The Pierians, Incorporated

A Manual of Guidelines and Procedures

For Internal Use by Members and Chapters of The Pierians, Inc.
**Forward**

Mrs. Annette Colbert Johnson of Baltimore, Maryland assembled a group of women for the purpose of interesting them in “becoming involved in self-development via the fine arts and community service.” The concept provided the cornerstone for an organization unique to Baltimore and Maryland audiences. *Pierians* was chosen as the name for the group. The governing policies and procedures were in the form of Bylaws.

The Pierians operated as a Baltimore, Maryland Chapter for twenty-four years. In 1982, the organization was Incorporated and a National Office was established. Emphasis on the fine arts and other artistic endeavors remained the focus for the chapters. Local chapters determine community needs, identify young artistic talents, design and produce programs that effectively address the objectives of the organization.

This revised *Manual of Guidelines and Procedures* is designed to serve as a guide for chapter programming and operation, and includes the most accurate information available. It is the hope of those who have contributed to this newly revised document, that members will favorably acknowledge the manual as a handy reference.

Revised 2008
Fifth Revision

*The Pierians, Incorporated*
www.pierians.org
ww.pieriansfoundation.org
Acknowledgements

In an effort to revise this *Manual of Guidelines and Procedures*, we used the expertise and materials of many Pierians. Thanks to the coordinated “team” efforts by the National Office, the Archives Committee, the Technology Committee, the Bylaws Committee, and those dedicated Pierians who embraced this task, the goal of completing the revision has been achieved.

As National Technology Chair, I must applaud the efforts of all who assisted with the assembly of the manuals. The gracious donation of their time and talents are greatly appreciated. Further, those Pierians who acted as stewards of our national documents and procedures must also be thanked. Without these efforts, the legacy of this organization would not have been so diligently recorded and retained for posterity. It is because of all of these combined efforts that the wealth of “institutional knowledge” is present. This has allowed us to preserve our documents, our practices, our procedures.

The information for this manual was compiled from a variety of sources. Earlier editions of the manual, documentaries, Pierian publications and newsletters, assembly programs and agendas, were contributed by individual chapters and Pierian members. Appreciation must be extended to all who contributed.

Thanks to all of you for your time and effort.

Barbara Harris Jarvis
Chairman, Technology Committee
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INTRODUCTION
Purpose of the Manual

This *Manual of Guidelines and Procedures* is an internal document that provides a succinct, practical reference for enhancing Chapter structure and effectiveness. The manual must be used in conjunction with the National Constitution and Bylaws. It is intended to clarify the process(es) for certain parts of the Constitution and Bylaws.

General headings provide landmarks for user identification and understanding. In the instances in which specific directions are not given, further clarification and interpretation of the constitution and Bylaws, or *Manual of Guidelines and Procedures* should be sought from the National President of National Parliamentarian.

User analysis and feedback is encouraged from all Pierians for future revisions and follow-up stages as needed.
It all began in Baltimore, Maryland, as recorded by Annette Colbert Johnson in her first documentary – 1958 to 1975. “The idea of forming a cultural group,” she wrote, “was conceived by Annette Johnson in May of 1958.” She communicated the idea to Mamie Todd in August of the same year.

On December 13, 1958, Kathleen Carter, Olivia Dixon, Mercedes Douglass, Hazel Fleming, Jewel Howard, Charlotte Mebane, Lydia Mussenden, Gwendolyn Tarter, and Mamie Todd met at 1516 N. Appleton Street, which was the home of Annette Johnson. She discussed her idea with the group. She was clear, precise, and direct. She told them she was interested in organizing a cultural club, not a social club, and not a service club. There would be no card playing, and no ticket selling. Rather, the members would “go out” to the theatre, the opera, the symphony and the museums. The idea presented was accepted without change by the group. Officers were selected and a cultural group was formed. Annette Colbert Johnson referred to the first group as Charter Members and to herself as Founder.

Mr. George Moore, a linguist and a Baltimore City School Language Arts Department Chairman at the time of the founding, is credited with suggesting the name Pierians to the group. The name Pierians was taken from the word Pieria which was a region of ancient Macedonia, one of the earliest seats of the Muses. According to legend, the Pierian Spring was a fountain in Pieria sacred to the Muses and believed to communicate poetic inspiration.

The first National Assembly of The Pierians was convened by Dr. Jessie Colson, the first National President, October 16, 1982. This assembly took place in the Eisenhower Library, Johns Hopkins University, Homewood Campus, Baltimore, Maryland.

The Pierians became incorporated in 1983. In 1993, the official documents of this organization were presented to the Maryland Historical Society of Baltimore, Maryland, thereby ensuring a place of importance in the chronology of organizations in Maryland.

Solidly anchored in the fine arts, the focus of The Pierians, Incorporated is as follows:

- To bring together persons interested in the promotion of the fine arts and other artistic endeavors.
- To enhance the enjoyment of the arts through the pursuit of study and other activities.
- To give recognition to individuals in the community for their contributions to the arts.
- To encourage further study through giving awards and scholarships to students of music, arts, the theatre, the dance and related fields.
Pierian History

In the years following the chartering of the first chapter in Baltimore, Maryland, the Pierians have grown in numbers. Eleven chapters have been formed to create a nucleus for the national organization. They are as follows:

Baltimore, Maryland – Chartered December 13, 1958
Washington, D.C. – Chartered November 4, 1979
Columbia, Maryland – Chartered May 13, 1983
Pittsburgh, Pennsylvania – Chartered October 5, 1985
Palm Coast, Florida – Chartered October 13, 1985
Flint, Michigan – Chartered November 17, 1990
Baltimore County, Maryland – Chartered February 28, 1993
Prince Georges County, Maryland – Chartered June 11, 1995
Montgomery County, Maryland – Chartered May 22, 1999
Richmond, Virginia – Chartered November 11, 2000
Atlanta, Georgia – Chartered May 20, 2001
Raleigh-Triangle – Chartered December 1, 2007

On October 18, 1991, at The Old Colony Inn in Alexandria, Virginia, the Pierians elected three women to Honorary membership. They were Etta Moten Barnett, concert artist, lecturer, recitalist, collector of artifacts and student of third world culture; Dr. Selma Burke, famous sculptress, painter, creator of the FDR profile that appears on the dime coin; and Dr. Eileen T. Cline, artist, musician, educator, and composer of the Pierian Song and Hymn.

The Pierian Insignia

The Pierian insignia is adapted from an African gold weight of the Ashanti Tribe. It was designed by Dr. James E. Lewis, who at the time of our founding was Director of the Gallery of Art, at Morgan State University in Baltimore, Maryland. Members may wear the insignia as a pin. A ring bearing a replica of the insignia may be worn only the a National President. The insignia is also placed on our stationery.

* Chapter became inactive in 1988.
** Chapter became inactive in 2003.
The Pierian Motto

The motto of the Pierians is taken from *An Essay on Criticism* by Alexander Pope. It encourages us to embrace knowledge as fully as possible and in so doing, we will promote, encourage, and celebrate the arts. It reads as follows:

*A little learning is a dangerous thing,*
*Drink deep, or taste not the Pierian Spring;*
*There shallow draughts intoxicate the brain*
*And drinking largely, sobers us again.*

The Pierian Psalm

*Pierians flow through the sands of time welcoming ancient spirits into the hearts and minds of the people. We call forth the deepest longings of humanity to capture the purest expressions. Pierians are the Guardians, those who excavate the landscape, the world’s protectors from anguish. We conjure the Muses on behalf of the past and the future. Pierians bear the Creator’s impulse for love and peace for humankind.*

*As decedents of those who crossed the oceans, we bring with us our innate oneness with the spirit of nature Every time we hold up a gift from the souls of men and women and encourage introspection, exploration and examination, we unlock the key to spirit’s journey.*

*We teach and nurture the children as they walk the path of faith; the faith to know that as long as the sun, moon, and stars exist, there is hope for the earth’s imagination. The visionary explodes the locked doors, and we, the Pierians, guide all through the portal of the ethereal realm. We are the elemental mortar of the building blocks of truth. We offer up flowing rivers for spirits to douse the fires from their souls. Our mission is simple; to harness the creativity of spirits and strike the nine-muse spark for all until it flames passion. We must weave the cloth of inspiration so that no one escapes the comforter of God.*

*As a small group, we have taken our name from Greek mythology. We honor those who sat by the Pieria River in the fantasy of Gods and Goddesses. But we also understand that Eve opened her womb and spew us all from mother of Africa. We are thus the flowering seeds sown by God. We do not have to drink of the Pierian Spring, for we are, like all awakened and enlightened beings, a part of the Pierian water itself.*

Evelyn Coleman
Atlanta Chapter
Pierian History

*The Pierians, Incorporated*

The National Flower: The long-stemmed RED ROSE

The National Colors: Crème and Cinnabar
**Observances**

**The Ritual**

_The Ritual_ is a body of special ceremonies with a routine that is carefully and faithfully followed. Our customary observances and practices, in addition to our solemn ceremonies are preserved in our Ritual.

_The Ritual_ is a common bond of knowledge for our membership. The use of the Ritual guarantees that there will be a commonality at all times. Guidance and direction of our traditions comes from _The Ritual_.

**Founders’ Day**

_The Pierians, Incorporated_ will observe annually the National Founders’ Day on October 16. The recommendation for this observance made by Past National President, Roberta Briscoe, then chair of the National Projects Committee, was adopted at the Fifth National Assembly.

Each chapter is urged to plan for this observance, and to celebrate the National Founders’ Day with the membership, guests, and/or the community.
THE NATIONAL OFFICE
**Structure**

**National Headquarters**

Today, the National Headquarters of *The Pierians, Incorporated*, is located in the residence of the current National President. The National Headquarters is under the supervision of the current National President who is accountable to the Executive Council.

The Headquarters is maintained to handle the business of *The Pierians, Incorporated*, and not local chapter matters or business. All forms and finances are processed through the National Headquarters.

**The Executive Council**

The Executive Council is the governing body between National Assemblies. All actions of the Executive Council which affect policy are subject to ratification by the National Assembly, except those previously authorized by the National Assembly. The Council, through the National President and its individual members carrying specific responsibilities, implements the programs and policies adopted at the National Assembly. The Executive Council reviews proposals to be made at the Assembly.

The Executive Council is composed of National Officers, elected and appointed; Chapter Presidents, or designee; Committee chairpersons, and past National Presidents.

**Officers**

The National Officers are the President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Historian, Parliamentarian, Archivist, Chapter Establishment Coordinator, and any other optional officers.

Officers are to serve the term for which they were elected or appointed or until their successors are elected. Officers are to give reports of their work as requested by the Executive Council and the National President. In the event an officer does not complete the term of office to which she was elected, the Executive Council may elect a successor to complete the term.

After the election of National Officers, and before the close of the National Assembly, the immediate past officers and the newly elected officers may meet in session for the completion of administrative business to enable the orderly transfer of procedures and records to the newly elected officers.

After the close of the National Assembly, past National Officers have 30 days to deliver to their successors in office, all materials in their possession relating to the office.
Committees

Nominating

The Nominating committee is composed of seven (7) members. They are elected for one two-year term at the National Assembly. Members of the Nominating committee may meet at the site of the Assembly at which they are elected following their election and agree on a system of work.

The Nominating committee chair notifies each chapter in advance of the National Assembly of the offices to be filled at the assembly, including the nominating committee. Qualifications for these offices should be included in the notification to chapters.

Voting procedures will be recommended by the nominating committee and acted on by the Assembly.

Standing

Only those committees listed in the Bylaws as standing committees have a continuing existence. Any Special or Ad Hoc committees appointed by the President or the Executive Council becomes nonexistent when the specific task is completed.

Any committee recommendations which affect policy, administration, or procedures should be submitted to the Constitution and Bylaws committee and to the Executive Council, and subsequently to the National Assembly before they can be put into effect.

Publications

The National Office is authorized by *The Pierians, Incorporated* to publish the following:

*The Pierian Times* – The Newsletter will contain articles of literary merit and illustrations of current interest primarily for the membership.

*The Handbook* – Compilations of the rules and procedures flowing from the regulations of *The Pierians, Incorporated*.

*The Ritual* – The official ceremonies and observances of *The Pierians, Incorporated*.

Other Publications – Such other publications as may from time to time be necessary for announcing chapter establishment or chapter dissolution.
From its beginning, The Pierians has discussed the need to encourage further study through giving awards and scholarships to students of music, art, the theatre, the dance and related fields.

Serious deliberations and discussions occurred at the Second National Assembly for a National Project. Pierian Hazel Fleming of Baltimore, Maryland served as the first chairperson for National Projects. At the Sixth National Assembly, the following recommendations presented by then chairperson, Pierian Jessie Colson, were approved for the National Project:

- The National Project guidelines must include identification of a high potential black talent pursuing the arts; that the National give financial support to the individual for the continuation of their study; and that the Metropolitan Opera Company be used as a source.

- The first recipient of the National Project Award was Ms. Anita Johnson. The presentation was made at the Eighth National Assembly.

The recipients of the National Project Award are all talented artists within their respective fields. They are each shining stars who prominence will be known far and wide. To date, the recipients are as follows:

- 1997 – 1999  Anita Johnson  [Soprano]
- 2003 – 2005  The Constant Family Trio  [String Trio]
Chapter Establishment

A group interested in forming a chapter of *The Pierians, Incorporated* must submit the following documents to the national office:

- A formal letter of application, signed by at least ten (10) women interested in becoming members of a chapter.
- A statement of the proposed geographical area the chapter will cover and serve.
- Documentation of the cultural resources available to support the chapter.

These documents should be sent to the Chapter Establishment Coordinator, through the National President of *The Pierians, Incorporated*.

The Executive Council, upon recommendation of the National Chapter Establishment Committee will review the application and make a recommendation regarding the feasibility of the group and locality becoming a new chapter of *The Pierians, Incorporated*.

The applying group must meet and work together under the direction of the Chairperson of the National Chapter Establishment committee (or a designee), for a period of three months. During this time, it is expected that a National Officer(s) will visit the group, upon invitation. A name for the interest group must be chosen. A specific art project or activity which will be used to climax the interest group’s preparation, must be identified. The interest group must write a Constitution and Bylaws.

At the end of the three month period, the group will be notified of the decision of the National Office. A budgeted amount that will cover the cost for installation and initiation fees as well as National dues and assessments must be planned.

Criteria for Interest Group

A minimum of ten (10) women, not more than thirty (30) who:

-- have evidenced an interest in fine art and/or art forms.
-- would like to pursue, together, in-depth study related to the arts.
-- would like to enhance the culture of the local community in which they live, by presenting art expressions, from time to time.
-- would like to further “education in the arts” to deserving young people.
-- would like to become part of a growing national group of prestigious women who enjoy these interests.
-- are willing to fulfill financial responsibilities in developing from interest group to Chapter in Pierians.

* music, theatre, dance, literature, sculpture, photography
Chapter Establishment

*The Pierians, Incorporated* will establish chapters that meet the requirements as specified in the Articles of Incorporation and designated by the Executive Council.

Each chapter will receive the following items from the National Office at the time of its Chartering:

-- National Articles of Incorporation
-- National Bylaws
-- Membership Roster
-- Newsletters
-- Official Forms
-- Certificates of Membership
-- Other items designated by the Executive Council

The Chapter must submit its Bylaws to the National Office for review. Any revisions must be reviewed by the National Parliamentarian and filed with the National Office.

A one-time, non-refundable (National) fee which includes the cost of the Pin, of processing applications, certificates, programs and first year dues is required of all members.

The cost associated with the installation ceremonies is the responsibility of the Chapter.
An ACTIVE member is one who has met all obligations imposed by her chapter. These should include finance, attendance, and any other requirements levied by her chapter of The Pierians, Incorporated.

A member on LEAVE of ABSENCE is an active member to whom the chapter has extended a leave for a year or longer.

An ALUMNA member is a member who has been an active member for at least ten years and has been granted alumna status by her chapter. She has no financial responsibilities to The Pierians, Incorporated; however, she may participate in local, area, and national activities with the payment of any required fees. She cannot vote or hold any office.

An HONORARY member is elected to membership in recognition of noteworthy achievement at the national level. She has no financial responsibilities to The Pierians, Incorporated; however she may participate in local, area, and national activities with the payment of any required fees. She cannot vote or hold any office.

A review of the minutes of the Fifth National Assembly reveals the status of AFFILIATES. A motion was passed to consider other affiliate groups and to develop criteria. A motion also passed that the “Grannies” continue as affiliates.

