**DEPARTEMENTAL BYLAWS**

# ARTICLE I

## ORGANIZATION

**Section 1**. La Boutique Departementale shall be organized into Les Petits Salons.

**Section 2**. Le Pouvoir Departemental shall have the authority to decide the bounds of Les Petits Salons in counties within its jurisdiction.

**Section 3**. Les Petits Salons with decreasing number of Partners may transfer Partnership to existing Departemental.

# ARTICLE II

## PARTNERSHIP

**Section 1**. There shall be one class of members - Active - and members shall be called Partners.

**Section 2**. All Partners in La Boutique shall be known as Chapeaux Americains and all eligible non-partners shall be known as Chapeaux Etrangers.

**Section 3**. The Partners in a Petit Salon may select any eligible person for partnership. The vote on partnership shall be by ballot and requires a two-thirds vote in favor by those eligible voters present and voting. The Partnership vote may take place at the initial meeting at which a Partner candidate's name is presented.

**Section 4**. Per capita dues are due at the beginning of each fiscal year (August 1st) and a Partner shall be declared in arrears as of December 31st of any year unpaid and all privileges suspended automatically. A courtesy reminder letter may be sent from a Petit Salon or Departemental to encourage payment.

**(a)** For reinstatement and continuous years of service, payment of all back dues must be made in full. If more than three years delinquent, a new application and proof of veteran affiliation must be submitted, and a vote taken per Section 3.

**Section 5**. No invitation shall be re-issued to an Etranger rejected by Le Salon, or to an Etranger who has declined an invitation, within one year after such rejection or declination.

**Section 6**. No partner shall be entitled to full partnership privileges, nor shall she receive an Eight and Forty Partnership card until she has been obligated into La Boutique. There shall be a thirty-day (30) limit for Etrangers to accept an invitation to join a Le Petit Salon.

**Section 7**. No Partner shall be initiated at any Marche Departementale unless request for initiation has been filed with La Secretaire Departementale, properly executed by Le Chapeau and La Secretaire of the Salon requesting the initiation.

# ARTICLE III

## LE SALON DEPARTEMENTAL

**Section 1**. Le Salon Departemental, composed of Les Petits Salons within their respective areas, shall be chartered by Le Pouvoir National upon receipt of the proper forms and Charter fee.

1. Petit Salons that fail to maintain the five (5) paid Partners required to keep their Chaffer may transfer Partnership to their Departemental. All assets and records must be turned in to their Departemental La Secretaire as well as their Charter.
2. Petit Salons must notify National La Secretaire that they are surrendering their charter as well as their EIN number.



**Section 2**. Each Departemental shall have the same officers as are provided in these Bylaws, except the office of Demi Chapeaux may be a minimum of two, to be known as Le Demi Chapeau Premier and Le Demi Chapeau Deuxieme. The office of La Secretaire and La Caissiere may be combined, if it is deemed advisable.

1. Elective officers of Les Salons Departementaux may succeed themselves.
2. In the event a Le Chapeau Departemental is elected for another consecutive term, Le Pouvoir National member then serving would be retained in office, and the re-elected Le Chapeau Departemental continues to serve as Alternate Le Pouvoir.
3. Le Pouvoir National members representing Les Salons Departementaux shall take office upon adjournment of La Marche Nationale. If the Le Pouvoir member expires or resigns her partnership, her alternate the incoming Le Chapeau serves. No other person may serve as Le Pouvoir until an election is held.

**Section 3**. Constitution and Bylaws

1. The Departemental Constitution and Bylaws shall in ail points conform to the Constitution and Bylaws of the National organization. A copy of the Constitution and Bylaws that have been approved by L'Avocate Nationale for each Departemental shall be on file in the office of La Secretaire and a copy in the official files set up for the Chairman of the National Constitution and Bylaws. Chairman of the National Constitution and Bylaws. Thereafter, a copy of any changes made in the Constitution and Bylaws shall be sent to L'Avocate and Chairman of the National Constitution and Bylaws Committee for approval.
2. Each NEW Departemental shall submit three copies of their new Constitution and Bylaws, with four signature pages, directly to I-Avocate Nationale for initial approval.
	1. The National L'Avocate upon approval shall send two (2) copies and four (4) signature pages to the National Constitution and Bylaws chairman for final approval and to have signature pages all signed.
	2. The Constitution and Bylaws chairman after approval shall have all signatures signed and will send a signature page back to the L’ Avocate, a copy and a signature page to the National office of the Secretaire-Caissiere and one signature page to the new Departemental.
3. A copy of said Constitution and Bylaws, with signature page shall be maintained in National Headquarters Office.
4. Any changes to Departementaux Constitution and Bylaws shall be made any time during the year, but not submitted to National within twenty-five (25) days before and after La March National.
5. Three (3) copies and four (4) signature sheets of the changed Constitution and Bylaws shall be sent to the National chairman of the Constitution and Bylaws Committee for approval.
	1. The National Constitution and Bylaws chairman shall upon approval have all signature sheets signed.
	2. The chairman will then send one copy with signature sheet to L'Avocate National, another copy with signature sheet to the National Office of La Secretaire-Caissiere and return one signature page to the Departementale. These may be completed and saved with electronic means with the consent of the Departementale officer and the National Constitution and Bylaws chairman.
6. These may be completed and saved with electronics means with the consent of Departemental officers end National Constitution and Bylaws chairman.

