

LINCOLN, Nebraska P.E.O. RECIPROCITY ROUNDTABLE
Bylaws

ADOPTED: November 1949
REVISED: March 1961, May 1963, September 1966, May 1972, November 1975, May 1979, January 1982, November 1986, November 1988, November 1994, November 1997, September 2000, January 2003, January 2006, January 2007, September 2007, January 2009, May 2011, May 2012, October 2012, October 2013.

ARTICLE I NAME AND PURPOSE

Section 1 The name of this organization shall be the Lincoln P.E.O. Reciprocity Roundtable.

Section 2 The purpose of this organization shall be:

- A) To welcome unaffiliated P.E.O. members;
- B) To provide all member chapters with current information as to the status of all unaffiliates in the city;
- C) To facilitate lateral transferring;
- D) To promote the acquaintance of all members in the city;
- E) To encourage communication among chapters in the city with sharing and/or exchange of programs, and ways and means projects;
- F) To celebrate Founders Day;
- G) To further interest in the projects of the Sisterhood.

ARTICLE II MEMBERSHIP

Section 1 The membership of this organization shall consist of the total active, resident membership of the Lincoln P.E.O. chapters, which comprise Reciprocity Groups V and XII. The representatives from each chapter shall be appointed as each chapter desires.

ARTICLE III OFFICERS, ELECTIONS and DUTIES

Section 1 Officer Eligibility

The officers shall be: President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. The officers shall serve for a term of one year, with the Vice President assuming the office of President the following year.

Section 2 Election

The election of officers shall occur each March following the presentation of a slate of nominees by the Nominating Committee. Other nominations may be made from the floor. The election shall follow immediately and shall be by acclamation; by rising vote or by ballot, as the President may determine.

An officer-elect not in attendance shall be installed at the next Roundtable meeting.

Section 3 President

The President shall appoint members of the Roundtable to committees at or before the May meeting, unless otherwise specified, to the following:

- A) Two (2) members to be Cottey College Area Chairmen;
- B) At least three (3) or more members to the Unaffiliate Committee;
- C) Two (2) members to serve as College Contacts;
- D) Two (2) members to serve on the TLC Committee;
- E) Two (2) members to serve on the Auditing Committee, to be named by January 15th.
- F) Three (3) members to serve on the Nominating Committee.

In the event that the President must appoint an entirely new committee, the President shall designate the Chairman, second and third members; thereafter, the senior member in point of service shall be Chairman.

The President and the Treasurer shall develop and submit an annual budget for approval by the membership at the May meeting.

The President will also ensure that the Bylaws and Standing Rules are reviewed for any changes necessary each year by either the officers or a special committee of her choosing.

Section 4

Vice President

Chapter yearbooks shall be submitted from each chapter to the Vice President by each year.

The Vice President shall use the "Chapter Hostess Rotation Sheet" to notify the designated Roundtable hostess chapters.

It shall be the responsibility of the Vice President to notify the designated hostess chapters of their responsibilities two months prior to the meetings.

She shall decide, with the President, as to whether or not a program shall be given at the May and Fall meetings. The Vice President can coordinate the program for these meetings with the hostess chapter if so desired.

The Vice President shall be responsible for all arrangements and delegation of duties for the Founders Day Celebration. The responsibility for Founders Day hostess chapters and the Founders Day program will rotate among Lincoln chapters.

Section 5

Recording Secretary

The Recording Secretary shall keep written records of all meetings. The record shall include the number in attendance at the meeting.

At the same time, the minutes of the last meeting shall be sent to the vice president of the Nebraska State Chapter.

After election of officers, contact information shall be updated using the online form on the International website. She shall report officer, committee, and bylaw information as required by Nebraska State Chapter and International.

She shall submit press releases following the Roundtable Founders Day Celebration, Officer Election and Installation, and other Roundtable events as appropriate.

The Recording Secretary shall also be responsible for having a Roster of Members printed every three years. It shall also be the duty of this officer to see that the list of members is kept up-to-date.

Section 6

Corresponding Secretary

The Corresponding Secretary shall conduct most of the correspondence of the Roundtable.