NEW MEMBERS are recommended by a member(s) in good standing in the respective chapter. The sponsoring member must complete the prospective member’s profile before voting on the candidate may occur. New members may be inducted at the discretion of the chapter during the months of May or June.

A MEMBER desiring to RESIGN from the Pierians must submit her resignation in writing to her local chapter.

TRANSFERS are granted provided the member has met the requirements of active membership in the chapter in which she was inducted. A transfer form must be requested from the National President and completed by the transferring member. The president of the receiving chapter acknowledges receipt of the form by signing it and returning it to the National President. A member who desires to transfer from one chapter to another must submit a Request for Transfer of Member form to her current chapter, specifying the reason(s) for transfer. The form will be processed by the member’s outgoing chapter and forwarded to the Chairperson of the Membership Committee. Upon review and approval by the Membership Committee, the Request for Transfer of Member form shall be forwarded to the new chapter. The President of the receiving chapter will acknowledge receipt of the form by signing it and returning it to the National President.
Membership

DISCIPLINARY ACTIONS involving withdrawal of members from all activities of The Pierians, Incorporated shall be in writing to the National President. Members who violate the rules and policies of The Pierians, Incorporated, shall be subject to the sanctions of the Executive Council.

Any member has the right to APPEAL to the National Assembly any matter on which disciplinary action has been taken.
Honorary Members

The Executive Council shall develop criteria for selection for ranking honorary members.

The Executive Council shall commission the development of an “award” or trophy, perhaps of lucite, in which our emblem would be encased for each honorary member.

The newly inducted honorary member shall address the Assembly.

The Pierian brochure shall be developed for use as a public relations document whenever information on the organization needs dissemination. Such a brochure could be sent to prospective honorary members when notified of their selection for honorary membership.

All nomination packages shall become a part of the national archives.

An official photographer shall be assigned to take pictures of the honorary member(s). These pictures should be of portrait quality for any future exhibit and hanging in a national headquarters.

Honorary members shall be listed on the national roster and receive all mailings sent out on a national level.

We shall interview and record the interviews of the honorary member. This interview shall become part of the national archives. This recording shall be consistent with professional, oral history techniques and one that may be used for research.

A press release shall be developed which may be submitted to significant news media, including Ebony and Jet magazines and distributed through electronic media.

Currently, the Honorary Members of The Pierians, Incorporated include women who are artists in their own right, collectors, benefactors. Their gifts are many and we are proud to have them as honorary members of our organization. They are as follows:

Eva Anderson (Columbia, Maryland)
   Dancer, Choreographer [inducted 2003]

Dr. Leslie King-Hammond (Baltimore, Maryland)
   Art Historian, Educator, Artist [inducted 2003]

Dr. Vernell A. Lillie (Pittsburgh, Pennsylvania)
   Artistic Director/Theater Producer, Lecturer, Writer [inducted 2003]

Dr. Vivian Davidson Hewitt (Charlotte, North Carolina)
   Collector, Benefactor, Advocate of the Arts, Lecturer, Writer [inducted 1999]
Honorary Members

Etta Moten Barnett (Chicago, Illinois)
Concert artist, Lecturer, Recitalist, Collector of Artifacts, Student of Third World Culture [inducted 1991]

Dr. Selma H. Burke (New Hope, Pennsylvania)
Famous sculptress, Painter, creator of the FDR profile that appears on the dime [inducted 1991]

Dr. Eileen T. Cline (Chicago, Illinois)
Artist, Musician, Administrator, Educator, Role Model, Originator of The Pierian Song and Pierian Hymn [inducted 1991]
Honorary Members

Procedure Relating to Honorary Members

I. NOMINATING PROCEDURE:

A. An honorary member nominee should have as part of their personal characteristics, one or more of the following: membership in fine arts institution/organization, conservatory, museum, arts counselor and/or other evidence of active participation in the fine arts; specific artistic talent and/or interest in painting, music, dance, literature, sculpture, handicrafts, theatre, leadership in fine arts endeavors, working with schools, individuals, students, community groups, organizations and institutions promoting the fine arts.

B. An honorary member nominee should be nominated by any chapter or the National Executive Council of The Pierians, Incorporated.

C. The nomination shall be submitted to the national organization by May 1 in the year of the National Assembly. The form specified by the national organization should be used.

D. A résumé of the nominee should include pictures, newspaper articles, and other publications to support the nomination. A Pierian should be identified to speak in support of the nominee.

E. All nomination materials should be submitted to the chair of the Honorary Member Committee, which shall review the package for completeness and forward it to the Executive Council no later than May 15.

II. SELECTION PROCEDURE:

A. An honorary member nominee should be a person who has gained national reputation because of outstanding contribution to the fine arts or other artistic endeavors.

B. The Executive Council will establish selection criteria based on Pierian need and budget.

C. The selected honorary member shall be contacted by the National President, or a designee, upon selection with follow-up correspondence detailing the induction procedure and the necessary information for attendance at the National Assembly.
Honorary Members

III. Induction:

A. The chair of the Honorary Member Committee is responsible for assisting the President in planning the induction ceremony and the hospitality for the nominee.

B. The candidate is expected to attend the national assembly for induction into The Pierians, Incorporated.

C. The President, or her designee shall:
   • Make travel arrangements for the candidate
   • Order flowers and gift
   • Reserve hotel room, and be sure room is in order upon arrival
   • Provide candidate with a registration packet
   • Ensure that all necessary items are present at the assembly site and ready for the induction ceremony.

D. The induction ceremony shall take place just prior to the official opening of the National Assembly.

E. The honorary membership candidate shall be escorted into the induction ceremony and the opening session by the President or her designee of the nominating chapter.

F. The National Pierians, Incorporated induction ceremony (as adopted or modified) is to be used for the induction ceremony.

IV. Fees:

The induction costs of an honorary member shall be borne fully by the national organization. These costs include:

- cost of the Pierian Pin
- certificate or gift
- transportation to assembly site
- registration package
- hotel accommodation and food
Honorary Members

V. **Status of Honorary Member:**

A. The honorary member pays no local or national dues, but could be asked to serve in a specific situation or on committees.

B. The honorary member(s) shall have all of the privileges of a Pierian member in good standing, except the rights to hold office and to vote.

**Procedure Relating to Honorary Members**

At its March 17, 2001 Executive Council meeting, the Executive Council approved the following rating system for the selection of Honorary Members:

- Academic Achievement: 5 points
- Civic, Fraternal, Organizational Accomplishments: 5 points
- Artistic Achievement: 50 points
- Potential Contributions to *The Pierians, Incorporated*: 20 points
- Discretionary Points: 20 points

The first assembly was held in 1982. Since 1983, the assembly has met biennially on the third weekend in October. In addition to the agenda of significant and important business issues, and reports of operation, demonstrations, workshops, and social activities are highlights of the weekend. The meeting is also used to focus attention on the total functioning of *The Pierians, Incorporated* for positive public relations outcomes.

The National President presides at all sessions of the National Assembly except when she is absent from the session. In her absence, the National Vice President shall preside.

Hostess Chapters are designated for each National Assembly. The Hostess Chapter may be responsible for planning cultural and social events as may be agreed upon with the National Assembly chairperson and the National President. No activity should be planned without the knowledge and consent of the National President.

Financial expenditures for the National Assembly must be approved by the Executive Council. Expenses incurred by the National President for executing plans for the National Assembly are paid for by the National Office. Expenses for Honorary Members inducted at the National Assembly are paid for by the National Office.

Each chapter may send one delegate to the National Assembly per three (3) active members in the chapter. Elected and duly appointed delegates are entitled to vote on issues.

The sites for past assemblies have rotated between chapters. The locations were as follows:

<table>
<thead>
<tr>
<th>Assembly</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>First Assembly</td>
<td>Baltimore, Maryland</td>
</tr>
<tr>
<td>Second Assembly</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>Third Assembly</td>
<td>Columbia, Maryland</td>
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<tr>
<td>Fourth Assembly</td>
<td>Pittsburgh, Pennsylvania</td>
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<tr>
<td>Fifth Assembly</td>
<td>Baltimore, Maryland</td>
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<tr>
<td>Sixth Assembly</td>
<td>Alexandria, Virginia</td>
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<tr>
<td>Seventh Assembly</td>
<td>Ellicott City, Maryland</td>
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<tr>
<td>Eighth Assembly</td>
<td>Pittsburgh, Pennsylvania</td>
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<tr>
<td>Ninth Assembly</td>
<td>Flint, Michigan</td>
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<td>Tenth Assembly</td>
<td>Towson, Maryland</td>
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<td>Eleventh Assembly</td>
<td>Prince Georges County, Maryland</td>
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<tr>
<td>Twelfth Assembly</td>
<td>Baltimore, Maryland</td>
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<tr>
<td>Thirteenth Assembly</td>
<td>Bethesda, Maryland</td>
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<tr>
<td>Fourteenth Assembly</td>
<td>Baltimore, Maryland</td>
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</table>
Finance

The fiscal year of *The Pierians, Incorporated* is July 1 through June 30. All dues are due to the National Office by June 30 of each year, after which time a late fee of ten percent (10%) will be imposed.

The total amount of chapter dues must be by check made payable to *The Pierians, Incorporated* and sent to the National Financial Secretary.

All expenditures for national assemblies are paid through the National Office. Registration fees for national assemblies are payable by check to *The Pierians, Incorporated*.

The financial records of *The Pierians, Incorporated* shall be subject to an audit committee at the close of the fiscal year.

Tax Exempt Status

*The Pierians, Incorporated* has tax exempt status as a 501(c)(7) organization. This recognition of exemption for the organization is from income taxes (not to be confused with sales tax exemption).

Form 990 must be filed annually with the Internal Revenue Office if gross receipts for *The Pierians, Incorporated* during an annual accounting period is more than ten thousand dollars ($25,000).

Chapters of *The Pierians, Incorporated* may apply for individual tax exempt status.

The Pierians Foundation, Incorporated

*The Pierians Foundation, Incorporated* was formed in 2008 and has tax exempt status as a 501(c) 3 508e organization. The foundation has its own separate Board of Directors and by-laws. Information on The Pierians Foundation may be obtained from its web site www.pieriansfoundation.org.
The Technology committee was added as a standing committee upon approval of a motion by Past National President Pearl Brackett at the Eighth National Assembly. Pierian Barbara H. Jarvis, was named chair of the committee.

The Technology committee is responsible for guiding the strategic development of a technological plan that will be continuously updated. The plan may include building of basic technical operations that allow intra-organizational communication electronically, improving capability to advance the Pierian mission of knowledge sharing of the arts electronically, and proactive planning for the growth of the Pierians.

Through the use of technological advances, *The Pierians, Incorporated* has developed such processes as virtual storage of electronic documents which are available to all chapters.

The Pierians home page, designed by Pierian Barbara Jarvis is available at the web address of [www.pierians.org](http://www.pierians.org). The e-mail address is artmail@pierians.org. Ideas to enhance this process are welcome.

The Pierians Foundation home page is available at the web address of [www.pieriansfoundation.org](http://www.pieriansfoundation.org). The e-mail address is mail@pieriansfoundation.org. Ideas to enhance this process are welcome, as well.
Protocol

The National President is authorized to speak on behalf of The Pierians, Incorporated. Others speaking on behalf of The Pierians, Incorporated, should do so only with the authorization of the National President.

The Official Rituals of The Pierians, Incorporated must be used as printed in their entirety. All instructions must be followed in the manner in which they are given.

No appendages of other distractions may be attached to the insignia of The Pierians, Incorporated. While it is preferable to restrict the use of the Pierian Logo on items of clothing, proposals may be submitted to the Executive Council for approval.

Recognition shall be given to Past National Presidents at the National Assembly. Each Past President shall receive a corsage. Other Past National Officers may also be appropriately recognized.

The dais lines and seating at National Assembly events shall be at the direction of the Protocol chair and the National President.

The Memorial Service at the National Assembly events shall be for Pierians only.

The National Hymn and Motto may be included in chapter meetings and other appropriate events.

For detailed procedures, please refer to the Protocol & Rituals Section of this Manual.

Amenities

The Amenities committee may be appointed by the National President.

Funds for amenities shall be appropriated each fiscal year to be included as a budget line item. Disbursement from this fund shall be authorized by the National President or Executive Council for illnesses, death, special accomplishments, etc. for the National Officers and such other individuals that the Executive Council may approve.

All disbursements from the fund should follow proper accounting procedures as outlined by the National Treasurer.

Local chapters may establish their own guidelines with reference to amenities, but it is expected that they will use discretion in the interest of the entire membership.

Responsibilities of the Committee:
The National Amenities Committee establishes guidelines for amenities to National Officers and Honorary Members.
**Amenities**

The National Amenities Committee executes the proper amenity as stated in the guidelines.

**Budget:**

The Amenities Committee will have a line item in the budget to cover the cost of expenditures.

**Eligibility:**

Amenities will be extended to National Executive Officers, elected and appointed, Honorary Members, and such individuals that the Executive Council may approve.

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**Archives**

A repository for *The Pierians, Incorporated* properties and archives is maintained by the Archives Committee at the Howard County Center for African American Culture, Inc.

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**Special Awards**

Recognition may be given at the National Assembly for accomplishments in the program area. Pierians who have been members for over ten years may also be recognized. The outgoing National President shall receive a signet ring.

Upon recommendation of a committee and adoption of the Executive Council, other kinds of recognition may be given at a National Assembly.
Guidelines

Officers

The duly elected officers may be a President, Vice President, Secretary, Treasurer, and any other such officer deemed necessary by the chapter.

A candidate for a chapter office should be financial with the chapter and the National Office for the fiscal year in which the election takes place. If elected, the officer should maintain financial status during her term(s) of office.

Each chapter should submit to National Headquarters the name, office held and address of the officers elected on an annual basis.

The Chapter President is authorized to speak on behalf of the chapter. Others speaking on behalf of the chapter should do so only with the authorization of the chapter president.

Finances

Each chapter member should pay national dues as prescribed by the National body. Local dues are determined by chapter members.

All remittances to National Headquarters should be made by check or money order made payable to The Pierians, Incorporated and sent directly to the National Financial Secretary.

Persons authorized to expend the funds of chapters should account for such upon request and at the end of the fiscal year.

Constitution and Bylaws

Chapters should develop their governing documents. Chapter bylaws should be reviewed by the National Parliamentarian and filed with National Headquarters. Each revision of chapter bylaws should be reviewed by the National Parliamentarian and filed with the National Headquarters.
Guidelines

Program

A report adopted at the Second National Assembly mandates each chapter of *The Pierians, Incorporated*, conduct programs which implement the National organization’s focus.

Each chapter should submit the required program report to the National President at the end of the program year. Other required reports to the National President, Executive Council and/or other National officer(s) must be submitted as directed. Official forms shall be used for these reports.

Liabilities

*The Pierians, Incorporated* shall not be held accountable for any liability(ies) of a local chapter.
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**Pierian Motto**

A little learning is a dangerous thing;
Drink deep, or taste not the Pierian Spring;
There shallow draughts intoxicate the brain;
And drinking largely, sobers us again.

Alexander Pope

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**Pierian Psalm**

Pierians flow through the sands of time welcoming ancient spirits into the hearts and minds of the people. We call forth the deepest longings of humanity to capture the purest expressions. Pierians are the Guardians, those who excavate the landscape, the world’s protectors from anguish. We conjure the Muses on behalf of the past and the future. Pierians bear the Creator’s impulse for love and peace for humankind.

As decedents of those who crossed the oceans, we bring with us our innate oneness with the spirit of nature. Every time we hold up a gift from the souls of men and women and encourage introspection, exploration and examination, we unlock the key to spirit’s journey.

We teach and nurture the children as they walk the path of faith; the faith to know that as long as the sun, moon, and stars exist, there is hope for the earth’s imagination. The visionary explodes the locked doors, and we, the Pierians, guide all through the portal of the ethereal realm. We are the elemental mortar of the building blocks of truth. We offer up flowing rivers for spirits to douse the fires from their souls. Our mission is simple; to harness the creativity of spirits and strike the nine-muse spark for all until it flames passion. We must weave the cloth of inspiration so that no one escapes the comforter of God.

As a small group, we have taken our name from Greek mythology. We honor those who sat by the Pieria River in the fantasy of Gods and Goddesses. But we also understand that Eve opened her womb and spew us all from mother of Africa. We are thus the flowering seeds sown by God. We do not have to drink of the Pierian Spring, for we are, like all awakened and enlightened beings, a part of the Pierian water itself.