**Section 4**. Dues and Partnership Cards:

1. Annual partnership cards shall be distributed by Les Secretaries Departementaux to Les Petit Salons on the basis of previous year's partnership and are to be given to a Partner upon receipt of her Partnership dues.
2. La Secretaire Departementale shall remit all National dues and assessments to Le Salon National within fifteen (15) days after receipt from Les Petits Salons.

**Section 5**. La Marche Departementale shall be held at least thirty (30) days prior to La Marche Nationale.

**Section 6**. Installation of Le Departemental officers shall be held prior to La Marche Nationale and shall take effect at close of La Marche Departementale except Departemental Pouvoir. 

1. Newly elected/appointed names of Officers and chairmen with addresses, nine-digit (9) zip codes, e-mail addresses when available, and phone numbers be sent to the National Office of La Secretaire Nationale thirty (30) days prior to La Marche Nationale.
2. Names and addresses of appointed officers and committee chairmen for Le Salon Departemental shall also be sent to the corresponding National Officers and committee chairmen within ten (10) days after publication of their names in The Hat Box.

**Section 7**. Le Chapeau Departemental or L'Avocate Departementale shall send request for official opinions by Partners to L'Avocate Nationale after first being cleared through them.

**Section 8**. Representation at La Marche Departementale shall be three (3) delegates for the Charter, and one additional delegate for each fifty (50) partners, or major fraction thereof, from each Le Petit Salon.

# ARTICLE IV

## LES PETITS SALONS

**Section 1**. Les Petits Salons shall be chartered by Le Pouvoir National upon the receipt of the Charter application properly executed and accompanied by the charter fee, per capita dues, individual partnership applications, and remittance blanks. Le Chapeau Departemental and La Secretaire Departementale shall sign all applications for Charters for Les Petits Salons.

**Section 2**. A minimum of ten (10) new partners shall be required to Charter a Le Petit Salon. The minimum partnership of a Le Petit Salon shall be at all times not less than five (5) partners to retain its Charter. At any time, there shall not be a limited number of Partners within a Salon.

**Section 3**. Le Pouvoir National may suspend or revoke the charter of a Le Petit Salon, which violates the National Constitution and Bylaws, or any specified action of La Marche Nationale or Le Pouvoir National.

**Section 4**. Disbanding/Charter Surrender

1. A letter, with delivery confirmation, must be sent to all Partners in good standing of a Le Petit Salon before action is taken to disband and a time limit established for those who wish to transfer to another Petit Salon.
2. If transferring within one (1) year after the surrender or revocation of Charter and the current dues are not paid; a partner may pay the one (1) year in arrears to Le Petit Salon into which she transfers. (c) When a Le Petit Salon ceases to function or its charter has been revoked or canceled, the Charter and all records and funds shall be forwarded immediately to the respective La Secretaire-Caissiere Departementale.

(d) Petit Salons must notify National La Secretaire that they are surrendering their charter as well as their EIN number.

**Section 5**. No person, at any time, may be a Partner of more than one Le Petit Salon.

**Section 6**. A Partner in good standing may be voted into Partnership in Le Petit Salon of her choice. If accepted into Partnership, the transfer shall originate in Le Petit Salon to which the Partner is transferring.

**Section 7**. Pouvoir Members/Officers



(a)Le Petit Chapeau shall automatically become Le Departmental Pouvoir member at the expiration of their term of office. The alternate member shall be the duly elected Le Petit Chapeau. There shall be no elected Le Departemental Pouvoir members in Le Petit Salon. Le Petit Chapeau in office at the time of organization of a new Le Petit Salon is Le Departemental Pouvoir member.

