**Le PETIT SALON 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 Les Chapeaux Americains and all eligible non-partners shall be known as Les 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 (2/3) 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 (3) 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 partners shall be initiated at La Marche Departementale unless request for initiation has been filed with La Secretaire Departementale, properly executed by Le Petit Chapeau and La Petit Secretaire of Le Petit Salon requesting the initiation.

**ARTICLE III**

 **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

**(a)** 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.

**(b)** 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.

**Section 5.** No person, at any time, may be a Partner of more than one (1) 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 Salon shall automatically become Le Petit 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 Petit Pouvoir members in Le Petit Salon. Le Petit Chapeau in office at the time of organization of a new Le Petit Salon is Le Petit Pouvoir member.

**(b)** Les Petits Salons may have an election nominating committee.

**(c)** Elected officers of Les Petits Salons may succeed themselves.

**(d)** In the event a Le Petit Chapeau is elected for more than one consecutive term, Le Petit Salon Pouvoir member then serving would be retained in office, and the reelected Le Petit Chapeau continues to serve as Alternate Pouvoir member.

**(e)** La Petit 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 Departementale 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 and Bylaws Chairman. These copies shall be given to succeeding officers and chairman.

**ARTICLE IV**

**LE POUVOIR PETIT SALON**

**Section 1.** Quorum: Fifty per cent (50%), exclusive of Les Petits Chapeaux, Les Petits Passé and Chairmen of standing committees, shall constitute a quorum of Le Pouvoir Le Petit Salon.

**Section 2.** Between Les Marches Le Petit Salon, Le Pouvoir Le Petit Salon 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 Le Petit Salon Officers, Le Petit Chairmen standing committees, all Les Chapeaux Le Petit Salon Passé in good standing (who shall be members for life), and Le Pouvoir Member or her alternate from each Salon Le Petit Salon. Le Petit Chapeau shall automatically become Le Pouvoir Le Petit Salon 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 Petit Chapeau.

**Section 4.** Term of Office: Le Petit Pouvoir members representing Les Petits Salons 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 Petit Demi Chapeau Premier assumes the office. No other person may serve as Le Pouvoir until an election is held.

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

**(a)** Le Petit Chapeau Salon may call a Pouvoir or special meeting.

**(b)** Le Petit Chapeau Salon call a special meeting of Le Pouvoir Le Petit Salon upon the written request of not less than ten (10) Partners.

**(c)** In the event the Pouvoir and Le Petit Chapeau are not present at Pouvoir, the next ranking officer or a Partner selected from Le Petit Salon delegation, shall be allowed the honor of casting their vote.

**Section 6.** Le Petit Pouvoir, Officers, and Chairmen 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 V**

**MEETINGS**

**Section 1.** The legislative body of La Boutique Le Petit Salon shall be La Marche Le Petit Salon, 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 Petit Chapeau or city of her choice.

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

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

**(a)** Each Le Salon Departemental shall be entitled to three (3) delegates.

**(b)** Current dues for all delegates, alternates and delegates in their own right shall be into Le Petit Salon Headquarters not less than thirty (30) days prior to La Marche Le Petit Salon.

**(c)** Delegates and alternates shall be elected by Les Petit Salons at their LaMarche not less than thirty (30) days before La Marche Departementale.

**(d)** 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 Le Petit Salon Passé shall be delegates-at-large for life providing they remain in good standing within their Petit/Departemental Salons.

**(b)** Le Petit Officers, Chairmen of Standing Committees and Le Petit Pouvoir member are delegates-at-large during their term of service.

**(c)** 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.

**(d)** Only ONE (1) vote may be cast per Partner regardless of how many titles, offices or chairmanships she holds.

**(e)** Le Pouvoir, Le Petit Officer or Le Petit 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.

**(a)** An absent delegate’s vote shall be cast by the majority of the delegates from her Petit Salon.

**(b**) 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.

**(c)** 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 Le Petit Salon shall be published in their Spring Bulletin or by mailing to La Petit 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 Petit Chapeau, with the consent of the majority of Le Petit Pouvoir, may order those elections be held by mail or electronically.
2. 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 Petit Chapeau with the consent of Le Petit Salon Pouvoir, may order that an electronic meeting be held as a substitute for a regular, Le Petit Pouvoir, or special meeting.

