4. REPORTS. The trustees shall report annually to the Oregon State Chapter at its annual meeting.

Section 5. APPLICATION OF DONATIONS. All gifts, bequests and devises made to the Trust shall be applied by the trustees, at their discretion, to the general exempt purposes of the Trust, unless the donor has specifically restricted the donation to one or more of the specific funds of the Trust. Donors desiring to make a restricted donation shall indicate the particular fund to which they are making their contribution.

ARTICLE X Education

Section 1. ESTABLISHMENT. The trustees of the Oregon State Chapter P.E.O. Sisterhood Charitable Trust shall establish and maintain as separate funds within the trust fund the following scholarship funds:

A. The Oregon Cottey College Scholarship Fund.

This fund shall be initially credited with a sum equal to the balance in the Oregon State Chapter's Cottey College Composite Scholarship Fund as of the date of the Declaration of Trust establishing the Oregon State Chapter P.E.O. Sisterhood Charitable Trust. All subsequent contributions to the Trust which are designated by the donors to be made to the Oregon Cottey College Scholarship Fund and any transfers from any of the other special funds maintained under the Trust shall be credited to this fund. This fund shall be used to provide grants for selected students who are citizens or legal permanent residents of the United States of America and residents of the State of Oregon as defined by the Oregon

State System of Higher Education and have been admitted to Cottey College. Interest earned from the investment of this fund may be used to meet the expenses of Cottey College promotion and recruitment.

B. The General Scholarship Fund.

This fund shall be credited annually with the transfer of income in the amount of fifteen hundred dollars (\$1,500) from the Oregon State Chapter Education Fund income account. This fund shall be used to award the following scholarships annually:

1. Two scholarships shall be awarded annually to students attending Cottey College. One scholarship of \$500 is to be known as the Veda Jones Scholarship. The other scholarship of \$500 is to be known as the Mary McFadden Scholarship. These scholarships may be supplemented by additional funds from the Oregon Cottey College Scholarship Fund upon recommendation of the Oregon State Chapter Scholarship Committee.
2. A \$500 scholarship to be known as the Amy O. Welch Scholarship is to be awarded annually to a woman of junior or more advanced standing in an Oregon college or university.

C. The Oregon Scholarship Fund.

This fund shall be initially credited with a sum equal to the balance in the Oregon State Chapter's Oregon Scholarship Fund as of the date of the Declaration of Trust establishing the Oregon State Chapter P.E.O. Sisterhood Charitable Trust. All subsequent contributions to the Trust designated by the donors to be made to this fund and any transfers from any of the other special funds maintained under the Trust shall be credited to this fund. This fund shall be used to provide grants for tuition and fees for selected women students of junior or more advanced standing who are citizens or legal permanent residents of the United States of America and residents of the State of Oregon as defined by the Oregon State System of Higher Education and are, or will be, attending Oregon colleges or universities.

D. The Oregon Marguerite Scholarship Fund.

This fund shall be initially credited with a sum equal to the balance in the Oregon State Chapter's Marguerite Scholarship Fund as of the date of the Declaration of Trust establishing the Oregon State Chapter P.E.O. Sisterhood Charitable Trust. All subsequent contributions to the Trust which are designated by the donors to be made to this fund and any transfers from any of the other special funds maintained under the Trust shall be credited by the trustees to this fund. This fund shall be used to provide grants for selected women who are citizens or legal permanent residents of the United States of America and residents of the State of Oregon as defined by the Oregon State System of Higher Education for study at any level at an accredited educational institution in the State of Oregon, and may be used for tuition, fees, books, or any expenses necessary in the pursuit of a professional or a vocational goal.

E. The Winnifred A. Tebbetts Scholarship Fund.

The trustees shall create a principal account and an income account within this fund as follows:

1. The principal account shall be initially credited with a sum equal to the balance in the Oregon State Chapter's Winnifred A. Tebbetts Scholarship Fund as of the date of the Declaration of Trust establishing the Oregon State Chapter P.E.O. Sisterhood Charitable Trust. All subsequent contributions to the Trust which are designated by the donors to be made to the Winnifred A. Tebbetts Scholarship Fund and any transfers from any of the other special funds maintained under the Trust shall be credited to the principal account.