Evelyn Coleman
Atlanta Chapter
Pierian Hymn

PIERIAN HYMN

Make of our hearts one heart

Love of the arts one heart

Make of our hands creatively

Beauty the world can see

REFRAIN

Sing, Pierians, Take wing Pierians

Bonded by beauty we, for now and eternity

Words and music by Eileen T. Cline
Pierian’s Song

Pierian’s Song

Words by Eileen T. Cline
Set to *Roses of Picardy* music by Haydn Wood

Roses are blooming, Pierians
See our dream, art esteem, coming true
Bonded by beauty, Pierians
There’s a spirit our hearts renew.

Roses are we in community
Let the vision we hold in our hearts
Be a beacon of hope for humanity
As we cherish its love of the arts.
Pierian’s Song

PIERIAN’S SONG

Roses are blooming, Pierians
See our dream, art esteem coming

true
Bonded by beauty Pierians
There’s a

spirit our hearts renew.
Roses are we in co

40
Pierian’s Song

muni- ty Let the vi- sion we hold in our hearts

poco largamente

bea- con of hope for hu- ma- ni- ty As we cher- ish the love of the

arts.
NATIONAL RITUALS
Formal Opening – National Assembly

NATIONAL PRESIDENT: Raps the gavel

Officers, Delegates, Members and Guests, this is the opening of the ____ National Assembly of The Pierians, Incorporated.

NATIONAL CHAPLAIN: Invocation

All Pierians: Printed Motto

NATIONAL PRESIDENT: Welcome

Introduction of Platform Guests

PROGRAM PROCEEDS AS FOLLOWS:

Greetings:

Local President
Local Outstanding Guests

Music Selection (Optional)

Introduction of Keynote Speaker (Optional)

Keynote Speaker (Optional)

Introduction of Honorary Members and other Guests

Acknowledgements

Announcement by Assembly Chairperson

NATIONAL PRESIDENT:

I now declare this ____ National Assembly of The Pierians, Incorporated has opened in due form and we will proceed as indicated in your program.
Formal Closing – National Assembly

CEREMONIAL PREPARATION:

A. Printed ceremony for each Pierian

B. Table Arrangements
   1. Table with cream colored tablecloth placed in the front of the room.
   2. Candle holder to hold 10 cream colored candles:
      One 16 inch candle representing Annette C. Johnson
      Nine 12 inch candles representing founding members
   3. Vase with 10 dark red roses.
   4. Matches
   5. Candle snuffer
   6. Music (a tape can be used if pianist and/or vocalist are not available).
   7. All Stand.

CEREMONY

NATIONAL PRESIDENT:

As Pierians we are assembled to conduct business and derive pleasure from the ____ National Assembly. As we leave this assembly let us:

All Pierians:

Pledge to uphold the Constitution and Bylaws of the Pierians, to honor and endorse its government, its disciplines and its policies. We pledge to encourage present and future officers, to respect their decisions, and to follow as they lead and guide us. We so pledge.
National Rituals

Induction Ceremony - New Chapter

Ceremonial Preparation

- Attire is white only
- Printed ceremony for each Pierian
- Table Arrangements
  -- Small table with cream colored cloth placed in the front of the room
  -- One 16-inch candle (representing our Founder)
  -- Candles for number of candidates
  -- Candle Snuffer
  -- Vase with 10 dark roses
  -- Dark red roses for each Candidate

The National President and National Officers shall stand throughout the ceremony.

**NATIONAL SECRETARY:** Madam President, there are ______ women from __________ who are waiting to become members of The Pierians, Incorporated.

**NATIONAL PRESIDENT:** Madam Vice-President, have they been duly examined and meet the criteria as set forth by the Chapter Establishment standards?

**NATIONAL VICE-PRESIDENT:** Madam President, they meet all requirements necessary for admission.

**NATIONAL PRESIDENT:** Madame Treasurer, have they satisfied their financial responsibilities?

**NATIONAL TREASURER:** Madame President, they have satisfied their financial responsibilities.

**NATIONAL PRESIDENT:** Will the Chairman of the Chapter Establishment Committee please bring in the inductees and ask them to stand facing the officiating officers?

**CHAIRMAN OF THE CHAPTER ESTABLISHMENT COMMITTEE:**
Madame President, I take great pride in presenting the following women for admission to The Pierians, Inc. (each person takes one step forward as her name is called, then steps back).
We, The Pierians, are assembled today to induct you into the __________ Chapter of The Pierians, Incorporated. I light this candle in memory of our founder, Annette C. Johnson, and charter members Kathleen Carter, Olivia Dixon, Mercedes Douglass, Hazel Fleming, Jewel Howard, Charlotte Mebane, Lydia Mussenden, Gwendolyn Tarter, and Mamie Todd, who established this organization on December 13, 1958. This organization is known as The Pierians, a name taken from the word Pieria, which was a region of ancient Macedonia, one of the earliest seats of the Muses. The Pierian Spring was a fountain in Pieria, sacred to the Muses and believed to communicate poetic inspiration. This organization is devoted to the purpose of promoting and encouraging the study and enjoyment of the fine arts.

I address these words to the inductees: Are you willing to be installed as members of The Pierians, Inc. __________ Chapter? If in the affirmative, please answer, “I am”.

Do you, as new members, welcome the responsibility of continuing to perpetuate our purpose of engaging in activities which lend themselves to a greater appreciation and enjoyment of the various forms of artistic expression? If in the affirmative, please answer, “I do”.

Each candidate will now light her candle individually, from the lighted center candle, and together we will recite the pledge. After repeating the pledge, please extinguish your candles.

[The National Chapter Establishment Officer will collect the extinguished candles]

THE PLEDGE BY NEW MEMBERS:

We pledge to uphold the Constitution and Bylaws of The Pierians, Inc. to honor and endorse its government, its disciplines and its policies. We pledge to encourage present and future Presidents and officers, to respect their decisions and to follow as they lead and guide us. We so pledge.

NATIONAL PRESIDENT: Do we, the members and officers of The Pierians, Inc. accept these new members and promise them all proper support, encouragement and love? Please raise your right hand, if in the affirmative.
National Rituals

NATIONAL PRESIDENT: Because you, as prospective members, have answered all questions affirmatively, I take great pleasure in pronouncing you members of *The Pierians, Incorporated, *__________ Chapter with all the rights and privileges pertaining thereto on this ____________.

We have chosen as our motto, these words by Alexander Pope:

“A little learning is a dangerous thing,
Drink deep, or taste not the Pierian Spring;
There shallow draughts intoxicate the brain
And drinking largely, sobers us again.”

NATIONAL PRESIDENT: I take great pleasure in presenting to you these membership certificates, pins, and a brief history of *The Pierians, Incorporated.*

The Vice-President will present a red rose to each new member. The red rose is a symbol of love.

Let me extend my right hand to each of you in fellowship, in love, and in support as I officially welcome you into *The Pierians, Inc.* All members of *The Pierians, Incorporated.* are invited to follow me in the same manner.

This will conclude the Induction Service.
**National Rituals**

**Induction Ceremony - Honorary Member**

**Ceremonial Preparation**
- Attire is white only
- Printed ceremony for each Pierian

The President and Presiding Officers shall stand throughout the ceremony.

Those persons for Honorary Membership shall stand facing the audience.

**National President:** We, The Pierians, are assembled today to induct you, as Honorary Members, into the National *Pierians, Incorporated*.

This organization was founded December 13, 1958 by Annette C. Johnson and the following women: Kathleen Carter, Olivia Dixon, Mercedes Douglass, Hazel Fleming, Jewel Howard, Charlotte Mebane, Lydia Mussenden, Gwendolyn Tarter, and Mamie Todd.

This organization is known as the Pierians, a name taken from the word Pieria, which was a region of Ancient Macedonia, one of the earliest seats of the Muses. The Pierians’ spring was a fountain in Pieria sacred to the Muses and believed to communicate poetic inspiration.

This organization is devoted to the purpose of promoting and encouraging the study and the enjoyment of the Fine Arts.

Are you willing to be inducted into this organization, The National *Pierians, Incorporated*, as Honorary Members? If in the affirmative, please answer “I Am”.

Do you as new members welcome the responsibility of continuing to perpetuate our purpose of engaging in activities which lend themselves to a greater appreciation and enjoyment of the various forms of artistic expression? If in the affirmative, please answer “I Do”.

To the assembled Pierians: Do we, the members of the National *Pierians, Incorporated*, accept these new members and promise them all proper support, encouragement and love? Please raise your right hand if in the affirmative.
THE PLEDGE BY NEW MEMBERS:

We pledge to uphold the Constitution and Bylaws of *The Pierians, Incorporated*, to honor and endorse its government, its disciplines, and its policies. We pledge to encourage present and future presidents and officers, to respect their decisions and to follow as they lead and guide us.

NATIONAL PRESIDENT:

There is a bond that unites us as Pierians. Ever so fragile but it is surely there. Our common bond is the beauty that surrounds us each day of the year. It is beauty that we find in the words of the poets and the actors that leave our senses fulfilled. It is the music played and sung by the world’s great musicians that raises our sights. It is a beautiful craft created by sensitive fingers. It is the masterpiece that flowed from the brush and brought smiles of joy to our faces. The enjoyment of these beautiful creations takes us out of the realm of ordinary life and makes us Pierians.

NATIONAL VICE PRESIDENT:

Think deeply on these words by Alexander Pope.

“A little learning is a dangerous thing.
   Drink deep, or taste not the Pierian Spring.
   There, shallow draughts intoxicate the brain
   And drinking largely, sobers us again.”

The Pierian insignia was adapted from an African gold weight from the Ashanti tribe. James E. Lewis, then Director of the Art Department, Morgan State University, made the suggestion.

The symbolic red rose was originated by Pierian Hazel Fleming.

The National Colors of *The Pierians, Incorporated* are crème and cinnabar.

NATIONAL PRESIDENT:

I take great pleasure in pronouncing you members of *The Pierians, Incorporated* with all the rights and privileges pertaining to this organization on this ___ [day] of ____ [month] at __________ [place].

NATIONAL VICE PRESIDENT:

I will now present a red rose to each of you. The red rose is a symbol of love.

Each inductee will now receive a pin.
NATIONAL PRESIDENT: I extend my right hand to each of you in fellowship, in love and support as I officially welcome you into The Pierians, Incorporated.

All Pierians are invited to follow in the same manner.

This poem is to be typed on the back cover of The Honorary Induction.

THE MEASURE OF PIERIAN WORK
IS NOT WHAT OTHERS SAY,
NOT HOW MUCH POPULARITY MAY COME WITHIN OUR DAY

IT IS NOT IN THE FLASH OF ART,
NOR PLAY AND FANCY FREE-
NOR MANY THINGS THAT OUR OWN TIME MAY EVEN KNOW OR SEE

THE MEASURE OF PIERIAN WORK
OURSELVES MAY NEVER KNOW

FOR IT MAY BE EVIDENT UNTIL
THE TIDES HAVE TIME TO FLOW,

IT IS THE NUMBER OF THE LIVES, IN WHICH WE STILL LIVE ON-
FOR WORTH, AND RIGHT, AND HAPPINESS, COMES THROUGH
OUR WORK WELL DONE.

Jewel Howard
Gwendolyn Tarter
October 1991
National Rituals

Transition Ceremony – National President

Ceremonial Preparation
- Gavel and Housing
- Signet Ring for Outgoing National President

This ceremony takes place at the closing session of The Pierians, Incorporated Assembly, before the installation of new officers.

PARTICIPANTS: All Past National Presidents
Incoming National President

READER: We come as Past National Presidents of The Pierians, Incorporated with humanistic expressions that provide meaningful appreciation and sincere joy to our prestigious cultural organization.

Pierian ____________, you have served The Pierians, Incorporated with honor, enthusiasm, and distinction. You are about to relinquish the duties of the Office of the President.

On behalf of The Pierians, Incorporated, I wish to extend our appreciation for the sincere interest and untiring efforts that you have put forth in order that The Pierians, Incorporated might bring its work of the years _________ to _________ to a successful close.

We also extend our appreciation to your elected staff for their contribution to the successful completion of the activities of this organization for the same period.

This gavel, originally presented by our founder, Annette Colbert Johnson to our first National President at our incorporation, is symbolic of the trust and leadership of the National President’s authority. The gavel now passes to your successor, Pierian ___________.

[The Gavel is handed to the incoming National President.]*

* The gavel should be returned to the Archives of The Pierians, Incorporated.
**Three Slices of Beauty**

Annie M. Martin  
Pierian, Pittsburgh, Pa. Chapter

Beauty is a precious gift  
Sprinkled upon homo sapiens  
Let in flower

Beauty has no special name,  
Beauty has no special theme,  
Beauty has no special place,  
But

Beauty does have a special goal  
It always brings joy and peace to the soul.

The beauty of the universe  
Encased in the cradle of humankind.

We present the President’s Ring to you as a symbol of the intangible spirit that makes us all Pierians. Wear it with pride as you further encourage and inspire the membership to enjoy the arts.
Installation of New Officers

**National Parliamentarian:** Will the newly elected officers please come forward and stand facing me as I call your name:
- President
- Vice President
- Recording Secretary
- Corresponding Secretary
- Financial Secretary
- Treasurer
- Parliamentarian
- Historian

We take great pleasure in asking you, the newly elected officers of *The Pierians, Incorporated*, the following questions. (These questions are addressed to each officer listed above).

1. **Are you (Name of Officer) willing to be installed as (office) of *The Pierians, Incorporated***?

   You may answer “I am”.

2. **Do you as a new officer, welcome the responsibility of continuing to perpetuate our purpose of engaging in activities which lend themselves to a greater appreciation and enjoyment of the various forms of artistic expression?**

   If your position is in the affirmative, please answer “I do”.

I hereby install you as the officers of *The Pierians, Incorporated* for the years _________. It has been a great honor to have installed you, our new officers, and to convey the rights and privileges of your position thereof on this ___ (Day) of ___ (Month and Year) .
National Rituals

Rededication

Ceremonial Preparation
• Printed ceremony for each Pierian

[National and Local Chapter]

[May be used at National Assembly Closing and Local and National Founders’ Day Observance]

OPTIONAL: The leader may use the following as an introduction

To understand the spirit and the inner life of a People—the joys, values, and drives that caused it to find life tolerable and meaningful—one must examine its art, literature, philosophy, dance and music. These are the humanities, the humanistic expressions that provide the real record of the people’s experience as they lived it through perception and sensations.

In the words of our founder, Annette Colbert Johnson, “There is a bond that unites us as Pierians, ever so fragile, but it is surely there. Our common bond is the beauty that surrounds us each day of the year. It is beauty that we find in the words of the poets and the actors that leave our senses fulfilled. It is the music played and sung by the world’s great musicians that raises our sights. It is the beautiful craft created by sensitive fingers. It is the masterpiece that flowed from the brush and brought smiles or joy to our faces. The enjoyment of these beautiful creations takes us out of the realm of ordinary life and makes us Pierians.”

NATIONAL PRESIDENT OR APPOINTED LEADER:
Let us not forget the purposes of The Pierians, Incorporated.

1st Reader: To bring together persons interested in the promotion of the fine arts and their artistic endeavors.

2nd Reader: To enhance the enjoyment of the arts through the pursuit of study and other activities.

3rd Reader: To give recognition to individuals in the community for their contributions to the arts.

4th Reader: To encourage future study through giving awards and scholarships to the students of music, art, the theatre, the dance and related fields.
NATIONAL PRESIDENT OR APPOINTED LEADER:

This is our legacy from Annette Colbert Johnson, The Founder of The Pierians, Incorporated.

Will The Pierians please stand. Join me in reading as we renew our commitment to The Pierians, Incorporated.

LEADER AND MEMBERS:

We come as the Muses—seeking rejuvenation to the Arts at The Pierian Spring.

In this hour of rededication refresh our union in bonds of love, and help us to continue, to accomplish our purposes in harmony.

Grant us the courage and grace to pursue and perpetuate our goals.

Through these promises we have dedicated ourselves, to continue serving as members of The Pierians, Incorporated.

Our bond must be strengthened, disseminated to others and perpetuated. Pierians must be the leaders of this beautiful movement in our country and in our world.

Each of us must do her part to bring about a cohesive atmosphere in which all chapters of The Pierians may enjoy that which is beautiful as a unified organization.

Vice President Extinguishes the candles.

Pierians remain standing until the end of the music.

ALL PIERIANS: Amen

ENDING: Soft background music.
Memorial Observance

Ceremonial Preparation
- Attire is white only
- Printed ceremony for each Pierian
- Table Arrangements
  -- Small table with white/cream colored tablecloth placed in the front of the room
  -- Crystal vase with ferns placed in the center of the table with roses: One red rose for each chapter of *The Pierians, Incorporated* and one for the National President.

