The South Carolina State Chapter Bylaws and Standing Rules (Article IX, Section 1) direct the local chapter president to annually write a letter giving in detail the increase or decrease of membership, average attendance, contributions to and promotion of all P.E.O. projects and other philanthropic work, program features, social activities, spirit of cooperation, and interest in chapter life. In the president’s section of the Instructions to Officers of Local Chapters, further direction is also given. Specifically, the president reads this letter to the local chapter as an item of New Business during a regular business meeting in February. The chapter votes to approve this letter and it is sent to all local chapter nonresident members and to the South Carolina State Chapter President, Organizer, and Historian by the end of February. A copy of the letter is retained in the president’s box for the life of the chapter.

The value of sharing …..

The South Carolina State Chapter officers are very interested in the activities and membership development of all the local chapters in South Carolina. The President’s Letters frequently contain valuable ideas for novel programs, membership development activities and general improvement for chapter life. Sometimes this information is shared with other chapters in the state when benefit is obvious. Of course, the inner life of the chapters is always kept in confidence.

What to write ……….

The format of this annual letter is left entirely to the discretion of the local chapter president. It can be written as a letter, a report, an essay or a poem. Creativity shows no bounds for the possibilities in ways that a president may use to present the annual activities and description of the chapter. Have FUN!

Oftentimes, a chapter president will ask what type of information should be included. To assist with that question, the following suggestions for content are offered:

- The number of active members of the chapter, including resident and nonresident
- Summary of membership change, including initiations, transfers in and out, deaths
- The average attendance at the regular business meetings; average attendance at the regular social meetings
- Number of applicants’ proposals submitted to International and state projects
- Actual number of International and state project recipients sponsored
- Project fundraising events
- Financial contributions to International and state projects
- Special or unusual programs or themes for business and social meetings
- Membership development and encouragement activities and groups within the chapter
- Meetings or social activities shared with other area chapters
- Ways the chapter has expressed the P.E.O. spirit and commitment
- Description of content and number of regular social meetings
- Description of other social activities
- Special achievements, service to P.E.O. or honors by chapter or individual members
- Goals set by chapter for growth and development - short term and long term
- Concerns or problems the chapter has faced and resolutions of them
- Ways the state Membership Committee or the state board could assist with further growth and development of the chapter