2. The trustees shall annually credit all of the net income from the principal account to the income account. For purposes of this subsection, the term “net income” shall mean all receipts which would constitute gross income for federal income tax purposes, excluding capital gains, if any, less administrative expenses incurred in connection with the investment and management of the principal account. The income account shall be used to provide the Winnifred A. Tebbetts Scholarship of \$1,000 which shall be awarded annually to a selected woman who is a citizen or legal permanent resident of the United States of America and a resident of the State of Oregon as defined by the Oregon State System of Higher Education and who is or will be enrolled the ensuing year in an accredited educational institution in the State of Oregon. Any sums in the income account in excess of \$1,000 shall be transferred annually to the Oregon Scholarship Fund or the Oregon Marguerite Scholarship Fund.

F. The Oregon State Chapter Education Fund.

The trustees shall create a principal account and an income account within this fund as follows:

1. The principal account shall be initially credited with a sum equal to the balance in the Oregon State Chapter’s Sister-to-Sister principal account at the time the Sister-to-Sister Fund is dissolved. All subsequent contributions to the Trust which are designated by the donors to be made to the principal account and any funds transferred from any of the other special funds maintained under the Trust shall be credited to said account.
2. The income account shall be initially credited with a sum equal to the balance in the income account of the Oregon State Chapter’s Sister-to-Sister Fund at the time the Sister-to-Sister Fund is dissolved. Thereafter, the trustees shall annually credit all the net income from the principal account to the income account. For purposes of this subsection, the term “net income” shall mean all receipts which would constitute gross income for federal income tax purposes, excluding any capital gains, less any administrative expenses incurred in connection with the investment and management of the principal account. The income account shall be used to provide scholarship funds to the Oregon Cottey College Scholarship Fund, the General Scholarship Fund, the Oregon Scholarship Fund, and/or the Oregon Marguerite Scholarship Fund. The funds are to be divided at the discretion of the trustees, with fifteen hundred dollars (\$1,500) to be credited to the General Scholarship Fund for distribution of five hundred dollars (\$500) to each of the following named scholarship funds: Veda Jones, Mary McFadden, and Amy O. Welch.

Section 2. DISBURSAL OF FUNDS. Disbursements from any of the scholarship funds shall be made to the students selected by the Oregon State Chapter Scholarship Committee; provided, however, that no disbursement shall be made if it would, in the sole opinion of the trustees, jeopardize the federal income tax exemption of this Trust under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue law).

Section 3. APPROVAL OF PROCEDURES. The selection criteria and application forms to be used by the Oregon State Chapter Scholarship Committee in evaluating scholarship applications and awarding scholarships shall be reviewed and approved by the trustees to ensure that those criteria and forms comply with current Internal Revenue Code provisions and other applicable regulations, rulings, and court decisions regarding the awarding of scholarships by federally tax-exempt charitable organizations.

ARTICLE XI

Finance

Section 1. DUES. The annual dues of Oregon State Chapter shall be fifty-four dollars (\$54.00) per active member, which shall be allocated as follows: thirty-six dollars (\$36.00) International Chapter dues, which includes six dollars (\$6.00) for Cottey College; eighteen dollars (\$18.00) Oregon State Chapter dues.

State Chapter Dues shall be allocated as follows:

- A. Two dollars (\$2.00) to the International Chapter Convention Fund;
- B. Four dollars (\$4.00) to the funding of Oregon State Chapter Convention;
- C. Eleven dollars and seventy-five cents (\$11.75) to the General Fund for operating expense of Oregon State Chapter;
- D. Twenty-five cents (\$.25) to the Technology Fund.

Section 2. DEPOSITORIES OF FUNDS. The depositories and investments of funds belonging to the Oregon State Chapter shall be recommended by the Finance Committee and selected by a majority vote of the executive board.

Section 3. CONVENTION OF STATE CHAPTER EXPENSE.