[National and Local Chapter]

PROCEDURE: All Pierians march in and form a semi-circle. There will also be one red rose on the table for each Pierian sister to be remembered. The roses are to be placed in the vase by designated Pierians after reading a special statement. This should make a beautiful floral arrangement. Each chapter should be represented.

[Chapter Ceremony Only]

CHAPTER PRESIDENT: We pause at this time to pay tribute to our beloved sister Pierian ________, a member of the _________ chapter.

[National Ceremony Only]

NATIONAL PRESIDENT: We pause at this time to pay tribute to our beloved Pierian sisters who have made their transition since our last National Assembly.

THE PIERIAN PSALM
By Evelyn Coleman
Atlanta Chapter

Pierians flow through the sands of time welcoming ancient spirits into the hearts and minds of the people. We call forth the deepest longings of humanity to capture the purest artistic expressions. Pierians are the Guardians, those who excavate the landscape of creation the world’s protectors from anguish. We conjure the Muses on behalf of the past and the future. Pierians bear the Creator’s impulse for love and peace for humankind.

As descendents of those who crossed the oceans, we bring With us our innate oneness with the spirit of nature Every time we hold up a gift from
the souls of men and women and encourage introspection, exploration and examination, we unlock the key to spirit’s journey.

We teach and nurture the children as they walk the path of faith; the faith to know that as long as the sun, moon, and stars exist, there is hope for the earth’s imagination. The visionary explodes the locked doors, and we, the Pierians, guide all through the portal of the ethereal realm. We are the elemental mortar of the building blocks of truth. We offer up the flowing rivers for spirits to douse the fires from their souls. Our mission is simple; to harness the creativity of spirits and strike the nine-muse spark for all until it flames passion. We must weave the cloth of inspiration so that no one escapes the comforter of God.

As a small group, we have taken our name from Greek mythology. We honor those who sat by the Pieria River in the fantasy of Gods and Goddesses. But we also understand that Eve opened her womb and spewed us all out from mother of Africa. We are thus the flowering seeds sown by God. We do not have to drink of the Pierian Spring, for we are, like all awakened and enlightened beings, a part of the Pierian water itself.

PIERIAN #1: “There is a bond that unites us as Pierians. Ever so fragile but it is surely there. Our common bond is the beauty that surrounds us each day of the year. It is beauty that we find in the words of the poets and the actors that leave our senses fulfilled, It is the music played and sung by the world’s great musicians that raises our sights. It is a beautiful craft created by sensitive fingers. It is the masterpiece that flowed from the brush and brought smiles of joy to our faces. The enjoyment of these beautiful creations takes us out of the realm of ordinary life and makes Pierians.” *

* Excerpted from “A DOCUMENTARY – 1958-1983”

[Chapter Ceremony Only]

PIERIAN #2: (One from the decedent’s chapter) A brief tribute acknowledging segments of the decedent’s life.

PIERIAN #3: It was in the home of Annette Colbert Johnson in December 1958 that a group of ten women gathered to form an organization dedicated to appreciation, exploration, and creation of the Arts. From these ten members, the organization has expanded and is an incorporated, national, and non-profit body.

PIERIAN #4: Our Motto is …

“A little learning is a dangerous thing.
Drink deep or taste not the Pierian Spring;
National Rituals

There shallow draughts intoxicate the brain;
And drinking largely, sobers us again.”

Essay on Criticism by Alexander Pope

PIERIAN #5: Our lives have been strengthened by Annette Colbert Johnson’s foresight and vision. Her home, our homes, museums all over the world and schools in this and other countries reflect the emphasis of the Pierians to encourage future generations of all creeds and races.

PIERIAN #6: This service is one of rejoicing. Rejoicing that we are the chosen few to build and extend noble goals of richness, refinement, and heritage that will never die.

PIERIAN #7: “When Tomorrow Starts Without Me”

By David Romano

When tomorrow starts without me and I’m not there to see you:
If the sun should rise and find your eyes all filled with tears for me;
I wish so much you wouldn’t cry, the way you did today,
While thinking of the many things we didn’t say,
I know how much you loved me, as much as I love you,
And each time you think of me, as much as I know you’ll miss me too;
But when tomorrow starts without me, please try to understand,
that an angel came, and called my name and took me by the hand.
And said my place was ready in heaven far above
And that I would have to leave behind all those I dearly love.
As I walked through heaven’s gate, I felt so much at home
When God looked down and smiled at me, from His great golden throne,
He said, “This is eternity, and all I’ve promised you”
Today my life on earth is past but here it starts anew.
I promise no tomorrow, but today will always last, and since each day is the Same day there’s no longing for the past.
So won’t you take my hand, and share my life with me?
When tomorrow starts without me don’t think we’re far apart,
For every time you think of me I’m right here in your heart.

“The Red Rose Memorial Ceremony”

[Chapter Ceremony Only]
PIERIAN #8: Let us honor the memory of ________ by placing the roses in the vase.

[National Ceremony Only]
PIERIAN #8: Let us honor the memory of our deceased sisters by placing the roses in the vase.
National Rituals

(Note: A representative from each chapter will say the same thing as listed below. She will then place a rose in the vase in an artistic spot.)

CHAPTER REPRESENTATIVES: Our national flower is the red rose. On behalf of the members of the __________ Chapter established in ______, I place this rose in this vase in memory of Pierian(s) __________.

- Baltimore, Maryland 1958
- Washington, D.C. 1980
- Columbia, Maryland 1982
- Pittsburgh, Pennsylvania 1985
- Flint, Michigan 1990
- Baltimore, County, Maryland 1993
- Prince George County, Maryland 1995
- Montgomery County, Maryland 1999
- Atlanta, Georgia 2001
- Raleigh-Triangle, North Carolina 2007

NATIONAL PRESIDENT: (Puts rose in vase) This red rose is a symbol of the life of our deceased founder, Annette C. Johnson. Her love for the arts, dedication to the Pierians, and appreciation of all that is beautiful in the world, perpetuates our existence as Pierians.

Note: Hymn can be a solo or sung by all Pierians

PIERIAN HYMN

Make of our hearts one heart
Love of the arts one heart
Make of our hands creatively
Beauty of the world can see

(Refrain)

Sing, Pierians;
Take wing Pierians
Bonded by beauty we, for now and eternity.

NATIONAL PRESIDENT: This conclude our service
Local Rituals

Formal Opening – Local Chapter

CHAPTER PRESIDENT: Raps the gavel

I am about to open this _______ meeting of the _________ Chapter of The Pierians, Incorporated. Secretary ________ do we have a quorum present?

CHAPTER SECRETARY:  
Madame President we have (or do not have) a quorum present.

CHAPTER PRESIDENT:  
Let us repeat The Pierian Motto. (Chapter members say The Pierian Motto)

CHAPTER PRESIDENT: Raps the gavel

This meeting is now is session. Are there any additions to the agenda? If there are none, we will proceed according to the printed agenda.

Our Motto

A little learning is a dangerous thing;
Drink deep or taste not the Pierian Spring;
There shallow draughts intoxicate the brain;
And drinking largely, sobers us again.

Alexander Pope

Formal Closing – Local Chapter

NO STRUCTURED RITUAL

The President of a local chapter is encouraged (especially for business meetings) to select a member to present a work of art to the group. This presentation will set an inspirational and/or artistic tone for the Pierians in attendance.

Examples:

A reading of a poem
Listening to music
Viewing a painting
Presentation of a personal work of art
Local Rituals

Installation of New Officers – Local Chapter

PARLIAMENTARIAN:

Will the newly elected officers please come forward and stand facing me as I call your name:

President
Vice President
Recording Secretary
Corresponding Secretary
Financial Secretary
Treasurer
Parliamentarian
Historian

We take great pleasure in asking you, the newly elected officers of the _________ chapter of The Pierians, Incorporated the following questions. (These questions are addressed to each officer indicated above)

1. Are you __________ willing to be installed as ______ of The Pierians, Inc.?

You may answer “I am”.

2. Do you as a new officer, welcome the responsibility of continuing to perpetuate our purpose of engaging in activities which lend themselves to a greater appreciation and enjoyment of the various forms of artistic expression?

If your position is in the affirmative, please answer “I do”.

I hereby install you as the officer of the ______ chapter of ______ for the years ______. It has been a great honor to have installed you, our new officers, and to convey the rights and privileges of your position thereof on this ______ of ______.
Local Rituals

Induction of New Members – Local Chapter

Ceremonial Preparation
- Attire is white only
- Printed ceremony for each Pierian
- Table Arrangements
  -- Small table with cream colored cloth placed in the front of the room
  -- One 16-inch candle
  -- Candle Snuffer
  -- One Dark red rose for each new member

PRESIDENT/VICE PRESIDENT:
We the _____________ Chapter of The Pierians, Incorporated are assembled at this time to induct new members into our chapter. I light this candle in memory of Annette C. Johnson, who along with nine other women, founded this organization on December 13, 1958. The purposes of The Pierians, Incorporated are:
- To bring together persons interested in the promotion of the fine arts and their artistic endeavors.
- To enhance the enjoyment of the arts through the pursuit of study and other activities.
- To give recognition to individuals in the community for their contributions to the arts.
- To encourage further study through giving awards and scholarships to the students of music, art, theater, dance, and related fields.

(Extinguish the candle)

MEMBERSHIP CHAIR:
Madam Presiding Officer/President, there are ___ women who are waiting to become members of The Pierians, Incorporated. They have been duly examined and meet the criteria as set forth by our national organization. They have also satisfied their financial responsibilities.

PRESIDING OFFICER/PRESIDENT:
Will you please have the inductees stand facing the officiating officer?
Local Rituals

MEMBERSHIP CHAIR:

Madam Presiding Officer/President, I take great pride in presenting the following women for admission into the ___________ Chapter of The Pierians, Incorporated.

(Each person takes one step forward as her name is called; then steps back.)

PRESIDING OFFICER/ PRESIDENT:

I address these words to the inductees: Are you willing to be inducted as members of The Pierians, Incorporated, __________ Chapter? If affirmative, please answer, “I am”. Do you as new members welcome the responsibility of continuing to perpetuate our purpose? If affirmative, please answer, “I do”. Please repeat this pledge after me:

We pledge to uphold the Constitution and Bylaws of The Pierians, Incorporated, to honor its government, its disciplines and its policies. We pledge to encourage present and future Presidents and officers, to respect their decisions and to follow as they lead and guide us. We so pledge.

PRESIDING OFFICER/PRESIDENT:

Do we, the officers and members of the __________ Chapter of The Pierians, Incorporated accept these new members and promise them proper support, encouragement and love? Please raise your right hand, if in the affirmative.

Because the inductees and the membership have answered all questions in the affirmative, I take great pleasure in pronouncing you members of The Pierians, Incorporated, __________ Chapter, with all the rights and privileges pertaining there to on this (Date) ___________________.

PRESIDING OFFICER/PRESIDENT:

Together repeat after me our motto, these words by Alexander Pope:

“A little learning is a dangerous thing.
Drink deep or taste not, the Pierian Spring;
There, shallow draughts intoxicate the brain
and drinking largely, sobers us again.”

PRESIDING OFFICER/PRESIDENT:

I take great pleasure in presenting to each of you, your membership certificate, pin, and Manual of Guidelines and Procedures of The Pierians, Incorporated.
Local Rituals

VICE PRESIDENT:
I present a red rose to each of you. The red rose is a symbol of love.

PRESIDING OFFICER/PRESIDENT:
Let me extend my right hand to each of you in fellowship, in love and in support as I officially welcome you into the __________ Chapter of The Pierians, Incorporated. All members of the chapter are invited to follow me in the same manner.

This will conclude the induction ceremony.
Local Rituals

Rededication

Ceremonial Preparation

- Printed ceremony for each Pierian

[National and Local Chapter]

[May be used at National Assembly Closing and
Local and National Founders’ Day Observance]

Optional: The leader may use the following as an introduction

To understand the spirit and the inner life of a People—the joys, values, and
drives that caused it to find life tolerable and meaningful—one must examine
its art, literature, philosophy, dance and music. These are the humanities, the
humanistic expressions that provide the real record of the people’s experience
as they lived it through perception and sensations.

In the words of our founder, Annette Colbert Johnson, “There is a bond that
unites us as Pierians, ever so fragile, but it is surely there. Our common bond
is the beauty that surrounds us each day of the year. It is beauty that we find
in the words of the poets and the actors that leave our senses fulfilled. It is the
music played and sung by the world’s great musicians that raises our sights. It
is the beautiful craft created by sensitive fingers. It is the masterpiece that
flowed from the brush and brought smiles or joy to our faces. The enjoyment
of these beautiful creations takes us out of the realm of ordinary life and
makes us Pierians.”

National President or Appointed Leader:

Let us not forget the purposes of The Pierians, Incorporated.

1st Reader: To bring together persons interested in the promotion of
the fine arts and their artistic endeavors.

2nd Reader: To enhance the enjoyment of the arts through the
pursuit of study and other activities.

3rd Reader: To give recognition to individuals in the community for
their contributions to the arts.

4th Reader: To encourage future study through giving awards and
scholarships to the students of music, art, the theatre,
the dance and related fields.
Local Rituals

NATIONAL PRESIDENT OR APPOINTED LEADER:

This is our legacy from Annette Colbert Johnson, The Founder of The Pierians, Incorporated.

Will The Pierians please stand. Join me in reading as we renew our commitment to The Pierians, Incorporated.

LEADER AND MEMBERS:

We come as the Muses—seeking rejuvenation to the Arts at The Pierian Spring.

In this hour of rededication refresh our union in bonds of love, and help us to continue, to accomplish our purposes in harmony.

Grant us the courage and grace to pursue and perpetuate our goals.

Through these promises we have dedicated ourselves, to continue serving as members of The Pierians, Incorporated.

Our bond must be strengthened, disseminated to others and perpetuated. Pierians must be the leaders of this beautiful movement in our country and in our world.

Each of us must do her part to bring about a cohesive atmosphere in which all chapters of The Pierians may enjoy that which is beautiful as a unified organization.

Vice President Extinguishes the candles.

Pierians remain standing until the end of the music.

ALL PIERIANS: Amen

ENDING: Soft background music.
Memorial Observance

Ceremonial Preparation

- Attire is white only
- Printed ceremony for each Pierian
- Table Arrangements
  - Small table with white/cream colored tablecloth placed in the front of the room
  - Crystal vase with ferns placed in the center of the table with roses: One red rose for each chapter of *The Pierians, Incorporated* and one for the National President.

[National and Local Chapter]

**PROCEDURE:** All Pierians march in and form a semi-circle. There will also be one red rose on the table for each Pierian sister to be remembered. The roses are to be placed in the vase by designated Pierians after reading a special statement. This should make a beautiful floral arrangement. Each chapter should be represented.

[Chapter Ceremony Only]

**CHAPTER PRESIDENT:** We pause at this time to pay tribute to our beloved sister Pierian _______, a member of the _________ chapter.

[National Ceremony Only]

**NATIONAL PRESIDENT:** We pause at this time to pay tribute to our beloved Pierian sisters who have made their transition since our last National Assembly.

**THE PIERIAN PSALM**

*By Evelyn Coleman*

*Atlanta Chapter*

Pierians flow through the sands of time welcoming ancient spirits into the hearts and minds of the people. We call forth the deepest longings of humanity to capture the purest artistic expressions. Pierians are the Guardians, those who excavate the landscape of creation the world’s protectors from anguish. We conjure the Muses on behalf of the past and the future. Pierians bear the Creator’s impulse for love and peace for humankind.

As descendents of those who crossed the oceans, we bring With us our innate oneness with the spirit of nature Every time we hold up a gift from
the souls of men and women and encourage introspection, exploration and examination, we unlock the key to spirit’s journey.

We teach and nurture the children as they walk the path of faith; the faith to know that as long as the sun, moon, and stars exist, there is hope for the earth’s imagination. The visionary explodes the locked doors, and we, the Pierians, guide all through the portal of the ethereal realm. We are the elemental mortar of the building blocks of truth. We offer up the flowing rivers for spirits to douse the fires from their souls. Our mission is simple; to harness the creativity of spirits and strike the nine-muse spark for all until it flames passion. We must weave the cloth of inspiration so that no one escapes the comforter of God.

As a small group, we have taken our name from Greek mythology. We honor those who sat by the Pieria River in the fantasy of Gods and Goddesses. But we also understand that Eve opened her womb and spew us all out from mother of Africa. We are thus the flowering seeds sown by God. We do not have to drink of the Pierian Spring, for we are, like all awakened and enlightened beings, a part of the Pierian water itself.