1. Les Petits Salons may have an elected nominating committee.
2. Elected officers of Les Petits Salons may succeed themselves.
3. In the event a Le Petit Chapeau is elected for more than one consecutive term, Le Departemental Pouvoir member then serving would be retained in office, and the reelected Le Petit Chapeau continues to serve as Alternate Pouvoir member.
4. Le Petit La Secretaire shall issue annual Partnership cards to Partners upon receipt of dues and remit to La Secretaire Departementale within fifteen (15) days.

**Section 8**. The Constitution and Bylaws in each Le Petit Salon shall, on all points, conform to the Constitution and Bylaws of the National organization. A copy of the amendments to the Constitution and Bylaws of each

Le Petit Salon shall be sent annually to the chairman of Le Departemental Constitution and Bylaws Committee.

A copy shall be filed with La Secretaire Departementale and a copy with L'Avocate Departementale and a copy with Le Departemental Constitution.

# ARTICLE V

## LE POUVOIR DEPARTEMENTAL

**Section 1**. Quorum: A majority of the Partners of Le Pouvoir Departemental present, shall constitute a quorum of Le Pouvoir Departemental.

**Section 2**. Between Les Marches Departemental, Le Pouvoir Departemental shall serve as the governing body of the organization with fiduciary, policy, and other responsibilities for the organization.

**Section 3**. This body shall be composed of the Departementale Officers, Chairmen of Departemental standing committees, all Les Chapeaux Departemental Passé in good standing (who shall be members for life), and Le Pouvoir Member or her alternate from each Salon Departemental. Le Chapeau Departemental shall automatically become Le Pouvoir National member at the expiration of her term of office, but does not serve in this capacity until adjournment of La Marche Departemental. The alternate Pouvoir member shall be the duly elected Le Chapeau Departemental.

**Section 4**. Term of Office: Le Pouvoir Departemental members representing Les Salons Departementaux shall take office upon adjournment of La Marche Departementale. If Le Pouvoir member expires or resigns her partnership her alternate serves. If she expires or resigns, then Le Demi Chapeau Premier assumes the office. No other person may senje as Le Pouvoir until an election is held.

**Section 5**. Time and Place of Meeting: Le Pouvoir Departemental shall meet at the place of La Marche Departemental prior to La Marche Departementale and immediately following it.

1. Le Chapeau Departemental may call a Pouvoir or special meeting.
2. Le Chapeau Departemental shall call a special meeting of Le Pouvoir Departemental upon the written request of not less than ten (10) Partners.
3. In the event the Pouvoir and Le Chapeau are not present at Pouvoir, the next ranking officer or a Partner selected from the Departementale's delegation, shall be allowed the honor of casting their vote.

**Section 6**. The Departementale Pouvoir Officer and Chairman may have up to fifteen 15) days to complete changes made to their program before passing, it to the new officer or chairman, These changes must be documented and completed.

# ARTICLE VI

## MEETINGS

**Section 1**. The legislative body of La Boutique Departementale shall be La Marche Departementale, which shall be held and for the purpose of electing officers, receiving reports and transacting such other business as brought before it. This will be held in the home town of Le Chapeau Departemental or city of her choice, preferably in the central section of the State.

**Section 2**. Quorum: A quorum shall exist at La Marche Departementale when a majority of Les Petits Salons are represented.

**Section 3**. Representation at La Marche Departementale shall be by Les Petit Salons.

1. Each Le Salon Departemental shall be entitled to three (3) delegates.
2. Each Salon Departemental shall be entitled to one (1) additional delegate for each fifty (50) Partners or major fraction thereof.
3. Current dues for all delegates, alternates and delegates in their own right shall be into Departemental Headquarters not less than thirty (30) days prior to La Marche Departementale. (d) Delegates and alternates shall be elected by Les Petits Salons at their La Marche not less than thirty (30) days before La Marche Departementale.

(e) Delegate-strength fees must be paid in full regardless of the number attending or not attending.

**Section 4**. Delegates-at-Large: Delegates-at-large shall cast their votes with their respective Petit Salon. (a) Le Chapeau Departemental Passé shall be delegates-at-large for life providing they remain in good standing within their Petit/Departemental Salons.

1. Departemental Officers, Chairmen of Standing Committees and Departemental Pouvoir member are delegates-at-large during their term of service.
2. Le Pouvoir member and delegates ONLY are entitled to alternates. If Le Pouvoir member or alternate is not present, no vote can be cast for them.
3. Only ONE (1) vote may be cast per Partner regardless of how many titles, offices or chairmanships she holds.
4. Le Pouvoir, Departemental Officer or Departemental Chairman shall cast her vote as Le Pouvoir member.