The Corresponding Secretary shall make the necessary reservation arrangements for the meetings, and notify the chapter presidents and receive their replies. She shall arrange to receive the reservations of the unaffiliated P.E.O. members.

The Corresponding Secretary, in coordination with the Vice President, shall also send and receive the reservations and payments of the Founders Day Celebration. Monies received for this activity shall be turned over to the Treasurer for proper receipt and payment of appropriate bills.

At each Roundtable meeting, with the exception of the March meeting, the Corresponding Secretary shall report to the members the names of new initiates, Chapter Eternal, and members gained by transfer from the chapter reports.

Section 7

Treasurer

The Treasurer shall collect and give receipts for all monies and shall pay all bills except where otherwise provided. She shall collect money for coffees and the Founders Day Celebration and shall settle the same.

The Treasurer and the President shall develop and submit an annual budget for approval by the membership at the May meeting.

The financial books of the Roundtable shall be closed the last day of February each year and shall be available for audit by the Auditing Committee prior to the March meeting.

The Treasurer shall be responsible for completing the IRS-RG form sent by the State Paid Assistant at the end of the fiscal year.

The Treasurer shall also prepare and send all financial statements and forms as required by Nebraska State Chapter, International, and the IRS.

The Treasurer shall be responsible for the sales of the Roster of members.

ARTICLE IV **COMMITTEES**

Section 1

Unaffiliate Committee

The Unaffiliates Committee shall work to connect unaffiliated members living in Lincoln interested in transferring to a Lincoln Chapter with Lincoln P.E.O. Chapters.

Section 2

Cotley College Area Chairmen

The Cotley College Area Chairmen shall be responsible for promoting the activities of Cotley College and the Nebraska Cotley Scholarship Fund.

- Section 3 College Contacts
The College Contacts shall aid P.E.O. members attending college in Lincoln in maintaining their P.E.O. interest and affiliation.
- Section 4 Auditing Committee
An Auditing Committee shall be appointed by the president to audit the records of the treasurer.
- Their responsibility is to carefully review the income and expenditures of Roundtable by auditing the Treasurer's books after they are closed on the last day of February and before the March meeting.
- The audit report shall be presented orally by the Chairman to the President and membership at the March meeting.
- Section 5 Nominating Committee
The Nominating Committee shall be responsible for selecting a slate of eligible names to be presented for election to office by the membership at the March meeting.
- The Committee shall consist of three (3) past officers of Roundtable, with the immediate Past Roundtable President serving as Chairman.
- Section 6 TLC Committee
The duties of the TLC Committee shall be to extend friendship and courtesies to out-of-town P.E.O.'s and their families who are hospitalized, or who are patients in nursing homes or who are facing other emergencies in Lincoln.

ARTICLE V MEETINGS

- Section 1 Regular Meetings
The number of regular business meetings shall be three each year; one to be held in March, one in May, and one in the fall. The dates and places of the regular business meetings shall be determined by the officers and all member chapters shall be notified by April 1.
- Section 2 March Meeting
The Founders Day Celebration and the Election and Installation of Officers shall be held at the meeting in March.
- Section 3 Special Meetings
Special meetings may be held at the call of the President with notice of at least 30 days.
- Section 4 Regular Meeting Hostess
The Lincoln P.E.O. chapters shall serve as hostess as designated by the Vice President and shall be responsible for providing the table decorations, napkins, name tags and refreshments for all meetings except the March meeting. Expenses incurred shall be the responsibility of the hostess chapter, except for the refreshments which shall be reimbursed by Roundtable. The hostess chapter shall also be responsible for the Roundtable program if directed to do so by the Vice President, except for the March (Founders Day) meeting.

- Section 5 Founders Day Hostesses
 The Lincoln P.E.O. chapters shall serve as hostesses, as designated by the Vice President, for the Founders Day Celebration in March. Their duties shall be delegated by the Vice President to send invitations, provide the table decorations, name tags and/or other items (such as place cards for special guests) as determined by the Vice President. The Roundtable Budget should include a Founders Day Celebration line-item to help defray expenses to the hostess chapters.
- Section 6 Quorum
 The majority of the members present shall constitute a quorum for the purpose of conducting Roundtable business.