PIERIAN #1: “There is a bond that unites us as Pierians. Ever so fragile but it is surely there. Our common bond is the beauty that surrounds us each day of the year. It is beauty that we find in the words of the poets and the actors that leave our senses fulfilled, It is the music played and sung by the world’s great musicians that raises our sights. It is a beautiful craft created by sensitive fingers. It is the masterpiece that flowed from the brush and brought smiles of joy to our faces. The enjoyment of these beautiful creations takes us out of the realm of ordinary life and makes Pierians.” *

* Excerpted from “A DOCUMENTARY – 1958-1983”

[Chapter Ceremony Only]

PIERIAN #2: (One from the decedent’s chapter) A brief tribute acknowledging segments of the decedent’s life.

PIERIAN #3: It was in the home of Annette Colbert Johnson in December 1958 that a group of ten women gathered to form an organization dedicated to appreciation, exploration, and creation of the Arts. From these ten members, the organization has expanded and is an incorporated, national, and non-profit body.

PIERIAN #4: Our Motto is …

“A little learning is a dangerous thing,
Drink deep or taste not the Pierian Spring;
Local Rituals

There shallow draughts intoxicate the brain;
And drinking largely, sobers us again."

Essay on Criticism by Alexander Pope

PIERIAN #5: Our lives have been strengthened by Annette Colbert Johnson’s foresight and vision. Her home, our homes, museums all over the world and schools in this and other countries reflect the emphasis of the Pierians to encourage future generations of all creeds and races.

PIERIAN #6: This service is one of rejoicing. Rejoicing that we are the chosen few to build and extend noble goals of richness, refinement, and heritage that will never die.

PIERIAN #7: “When Tomorrow Starts Without Me”

By David Romano

When tomorrow starts without me and I’m not there to see you:
If the sun should rise and find your eyes all filled with tears for me;
I wish so much you wouldn’t cry, the way you did today,
While thinking of the many things we didn’t say,
I know how much you loved me, as much as I love you,
And each time you think of me, as much as I know you’ll miss me too;
But when tomorrow starts without me, please try to understand,
that an angel came, and called my name and took me by the hand.
And said my place was ready in heaven far above
And that I would have to leave behind all those I dearly love.
As I walked through heaven’s gate, I felt so much at home
When God looked down and smiled at me, from His great golden throne,
He said, “This is eternity, and all I’ve promised you”
Today my life on earth is past but here it starts anew.
I promise no tomorrow, but today will always last, and since each day is the same day there’s no longing for the past.
So won’t you take my hand, and share my life with me?
When tomorrow starts without me don’t think we’re far apart,
For every time you think of me I’m right here in your heart.

“THE RED ROSE MEMORIAL CEREMONY”

[Chapter Ceremony Only]
PIERIAN #8: Let us honor the memory of ________ by placing the roses in the vase.

[National Ceremony Only]
PIERIAN #8: Let us honor the memory of our deceased sisters by placing the roses in the vase.
(Note: A representative from each chapter will say the same thing as listed below. She will then place a rose in the vase in an artistic spot.)

**CHAPTER REPRESENTATIVES:** Our national flower is the red rose. On behalf of the members of the __________ Chapter established in _______, I place this rose in this vase in memory of Pierian(s) ________.

- Baltimore, Maryland 1958
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- Prince George County, Maryland 1995
- Montgomery County, Maryland 1999
- Atlanta, Georgia 2001
- Raleigh-Triangle, North Carolina 2007

**NATIONAL PRESIDENT:** (Puts rose in vase) This red rose is a symbol of the life of our deceased founder, Annette C. Johnson. Her love for the arts, dedication to the Pierians, and appreciation of all that is beautiful in the world, perpetuates our existence as Pierians.

*Note: Hymn can be a solo or sung by all Pierians*

**PIERIAN HYMN**

* Make of our hearts one heart
* Love of the arts one heart
* Make of our hands creatively
* Beauty of the world can see

(Refrain)
* Sing, Pierians;
* Take wing Pierians
* Bonded by beauty we, for now and eternity.

**NATIONAL PRESIDENT:** This conclude our service
National Assembly Rules

The following National Assembly Rules were established October 1983, by the Parliamentarian, Mrs. Charlotte Mebane, for the 1983 Assembly until such time as other or additional recommendations are presented.

1. Members will register at the registration desk where, upon presentation of registration fees, kit, programs, and other supplies will be issued.

2. Members shall arrive at the session on time and remain until the meeting is adjourned unless special permission is obtained.

3. A quorum for Assembly business shall consist of voting delegates from the majority of the active chapters and three (3) elected National Officers.

4. Delegates to the Assembly shall be seated in a reserved section. Other members and guests will be seated in the rest of the auditorium.

5. Any delegate wishing to obtain the floor, shall approach the microphone, wait to be recognized, indicate that she is a delegate, give her name, chapter and state.

6. A member shall not speak more than two minutes on any question under discussion. No member shall speak more than once on the same question.

7. All members may enter into the discussion of issues and debate, but only the registered delegates may make motions, second motions, or vote.

8. Speakers shall conform to the ruling of the time-keeper.

9. Members shall be attentive at all times and refrain from private conferences among themselves.

10. Parliamentarian shall interpret the law according to Robert’s Rules of Order, Newly Revised, and in case of controversy, shall make final decision on parliamentary procedure at the specific request of the President.

11. All reports and other material for permanent records shall be in triplicate. Copies shall be in typewritten form. One copy must be submitted to the President, Recording Secretary and one copy to be retained by the presenter.

12. The Sergeant-at-Arms shall close the doors of the meeting room upon direction from the President. Members will not be permitted to enter the room until the Sergeant-at-Arms gives the word.

13. Notices for announcement to the Assembly shall be in writing, signed, and sent to the Recording Secretary.
Voting Guidelines

1. Balloting will take place during an Executive Section of the National Assembly.

2. DELEGATES will be expected to vote.

3. Voting shall be by secret vote.

4. The names of all candidates shall appear on a printed ballot. Nominations accepted from the floor will be handwritten on the ballot. Spaces on the ballot will be provided.

5. Balloting will continue until one candidate for each office shall have received a simple majority vote.

6. When there are three (3) or more candidates for the same office, the following is suggested:
   - Retain the simple majority rule.
   - Vote and have re-balloting on the two candidates receiving the highest number of votes cast on the first ballot.

7. The chairperson of the Election committee shall report the vote count received by each candidate
National Officers

1982 – 1983

National President:  Jessie Colson
National Vice President:  Lydia W. Mussenden
National Recording Secretary:  Jewel Marson
National Corresponding Secretary:  Geraldine F. Desbordes
National Treasurer:  Frances Drye
National Financial Secretary:  Majurial Crawley
National Historian:  Annette C. Johnson*
National Parliamentarian:  Sandra Nichols*

The Nominating Committee
  Hazel Fleming
  Alice Russell
  Agnes Reaves
  Jessie Colson
  Lydia Mussenden
  Annette C. Johnson

1983 – 1985

National President:  Jessie Colson
National Vice President:  Lydia W. Mussenden
National Recording Secretary:  Alma Felder
National Corresponding Secretary:  Geraldine F. Desbordes
National Treasurer:  Agnes Reaves
National Financial Secretary:  Majurial Crawley
National Historian:  Annette C. Johnson*
National Parliamentarian:  Charlotte Mebane*
National Coordinator for Communication:  Vivian E. Washington*
National Coordinator for Chapter Establishment:  Pearl C. Brackett*

*Appointed by National President
**The National Assembly**

1985 – 1987

National President: Lydia W. Mussenden
National Vice President: Sandra N. Smith
National Recording Secretary: Elizabeth Bouey-Yates
National Corresponding Secretary: Florence Davidson
National Treasurer: Agnes Reaves
National Financial Secretary: Donna Rice

National Parliamentarian: Sylvia Cooke-Martin*

1987 – 1989

National President: Pearl C. Brackett
National Vice President: Donna Rice
National Recording Secretary: Anita Woody
National Corresponding Secretary: Vivian Washington
National Treasurer: Alma Felder
National Financial Secretary: Evelyn Haysbert

Members at Large:
- Bettye Fennell [Columbia Chapter]
- Mildred Wade [Pittsburgh Chapter]
- Virginia Walker [Washington Chapter]
- Doris Wallace [Baltimore Chapter]

Chaplain: Mary Jane Page*

Director of Public Information: Agnes Reaves*

*Appointed by National President
The National Assembly

1989 – 1991

National President: Joyce M. Hickman
National Vice President: Agnes Reaves
National Recording Secretary: Sylvia Cooke-Martin
National Corresponding Secretary: Mary Jane Page
National Treasurer: Alma Felder
National Financial Secretary: Evelyn Haysbert

National Parliamentarian: Thelma Morris*

Chaplain: Mary Jane Page*

1991 – 1993

National President: Joyce M. Hickman
National Vice President: Agnes Reaves
National Recording Secretary: Catherine T. McConnell
National Corresponding Secretary: Mary Jane Page
National Treasurer: Mary H. Bracey
National Treasurer: Thelma Morris*
National Financial Secretary: Roberta Briscoe

National Coordinator for Chapter Establishment: Lydia Mussenden*

*Appointed by National President
The National Assembly

1993 – 1995

National President: Roberta M. Briscoe
National Vice President: Madelyn Hairston Giddens
National Recording Secretary: Vera Wilson
    National Assistant Recording Secretary: Gwendolyn Stewart
    National Assistant Recording Secretary: Lillie N. Myers
National Corresponding Secretary: Ada Washington
National Treasurer: Mary H. Bracey
National Financial Secretary: Mary Jane Page
National Parliamentarian: Sylvia Cooke-Martin*
Chaplain: Mary Jane Page*

The Nominating Committee
    Doris Wallace
    Alma Felder
    Barbara Jarvis
    Jessie Colson
    Harriette Meriwether
    Gwendolyn Stewart
    Ramona Roberts

1995 – 1997

National President: Madelyn Hairston Giddens
National Vice President: Mary H. Bracey
National Recording Secretary: Mollie W. Neal
National Corresponding Secretary: Camay B. Murphy
National Treasurer: Mary Jane Page
National Financial Secretary: Gwendolyn Stewart
National Parliamentarian: Shirley Hill*
Chaplain: Anne Martin*
The National Assembly

1997 – 1999

National President: Mary H. Bracey
National Vice President: Mollie W. Neal
National Recording Secretary: Barbara H. Jarvis
National Corresponding Secretary: Rose Edmondson
National Treasurer: Marjorie Walker**
National Treasurer: Madelyn Clark-Robinson***
National Financial Secretary: Alma F. Felder

National Parliamentarian: Precious Petross Buckner*
National Archivist: Mary Sue Welcome*
Chaplain: Lillie Myers*

The Nominating Committee
Doris Clanzy
Frances Faithful
Peggy Drayton
Madelyn Giddens
Winnifred Lee
Camay Murphy
Patricia Sluby

*Appointed by National President
**Office vacated in September, 1998
***Elected to office by Executive Council
1999 – 2001

National President: Mollie W. Neal
National Vice President: Shirley Hill
National Recording Secretary: Barbara H. Jarvis
National Corresponding Secretary: Patricia Sluby
National Treasurer: Constance O. Hill
National Financial Secretary: Virginia Walker

National Parliamentarian: Precious Buckner*
National Historian: Barbara Murphy*
Chaplain: Ramona Roberts*

The Nominating Committee
Madelyn Giddens
Gwendolyn Desbordes
Reva Lewie
Madelyn Clark-Robinson
Cora Dixon
Hester Adams
Doris Wallace
Joan Taylor

2001 – 2003

National President: Sylvia Cooke-Martin
National Vice President: Shirley Hill
National Recording Secretary: Barbara H. Jarvis
National Corresponding Secretary: Frances Faithful
National Treasurer: Constance O. Hill
National Financial Secretary: Virginia Walker
National Archivist: Barbara Murphy*

*Appointed by National President
The Nominating Committee
Anita Williams
Mary Bracey
Elizabeth Bouey-Yates
Joyce Flowers
Jennye Patterson
Sheila Richardson
Marcia Thompson

2003 – 2005
National President: Shirley T. Hill
National Vice President: Harriette Meriwether
National Recording Secretary: Evelyn Chandler
National Corresponding Secretary: Frances Faithful
National Treasurer: Angeline Jones Perry
National Financial Secretary: Constance Hill

National Parliamentarian: Veronica Hill *
National Historian: Lydia Mussenden *
National Archivist: Jessie Colson *
Chaplain: Johnnye Johnson *

The Nominating Committee
Alice Bey
Precious Buckner
Jessie Colson
Peggy Drayton
Marcia Thompson
Margie Walker
Mildred Wilson

*Appointed by National President
The National Assembly

2005 – 2008

National President: Harriette Meriwether
National Vice President: Frances Faithful
National Recording Secretary: Evelyn Chandler
National Corresponding Secretary: Barbara Jarvis
National Treasurer: Angeline Jones Perry
National Financial Secretary: Constance Hill

National Parliamentarian: Merlene Adair *
National Historian: Lydia Mussenden *
National Archivist: Jessie Colson *
Chaplain: Virginia Walker *

The Nominating Committee
    Madelyn Giddens
    Mary Bracey
    Precious Buckner
    Jessie Colson
    Jennye Patterson
    Delcene Hester
    Corinne Smith

*Appointed by National President
### Rotation of National Assembly Hosting
[Based Upon Date of Chapter Establishment]

<table>
<thead>
<tr>
<th>Year</th>
<th>Chapter Name</th>
<th>Establishment Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>Baltimore City Chapter</td>
<td>1958</td>
</tr>
<tr>
<td>1993</td>
<td>Columbia Chapter</td>
<td>1983</td>
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<tr>
<td>1995</td>
<td>Pittsburgh Chapter</td>
<td>1985</td>
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<tr>
<td>1997</td>
<td>Flint Chapter</td>
<td>1990</td>
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<tr>
<td>1999</td>
<td>Baltimore County Chapter</td>
<td>1993</td>
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<tr>
<td>2001</td>
<td>Prince Georges Chapter</td>
<td>1995</td>
</tr>
<tr>
<td>2005*</td>
<td>Montgomery County Chapter</td>
<td>1999</td>
</tr>
<tr>
<td>2008</td>
<td>ALL Chapters host in celebration of 50&lt;sup&gt;th&lt;/sup&gt; Anniversary</td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td>Flint Chapter</td>
<td>2001</td>
</tr>
</tbody>
</table>

COMMITTEE CHAIR ROLES & RESPONSIBILITIES
Amenities Committee

The role of the Amenities Chair is to acknowledge individuals, families, chapters or others when an amenity is warranted, and at the approval of the Executive Council. These include all National Executive Officers; elected and appointed, Honorary Members, Alumna and “Project” recipient. An amenity may include cards, flowers, a small gift, certificate or other form of recognition extended for illnesses, death, or special accomplishment.

Chapter presidents or designee, should inform the Amenities Chairperson immediately, of all occasions requiring an amenity. The Amenities Committee operates on an ongoing annual schedule.

A written report should be submitted, in duplicate, at each Executive Council Meeting. One copy of the report should be given to the National Recording Secretary, and one copy should be given to the National President. If the committee chair is unable to attend an Executive Council Meeting, the report of the committee must either be sent to the National President and the National Recording Secretary one week prior to the meeting, or the report may be delivered at the meeting by a designee of the Amenities Committee chairperson. The form which may be used for reporting appears in the Forms section of this manual.

Annette C. Johnson Awards Committee

The Annette C. Johnson Award is presented to a deserving member at the National Assembly Luncheon. The selected recipient is concealed until this time. The award is to show gratitude for untiring contributions and support of the program and operations of the organization. The recipient(s) must have been a member of The Pierians, Incorporated for at least ten years. Members are nominated by their chapter members, or by another chapter.

The committee chairperson should solicit nominees for this award by notifying each chapter president, one year prior to the Assembly. The request should include a cover letter and a copy of the nomination form. The form which may be used for submission appears in the Forms section of this manual.

The responding chapter should submit to the chairperson, a profile of the nominee; which should include the completed nomination form and any other supporting information about the nominee. This information should be submitted at least eight months prior to the Assembly. This committee requires time to process the applications, and to make a final decision about the nominee(s) to be awarded.

The committee generally convenes one year prior to the Assembly, and reports would convey cursory information only. Awardee(s) are concealed.
COMMITEE CHAIR ROLES & RESPONSIBILITIES

Archives & History Committee

The Archives and History Committee Chairperson works to collect, preserve, and systematically catalog and store documents, artifacts, correspondence and memorabilia for *The Pierians, Incorporated*. In addition, the chairs solicit local chapters to provide program activities and photographs to share with generations to come.