**Section 5**. Voting: Each delegate whose registration fee is paid shall be entitled to one (1) vote.

1. An absent delegate's vote shall be cast by the majority of the delegates from her Petit Salon.
2. If only one (1) delegate or alternate is in attendance from a Petit Salon, she may cast the total number of elected delegates votes for which the registration fee has been paid.
3. Any delegates-at-large must relinquish her vote as such and receive authorization from La Marche Departementale to represent Les Petit Salon in the event no elected delegates or alternates are in attendance.

**Section 6**. Notice of meetings: The Call for La Marche Departementale shall be published in their Spring Bulletin or by mailing to Petit Salon Secretaires for dissemination if space is limited in publication.

**Section 7**. Emergencies:

1. In the case of a national emergency, state emergency, or any type of event (man-made or natural) that could potentially put members in danger Le Chapeau Departemental, with the consent of the majority of Le Pouvoir Departemental, may order those elections be held by mail or electronically.
2. In the case of e national emergency, state emergency, or any type of event (man-made or natural) that could potentially put members in danger, Le Chapeau Departemental, with the consent of Le Pouvoir Departemental, may order that an electronic meeting be held as a substitute for a regular, Departemental Pouvoir, or special meeting.

**Section 8**. La Secretaire Departementale shall prepare minutes of La Marche Departementale, Installation and Banquet; and (1) original and three (3) copies be made and distributed as follows: Original always to be kept in permanent file of La Secretaire Departementale, one (1) copy to outgoing Chapeau; one (1) copy to incoming Chapeau and one (1) copy to incoming L'Archiviste Departementale. (The last copy to remain the property of Departementale and is to be returned to La Secretaire Departementale).

# ARTICLE VII

## DEPARTEMENTAL OFFICERS

**Section 1**. La Boutique Departementale may have the following departemental officers: Le Chapeau Departemental, Le Demi Chapeau Premiere, Le Demi Chapeau Deuxieme, Departemental L'Archiviste, Departemental L'Aumonier, Departemental La Concierge, Departemental La Secretaire/Caissiere, and Departemental L'Avocate.

**Section 2**. Elective Officers: La Marche Departementale shall elect: Departemental Le Chapeau,

Departemental Le Demi Chapeau Premiere, Departemental Le Demi Chapeau Deuxieme, Departemental L'Archiviste, Departemental L’ Aumonier, and Departemental La Concierge.

**Section 3**. Appointive Officers: Le Chapeau Deparcemental shall appoint La Secretaire-Caissiere Departementale and L'Avocate Departemental and two (2) Aides. They shall be ratified by Le Pouvoir Departemental.

# ARTICLE VIII

## NOMINATION AND ELECTION

**Section 1**. Nominations shall be made from the floor and no one shall be nominated whose consent to serve has not been previously obtained. A plurality vote shall elect. Where there are two or more candidates for any office, the election for that office shall be by ballot.

1. Nominations of Departemental Officers and delegates to La Marche Nationale and election thereof shall be the first two orders of business at the La Marche Departementale after La Marche has been organized (adoption of credentials, rules, and agenda).
2. Nominations of delegates to La Marche Nationale shall be sent to La Secretaire Departementale — thirty days (30) prior to La Marche Departementale. Blank forms shall be furnished so ballots may be printed in advance. In case of additional nominations from the floor, they will be written on the ballot. Those nominated as delegates should be persons reasonably sure of attending La Marche Nationale.

**Section 2**. Le Pouvoir Departemental shall fill any vacancy in office occurring between Les Marches Departemental.

**Section 3**. All Departemental Officers, Le Pouvoir Deparcemental members and members of Standing Committees must be in good standing in their respective Les Petits Salons to hold office.

**Section 4**. Departemental Officers shall be eligible for re-election to the same office.

**Section 5**. Candidate for Departemental Office

1. Candidate for Departemental Office shall be presented in nomination by a delegate from her Petit Salon or Le Departemental.
2. If no delegate is present from her Petite Salon, although endorsed, then the candidate can be presented in nomination by a delegate from another Petite Salon or Le Departemental,
3. The nomination must be in full accord with the wishes of the delegates present and voting if candidate has not had the endorsement of her own Salon or Departemental.
4. Endorsements of Partners as candidates for Departemental offices shall not be sent out until after the Spring Pouvoir meeting.

**Section 6**. A candidate for a National office shall be presented in nomination by a delegate of her Departemental. The nomination must be in full accord with the wishes of the delegates present and voting if candidate has not had the endorsement of her own Departemental and Petit Salon.