ARTICLE VI ELECTION OF CHAIRMAN FOR NEBRASKA STATE CONVENTION

- Section 1 Election Committee
 The Lincoln P.E.O. chapters entertain the Convention of the Nebraska State Chapter every seven (7) years. The Convention Chairman of the hostess group shall be elected by a committee composed of the presidents of the Lincoln chapters.
- By fall, two (2) years preceding the convention year in Lincoln, the Roundtable President shall call a meeting of the Committee for the purpose of electing a Convention Chairman.
- The Convention Chairman does not have to be the person submitted as a potential nominee to the State Executive Board. However, she shall be given that opportunity if she so desires.
- Section 2 Nominees
 The Lincoln P.E.O. chapters shall serve as the Nominating Committee and each chapter has the privilege of submitting nominees to the Committee. All nominees shall be members of Lincoln chapters and the consent of the nominees must be obtained prior to presentation.
- Section 3 Election Process
 Election of the Convention Chairman shall be by written ballot.
- Section 4 Roundtable Responsibility
 Convention business needing attention prior to the election of the Convention Chairman shall be handled by the Roundtable.

ARTICLE VII PARLIAMENTARY AUTHORITY

- Section 1 Roberts Rules of Order Newly Revised shall govern the Sisterhood in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order which the Sisterhood may adopt.

ARTICLE VIII AMENDMENTS

- Section 1 Amendments to these Bylaws may be made by a two-thirds majority vote at any regular meeting provided the proposed amendments(s) are made in writing and presented to all chapters 60 days in advance of that meeting.

Standing Rules

Revised Nov. 2004, Jan. 2006, Sept. 2007, Jan. 2009, May 2011, May 2012, Oct. 2012, October 2013

1. Any member desiring to attend the coffees or the Founders Day Celebration shall make reservations through her chapter.
2. Reservations for unaffiliated members shall be made through either the Unaffiliate Chairman or the Corresponding Secretary.
3. Unaffiliate members are the guests of Roundtable.
4. The Roundtable coffee shall begin at 9:00 a.m., with the meeting beginning at 9:30 a.m. unless otherwise changed by the President. All member chapters shall be notified of such change(s).
5. The Roundtable shall present the out-going President her choice of either a Past-President pin or a \$100 gift to the P.E.O. project of her choice.
6. Projects undertaken by Roundtable will be under the supervision of the officers and the President shall appoint the necessary committee(s) to coordinate the project and/or monitor and/or audit any finances.
7. The President's book of each Lincoln Chapter shall contain a copy of these Bylaws and Standing Rules.
8. By January 15th, four Lincoln chapters shall submit a name of a chapter member who is willing to serve on the Roundtable board. Chapters will present a name on a rotational basis; the list will be prepared by the nominating committee.
9. Three chapters will provide a box lunch for the Cottey Bus trip. Chapters will serve from a rotation list prepared by the Cottey College Area Chairmen.
10. The Lincoln Reciprocity Roundtable group shall present an appropriate honorarium to the out-going State P.E.O President from Reciprocity Groups 5 and 12 (Lincoln Area).
11. The Lincoln P.E.O. Reciprocity Roundtable will give a \$100 cash gift to any new Chapter added to the Roundtable.
12. The Lincoln P.E.O. Reciprocity Roundtable will give a \$100 cash gift to a P.E.O. project in memory of a deceased Nebraska Past State President, who was a member of a Lincoln Chapter during her term as the Nebraska State President.
13. The Lincoln P.E.O. Reciprocity Roundtable shall budget to maintain a Lincoln P.E.O. website.
14. The officers of the Lincoln Reciprocity Roundtable are authorized to correct article, section designations, punctuation and cross references and to make such other technical and conforming changes as may be necessary to reflect the intent of the Lincoln P.E.O. Reciprocity Roundtable Bylaws.

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Last Change: October 12, 2013