- A. Each local chapter shall send a registration fee of twenty dollars (\$20.00) for its delegate to convention of the state chapter, with state and International Chapter dues postmarked by March tenth.
- B. For an in-person convention, Oregon State Chapter shall pay a registration fee of twenty dollars (\$20.00) to the Convention Hostess Committee for chairs of standing committees.
- C. For an in-person convention, each Oregon State Chapter past president attending convention shall pay a registration fee of twenty dollars (\$20.00) to the Convention Hostess Committee.
- D. For an in-person convention, the dues of four dollars (\$4.00) per active member and the registration fees shall be remitted to the Convention Hostess Committee for housing and meals for members of the state chapter convention.
- E. For a virtual convention, the executive board, in consultation with the chair/chairs and treasurer of the Convention Hostess Committee, and the chairs (or their proxies) of the Oregon State Chapter Convention Advisory and Finance Committees, will determine the amount of the allocation from dues and fees to be remitted to the Convention Hostess Committee.
- F. The Convention Hostess Committee shall remit to the treasurer of Oregon State Chapter any excess funds received from the state chapter.

Section 4. CONVENTION OF INTERNATIONAL CHAPTER EXPENSE.

- A. Oregon State Chapter shall pay from its International Chapter Convention Fund all necessary expenses to Convention of International Chapter for the following: president, vice president, delegates, and past state presidents entitled to housing and meals.
- B. Travel, lodging and meals shall be paid for the other officers who visit chapters (organizer, treasurer, and secretary) when willing and able to attend the Convention of International Chapter.
- C. Reimbursement of necessary meals, lodging and incidental expenses, not to exceed a predetermined amount, while traveling to and from convention shall be paid to the delegates upon submission of original receipts or other documentation within three months of being incurred. The predetermined amount computed for each delegate by the Finance Committee, approved by the executive board and reported to the chapters by the state treasurer, shall be shared equally by all Oregon chapters, and

shall be sent to the treasurer with state dues postmarked by March tenth preceding Convention of International Chapter.

Section 5. STATE OFFICERS' EXPENSE. Oregon State Chapter shall pay all necessary expenses of its officers in conducting the business of the state chapter including organizing chapters.

Section 6. ADMINISTRATIVE ASSISTANT'S EXPENSE. Oregon State Chapter shall pay all necessary expenses incurred by the administrative assistant while performing the duties assigned to her.

Section 7. STANDING COMMITTEES' EXPENSE. Oregon State Chapter shall pay all necessary expenses of members of standing committees and the Nominating Committee in the exercise of the duties of the committees, including travel expense for meetings deemed necessary by the executive board.

Section 8. OFFICIAL VISIT AND LEADERSHIP WORKSHOPS. Oregon State Chapter shall pay all necessary expenses of state officers for official local chapter visits and leadership workshops and any necessary expenses for the workshops. Local chapters shall pay expenses of their officers to attend these workshops. Each chapter shall pay an official visit and leadership workshop fee of sixty dollars (\$60.00) annually to the treasurer with state dues postmarked by March tenth.

Section 9. BUDGET. Operating funds of Oregon State Chapter shall be budgeted for the fiscal year April first through March thirty-first.

Section 10. RESERVE FUND. A reserve fund of an amount determined by the Finance Committee, but not less than 2.5% of total income, shall be maintained and shall be drawn upon only in case of emergency. An emergency may be declared by the executive board with the concurrence of five past state presidents.

Section 11. COTTEY TRAVEL FUND. Oregon State Chapter shall maintain the Cottey Travel Fund to assist prospective students who are in need of financial assistance to travel to Cottey. The source of funding shall be non-tax-deductible donations. Any residual balance shall be carried forward to the next fiscal year.

Section 12. TECHNOLOGY FUND. Oregon State Chapter shall maintain a Technology Fund to support the use of technology in the administration of Oregon State Chapter business. The source of funding shall be an allocation of state chapter dues.

ARTICLE XII

Reciprocity Bureau

(See Constitution, Part III, Article XIII)

Section 1. SUPERVISION. Reciprocity bureaus shall be under the supervision of the organizer of Oregon State Chapter.

Section 2. REPORTS. The names, addresses and telephone numbers of the president, corresponding secretary (or secretary) and contact person shall be sent as required by International Chapter immediately after election.

- A. The financial report required by International Chapter shall be returned to the treasurer of state chapter by March tenth.
- B. Each reciprocity bureau shall send the following to the organizer of state chapter by April first:
 - 1. A report of activities during the year;
 - 2. A copy of the bylaws and standing rules if amended during the fiscal year; if not amended, the organizer of state shall be notified.

ARTICLE XIII P.E.O. Groups

(See Constitution, Part III, Article XIV)

Section 1. SUPERVISION. P.E.O. Groups shall be under the supervision of the organizer of Oregon State Chapter.