# ARTICLE IX

 **DUTIES OF OFFICERS**

**Section 1.** Le Chapeau Departemental: It shall be the duty of Le Chapeau Departemental to preside at all meetings of La Marche Departementale and Le Pouvoir Departemental; she shall appoint members of all standing Committees. She shall be an ex-officio member of all committees, and shall perform such other duties as are usually incidental to the office.

(a) In the event of the death of a Chapeau Departemental Passe, Departemental Officer or Chairman all Chapeau Departementaux Passes, Departemental Officers and Chairman shall be immediately notified by La Secretaire Departementale. If Le Chapeau cannot attend, she is to designate someone nearby to attend the funeral.

**Section 2**. Le Demi Chapeau Premier/Deuxieme Departemental :

1. In the absence of Le Chapeau Departemental at a meeting of the organization, it shall be the duty of Le Demi Chapeau Premiere to be the presiding officer. In the absence of both Le Chapeau

Departemental and Le Demi Chapeau Premier, it shall be the duty of Le Demi Chapeau Deuxieme to be the presiding officer. In the absence of Le Chapeau and both Le Demi Chapeaux, a chairman pro-temp shall be elected.

1. In the event Le Chapeau Departemental is unable to make official visits, she may authorize Le Demi Chapeau Departemental Premier to be her official representative. Le Demi Chapeau Premiere shall not attend any functions in an official capacity unless authorized to do so by Le Chapeau Departemental. Attendance to her Le Departemental, Le Pouvoir and La Marche being the exception. She shall assume such other duties as assigned to her by Le Chapeau Departemental.
2. In the event of a vacancy in the office of Le Chapeau Departemental through death or resignation, Le Demi Chapeau Premiere shall become Le Chapeau Departemental and assume the duties of the office. If the unexpired term of office for Le Chapeau Departemental is less than six months, the person assuming her office shall be eligible for election by regular process to the office of Le Chapeau Departemental.

**Section 3**. La Secretaire Departementale: It shall be the duty of La Secretaire Departementale to record the proceedings of Le Pouvoir Departemental and La Marche Departementale, keep all records of

Departemental Organization, maintain partnership records and process salon partnership which will be forwarded to Nationale, maintain Departemental archives of documents and records.

1. She shall maintain current master Partnership list and submit monthly Partnership reports to Le Chapeau Departemental, Finance Chairman and Partnership Chairman.
2. She shall, each year, file an annual report with the Internal Revenue Service, the Secretary of State in which the organization is registered if required, and such other authorities as required.
3. She is responsible for the compiling of the Annual Book of Reports.
4. She shall perform such other duties as may be assigned to her by Le Chapeau Departemental.

**Section 4**. La Caissiere Departemental: It shall be the duty of La Caissiere Departementale to be custodian of the funds of Le Salon Departemental.

1. She shall distribute funds, sign all checks, pay all bills approved by the Finance Committee.
2. She shall send a financial report to the Public Relations chairman who will send to each Petit Salon.
3. She shall handle all sales of emblem and supplies.
4. All funds shall be deposited in the name of ILLINOIS SALON DEPARTEMENTAL. There shall be three (3) signatures at the bank.
5. La Caissiere shall be responsible for filing Form 990 with the Internal Revenue Service annually.
6. She shall perform such other duties as may be assigned to her by Le Chapeau Departemental.

**Section 5**. L'Archiviste Departementale: It shall be the duty of L'Archiviste Departementale to compile the historical records of the Departementale Organization and to make a report to La Marche

Departementale. She shall perform such other duties as may be assigned by Le Chapeau Departemental.

**Section 6**. L'Aumonier Departemental: It shall be the duty of L'Aumonier Departemental to offer prayer at the opening of each session of La Marche Departementale, to have charge of the memorial service and to perform such other duties as Le Chapeau Departemental may direct.

**Section 8**. La Concierge Departementale: It shall be the duty of La Concierge Departementale to be responsible for flags and stands, desk set of flags, gavel, bell, sashes and other items pertaining to this office and to advance and retire the colors at the La Marche Departementale and Le Pouvoir Departemental; and perform such other duties as Le Chapeau may direct.

**Section 9**. L'Aides Departemental: It shall be the duty of L'Aides to assist La Concierge to advance and retire the colors and such other duties as directed by La Concierge and Le Chapeau.

**Section 10**. L'Avocate Departemental: It shall be the duty of L'Avocate Departementale to act as legal advisor to Le Chapeau Departemental; and to render official opinions. She shall serve as Parliamentary Advisor at La Marche Departementale and Le Pouvoir Departemental.

