

LINCOLN, Nebraska P.E.O. RECIPROCITY ROUNDTABLE V and XII *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, October 2019. October 2022

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 provide information and promote participation in the projects of the Sisterhood
- H) To host state convention.

ARTICLE II **MEMBERSHIP**

Section 1 The membership of this organization shall consist of the total active, resident membership of the Lincoln and Waverly P.E.O. chapters, which comprise Reciprocity Groups V and XII. Chapters have a responsibility to attend the reciprocity meetings to meet sisters, share ideas and to learn of updates and new information. Each chapter will appoint representatives to attend meetings.

Section 2 Each member chapter shall pay annual dues, due at the spring roundtable meeting and payable to Lincoln Reciprocity Roundtable.

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. The Vice President assumes the office of President the following year, so she will serve two terms.

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, to the following:

- A) At least two (2) or more members to the Unaffiliate Committee
- B) Two (2) members to serve on the TLC Committee
- C) Two (2) members to serve on the Auditing Committee
- D) Two (2) members to serve on the Nominating Committee
- E) At least two (2) members to serve on the Technology Committee

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

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 June 15 each year.

The Vice President shall use the "Chapter Hostess Rotation Sheet" to notify the designated Roundtable hostess chapters at least two months prior to the meetings.

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. Monies collected for this activity shall be submitted to the Treasurer for proper receipt and payment of appropriate bills.

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, Bylaws and Standing Rules if amended and the names, chapter letters, addresses, phone number and email addresses to the vice president of Nebraska State Chapter. She will also update the new officers on the International Website. Report of Officer's and Contact Person of Reciprocities and P.E.O. Groups.

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 read any correspondence submitted to Lincoln P.E.O. Reciprocity Roundtable and conduct most of the correspondence of the Roundtable.

The Corresponding Secretary shall notify the chapters of meetings and receive their reservations. She shall arrange to receive the reservations of the unaffiliated P.E.O. members.

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 as directed by the President.

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 Lincoln Reciprocity 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 Assistant Secretary/Treasurer at the end of the fiscal year. Submitted by March 10th.

The Treasurer shall 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 connect with unaffiliated members living in Lincoln to promote transferring to a Lincoln P.E.O. Chapter.

- Section 2 *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 Chair to the President and membership at the March meeting.
- Section 3 *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 the Lincoln Reciprocity Roundtable, with the immediate Past Reciprocity Roundtable President serving as Chair.
- Section 4 *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
- Section 5 *Technology Committee*
 The duties of the Technology Committee shall be to update and maintain the Lincoln P.E.O. website and communicate with Reciprocity Roundtable and Lincoln chapters as appropriate.

ARTICLE V MEETINGS

- Section 1 *Regular Meetings*
 The number of regular 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 and refreshments for all meetings except the March meeting. Expenses incurred shall be reimbursed to the hostess chapter up to the designated amount.
- 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 reservations for special guests) as determined by the Vice President. The Lincoln Reciprocity 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 CHAIR FOR NEBRASKA STATE CONVENTION

- Section 1 Election Committee
 The Lincoln and Waverly P.E.O. chapters entertain the Convention of the Nebraska State Chapter every seven (7) years.
- Section 2 Nominees for Convention Chair
 The Lincoln and Waverly P.E.O. chapters shall serve as the Nominating Committee. Each chapter has the privilege of submitting nominees to the Committee. All nominees shall be members of Lincoln or Waverly chapters and the consent of the nominees must be obtained prior to presentation.
- Section 3 Roundtable Responsibility
 Convention business needing attention prior to the election of the Convention Chair 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 presented in writing to all chapters 60 days in advance of that meeting
- Section 2 When action is taken by Convention of International or Nebraska State Chapter, which requires an amendment of bylaws for conformity, such an amendment shall be excepted by this Reciprocity/Roundtable without formality under Section 1 of this Article.

Standing Rules

Revised Nov. 2004, Jan. 2006, Sept. 2007, Jan. 2009, May 2011, May 2012, Oct 2012, Oct 2013, Oct 2019

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 Chair or the Corresponding Secretary.
3. Unaffiliate members are the guests of Lincoln Reciprocity Roundtable.
4. The Lincoln Reciprocity 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 Lincoln Reciprocity 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 the Lincoln Reciprocity 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 of each local chapter shall keep a copy of these By-Laws and Standing Rules.
8. By January 15th, four chapters shall submit a name of an active 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 and presented at the fall Roundtable meeting.
9. The Lincoln Reciprocity Roundtable group shall present an appropriate honorarium to the outgoing State P.E.O President from Reciprocity Groups 5 and 12 (Lincoln Area).
10. The Lincoln Reciprocity Roundtable will give a \$100 cash gift to any new Chapter added to the Lincoln Reciprocity Roundtable.
11. The Lincoln 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 Reciprocity Roundtable Chapter during her term as the Nebraska State President.
12. The Lincoln Reciprocity Roundtable shall budget to maintain a Lincoln P.E.O. website.
13. 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 Reciprocity Roundtable Bylaws.

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Last Change: October 12, 2022