Section 2. REPORTS. The names, addresses and telephone numbers of the president, corresponding secretary (or secretary) and contact person shall be sent as required by International Chapter immediately after election.

- A. The financial report required by International Chapter shall be returned to the treasurer of state chapter by March tenth.
- B. Each group shall send the following to the organizer of state chapter by April first:
 - 1. A report of activities during the year;
 - 2. A copy of the bylaws and standing rules if amended during the fiscal year; if not amended, the organizer of state shall be notified.

ARTICLE XIV Governing Law

These bylaws shall comply with governmental laws applicable to the operation of the state chapter.

ARTICLE XV Amendments

Section 1. VOTE. The bylaws of Oregon State Chapter may be amended by a two-thirds (2/3) vote of the registered members in convention of Oregon State Chapter who are present and voting.

Section 2. SUBMITTAL. Proposed amendments to the bylaws and recommendations for consideration of a convention shall be submitted in writing by February fifteenth to the chair of the Amendments and Recommendations Committee and shall be proposed by local chapters, the executive board, and standing committees of the state chapter. Local chapters desiring to submit an amendment must have that proposal approved by a two-thirds (2/3) vote of a regular meeting provided the amendment was submitted in writing at a previous regular meeting and all absent members notified that a vote will be taken at the next regular meeting.

Section 3. DISTRIBUTION. As directed by the executive board, copies of the proposed amendments shall be distributed to each chapter, members of convention as specified in ARTICLE

I, Section 1, and others specified in the Amendments and Recommendations manual at least thirty days prior to the convention of the state chapter.

STANDING RULES

1. CONVENTION.
 - A. Hostess chapters shall pay necessary convention expenses as determined by the executive board and Finance Committee as outlined in the Convention Guide for Hostess Chapters of Oregon State Chapter P.E.O. Sisterhood.
 - B. The general chair of convention shall submit, no later than one month following the convention, a complete financial report to the retiring state president, the current president, the secretary, and the president of each hostess chapter.
2. CHAPTER HISTORIES. As soon as practicable after organization of a chapter, an account shall be sent to the Historian, giving names of members, organizing officer, chapter officers elected, and visitors present. A copy of the first president's letter shall be sent that year. Thereafter a brief summary of chapter activities shall be sent to the Historian no later than February fifteenth in the year of each tenth anniversary.
3. FILE OF PROGRAMS. A file of programs shall be maintained for preserving worthy papers on P.E.O. subjects and research papers of lasting value for use of chapters. The state secretary shall be custodian of the file. Upon written request from the author, a paper in the file shall be returned after five years.
4. DUES. A late fee of twenty-five dollars (\$25.00) shall be assessed against any chapter which does not send the annual state and International Chapter dues to the proper officers of the state chapter postmarked or electronically submitted by March tenth. Notice of any late fee shall be sent to the president of that chapter.
5. CEREMONY OF INITIATION. Each local chapter shall either exemplify the Ceremony of Initiation or initiate a candidate once during the chapter year (March 1 - February 28/29). At the discretion of the organizer, exemplification of the Ceremony of Initiation may be required during the official visit.
6. REQUIREMENTS FOR PROGRAMS AND YEARBOOKS. Local chapters shall follow the Yearbook Checklist provided by the executive board as posted on the Oregon State Chapter P.E.O. website.
7. GUIDE FOR LOCAL CHAPTER BYLAWS. Local chapters shall follow the Guide for Local Chapter Bylaws provided by the organizer as posted on the Oregon State Chapter P.E.O. website.
8. AMENDMENTS.
 - A. VOTE. The Standing Rules of Oregon State Chapter may be amended by a majority vote of the registered members present and voting in convention of Oregon State Chapter.
 - B. SUBMITTAL. Proposed amendments to the standing rules shall be submitted in writing by February fifteenth to the chair of the Amendments and Recommendations Committee and shall be proposed by local chapters, the executive board and standing committees of the state chapter.
 - C. DISTRIBUTION. As directed by the executive board, copies of the proposed amendments shall be distributed to each chapter, members of convention as specified in ARTICLE I, Section 1, and others specified in the Amendments and Recommendations manual at least thirty days prior to the convention of the state chapter.