# ARTICLE X

## COMMITTEES

**Section 1**. Standing Committees: Le Chapeau shall appoint the following Standing Committees: Advisory, Awards, Children and Youth, Constitution and Bylaws, Finance, Fun and Fellowship, Leadership, Nurses Scholarship, Partnership, Public Relations, Registration, Ritual and Emblem, and Webmaster. Each committee may be composed of up to three members.

1. All appointments shall be ratified by Le Pouvoir Departemental.
2. Le Chapeau shall appoint the following Special Committees: Chapeaux Passe Parley, Distinguished Guest, Hospitality, Music, Photo Book, Resolution, Rules, and Ways and Means. Each committee shall be composed of up to three (3) members. Registration and Ways and Means may have more members as needed.

**Section 2**. Advisory: The Advisory Committee shall be composed of three (3) Chapeaux Passes, with the Le Chapeau naming her chairman. This committee will be responsible to serve in any capacity when called upon by Le Chapeau Departemental.

**Section 3**. Awards: It shall be the duty of the Awards Committee to be in charge of all awards planned by Le Departemental Officers and Chairmen to be presented during La Marche.

**Section 4**. Children and Youth: The Children and Youth Committee shall have the responsibility for the direction of the Eight and Forty service program — the prevention and control of all lung and respiratory diseases in children. This committee shall carry out the program of the National organization and shall suggest a unified program to Petit Salons within Le Departemental.

**Section 5**. Constitution and Bylaws: The official files of Le Departemental Constitution and Bylaws are in the custody of the Chairman, such file to be turned over to succeeding Chairman.

(a)The Constitution and Bylaws Chairman will approve the Constitution and Bylaws of Les Petit Salons, which shall be sent to her prior to March 1 st, following La Marche Nationale, if changes are made. A copy shall be retained for the official files.

(b)Les Petit Salons shall be directed to file copies with La Secretaire Departementale and L'Avocate Departementale, these copies to be turned over to succeeding officers and chairmen. The Committee shall make recommendations to La Marche Departementale for any necessary changes in the Departemental Constitution and Bylaws of the National organization or in the best interests of the Departemental (not to conflict with Nationale.) Such changes are to be sent to the National Constitution and Bylaws Committee for approval prior to January 1st following La Marche Nationale in accordance with Article Ill, Section 3 of the National Bylaws.

(c) Chairman shall send bulletins when received from National Chairman to Les Petits Salons.

**Section 6**. Finance Committee: There shall be a Departemental Finance Committee composed of three (3) members, subject to the ratification of Le Pouvoir Departemental. The term of office shall be from close of one Marche Departementale through the next Marche Depaftementale.

1. Each of the three (3) members of the Finance Committee shall serve for a three (3) year term; Chapeau Departemental shall appoint one (1) member of the committee each 'year and shall designate the Chairman of the committee to serve during the term of said Chapeau Departemental.
2. At all times one (1) of these members shall be a Departemental Chapeau Passe.
3. The Departemental Chapeau and La Secretaire/Cassiere shall attend with a voice and vote on the Finance Committee.
4. The Demi Chapeau Premiere and Demi Chapeau Deuxieme shall be invited to all finance meetings to observe and learn the finances of the Departmental without vote. 
5. In case of resignation or death of any member of the Finance Committee, Le Chapeau shall appoint a successor at once, to fill the unexpired term, subject to the ratification of Le Pouvoir Departemental.
6. The Finance Committee shall authorize all expenditures in advance, and Chairman shall sign all vouchers before disbursement of funds.
7. The finance committee shall prepare a budget annually and shall supervise the expenditures under the budget.
8. The Departemental Finance Committee shall submit the proposed budget to the La Pouvoir Departementale for adoption. Budget to be based on the latest Partnership report available. Section 7. Fun and Fellowship: The Fun and Fellowship Committee shall arrange the social activities following Departemental meetings. Chairman shall send bulletins when received from National Chairman to Le Petit Salons.

**Section 8**. Leadership: It shall be the duty of the Leadership Committee to provide information in regard to all phases and programs of our Eight and Forty and shall be especially informative to Les Petits Salons.

**Section 9**. Nurses/Respiratory Scholarship: It shall be the duty of the Nurses Scholarship Committee to promote interest in the National Nurses/Respiratory Scholarship Fund and the Illinois Nurses Scholarship 7 und in the Petit Salons.