**ARTICLE VI**

**LE PETIT OFFICERS**

**Section 1.** La Boutique Petit Salon may have the following Le Petit Salon officers: Le Petit Chapeau, Le Petit Demi Chapeau Premiere, Le Petit Demi Chapeau Deuxieme, Le Petit L’Archiviste, Le Petit L’Aumonier, Le Petit La Concierge, La Petit La Secretaire/Caissiere, and Le Petit L’Avocate.

**Section 2.** Elective Officers: La Marche Le Petit Salon shall elect: Le Petit Chapeau, Le Petit Le Demi Chapeau Premiere, Le Petit Le Demi Chapeau Deuxieme, Le Petit Salon L’Archiviste, Le Petit Salon L’Aumonier, and Le Petit Salon La Concierge.

**Section 3.** Appointive Officers: Le Petit Chapeau shall appoint La Petit Secretaire-Caissiere and Le Petit L’Avocate. They shall be ratified by Le Pouvoir Le Petit Salon.

**ARTICLE VII**

**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 (2) or more candidates for any office, the election for that office shall be by ballot**.**

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

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

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

**Section 5.** Candidate for Departemental Office

**(a)** Candidate for Departemental Office shall be presented in nomination by a delegate from her Petit Salon or Le Departemental.

**(b)** 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.

**(c)** 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.

**ARTICLE VIII**

**DUTIES OF OFFICERS**

**Section 1**. Le Petit Chapeau: It shall be the duty of Le Petit Chapeau to preside at all meetings of Le Petit Salon and Le Pouvoir Le Petit Salon; 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.

**Section 2.** Le Petit Demi Chapeau:

**(a)** In the absence of Le Petit Chapeau at a meeting of the organization, it shall be the duty of Le Petit Demi Chapeau Premiere to be the presiding officer. In the absence of both Le Petit Chapeau and Le Petit Demi Chapeau Premier, it shall be the duty of Le Petit Demi Chapeau Deuxieme to be the presiding officer. In the absence of Le Petit Chapeau and both Le Petit Demi Chapeaux, a chairman pro-tem shall be elected.

**(b)** In the event Le Petit Chapeau is unable to make official visits, she may authorize Le Petit Demi Chapeau Premier to be her official representative. Le Petit Demi Chapeau Premiere shall not attend any functions in an official capacity unless authorized to do so by Le Petit Chapeau. Attendance to her Le Petit Salon, Le Pouvoir and La Marche being the exception. She shall assume such other duties as assigned to her by Le Petit Chapeau.

**(c)** In the event of a vacancy in the office of Le Petit Chapeau through death or resignation, Le Petit Demi Chapeau Premiere shall become Le Petit Chapeau and assume the duties of the office. If the unexpired term of office for Le Petit Chapeau less than six months, the person assuming her office shall be eligible for election by regular process to the office of Le Petit Chapeau.

**Section 3.** La Petit Secretaire-Caissiere: It shall be the duty of La Petit Secretaire-Caissiere to arrange for the recording of the proceedings of La Marche Le Petit Salon and Le Pouvoir Le Petit Salon, and to keep all records of the Le Petit Salon.

**(a)** She shall be custodian of the funds of the Le Petit Salon and shall sign all checks and pay bills approved by the Finance Committee. She shall render a monthly statement to Le Petit Chapeau and to the Finance Committee.

**(b)** She shall maintain current master Partnership list and submit monthly Partnership reports to Le Petit Chapeau, Finance Chairman and Partnership Chairman.

**(c)** She shall handle all Emblem and supplies.

**(d)** 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.

**(e)** She is responsible for the compiling of the Annual Book of Reports.

**(f)** She shall perform such other duties as may be assigned to her by Le Petit Chapeau.

**Section 4.** Le Petit L’Archiviste: It shall be the duty of Le Petit L’Archiviste to compile the historical records of the Le Petit Salon and to make a report to La Marche Le Petit Salon. She shall perform such other duties as may be assigned by Le Petit Chapeau.

**Section 5.** Le Petit L’Aumonier: It shall be the duty of Le Petit L’Aumonier to offer prayer at the opening of each session of La Marche Le Petit Salon; to have charge of the memorial service and to perform such other duties as Le Petit Chapeau may direct.

**Section 6.** Le Petit La Concierge: It shall be the duty of Le Petit La Concierge to advance and retire the Colors and perform such other duties as Le Petit Chapeau may direct.

**Section 7.** Le Petit L’Avocate: It shall be the duty of Le Petit L’Avocate to act as legal advisor to Le Petit Chapeau and to render official opinions. She shall serve as Parliamentarian at Le Petit Pouvoir and Le Petit La Marche.