Volunteers serve an important role in assisting with the preservation of all document. The chairs prepare a written report, in duplicate, for each Executive Council Meeting, using a standard reporting format. The committees operate on an ongoing annual schedule, and welcome volunteers.

Audit Committee

The Audit Committee Chairperson works with her committee to conduct an examination of the accounts of the organization. This process takes place at the close of the fiscal year and the adoption of the new National Officers.

The chairperson’s duties include:
- checking cancelled checks against bank statements Treasurer’s Reports, and the Treasurer’s Financial Ledger
- checking bank deposits against the Treasurer’s financial book
- reviewing all received expense forms
- double checking all calculations in the Treasurer’s financial book and the Treasurer’s Report
- cross-checking the Financial Secretary’s records with the Treasurer’s Report
- Preparing an official report for the Executive Council and the organization as a whole

The Audit Committee chairperson and committee should use an official auditing report format, which should be familiar to those serving in this capacity. Audit reports are not due on a monthly basis, but are due at the close of the fiscal year.

Awards Committee [Ad Hoc]

Special recognition can take many forms, and is given to members who have gone above and beyond the call of duty to support the organization in a variety of ways. Upon receiving a recommendation, from a committee or an individual, and upon adoption by the Executive Council, a special acknowledgement may be given to a Pierian. This
acknowledgement may be given at an Executive Council meeting or at a National Assembly. The special recognition may include a letter of recommendation, a certificate, a small gift or other form of acknowledgement.

**Budget & Finance Committee**

This is a joint initiative between the Financial Secretary and the Treasurer to assess the financial transactions of the organization, from annual dues, bills, checks, reimbursements, assembly expenses and other expenses, budgets and estimate budgets, meeting expenses, the National Project, publications, Archives, etc. The Financial Secretary shall serve on the committee. The chairperson and committee are responsible for processing the financial needs of the organization and making recommendations to the Executive Council based on submitted budget requests from officers or committee chairpersons. Both the Financial Secretary and the Treasurer make detailed reports at Executive Council Meetings.

All reporting is done using a standard format that is highly regarded by the Executive Council.

**Chapter Establishment Committee**

The Chapter Establishment chairperson is responsible for processing the interest groups Letter of Application, reviewing the application for chapter establishment, and making recommendations to the Executive Council with regard to the feasibility of an interest group becoming a new chapter of *The Pierians, Incorporated*. Upon approval, the chairperson should mentor the interest group by identifying the guidelines specific to chapter establishment, encouraging art projects, visiting upon invitation, and assisting the interest group in writing its constitution and bylaws. This process takes approximately three months. After that time, the chairperson guides the interest group through the process of chapter installation.

The *Pierians, Inc.* will install the chapter(s) which meet all of the requirements as specified in the Articles of Incorporation and as designated by the Executive Council.

The chairperson will make regular reports/updates to the Executive Council during the three month period, using a standard reporting format. All contact with the interest group should be official and when in writing, official organization letterhead should be used.
CONSTITUTION & BYLAWS COMMITTEE

Constitution & Bylaws Committee

The chairperson of the Constitution & Bylaws Committee is responsible for reviewing documents, making recommendations, receiving recommendations, updating the documents upon approval of the Executive Council, and distributing to all members, the Constitution and Standing Committee Rules at specific intervals, to include the National Assembly. Committee members may tally votes on amendments to the Constitution.

Reporting shall occur only when a challenging recommendation is received, or when changes are made to the Constitution and Bylaws.

Honorary Members Committee

The Honorary Member Committee is responsible for soliciting nominees for Honorary Membership, and for reviewing the nominee’s packet of information for completeness, and for forwarding the packet to the Executive Council. The committee shall request that all information on a nominee be returned to the Honorary Committee chairperson by no later than May 1 of a National Assembly year.

The chairperson of the committee shall request of each chapter, names of nominees for consideration as Honorary Membership. The chairperson shall also specify the requirements of nominees, explain the rating system to be used for approval of nominees, and list any and all items and documents which must be forwarded, as a packet, to the committee.

The packet of information on a nominee for Honorary Member shall be forwarded by the committee chairperson to the Executive Council by no later than May 15 of a National Assembly year.

The chairperson of the Honorary Member Committee shall also assist the National President in planning the induction ceremony for the Honorary Member, and for the hospitality of the nominee.

Membership Committee

The Membership Committee is responsible for recommendations about membership, such as orientation, promotion of friendship, and membership issues that may be assigned to the committee.
National Project Committee

The National Project Committee chairperson is responsible for receiving nominations from chapters for a recipient of the National Project Award. The nominee should be a deserving African-American who exhibits high potential in pursuing further study in music, art, theatre, dance, literature and related fields. The chairperson should fully read and understand the guidelines for the National Project. She should acknowledge receipt of each nomination by mail or email. The committee should hold deliberations and discussions and choose one nominee. Awards will be made at the National Assembly.

The chairperson should present the committee’s selection at an Executive Council Meeting for sanction, and confirm the monetary award amount. The nominating chapter should be notified by mail of the award winner, so that preparations may be made for the emerging artist to attend the National Assembly to receive the honor.

The chairperson and the nominating chapter should prepare to present the award at the National Assembly.

A standard reporting process can be used to inform the Executive Council Members.

Newsletter Committee

The Newsletter chairperson works with the National President to publish *The Pierian Times* newsletter, three times each year. The chair should provide reminders to all chapters to send articles concerning their activities. In addition, she should solicit ideas from chapter members on how to improve the newsletter and increase its distribution. Any information or ideas received from the membership concerning these issues may be put in the newsletter, or brought to the attention of the Executive Council for approval. The newsletter is mailed to all active, alumna, and honorary members.

Nominating Committee

The Nominating Committee is responsible for presenting a slate of officers for National Office and for preparing a ballot to be used for voting at the National Assembly.
Planned Giving Committee

The Planned Giving Committee is responsible for developing and administering methods by which individuals may provide support to The Pierians, Inc. “beyond a lifetime”. This includes such activities as suggesting ways that Pierians may include gifts to the organization as part of their estate planning, conducting workshops and seminars on addressing legal processes which should be followed, methods of conducting a national campaign for soliciting support from those who wish to support the arts.

Program Committee

The Program Committee is to be headed by the National Vice President. The committee, with the assistance of and suggestions by chapters, is responsible for developing a national theme. Once the theme is adopted by the Executive Council, chapters are encouraged to develop their local activities and programs which reflect this theme.

Chapters are expected to submit articles to the newsletter and to the Archives, as they celebrate events around the theme. The Program chair may, upon being invited, visit chapters to share in a theme event.

Reporting from the Program Committee is done only during the formation of the national theme.

Protocol & Rituals Committee

The Protocol & Rituals Committee ensures that the Official Rituals are followed during the National Assembly. The committee chairperson serves as spokesman for the National Organization and the National President to see that procedures are correctly interpreted.

No report is required from the committee.
Technology Committee

The Technology committee is responsible for guiding the strategic development of a technological plan that will be continuously updated. The plan may include building of basic technical operations that allow:

- Intra-organizational, electronic communication
- Electronic storage of documents
- Development and maintenance of a national website www.pierians.org
- Development and maintenance of a national foundation website www.pieriansfoundation.org
- All such activities which foster electronic collaboration, communication and dissemination of information

The Technology Committee chairperson shall present a report at Executive Council meetings and at the National Assembly.
PROTOCOL AND RITUALS
Acknowledgements

At the 12th National Assembly, a new National Transition Ceremony was initiated. It was added to the rituals section of this manual. Additionally, a Founder’s Day Observance was added to the Rituals.

This section of the manual is a tool to be used to ensure that appropriate procedures continue to flow through the communication mainline of the total Pierians membership. Therefore, as a service to all Pierians, the Protocol Committee reviewed the Protocol and Ritual sections of our Manual of Guidelines and Procedures, per our National President. The committee presents revisions to this manual to assist our organization in moving smoothly in the 21st century. Thanks, to our National President, Harriette Meriwether.

Protocol Committee
2005-2008

Alice Bey-Chairperson
Columbia, Maryland Chapter

Jessie Colson, Washington D.C Chapter
Sylvia Cooke Simmons, Columbia, Maryland Chapter
Margie Walker, Pittsburgh, Chapter
Lois Wilson, Montgomery County, Maryland Chapter
Mollie Neal, Atlanta, Georgia Chapter
Madelyn Clark-Robinson, Columbia, Maryland Chapter

Special Thanks to:
Mary Bracey, Columbia Maryland Chapter
Shirley Hill, Baltimore County Chapter
Frances Faithful, Flint Michigan Chapter
Verna Jackson, Baltimore City Chapter
Patricia Sluby, Prince George Chapter


**General Protocol**

It is expected that all Pierians will follow the traditions, observances, rituals, and ceremonies. These include respect for our Founders, Past National Presidents, Present and Past Chapter Officers, Honorary Members, and Chapter Members. We thank all of them for their contributions.

**Membership, Organization and Structure**

**Founders, Charter Members, Past Officers, and Honorary Members**

- The name of our founder should be listed on all Founders Day programs and other public distributions.
- When present at the National Assemblies, Past National Presidents should be introduced by year of service.
- When introducing the dais, the National President is the last one introduced.
- When the National President is formally introduced at a National Assembly or chapter event. All members must stand.

**Rituals**

- The official ritual of *The Pierians, Incorporated* must be used as printed in the publications. All instructions and reading must be used as printed, in their entirety. They must be followed in the manner in which they are written.
- Written materials should be made available to ensure the full participation of the membership for any ritualistic ceremony.
- All Pierians may attend the rituals and ceremonies of *The Pierians, Incorporated*. When ceremonies begin, all entrances will be closed and opened at the end of the ceremonies.
General Protocol

Installation Ceremonies

- The National Parliamentarian presides at the installation of Officers at the National level. Installation is held during the closing session of the National Assembly.

- The Chapter Parliamentarian presides at the installation of Officers at the Chapter level.

Pierians’ Attire

- The attire for Pierians at ALL inductions, chartering and memorial services on the National and chapter level is white only.

<table>
<thead>
<tr>
<th>Ceremony</th>
<th>Attire</th>
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<tbody>
<tr>
<td>Induction - New Members</td>
<td>White</td>
</tr>
<tr>
<td>Induction - New Chapter</td>
<td>White</td>
</tr>
<tr>
<td>Memorial Service – National Assembly</td>
<td>White</td>
</tr>
<tr>
<td>Memorial Service – Chapter</td>
<td>White</td>
</tr>
<tr>
<td>Founders Day</td>
<td>No specific requirements</td>
</tr>
<tr>
<td>Closing Ceremony</td>
<td>No specific requirements</td>
</tr>
<tr>
<td>(Exception when the Memorial service is included)</td>
<td></td>
</tr>
</tbody>
</table>
Public Relations

The Pierians’ Public Relations

- The National president, the highest elected official of the Pierians, Incorporated speaks for the organization.

- Persons other than the official spokesperson should not respond to inquiries on statements of policy to the public for the organization.

- The National President may designate individuals to represent her for specific events or to represent the organization before other bodies or the media. The National President must approve press releases for the organization.

- The chapter President speaks for the chapter-only on chapter issues. The Chapter president may designate individuals to represent her for specific events or to represent the organization at the chapter level before other bodies or the media. The chapter President must approve press releases for her chapter.

- The National President should be apprised of important events and situation etc.

Listing of Chapter Name

The Pierians, Incorporated should precede the Chapter name, in spoken and written word. The proper way to identify the chapter on programs and other documents is as follows:

The Pierians, Incorporated, XYZ Chapter.


Public Relations

Stationery

For continuity and clarity, National and Chapter stationary should have the same format. The official printing color of *The Pierians, Incorporated* is crème and cinnabar.

Invitations

Designs on invitations to Pierians events should reflect the image and culture of the organization.
Dais Seating & Entry Processions

Dais Seating for Assembly Business Sessions

[Pierian Audience]

Podium

| F | D | B | A | C | E |

1. The **National President** [A] is the presiding officer seated to right of the podium.

2. The **National Parliamentarian** [C] is seated to the right of the National President.

3. The **National Recording Secretary** [B] is seated to the left of the podium.

4. Other **National officers** are seated by rank and program participation, alternating from left to right of the podium.

5. **National Vice President** [D] is seated to the left of the National Secretary

6. Past Presidents shall be seated in a reserved area.

7. **Participants** [E & F] designated by the National President alternate from left to right of the podium.
Dais Seating For Special Events or Programs

<table>
<thead>
<tr>
<th>F</th>
<th>D</th>
<th>B</th>
<th>A</th>
<th>C</th>
<th>E</th>
</tr>
</thead>
</table>

1. The **Mistress of Ceremony** [A] is seated to the right of the podium.

2. The **National President** [C] is seated to the right of the mistress of ceremony.

3. The **Speaker** [B] is seated to the left of the podium.

4. If the National President is not introducing the speaker, her **Designee or Chairperson** [D] of the event is seated next to the speaker.

5. Other **Guests** [E & F] alternate from left to right of the podium according to rank and program participation.
Dais Seating & Entry Processions

Dais Seating for Luncheons

The format as designed for Special Events or Programs should be used for luncheons. If a head table is not used, reserved tables should be planned. A guest list for reserved tables should be compiled by the National President, Protocol Chair.

[Pierian Audience]

1. National Vice President
2. Luncheon Chair
3. National Project Chair
4. National Assembly Chair
5. Speaker
6. National Chaplain
7. Charter Member
8. Annette Colbert Johnson Committee Chair
9. Immediate Past National President
10. National Parliamentarian
11. National President
Executive Sessions Dais Seating

[Pierian Audience]

1. National Vice President
2. National Recording Secretary
3. National Treasurer
4. National Financial Secretary
5. National Corresponding Secretary
6. National Chaplain
7. National Parliamentarian
8. National President

Other Dais Protocol Items

- For seating purposed, a seating chart should be developed according to the design for the event.

- Program participants who are not seated on the dais should be seated at a reserved table near the dais.

- When foreign dignitaries are present, they should be seated at the right of the National President.

- Hostesses should be stationed at all entrances and at all reserved seating areas for all social functions. This is important to ensure that reserved seating and dais guests are seated properly.
Processional of Officers and Chairpersons by Rank

Opening Ceremony Processional

1. Protocol Chair [Introduces at the Ceremony]
2. National Charter Members
3. National Vice President
4. National Recording Secretary
5. National Corresponding Secretary
6. National Treasurer
7. National Financial Secretary
8. National Parliamentarian
9. National Assembly Chair
10. Past National Presidents
11. Chapter Presidents
   - Baltimore, Maryland
   - Washington D.C
   - Columbia Maryland
   - Pittsburgh, Pennsylvania
   - Flint, Michigan
   - Baltimore, County, Maryland
   - Prince George’s County, Maryland
   - Montgomery County, Maryland
   - Atlanta, Georgia
   - Raleigh-Triangle, North Carolina
12. National President

Revised 2008
The Pierians, Incorporated
Thirteenth National Assembly
October 14-16, 2005
Marriott Bethesda Hotel
5151 Pooks Hill Road
Bethesda, Maryland 20814

REGISTRATION FOR PIERIANS
(Please Print)

NAME: ____________________________________________

STREET ADDRESS: ____________________________________________

CITY, STATE, ZIP: ____________________________________________

PHONE: ____________________________

REGISTRATION INCLUDES:

ASSEMBLY PACKET/MATERIALS
OPENING RECEPTION (FRIDAY EVENING)
BREAKFAST (SATURDAY)
LUNCHEON (SATURDAY)
CRUISE/GALA (SATURDAY EVENING)
SERVICE/BREAKFAST (SUNDAY MORNING)

REGISTRATION Fee DUe ON OR BEFORE Monday, August 15, 2005

REGISTRATION Fee INCLUDes:

(A) $230.00

REGISTRATION FOR SPOUSE/GUESTS

NAME OF SPOUSE: ____________________________________________

SPOUSE ACTIVITIES:

OPENING RECEPTION $30.00

MEN’S ACTIVITIES & LUNCH $60.00

SATURDAY EVENING CRUISE/GALA $60.00

REGISTRATION Fee DUE ON OR BEFORE MONDAY, AUGUST 15, 2005

SATURDAY EVENING CRUISE/GALA $60.00

REGISTRATION INCLUDes:

(B) $150.00

(INCL. 2 BREAKFASTS/SPOUSE)

REGISTRATION Fee DUE ON OR BEFORE MONDAY, AUGUST 15, 2005

NAME OF GUEST: ____________________________________________

GUEST ACTIVITIES:

OPENING RECEPTION $ ----- x (___) $ _____

LUNCHEON $40.00 x (___) $ _____

SATURDAY EVENING CRUISE/GALA $93.00 x (___) $ _____

TOTAL AMOUNT SUBMITTED (A+B+C+D+E) $_________

Make checks payable to: THE PIERIANS, INC.