**Section 10**. Partnership: It shall be the duty of the Partnership Committee to stimulate Partnership, to encourage the early payment of dues, and to work with Les Petits Salons in any way Le Chapeau

Departemental may direct. Chairman shall send bulletins when received from National Chairman to the Les Petits Salons.

**Section 11**. Public Relations: It shall be the duty of the Public Relations Committee to promote the publicity activities of Salons Departementaux and Les Petit Salons. The Committee shall furnish copies of all Departemental and Petit Salon activities, newspaper clippings and Radio-TV coverage (program outlines) to the National Chairman and compile a Public Relations Book of the same for entry into National Competition, providing postage for its return from the address furnished by National - expenses for postage to be provided by Departemental and incorporated in the annual budget. A separate section containing pictures, favors, etc., may be added to this book after National has judged it and/or a separate memory book (Le Chapeau Scrapbook) may be compiled for Le Chapeau Departemental.

**Section 12**. Registration Committee: The Registration Committee shall register all partners and guests at Departemental meetings.

**Section 13**. Ritual and Emblem: The Ritual and Emblem Committee shall encourage the use of the Ritual in meetings of Petit Salons and in their Initiation Ceremonies. They shall stress the wearing of the Eight and Forty Emblem by Partners. Chairman shall send bulletins when received from National Chairman to the Les Petit Salons.

**Section 14**. Webmaster: The Webmaster and/or Committee shall be responsible for maintaining the Departemental website.

**Section 15**. Chapeaux Passes Parley: The Chairman of Le Departemental Parley shall be the Junior Chapeau Departemental Passe, who shall appoint a Secretaire and Caissiere, who shall be Parley Members. (a) Le Departemental Parley Chairman shall submit bills to La Caissiere Departementale for payment out of Parley Funds; said bills must first be approved by the Departemental Finance Committee. (b) The yearly financial report of Le Departemental Parley shall appear in the annual report of La Caissiere Departementale.

1. All funds of Les Chapeaux Passes Parley shall be kept by La Caissiere Departementale to be drawn on as needed by the Parley Chairman. This fund shall be known as Les Chapeaux Passes Parley Fund and no funds are to be transferred to any other account.
2. Surplus funds remaining at the close of the year shall remain in Les Chapeaux Passes Parley Fund and used for future projects of Les Chapeaux Passes Parley.

**Section 16**. Distinguished Guest: The Distinguished Guest Committee shall welcome, and escort distinguished guests as directed by the Departemental Chapeau.

**Section 17**. Hospitality: Hospitality shall be provided by a Petit Salon as directed by Le Departementaie Chapeau.

**Section 18**. Music: The Music Chairman/Committee shall prepare music for Pouvoirs and La Marche as directed by Le Departementale Chapeau.

**Section 19**. Photo Book: The Photo Book Chairman/Committee shall prepare a photo book reflecting the accomplishments of Le Departementale for the current administrative year.

**Section 20**. Resolutions: The Resolutions Chairman/Committee shall present courtesy and other resolutions at Pouvoirs and La Marche.

**Section 21**. Rules: The Rules Chairman/Committee shall prepare and present rules for Pouvoirs and La Marche.

**Section 22**. Ways and Means: The Committee shall plan ways to raise funds to support the adopted budget and shall implement activities to do so.

# ARTICLE XI

## CHARTERS

**Section 1**. Charters shall be granted upon receipt of the proper forms properly executed and accompanied by the Charter fee set by the Finance Committee. All Charters shall be signed by Le Chapeau National and by La Secretaire-Caissiere Nationale.

**Section 2**. No additional names may be added to the Charter roll after it has been received at National Headquarters.

**Section 3**. Le Pouvoir National shall revoke any Departemental Charter where there are less than five (5) Partners whose dues have been paid for the previous year.

1. Upon request of a Departemental, Le Pouvoir shall revoke the Charter of a Petit Salon that ceases to function or under such circumstances as might make such action necessary.
2. Le Departmental Pouvoir may suspend a Petit Salon's Charter as a disciplinary action relative to revocation for a period of one (1) year. Such action shall not extend beyond the close of the next Marche Nationale.

# ARTICLE XII

## FINANCES

**Section 1**. The revenue of La Boutique Departementale shall be derived from the partnership dues and such other sources as may be approved by Le Pouvoir Departemental, including the sale of Emblem jewelry and various publications derived from within our Organization.

**Section 2**. Dues shall be payable for the succeeding calendar year. Any Partner failing to pay her annual dues by January 31 st shall be classified as delinquent; and shall be suspended from all partnership privileges, provided that she has been given at least ten (10) days' notice in writing of the impending suspension. Payment of back dues after suspension shall reinstate the partner to active partnership. Any Partner delinquent to December 31 st after suspension shall be dropped from the rolls and may not be reinstated without payment of all past dues; or a new application will need to be filled out for partnership.