**ARTICLE IX**

**COMMITTEES**

**Section 1.** Standing Committees: Le Petit Chapeau may appoint the following Standing Committees: Advisory, Awards, Children and Youth, Constitution and Bylaws, Finance, Leadership, Nurses/Respiratory Scholarship, Partnership, Public Relations, Ritual and Emblem and Fun and Fellowship.

(a) Le Petit Pouvoir shall ratify all appointments.

(b) The Awards, Constitution and Bylaws, Leadership, Public Relations, and Ritual and Emblem Committees may each be composed of three members.

(c) The Children and Youth, Nurses/Respiratory Scholarship and Partnership Committees may have a Chairman and a Vice-Chairman.

**Section 2.** Children and Youth Committee: The Children and Youth Committee shall have the responsibility for the direction of the Eight and Forty Service program which is all lung and respiratory diseases in children.

**Section 3.** Finance Committee: There shall be a Le Petit Salon Finance Committee composed of three members. The term of office shall be from the close of one La Marche Le Petit Salon through the next La Marche Le Petit Salon.

**(a)** At all times, one (1) member shall be a Le Petit Salon Chapeau Passé.

**(b)** 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 Le Petit Salon.

**(c)** The members shall prepare a budget yearly and shall supervise the expenditures under the budget and authorize, in advance, all expenditures not covered by this budget.

**(d)** Le Petit Salon Finance Committee shall submit the proposed budget to Le Pre-Marche Pouvoir for consideration and approval by Le Pouvoir Le Petit Salon.

**Section 4.** Le Petit Chapeau may appoint a Le Petit Chapeau Passé to serve on an Advisory Committee. Their duty is to serve in any capacity only when called upon by LePetit Chapeau.

**Section 5.** Leadership Committee:

(a) The Committee may conduct a Leadership Panel at Le Petit La Marche Salon. The Panel will provide information in regard to all phases and programs of our Eight and Forty and should be especially informative to Les Petit Salons.

**ARTICLE X**

**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 Le Petit Salon Charter where there are less than five (5) Partners whose dues have been paid for the previous year.

**(a)** 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.

**(b)** 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 XI**

**FINANCES**

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

**Section 2.** There shall be no salaried officers of La Boutique Le Petit Salon.

**Section 3.** La Boutique Le Petit Salon Expenses

**(a)** Necessary expenses incurred by Le Petit Chapeau, Le Petit Pouvoir in the exercise of their duties to La Boutique Le Petit Salon at Le Petit La Marche shall be paid from the Le Petit Salon Treasury and the Finance Committee shall properly budget for such expense.

**(b)** Necessary expenses required for La Petit Secretaire-Caissiere in the exercise of her duty to La Boutique Le Petit Salon at La Marche Le Petit Salon shall be budgeted and if / when necessary, adjust the expenses needed by the Finance Committee and paid from Le Petit Salon Treasury.

**ARTICLE XII**

**DISCIPLINE**

**Section 1.** Le Pouvoir National after notice and hearing, may suspend or revoke the Charter of a Le Petit Salon 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 Departemental may provide for the government and administration of such Le Salon Le Petit Salon during suspension, or upon such revocation.

**Section 2.** All questions affecting the election, eligibility and conduct of Le Petit Salon 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 XIII**

**FISCAL YEAR**

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

**Section 2.** The official closing of the books of La Petit Secretaire-Caissiere shall be\_\_\_\_\_\_\_\_\_.

**ARTICLE XIV**

**PARLIAMENTARY AUTHORITY**

The Le Petit Salon shall be governed by “ROBERT’S RULES OF ORDER, NEWLY REVISED, CURRENT EDITON” on all points not covered by these bylaws.

**ARTICLE XV**

**AMENDMENTS**

These Bylaws may be amended at any Le Petit La Marche two-thirds (2/3) vote of the registered delegates present and voting provided that all suggested amendments have been considered by Le Petit Pouvoir, at a meeting prior to Le Petit La Marche, 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 Le Petit Marche.

**ARTICLE XVI**

**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.

Adopted this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 202\_\_\_ at La Marche Le Petit Salon in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amended this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_ 202\_\_\_ at La Marche Le Petit Salon in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Le Petit Chapeau Le Petit Secretaire

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Le Petit Salon Constitution & Bylaws Le Petit L’Avocate

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Departemental Constitution & Bylaws Chairman L’Avocate Departementale Date