Mail to: NATIONAL FINANCIAL SECRETARY

Pierian Constance O. Hill
207 Maler Court
Accokeek, Maryland 20607
Phone: 301-203-7449
Email: hillco@dcsce.gov

ADVANCE REGISTRATION ONLY, NO ON-SITE REGISTRATION AVAILABLE

ATTIRE FOR OPENING RECEPTION AND CRUISE GALA: AFTER FIVE ELEGANCE

INDIVIDUALS ARE RESPONSIBLE FOR HOTEL RESERVATIONS
The Pierians, Incorporated

Founded in 1958
National Office
Established in 1982

Board Nomination Form

Nominee’s Name: ___________________________ Board Position: ___________________________
Chapter Affiliation: ___________________________ Location: ___________________________
Home Address: ___________________________
City: ___________________________ State: ___________ Zip Code: ___________________________
Home Phone: ___________________________ Work Phone: ___________________________
E-Mail Address: ___________________________ Fax No.: ___________________________

Brief description of why your nominee would make an effective National Officer.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I acknowledge the time commitment required of me as a member of an active, working board, and if elected to The Pierians, Inc., National Board, accept the responsibility.

Signature of Nominee: ___________________________

Signature of Chapter President or Financial Officer: ___________________________

Please attach resume/curriculum vitae of nominee to this form. Form must be received by the chair of the Nomination Committee by June 30 of the year of the Assembly.
THE ANNETTE COLBERT JOHNSON PROGRAM AWARD

NOMINATION FORM

Chapter:

Nominee:

Address:

Number of Years as a Pierian:

Contributions/Participation (Please List and Explain)

Organizational Skills: Leadership Skills:

Programming Skills: Interpersonal Skills:

Note: Please type all information. Limit Two (2) pages.
The Pierians, Incorporated  
Founded in 1958  
National Office  
Established in 1982  

NATIONAL FINANCIAL REQUEST FORM

Officer/Co-Chairperson  

NAME:  
ADDRESS:  
CITY:  
STATE:  
ZIP CODE:  

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 PRESIDENT (ITEMIZE)</td>
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</tr>
<tr>
<td>102 OTHER OFFICERS (ITEMIZE)</td>
<td></td>
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</tr>
<tr>
<td>103 POSTAGE</td>
<td></td>
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<tr>
<td>104 COMMITTEES</td>
<td></td>
<td></td>
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<tr>
<td>105 TRAVEL (ITEMIZE)</td>
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<tr>
<td>106 OTHER</td>
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</tbody>
</table>

DO NOT WRITE BELOW THIS LINE

CERTIFYING OFFICER  
MAKE CHECK PAYABLE TO:  

______________________________  
(TREASURER)  

SUBMIT IN DUPLICATE TO FINANCIAL SECRETARY:  
PIERIAN  
Constance O. Hill
# CHAPTER FINANCIAL REQUEST FORM

**Officer/Co-Chairperson**

**NAME:**

**ADDRESS:**

**CITY:**

**STATE:**

**ZIP CODE:**

<table>
<thead>
<tr>
<th>ACCOUNT</th>
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<th>AMOUNT</th>
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<tr>
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<td></td>
<td>(ITEMIZE)</td>
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<tr>
<td>103 POSTAGE</td>
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<tr>
<td>104 COMMITTEES</td>
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<tr>
<td>105 TRAVEL (ITEMIZE)</td>
<td></td>
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<tr>
<td>106 OTHER</td>
<td></td>
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</tbody>
</table>

**DO NOT WRITE BELOW THIS LINE**

**CERTIFYING OFFICER**

**MAKE CHECK PAYABLE TO:**

(TREASURER)

**SUBMIT IN DUPLICATE TO FINANCIAL SECRETARY:**

PIERIAN
The Pierians, Incorporated
Founded in 1958
National Office
Established in 1982

COMMITTEE BUDGET REQUEST

Officer/Co-Chairperson

NAME: ______________________________________________________

ADDRESS: __________________________________________________

CITY: ____________  STATE: _________  ZIP CODE: __________

<table>
<thead>
<tr>
<th>COMMITTEE NAME</th>
<th>BUDGET YEAR</th>
<th>BUDGET AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Signature ____________________________________________________

Submit to National Treasurer prior to May 1
CHAPTER

Date Established  

Location

City  State  Zip Code

Officers:


No. Members  Active  Inactive

No. Members inducted during the current year: Date:

National Offices held by chapter:

List position

List position

Activities: (This current year)

Chapter:

Public:
## AMENITIES COMMITTEE REPORT

**PLEASE SUBMIT IN DUPLICATE TO PRESIDENT AND NATIONAL RECORDING SECRETARY.**

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Card</th>
<th>Flowers</th>
<th>Special</th>
<th>Gift</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
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<tr>
<td>Baltimore</td>
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<td>Baltimore County</td>
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<td>Columbia</td>
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<td>Flint</td>
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<td>Montgomery County</td>
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<td>Pittsburgh</td>
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<td>Raleigh-Triangle</td>
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<tr>
<td>Prince Georges County</td>
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<tr>
<td>Washington, D.C.</td>
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</tbody>
</table>

**Special Comments:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
APPLICATION FOR MEMBERSHIP

I. Candidate Information:
   Full Name: ____________________________
   Address: ______________________________
   City, State, Zip: ________________________
   Phone: ________________________________
   Education: _____________________________
   Other: ________________________________
   Employer: ______________________________
   Position: ______________________________

II. Affiliations (Professional): ______________________________

III. Affiliations (Community): ________________________________

IV. Membership in Fine Arts Institutions, organizations, or other evidence of interest in the Fine Arts:

V. Specific Artistic talent and/or interest (painting, music, dance, literature, sculpture, needlework, handcrafts, collections, etc.):

VI. Cite evidence of ability to carry out responsibilities and commitments to The Pierians (servicing as Officer, committee chair, etc.):

VII. As a member, will you contribute to The Pierians, Inc. by:
   Attending scheduled meetings
   Participating in Activities:
   Fulfilling Financial Commitments:

Signature: ________________________________
Date: _________________________________
Nomination of Honorary Member Form

Chapters and The Executive Council may nominate a candidate for Honorary Membership. Please refer to the guidelines before you proceed. This nomination form, with supplemental documentation, should be forwarded to the Chair of the Committee on Honorary Membership no later than May 1 of the year of the Assembly. Any questions should be directed to the Chair of the Committee on Honorary Membership.

<table>
<thead>
<tr>
<th>NOMINATION FROM CHAPTER [ ]</th>
<th>FROM EXECUTIVE COUNCIL [ ] (Proceed to section 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section One:</td>
<td></td>
</tr>
<tr>
<td>1. Name of the Chapter</td>
<td></td>
</tr>
<tr>
<td>2. Name of Contact Person:</td>
<td></td>
</tr>
<tr>
<td>3. Phone Number:</td>
<td>e-mail address:</td>
</tr>
</tbody>
</table>

| Section Two:               |                                                  |
| 1. Name of Nominee:        |                                                  |
| 2. Address of Nominee:     |                                                  |
|                             | Phone Number:                                   |
| 3. Marital Status:         | Birthday (Month and Day):                       |
| 4. Birthplace:             |                                                  |
| 5. Field(s) of Fine Art:   |                                                  |
| 6. Employer:               |                                                  |
| 7. Position of Nominee:    |                                                  |
| 8. Academic Achievement (List places of elementary & secondary education. Include colleges/universities and Special schools or programs. List academic honors and those awards related to education.) |
**Section Three:**

9. Civic, Fraternal, Religious organizations and affiliations (include any offices held and achievements.)*

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Held</th>
<th>Achievements</th>
</tr>
</thead>
<tbody>
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**Section Four:**

10. Artistic achievements (List performances, artistic productions, compositions, etc.) Include scope of artistic endeavor, i.e. nationwide, foreign countries, number of editions published or sold, etc.)

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<th>Production</th>
<th>Composition</th>
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11. You may include any news articles, programs, photographs, etc., which document your nomination and which would allow the Executive Council to evaluate the contribution of this nominee. If so, list them here.

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<th>Article</th>
<th>Program</th>
<th>Photograph</th>
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12. Discuss how this nominee may promote the goals of *The Pierians, Inc.*, and/or contribute to Pierian programs.*

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<th>Goal</th>
<th>Contribution</th>
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*Feel free to attach additional sheets. Please number items on additional sheets to correspond with items on this sheet.
REQUEST FOR TRANSFER OF MEMBER

Date: __________________________

From Chapter

_________________________________________  __________________________________________
Name                                           State

To Chapter

_________________________________________  __________________________________________
Name                                           State

Name of Member Requesting Transfer

_________________________________________

Spouse’s First Name

_________________________________________

Member’s New Address

_________________________________________
Street Address

_________________________________________
City, State Zip Code

_________________________________________
Telephone                               E-Mail Address

This is to certify that the above listed is a member in good standing with our chapter as of ____________________________

(Date, Month, Year)

We therefore, recommend this transfer in accordance with our National Bylaws.

Dues for the __________ year:
(a) Has or will be paid through our chapter ______________
(b) Should be paid through the new chapter ______________

_______________________________________
Chapter President from where member is requesting transfer

For Office Use Only:

Date Received: __________________________

Date Granted: __________________________        __________________________ Signature

Note: Please type or print plainly and return to National Headquarters
MEMBER’S PROFILE

Member's Full Name: ___________________________  Chapter: ______________________

Address: ____________________________________________
(City, State, Zip Code)

Home Phone: _______________  Work Phone: _______________  Cell Phone: _______________

Email: ________________________________  Marital Status: __Single  __Married  __Widowed  __Divorced

Spouse's Name: ________________________________  Number of Children: ______________

Date of Induction: ____________________________  Education: ____________________________
(Highest Degree or Certificate)

Employer: ____________________________  Position: ____________________________
(If retired, identify your last employer and position)

Specific Artistic Talent and/or Interest: _____________________________________________

Membership in Art Institutions or Organizations: _______________________________________

Community Affiliations: __________________________________________________________

Offices Held in Chapter: _________________________________________________________

National Offices Held: ___________________________________________________________

Signature: ____________________________  Date: ____________________________
**The Pierians Foundation, Incorporated**  
*Established 2007*  
*501 (c) 3 Organization*

**Board Nomination Form**  
(Please Print)

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<tr>
<th>Nominee’s Name:</th>
<th>Board Position:</th>
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<td>Chapter Affiliation:</td>
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**Brief description of why your nominee would make an effective National Officer.**

____________________________________________________________________

____________________________________________________________________

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I acknowledge the time commitment required of me as a member of an active, working board, and if elected to *The Pierians Foundation, Inc.* Board, accept the responsibility.

Signature of Nominee: _______________________________ Date: _______________________________

Signature of Chapter President or Financial Officer: _______________________________

Please attach resume/curriculum vitae of nominee to this form. Form must be received by the chair of the Nomination Committee by June 30 of the year of the Assembly.
Appendix – Letter of Incorporation

Letter of Incorporation

The Letter of Incorporation, which exists in place of the Constitution of The Pierians, Incorporated, is on file with the Pierian Archives.
National Bylaws

**ARTICLE I**

**MEMBERSHIP**

Section 1. Members of *The Pierians, Incorporated* shall be women interested in the arts and the promotion of the arts. Members shall meet the attendance requirements of the chapter and shall participate in chapter activities and the implementation of the National Programs. Every active member is a member of the National Assembly.

Section 2. A member on Leave of Absence is an active member in good standing who, for reasons acceptable to the chapter, is granted a leave of absence for (1) year of longer in certain circumstances. No chapter should grant excessive leaves-of-absence of its membership. A member on Leave of Absence shall pay National Dues, but shall have no financial obligation to her chapter during her leave.

Section 3. An Alumna member is a member who has been active and in good standing for at least ten (10) years since the inception of their local chapter and requesting alumna status. The member may not vote, hold an office or chairmanship, but may be an invited guest of the hostess. The member should notify the chapter president when planning to attend financial activity and pay any required fees through the chapter.

Section 4. An Honorary Member is a member elected to honorary membership because of the noteworthy achievements and national recognition. The Honorary Member shall be a person who has gained a national reputation and outstanding contributions to the fine arts and other artistic endeavors. The person shall have the privilege of participating in all activities of the National Assembly and shall enjoy speaking but not voting privilege or holding office. Honorary members shall not share in any financial obligations when inducted. Should she be installed in membership in a local chapter she shall forego her honorary status. Honorary membership shall be conferred at the National Assembly upon recommendation by chapters and the approval of the Executive council of *The Pierians, Incorporated*. (see Manual of Guidelines and Procedures)

Section 5. The Founder, Annette C. Johnson, Charter Members of the Baltimore Chapter from 1958 to 1982, and past National Officers of *The Pierians, Incorporated* shall be accorded recognition and courtesy for vision, determination and dedication to the perpetual growth and committed development of *The Pierians, Incorporated*.

Section 6. New members shall be elected by two-thirds affirmative vote of active members of a chapter who are present and voting. Absentee voting is not permitted.
ARTICLE I
MEMBERSHIP (continued)

Section 7. New members shall be inducted at the discretion of the chapter during the months of May or June.

Section 8. A member who desires to resign from The Pierians, Incorporated must submit the resignation in writing to the chapter. The resignation becomes final when accepted by the chapter and formally acknowledged by the Executive Council.

Section 9. A member shall be removed from the membership roster for non-payment of national and/or chapter dues.

Section 10. A former member who resigns in good standing may reapply for membership to the chapter.

Section 11. A member who desires to transfer from one chapter to another must comply with the requirements for transfer that are identified in the Manual of Guidelines and Procedures.

Section 12. Individual Violations of Members
a. An Executive Council member who violates the rules and policies of The Pierians, Incorporated shall be subject to the sanctions of the Executive Council. (see Manual of Guidelines and Procedures).

b. A chapter member who violates the policies of the chapter shall be subject to the sanctions of the chapter. (see Manual of Guidelines and Procedures).

c. A member has the right to appeal an individual sanction through the following steps: the appeal is made to the chapter first, to the Executive Council second, and to the National Assembly third.

ARTICLE II
OFFICERS

Section 1. National Officers shall be elected and appointed.
\hspace{0.7em}a. All elected national officers shall have been members for two (2) complete years prior to the appointment.

b. The Chapter Establishment Coordinator shall have been a member for two (2) years prior to the appointment.
ARTICLE II
OFFICERS (continued)

c. All elected officers shall be active members and shall have attended at least two (2) National Assemblies including the Assembly at which the election takes place.

d. Officers shall be elected at Assembly for a two-year term.

e. An elected officer may succeed herself in office. The officer shall not serve more than two (2) consecutive terms in the same office.

f. The President shall appoint the following officers: Parliamentarian, Chapter Establishment Coordinator, Historian, Archivist and any optional officers.

g. The Executive Council shall recommend a person to complete the unexpired term of an elected officer. The Executive council will vote on the new office holder. The term of office ends at the National Assembly.

Section 2. No more than two (2) elected National Officers shall be elected from the same chapter at the same time.

Section 3. The duties of the officers shall be:

a. The President shall:
   1. Preside over all meetings.
   2. Serve as the coordinator of the National Assembly
   3. Appoint national officers and committee chairpersons of standing committees.
   4. Call special meetings.
   5. Appoint special committees
   6. Enforce the Constitution and Bylaws.
   7. Administer the national program.
   8. Be an ex-officio member of all committees, except nominating.
   9. Chair the Executive Council and perform duties.
   10. Co-sign orders on the treasury for money.
   11. Present detailed reports at the end of each term.

b. The Vice President shall:
   1. Serve in the absence of the President.
   2. Preside at the National Assembly and Executive Council meetings in the absence of the President.
ARTICLE II
OFFICERS (continued)

3. Serve as the Program Chairperson.
4. Serve as a member of the Finance Committee.

c. The Recording Secretary shall:
   1. Keep the minutes of the National Assembly and Executive Council meetings and all matters of business.
   2. Maintain records and files of committee reports, the budget and programs and activities.
   3. Keep accurate minutes and store with the Archivist at the end of her term.
   4. Read the minutes and on occasions distribute them to members.
   5. Record motions and vote accurately.

d. The Corresponding Secretary shall:
   1. Read and/or respond to correspondences as necessary.
   2. File correspondence in accordance to its importance.
   3. Notify all members of various types of meetings.
   4. Take responsibility for correspondence pertinent to the organization’s business.
   5. Use the proper stationery, business skills and tactful usage of language.

e. The Financial Secretary shall:
   1. Receive and/or collect National dues and other monies.
   2. Keep an accurate account of all monies received, including individual and total sums.
   3. Keep chapters informed of their financial accounts and send the proper receipts.
   4. Maintain an accurate account of the financial members for the total membership, in a timely manner.
   5. Receive funds in the absence of the Treasurer.

f. The Treasurer shall:
   1. Receive and keep an accurate record of all financial transactions in official ledger.
   2. Deposit funds into the bank approved by the Executive Board in a timely manner.
   3. Co-sign checks.
   4. Conduct financial transactions as directed by the National Assembly and the Executive Council.
ARTICLE II
OFFICERS (continued)

5. Pay all authorized expenses of the organization.

6. Make and understand the yearly budget with the finance committee and shall serve as chairperson of the finance committee.

7. Present the annual budget of estimated income and expenditures to the National Assembly for approval.

8. Submit a typed report with income, disbursements, savings and other financial accounts.

9. Complete all reports and records dealing with finances.

10. File all proper tax forms on time.

11. Keep abreast of all banking procedures.

12. Reconcile bank statements.

13. Keep all checks, CD’s and monies in a secure place and inform another officer where these items are located.

g. The Parliamentarian shall:
1. Assist the presiding officer in the interpretation of the Constitution and Bylaws of *The Pierians, Incorporated*.
2. Serve as chairperson of the Constitution and Bylaws committee.

h. The Chapter Establishment Coordinator shall:
1. Serve as chairperson of the chapter establishment committee.
2. Develop policy, public relations and contact with the proposed chapter under consideration.
3. Make recommendations to the Executive council concerning the establishment of chapters.
4. Prepare reports and summaries to be submitted to chapters.

i. The Historian shall:
1. Collect and compile a continuous document of all printed and photographic materials pertinent to the organization.
2. Prepare a narrative account of the organization’s activities during the term of office to become a permanent part of the Pierian’s official history.

j. The Archivist shall:
1. Be responsible for the maintenance and organization of archival materials and properties, including minutes, annual reports, chapter reports, gifts, emblem mold, original forms, programs, art work and other Pierian objects of value.
Appendix – National Bylaws

ARTICLE II
OFFICERS (continued)

2. Keep a log of the items catalogued and record who borrows items.
3. Assist the Historian.

Section 4. It shall be the duty of each officer to deliver to the successor all files and supplies and other materials in her possession within thirty (30) days after the closing of the National Assembly.

Section 5. Resignation of National Officers.
   a. An elected or appointed National Officer who desires to resign from her position must submit her resignation in writing to the Executive Council.
   b. The resignation becomes final when formally acknowledged in writing by the Executive Council.

ARTICLE III
THE EXECUTIVE COUNCIL

Section 1. The Executive Council shall consist of National officers, elected and appointed: chapter presidents, or designee, committee chairpersons, and Past National Presidents (see Manual of Guidelines and Procedures).

Section 2. The Executive Council shall have full power and authority over the affairs of Pierians between the biennial National Assembly.

Section 3. The Executive Council shall meet quarterly in a location convenient for attendance of the chapters.

Section 4. Quorum for the Executive Council meetings shall be 50% plus one of the chapters in the organization.

Section 5. Executive Council meetings are open to the membership.
ARTICLE IV
NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee shall be elected by a plurality vote at each National Assembly. The person receiving the highest number of votes shall be the chairperson. Members of the committee shall have been active members in good standing with the organization for at least 3 years prior to election, and shall have attended at least 2 National Assemblies, including the Assembly at which the election takes place.

Section 2. The Nominating Committee shall be composed of seven (7) members. They are elected for one two-year term at the Assembly. The committee shall present a slate of officers and prepare the ballot.

Section 3. The Election Committee shall be appointed by the National President at the beginning of the National Assembly. Committee members shall have attended at least one prior Assembly.

Section 4. National Officers are elected by majority vote. The election shall be by secret ballot.

ARTICLE V
STANDING COMMITTEES

Section 1. The Program Committee shall be responsible for planning and developing a program related to the objectives of the organization, encouraging chapter activities, establishing themes, and sponsoring programs directed by the Executive Council. The Vice President shall serve as chairman.

Section 2. The Finance Committee shall be chaired by the Treasurer and shall be responsible for the preparation of the annual budget, processing and reporting financial matters to the Executive Council and to study monetary requests.

Section 3. The Membership Committee shall be responsible for recommendations about membership, such as orientation, the promotion of friendship, and membership issues that may be assigned to the Committee.

Section 4. The Chapter Establishment Committee shall provide direction and guidance to individual and/or groups desiring to become prospective chapters and shall promote public relations in the establishment of new chapters. The Chapter Establishment
ARTICLE V
STANDING COMMITTEES (continued)

Coordinator shall receive applications and correspondence from interest groups and make recommendations to the Executive Council about the establishment of chapters.

Section 5. The Constitution and Bylaws Committee shall propose needed changes in the Constitution and Bylaws and examine all proposed amendments from other approved sources. The proposed amendments shall be circulated. The Parliamentarian shall be the chairperson.

Section 6. The Audit Committee, composed of three (3) members shall be appointed by the President prior to the Assembly whose duty it shall be to audit the Treasurer’s accounts at the close of the fiscal year and to report at the National Assembly.

Section 7. The Nominating Committee shall be responsible for preparing the ballot for the National Officers and shall present this ballot according to procedures at the National Assembly.

Section 8. The Archives and History Committee shall develop methods of collecting and clarifying all documents, artifacts, correspondence and memorabilia of The Pierians, Incorporated and shall implement the collecting of specific items.

Section 9. The Project Committee shall develop the Nation Project to projects approved by the National Assembly. Its purpose shall be to demonstrate and promote objectives of the organization through various projects.

Section 10. It shall be the duty of all officers and chairpersons of standing committees to submit written reports for the National Assembly prior to the Assembly.

Section 11. The Pierians’ Headquarters is located in the residence of the current National President. The National Headquarters is under the supervision of the current National President who is accountable to the Executive Council.

Section 12. The National President shall be ex-officio member of all committees, except for the Nominating Committee.

Section 13. Committees shall be composed of members representing a broad cross-section of the organization and committee members shall be appointed by the Executive Council and the National President.
ARTICLE V
STANDING COMMITTEES (continued)

Section 14. Ad hoc and special committees shall be appointed as the need arises. The tenure of these committees ends when the project is completed.

ARTICLE VI
CHAPTERS

Section 1. Membership in *The Pierians, Incorporated* shall consist of chapters.

Section 2. A chapter in good standing shall meet all financial obligations and other obligations.

Section 3. Each chapter shall have the power to make its own Bylaws provided these bylaws are not in conflict with the National Constitution and Bylaws. Chapter Bylaws shall be submitted to the National Parliamentarian.

Section 4. Each chapter shall have the following elected officers: President, Vice President, Secretary, and Treasurer. Each chapter may elect any other officers deemed necessary. (see *Manual of Guidelines and Procedures*)

Section 5. A chapter shall have a minimum of ten (10) members. The total membership shall not exceed thirty (30) members, excluding alumnae members. If a chapter’s membership falls below the minimum of ten (10), the chapter shall have one year to obtain the required minimum.

Section 6. Chapters shall be established with the approval of the Executive Council following the recommendations by the Chapter Establishment Committee. Chapters shall be established to serve a specific area.

Section 7. Each chapter shall be responsible for:
   a. Holding at least eight (8) meetings and/or activities annually.
   b. Promoting National Programs.
   c. Sending a delegate to the National Assembly.
   d. Reporting the status of each member annually.
ARTICLE VI

CHAPTERS (continued)

e. Maintaining a minimum membership of ten (10) members.

f. Arranging the time and place of its meetings and/or activities.

g. Collecting National and Chapter dues.

h. Submitting to the National Vice President, annually, a report of its program and activities.

Section 8. A chapter may be declared inactive by the Executive Council if it:
(1) fails to maintain all required financial obligations; or
(2) fails to maintain a minimum membership of ten (10) members; or
(3) fails to meet chapter responsibilities identified in Section 7 of this Article.

Section 9. An inactive chapter may be reinstated by the Executive Council. The National records shall document the details about the chapter’s inactive status. The Executive Council shall recommend reinstatement fees to the National Assembly for approval.

ARTICLE VII

NATIONAL ASSEMBLY

Section 1. Each chapter shall be represented at the National Assembly. A chapter that fails to send a delegate to the National Assembly shall be fined two hundred dollars ($200.00).

Section 2. The National Assembly shall be the delegate body with jurisdiction over all chapters.

Section 3. Each chapter shall elect one delegate to the National Assembly per three (3) active members in the chapter. Elected and duly appointed delegates shall be entitled to vote on issues. A single delegate representing a chapter may cast the total votes per chapter at the National Assembly.
Appendix – National Bylaws

ARTICLE VII
NATIONAL ASSEMBLY (continued)

Section 4. The voting strength of the Assembly shall be the total number of delegates represented by the membership of the chapters and specific National officers. The National President shall cast a vote in case of a tie.

Section 5. The National Assembly Committee shall be responsible for planning the Assembly as directed by the Executive Council. It will be composed of one member from each chapter and those assigned by the National President.

ARTICLE VIII
FINANCE

Section 1. The fiscal year of The Pierians, Incorporated shall be from July 1st to June 30th.

Section 2. All National dues are due payable to the National Financial Secretary by June 30th of each year. A late fine shall be ten percent (10%) of the chapter’s National dues.

Section 3. Each chapter member shall pay National dues as prescribed by the National body.

Section 4. Each chapter member shall pay to the local chapter all regular dues. National dues shall not be forwarded for any individual member unless all local financial obligations of the chapter have been met in accordance with the chapter’s bylaws.

Section 5. Any chapter with an annual income of two thousand dollars ($2,000.00) or more shall bond its Treasurer.

Section 6. Each chapter shall send a copy of its budget to the National Treasurer two weeks before the National Assembly.

Section 7. A chapter, upon induction, shall pay an installation fee and National dues for the current year. It shall pay chapter assessments as prescribed by the respective chapter. All fees due to the National Office shall be sent prior to induction. Members of chapters chartered in the last six (6) months of the fiscal year shall pay one-half of the dues for the fiscal year.
ARTICLE VIII
FINANCE (continued)

Section 8. All expenditures and financial issues for the National Assembly shall be approved by the Executive Council.

Section 9. There shall be a registration fee set for the National Assembly by the Finance committee and approved by the Executive Council. A late registration fee shall be charged after a designated date.

Section 10. All expenditures shall be executed within the parameters of the budget approved by the Executive Council.

Section 11. Expenses incurred for attendance at meetings of the Executive Council shall be paid according to the amounts budgeted by the Finance Committee for all members of the Executive Council.

Section 12. Expenses shall be paid for attendance to the National Assembly for the National President to carry out the program of the National Assembly. Expenses are: transportation, lodging, meals, registration and expenses involving the National Assembly.

Section 13. Expenses shall be paid for Honorary Members to be inducted at the National Assembly. Expenses shall be paid for the length of the Assembly.

ARTICLE IX
EMBLEMS AND RITUALS

Section 1. The following items shall be the official emblems of The Pierians, Incorporated:
   a. The insignia of the Pierians shall be an adaptation of an Ashanti weight as registered in the U.S. Copyright Office.
   b. The symbolic flower is a deep red rose.
   c. The colors of The Pierians, Incorporated are crème and cinnabar.

Section 2. The emblem may be used on all stationery, programs and publications.

Section 3. The pin is a replica of the insignia made of silver, brushed with gold.
Appendix – National Bylaws

ARTICLE IX
EMBLEMS AND RITUALS (continued)

Section 4. The banner will be of cinnabar lettering on a crème background with the name *The Pierians, Incorporated* and the insignia.

Section 5. The seal shall conform with the insignia and be used only as directed by *The Pierians, Incorporated*.

Section 6. The Motto – by Alexander Pope
A little learning is a dangerous thing.
Drink deep, or taste not the Pierian Spring;
There shallow draughts intoxicate the brain
And drinking largely, sobers us again.

Section 7. The official rituals of *The Pierians, Incorporated* shall be used for ceremonies of The Pierians (see *Manual of Guidelines and Procedures*).

Section 8. The Seal of Incorporation shall be used only by authorized persons to validate documents and official papers.

ARTICLE X
AWARDS

Section 1. Awards shall be given at the National Assembly for recognition of accomplishments in the program area.

Section 2. Special recognition shall be awarded those Pierians who have been members of *The Pierians, Incorporated* for ten (10) years or more.

Section 3. The outgoing National President shall receive a signet ring.
**Appendix – National Bylaws**

**Article XI**

**Parliamentary Procedure**

Section 1. *The Pierians, Incorporated* shall be governed by its Articles of Incorporation, the Constitution and Bylaws and Robert’s Rules of Order, Newly Revised.

Section 2. The *Manual of Guidelines and Procedures* shall give additional explanation about the Constitution and Bylaws and offer details of various articles and sections of these Bylaws.

Section 3. A quorum of the National Assembly shall be a simple majority of delegates in attendance, plus one.

Section 4. A voting delegate shall be a financial member.

**Article XII**

**Amendment and Revision of the Bylaws**

Section 1. The Bylaws may be amended at the National Assembly by two-thirds vote of those delegates registered and voting.

Section 2. The proposed amendments shall have been circulated to the chapters thirty (30) days prior to the National Assembly.

Section 3. Bylaws may be amended according to Robert’s Rules of Order, Newly Revised.

**Article XIII**

**Dissolution**

In the event of the dissolution of this organization, the Executive Council shall, after paying or making provision for the payment of all of the liabilities of *The Pierians, Incorporated*, dispose of all the assets of the organization, an organization organized under the laws of Maryland and operated exclusively for charitable and educational purposes. Provided, however, that if at the time of dissolution of this organization, *The Pierians, Incorporated* no longer exists for charitable and educational purposes or does not qualify as an exempt corporation under Section 501©(3) of the Federal Internal Revenue Code, all of the assets of *The Pierians, Incorporated*, exclusively for the purpose of the organization, shall be disposed of to such an organization.
ARTICLE XIII
Dissolution (continued)

operated exclusively for charitable and educational purposes as shall at the time qualify as an exempt organization under Section 501©(3) of the Federal Internal Revenue Code of 1954, as the Executive Council shall determine.
Appendix – Sample Letters

The Pierians, Incorporated
______________________ Chapter
City, State

Dear __________:

We are delighted that you have been able to accept the invitation to our activities and have expressed an interest in our organization. As you may know, we are dedicated to the celebration and preservation of the arts. Our goals and objectives are met through a variety of activities which are culturally exciting and challenging.

Enclosed you will find a brief history of The Pierians, Incorporated and the __________ Chapter. You will find an application for membership. We will be accepting applications for membership in the fall of this year.

If you have any questions, don’t hesitate to call me at the number listed below or your sponsor, ________ (Name of Sponsor). We look forward to receiving your application.

Sincerely yours,

Elizabeth Barnes, Chair
Membership Committee
Appendix – Sample Letters

This sample/Form letter can be used to inform new members that they were nominated for membership. It serves as an invitation to participate.

It is appropriate to send these letters on Pierian stationery and to have them signed by the chapter president or membership committee chairperson.

Dear ____________________:

As president of the ________________ Chapter of The Pierians, Incorporated, I am pleased to let you know that at our last meeting, your name was presented for membership by Pierian ___(Name of Sponsor)____, Her recommendation was unanimously accepted and we look forward to having you as a member of our chapter.

Earlier in the fall, possibly in September, you should receive information from us regarding formal procedures. We do not have meetings during the summer months of July and August. We have an exciting and full program for the fall, and look forward to your participation. In the meantime, do have an enjoyable and fruitful summer.

Sincerely yours,

President
This sample letter can be used to inform the Executive Council of the desire for a National Officer to resign from office. There may be additional information of explanatory nature which is included within the letter, but the sentence listed below must be included.

_________________ [Name of Officer]
_________________ [National Office Held]

*The Pierians, Incorporated*
City, State

Members of the Executive Council:

I, ___[Name of Officer]___, hereby submit my resignation as ___[National Office Held]___ of *The Pierians, Incorporated*, effective _____ [Date]__________.