**Section 3**. There shall be no salaried officers of La Boutique Departementale.

**Section 4.** All fees shall be transmitted from Le Petit Salon Secretaire-Caissiere through La Caissiere

Departementale while all dues shall be transmitted from Le Petit Salon Secretaire-Caissiere to La Secretaire Departementale to La Secretaire-Caissiere Nationale.

**Section 5**. Expenses for Le Chapeau, La Secretaire and La Cassiere :

1. Expenses of Le Chapeau, La Secretaire and La Caissiere shall be paid when attending La Marche Departementale, such expense not to exceed mileage (via shortest route) and per diem to be determined by Departemental Finance Committee of La Boutique plus banquet tickets.
2. Expenses for Le Chapeau Departemental and National Pouvoir Member to attend La Marche Nationale shall be evenly split between the two officers. The amount to be determined by the Departementale Finance Committee.

(C) Travel expenses to be allowed Le Chapeau Departemental to attend, if officially invited, to other patriotic groups; the Pilgrimage to Lincoln's Tomb in Springfield; Truman Day in Missouri, expenses to be taken from the General Fund. The Finance Committee shall determine expenses to attend Chapeau Days at National Jewish Health in Denver.

**Section 7**. The finance committee shall provide for an expenditure in the annual budget to La Secretaire and La Caissiere as a gift for services rendered at La Marche of Le Salon Departementale.

**Section 8**. The books of La Caissiere shall be audited by a reliable auditor at the close of the Departemental books, (July 31), and turned over to the new Caissiere within fifteen (15) days), and at the same time a copy of the balance sheet from the audit to be printed and sent out in the call to Fell Pouvoir. One (1) original and five (5) copies of audit report will be obtained and distributed as soon as obtained as follows: Original always to be kept in permanent file of La Secretaire; one (1) copy to outgoing Chapeau; and one (1) copy to each member of the incoming Finance Committee. These copies to remain the property of Departemental and to be passed on each year to her successor for her use. All outstanding bills shall be presented for payment to La Caissiere before July 15th, so that checks may be made out before the books close for the fiscal year.

# ARTICLE XIII

## DISCIPLINE

**Section 1**. Le Pouvoir National after notice and hearing, may suspend or revoke the Charter of a Le Salon Departemental which violates the Constitution and Bylaws of La Boutique Nationale, or any specific action of La Marche Nationale, or Le Pouvoir National, or which fails to discipline adequately, any of its Les Petits Salons for such violation. Le Pouvoir National may provide for the government and administration of such Le Salon Departemental during suspension, or upon such revocation.

**Section 2**. All questions affecting the election, eligibility and conduct of Departemental Officers shall be referred to and determined by Le Pouvoir Departemental. All questions affecting election, eligibility and conduct of Le Pouvoir Departemental from Les Salons Departementaux, or of the Officers and Le Pouvoir members of Les Salon Departementaux or of Partners of Les Petits Salons, shall be referred to and determined by Le Pouvoir Departemental of Le Petit Salon involved, which shall be the final authority thereon.

# ARTICLE XIV

## FISCAL YEAR

**Section 1**. The administrative year of La Boutique Departementale shall be from the close of La Marche, to the close of the next succeeding La Marche Departementale.

**Section 2**. The official closing of the books of La Caissiere Departementale shall be July 31 st

# ARTICLE XV

## PARLIAMENTARY AUTHORITY

The Departemental organization shall be governed by "Robert's Rules of Order Newly Revised" in all points not covered by these Bylaws.

# ARTICLE XVI

## AMENDMENTS

These Bylaws may be amended at any La Marche Departementale two-thirds (2/3) vote of the registered delegates present and voting provided that all suggested amendments have been considered by Le Pouvoir Departemental, at a meeting prior to La Marche Departementale, and that copies of the proposed amendments shall have been available to delegates before the time of the meeting at which the vote is to be taken on the amendments; and provided further that all such proposed amendments are in the hands of the Constitution and Bylaws Chairman not less than twenty-five (25) days prior to La Marche Nationale.

# ARTICLE XVII

## AUTHORITY

The authority under which all Salons, Departementaux, and Petits, shall function is vested in La Boutique Nationale as described within its Constitution and Bylaws.

Ratified this 27th day of July, 2024 at La Marche Departementale in Champaign, Illinois.

Approved

by: