



**LA BOUTIQUE DES HUIT
CHAPEAUX ET QUARANTE
FEMMES**

REVISED: Handbook – 2022

DEDICATION

This edition is dedicated to all
Chapeaux National Passé
who have worked hard keeping this
Organization up to date. And a special
“THANKS” to all Partners who also worked
to keep this Handbook current.

FOREWORD

The Eight and Forty Handbook has been compiled and revised for the purpose of giving vital information to every partner of this organization so that the aims and purposes may be carried out in accordance with the obligation we all assumed when we became a partner.

The Handbook contains information invaluable to each of you. It includes mandates and policies adopted by National La Marche, which are in effect. The mandates are so grouped that each committee can readily determine the authority under which it acts.

It is hoped that this will aid those who have the responsibility of executing the programs to a better understanding of the real aim and purposes of this great Organization. We are a unique organization in our communities and leadership is expected of us.

With the Handbook, along with the National, Departemental and Petit Salon Constitution and Bylaws and Robert's Rules of Order, Newly Revised, current edition effective leadership is assured at any level of responsibility.

Read the Handbook and keep it nearby for reference. But remember, it is just that, a guide for each Petit Salon and Departemental Salon under which to operate, and it is up to each to handle their own affairs according to the guidelines and policies given to you.

Leadership is the process of helping other people to do the worthwhile things they want to do.

Judy Zimmerman
Le Chapeau National
2021-2022

Sandra Winchester
La Secretaire Nationale
2021-2022

PREFACE

The Handbook is written to aid the partners in the performance of their duties as leaders within a Petit Salon, a Departemental or the National Organization.

All changes, resolutions, and mandates through 2021 – 2022 administrative years have been included in this printing.

The Handbook is a guide, a Histoire, and a textbook but does not replace the Constitution and Bylaws of our organization.

Our sincere thanks to all who assisted in ensuring our Handbook stays current.

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OBLIGATION

“I _____, faithfully promise that I will do
all in my power to uphold the ideals
upon which our country was founded.

I also pledge to promote good fellowship,
and to assist in the prevention and control of all lung
and respiratory diseases in children.

These things I do solemnly promise.

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HISTOIRE

The Eight and Forty

La Boutique des Huit Chapeaux et Quarante Femmes (Eight and Forty) was organized by a number of leading Auxiliary women, including the first National President and first National Secretary of the American Legion Auxiliary, at a meeting of the American Legion Auxiliary's National Executive Committee in Indianapolis, Indiana in June 1922. The first Marche Nationale was held in New Orleans, Louisiana, that same year. The first Petit Salon was organized in Cook County, Illinois, and the first Salon Departemental was organized in California. Recognition of Eight and Forty as an affiliated organization was granted by The American Legion in convention assembled (Resolution No. 507) in Omaha, Nebraska, in October 1925. Recognition of Eight and Forty as an affiliated organization was granted by the American Legion Auxiliary at the Ratification meeting of the Paris Convention in October 1927, and as a subsidiary organization, by the National Executive Committee, in January 1933.

In 1922, the original constitution of Eight and Forty stated the objects of the organization as fun and fellowship. Within the first two years, however, the Partners found, that as active Legion and Auxiliary Members, they wanted to add a service program, and at La Marche Nationale in St. Paul in 1924 they added a service objective; "such service to be particularly concerned with Child Welfare." With the addition of the service program the object of our organization is now: 1. Fun and Fellowship, and 2. Service.

In 1928, the National Executive Committee of The American Legion added a representative from Eight and Forty to the advisory members of the National Child Welfare Commission.

In 1932, the Executive Committee of the National Child Welfare Committee of The American Legion assigned to Eight and Forty as a special assignment, "preventive tuberculosis service along educational lines and with financial assistance within its limitations in providing for the care and treatment of children, in cooperation with recognized agencies and methods". This assignment has been reallocated to the Eight and Forty each year.

The National Executive Committee of the American Legion Auxiliary in September 1956 gave approval for the establishment of the Eight and Forty Tuberculosis Nurses' Scholarship fund. The first awards were made for the school year 1957-1958.

In 1962, verbal approval was given to the recommendation of the National Children and Youth Commission to include the disease of Cystic Fibrosis. In February 1968, the National Executive Committee confirming this verbal permission adopted a resolution.

In 1974, National convention of the American Legion Auxiliary, in accepting the report of Le Chapeau National, included in the service of Eight and Forty "lung and other respiratory diseases in children".

In July 2010, The American Legion Auxiliary voted to no longer allow the 8 and 40 to be a subsidiary organization. Therefore, the 8 and 40 association with the American Legion Auxiliary is no longer.

ORGANIZATION

La Boutique des Huit Chapeaux et Quarante Femmes shall be organized into Le Departemental Salons, which shall in turn be organized into Les Petit Salons.

The Le Pouvoir Departemental shall have the authority to decide the bounds of Les Petit Salons in counties within its jurisdiction.

ELIGIBILITY

Partnership in Eight and Forty shall be limited to mothers, wives, daughters, daughters-in-law, sisters, grandmothers, great grandmothers, granddaughters, great-granddaughters, great-great grandmothers, nieces, to include step or adopted of active duty or honorably discharged United States Military Service members or female service members themselves, past, present, and future, who are at least 18 years of age.

No invitation shall be re-issued to an Estranger rejected by a Salon, or to an Estranger who has declined an invitation within one year after such rejection or declination.

A Petit Salon may have three members on its Partnership Committee who shall review the qualification of Chapeaux Estrangers but they shall not have the privilege of rejection without the vote of the entire Partnership present at the meeting when the name is presented. 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 limit for an Estranger to accept an invitation. The obligation is given in the Ritual.

Partners may be initiated in a Petit Salon, following the "Initiation Ceremonial" in the Ritual or they may be candidates for the White Room Ceremony at any Marche Departementale. However, partners may not 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.

Informal initiation shall be conducted at the discretion of Le Petit Salon, considering dignity as fun. Only partners of Eight and Forty may attend.

CLASSIFICATION OF PARTNERSHIP

There shall be one class of members -**ACTIVE**- and members shall be called partners.

All Partners in La Boutique shall be known as Chapeaux Americains, and all eligible non-partners shall be known as Les Chapeaux Estrangers.

NATIONAL

RULES FOR ORGANIZING LES SALONS DEPARTEMENTAL

Minimum Partnership in a Salon Departemental shall be ten (10) new Partners - - Partners who have not previously held Partnership in Eight and Forty. Transfers may be listed on the Charter application, but in addition to the required (10) new members and are listed on the Charter application below the new members. The individual Partner with address initiating the new charter should sign all names appearing on the white copy of the Charter application. Le Chapeau National and La Secretaire Nationale must sign all applications for new Departementaux.

Charter applications may be held open for thirty (30) days. Additional names cannot be added to the Charter Roll after it has been received at Le Boutique Nationale Headquarters.

The charter fee is twenty-five dollars (\$25.00), and the initiation fee for each new partner is five dollars (\$5.00), which remains in the Salon Departemental.

National dues along with the completed copies of the applications and copy of remittance sheet, must accompany the Charter application when forwarded to La Secretaire Nationale. A typed list of the names to appear on the Charter Roll should be attached to the Charter application for verification. (A copy of the Partnership application and copy of remittance sheet will be retained by La Secretaire Departementale and Petit Salon.)

The organizer of Salon Departemental, upon receipt of the Charter signed by Le Chapeau National and La Secretaire Nationale, shall call a meeting of those persons whose names appear on the Charter application and shall complete the organization by the election of officers for the current year.

RULES FOR ORGANIZING LES PETIT SALONS

Salon Departemental shall send a letter of permission to organize new Salons to Salon National in care of La Secretaire Nationale before any Salons may be organized.

Minimum partnership in a Salon shall be ten (10) new partners who have not previously held partnership in Eight and Forty. Transfers may be listed on Charter but are in addition to the required ten (10) new partners and listed on the Charter application below the new partners. All names appearing on the white copy of the Charter application should be signed by the individual Partner with address. Le Chapeau Departemental and La Secretaire Departementale must sign all applications.

Charter applications may be held open for thirty (30) days in the Departemental. Additional names cannot be added to the Charter Roll after it has been received at the Le Boutique Nationale 8 and 40 Headquarters.

The Charter Fee will be assessed of each new partner of twenty- five dollars (\$25.00), one half of the Initiation Fee for each new partner of two dollars and fifty cents (\$2.50), plus the Departemental and National dues and Children and Youth Assessments along with the completed copied of the applications must accompany the Charter application when forwarded to La Secretaire Departementale.

La Secretaire Departementale, in turn, will forward the Charter application. The Charter Fee, of twenty-five dollars (\$25.00), National dues (including Hat Box and Children and Youth Assessments, the copy of the application blank to National Headquarters retain a copy for Salon Departemental files when the Petit Salon has been chartered. A typed list of the names appearing on the Charter application should be attached to it so it may be checked for accuracy of spelling.

Upon receipt of the Charter signed by Le Chapeau National and La Secretaire Nationale, Le Chapeau Departemental, or her representative, shall complete the organization of the Salon. A meeting shall be called, in writing, for the purpose of electing officers from names listed on the Charter application.

DUTIES OF NATIONAL OFFICERS

LE CHAPEAU NATIONAL

Le Chapeau National shall be the presiding officer at La Pouvoir Nationale and La Marche Nationale as well as Les Pre-Marche and Post-Marche Pouvoir. She shall appoint La Secretaire-Caissiere, L'Avocate, The Hat Box Editor, and Members of All Standing Committees and special committees, subject to ratification of Le Pouvoir National in Post-Marche session or by letter.

She shall have a working knowledge of parliamentary law, Robert's Rules of Order Newly Revised, and a thorough understanding of the National Constitution and Bylaws.

Immediately following election, she shall issue guidelines to Les Demi Chapeaux of the Four Divisions for assisting in the promotion of all programs, with particular emphasis on Partnership.

Le Chapeau National selects the "All Partners Project" of her choice which must meet the purpose of our organization which is Prevention and Control of all Lung and Respiratory Disease(s) in Children. Suggestions are, American Lung Association, Cystic Fibrous, Tuberculosis or National Jewish Health.

She shall send out bulletins or newsletters monthly or quarterly. These should be sent to National Officers, National Chairmen, National Passes and to appropriate Departemental Chairmen. (Standing Rule 30).

An annual report shall be submitted to the Editor of The Red Book of Annual Reports by date designated with a copy to L'Archiviste Nationale. She shall transmit the files to her successor within fifteen days following the close of La Marche Nationale.

LE DEMI CHAPEAU NATIONAL

It shall be the duty of Le Demi Chapeau National to be presiding officer in the absence of Le Chapeau National at a meeting of the organization. In the event Le Chapeau National is unable to make official visits, she may authorize Le Demi Chapeau to be her official representative. The Demi Chapeau shall attend the ALCWF Fall meeting. Le Demi Chapeau shall not attend any other function in an official capacity unless authorized to do so by Le Chapeau National. (Attendance at her own Departemental Pouvoir and Marche being the exception.) She shall assume such other duties as assigned to her by Le Chapeau National.

She shall send out bulletins or newsletters monthly or at least quarterly. These should be sent to National Officers, National Chairmen, National Passes and to appropriate Departemental Chairmen. (Standing Rule 30). Bulletins are at her expense.

An annual report shall be submitted to the Chairman of the Red Book of Annual Reports by the date designated with a copy to L'Archiviste Nationale. She shall transmit the files to her successor fifteen days following the close of La Marche Nationale.

DIVISIONAL DEMI CHAPEAUX

It shall be the duty of Les Demi Chapeaux to familiarize themselves with Les Departementaux within their respective Divisions and to consult the Handbook. La Secretaire Nationale will send each Demi Chapeau a list of all Chapeau Departementaux and their addresses within their respective Divisions, also Les Secretaire, and Departementaux.

She shall send out bulletins or newsletters monthly or at least quarterly. These should be sent to all National Officers, National Chairmen, Les Chapeaux National Passes and to appropriate Departemental Chairmen. (Standing Rule 30) Bulletins are at her expense.

They shall provide for the promotion of all programs to Chapeaux Departementaux and Departemental Pouvoir within their Divisions by bulletins at least quarterly, with Partnership standings reported each month, and performs other duties as may be assigned by Le Chapeau National. When there is no Division Chairman for programs such as Histoire and Public Relations Book, correspondence to L'Archiviste Departementale and Departemental Chairmen is permitted. Bulletins shall be sent to Les Chapeaux National Passes in their respective Divisions. Copies of all correspondence shall be furnished to Le Chapeau National and Le Secretaire Nationale.

Any personal Awards or Citations offered in the Division on program achievements are optional and are at their own expense. However, such Awards and Citations should be offered early enough for Divisional competition and allowing time for the Chairmen (Children and Youth, Nurses' Scholarship, and Partnership) to offer their awards if they wish to do so.

Les Demi Chapeaux shall assume all expense of all bulletins and La Marche Nationale at their own expense. Attendance at Chapeau Day at National Jewish Health is optional, but desirable.

These Awards are not printed in The Red Book of Annual Reports and are presented at the Divisional Caucuses of La Marche Nationale.

Les Demi Chapeaux shall receive Departementaux Histoire and Public Relations Book (one each from a Departemental) and arrange for the judging of it prior to La Marche Nationale according to the date set by National Public Relations Chairman and L'Archiviste Nationale. Only the winning Public Relations Book and Histoire, the latter in two categories-Salons Departementaux having Partnership of 151 and over and Departementaux having Partnership of 150 and under, must be sent to the Public Relations Chairman and L'Archiviste Nationale for National competition. Arrangements must also be made for the return of all books in competition.

Les Demi Chapeaux shall receive a copy of the annual reports of each Chapeau Departemental for the purpose of compiling the divisional annual report for The Red Book of Annual Reports.

The Divisional Caucus at La Marche Nationale shall be conducted for the purpose of election of Le Divisional Demi Chapeau National, recommendations, and such other business as is necessary. Each Division shall, in caucus, set up their own guidelines for the succession of Demi Chapeau from the respective Departementaux within their Divisions and a copy filed with La Secretaire Nationale.

The appointment of La Secretaire, L'Aumonier, La Concierge, and L'Avocate for the Divisional Caucus shall be the responsibility of Les Demi Chapeaux with ratification by the Caucus.

Les Demi Chapeaux shall report the name and address of the newly elected Divisional Demi Chapeau to Le Chapeau National and La Secretaire Nationale for ratification at La Marche Meeting, following the Caucus. They shall send the newly elected Divisional Demi Chapeau the annual reports of Les Chapeaux Departementaux and other pertinent information, which may help her in the performance of her duties within fifteen days following the close of La Marche Nationale.

An annual report for The Red Book shall be submitted to the Red Book Editor with a copy to L'Archiviste Nationale and complimentary copy to Le Chapeau National. The number of words and deadline date to be designated by Hat Box Chairman.

LA SECRETAIRE NATIONALE

La Secretaire Nationale shall provide for and maintain the National Headquarters of the organization and arrange for the recording of the proceedings of La Marche Nationale and Le Pouvoir National. She shall conduct all correspondence pertinent to the office of La Secretaire Nationale and perform such other duties as may be assigned by Le Chapeau National.

It shall be her duty to provide current instructions to Les Secretaire-Caissiere of both Salon Departementaux and Petit Salons, in the performance of their duties.

She shall maintain current master Partnership cards and submit monthly Partnership reports to Le Chapeau National, Le Demi Chapeau National, Hat Box Chairman, Finance Chairman, L'Archiviste and Partnership Chairman.

She shall be familiar with the National Constitution and Bylaws, and official policies of the Eight and Forty.

She shall arrange for the printing of and make distribution of official stationery; officer and chairman report forms, Bylaws, and/or Bylaws changes. She shall be responsible for consultation with the National Officers and National Chairmen for current instruction on their programs and for revision of the Annual Report Forms.

An annual report shall be submitted to the Chairman of The Red Book of Annual Reports by the date designated with copies to Le Chapeau National and L'Archiviste Nationale.

An annual report shall be filed with the Secretary of State in which the organization is incorporated.

LA CAISSIERE NATIONALE

The duties of this officer would be to receive all monies of the organization, pay all approved vouchers, to install and maintain an adequate bookkeeping system for each fund, it being likewise essential that La Caissiere or Finance Officer be somewhat of an accomplished student in the principles of double entry bookkeeping and an able correspondent.

The tenure of office should be at least five years to avoid the annual familiarization of new officers with procedures.

She shall purchase all Emblem Sales material and make shipments to Departementaux upon receipt of orders, which are accompanied by payment.

La Caissiere shall render a monthly statement to Le Chapeau National and to the Finance Committee. She shall provide for an annual audit of the books.

She shall be available for consultation with the Finance Committee regarding the preparation of the yearly budget and may attend these meetings at the discretion of the committee.

L'ARCHIVISTE NATIONALE

It shall be the duty of L'Archiviste Nationale to compile the Historical records of the National Organization and make a report to La Marche Nationale.

She shall send out bulletins or newsletters monthly or at least quarterly. These should be sent to all National Officers, National Chairmen, Les Chapeaux National Passes and to appropriate Departmental Chairmen. (Standing Rule 30) Bulletins are at her expense.

She shall arrange for the judging of the winning Histoire of each Division prior to La Marche Nationale in accordance with the rules provided in the Handbook under Departementaux Histoire.

An annual report shall be submitted to the Redbook Chairman by the date designated with a copy to Le Chapeau National and La Secretaire Nationale.

She is expected to attend La Marche Nationale. She is to plan and conduct a Pre-Marche meeting for the purpose of review of the year's activities and to receive recommendations for submission to Le Pouvoir National and La Marche Nationale. An appointment of La Secretaire, L'Aumonier, L'Avocate and La Concierge should be made to act at the Pre-Marche meeting. A copy of any supplemental report shall be given to La Marche Recorder, National Le Chapeau and Le Secretaire Nationale.

All papers pertinent to the office shall be sent to the newly elected L'Archiviste within fifteen days following the close of La Marche Nationale.

L'AUMONIER NATIONAL

It shall be the duty of L'Aumonier National to offer prayer at the opening of each session of La Marche Nationale and have charge of the Memorial Service.

She shall send out bulletins or newsletters monthly or at least quarterly. These should be sent to all National Officers, National Chairmen, Les Chapeaux National Passes and to appropriate Departmental Chairmen. (Standing Rule 30) Bulletins are at her expense.

The outline of the Memorial Service should be in the hands of the National Secretaire by July 31. If there are any changes to be made, this may be left to the discretion of the L'Aumonier National to be added or deleted at La Marche Nationale. The Data Form: "Notification of the death of a Partner" by Petit Salon, are available from National Headquarters.

In Memorial Services, it is customary to use white flowers (preferably carnations) for deceased partners and red flowers (preferably carnations) for Chapeaux whether Petits, Departementaux or National.

All papers pertinent to the office shall be sent to the newly elected L'Aumonier within fifteen days following the close of La Marche Nationale. L'Aumonier National is to be relieved from the practice and expense of sending sympathy cards to the next of kin of deceased Partners (except for National Officers, Chairmen, Chapeaux National Passes, and current Chapeaux Departementaux). Les Petit Salons and Departementaux L'Aumonier are to assume these responsibilities.

LA CONCIERGE NATIONALE

It shall be the duty of La Concierge Nationale to direct the advancement and retirement of the Colors following the guidelines given in the Policies and Procedures Section of this Handbook, to check credentials (registration card) at La Marche Nationale, and to perform such other duties as Le Chapeau National may direct.

She shall send out bulletins or newsletters monthly or at least quarterly. These should be sent to all National Officers, National Chairmen, Les Chapeaux National Passes and to appropriate Departemental Chairmen. (Standing Rule 30) Bulletins are at her expense.

She shall serve as Liaison to the Citizens Flag Alliance Committee.

An annual report shall be submitted to the Redbook Chairman by the date designated with copies to Le Chapeau National, Le Demi Chapeau National, La Secretaire Nationale, and L'Archiviste Nationale.

All papers pertinent to the office shall be sent to the newly elected La Concierge within fifteen days following the close of La Marche Nationale.

L'AVOCATE NATIONALE

It shall be the duty of L'Avocate Nationale to act as legal advisor to Le Chapeau National and to render official opinions, copies of which shall be furnished Le Chapeau National and Salon National Headquarters' file.

She should be well informed on the National Constitution and Bylaws, Standing Rules and Robert's Rules of Order, Newly Revised.

She shall serve as Parliamentarian at Le Pouvoir National and La Marche Nationale.

L'Avocate Nationale must approve the Constitution and Bylaws of newly formed Salons Departementaux.

An annual report shall be submitted to the Chairman of The Red Book of Annual Reports by the date designated with copies to Le Chapeau National, Le Demi Chapeau Nationale, La Secretaire Nationale, and L'Archiviste Nationale.

All papers pertinent to the office shall be sent to the newly appointed L'Avocate within fifteen days following the close of La Marche Nationale

NATIONAL COMMITTEES

The following Standing Committee appointments shall be made by Le Chapeau National in carrying on the activities of the organization as prescribed by the National Bylaws.

ADVISORY

The National Advisory Board shall be composed of three (3) Les Chapeaux National Passes with Le Chapeau National designating her chairman. The duties of this Committee shall be of an advisory capacity to Le Chapeau National, National Officers and Chairmen, when requested.

AWARDS

This Committee shall be composed of a chairman and two members who shall have the responsibility of monitoring the Awards program listed below.

The National Chairman, at the beginning of the year, shall send out a complete list of all the Awards to all Eight and Forty National Officers and Chairmen, Divisional Chairmen, Les Chapeaux Departementaux, Les Secretaire Departementaux and Departementaux Awards Chairmen. She shall also send the names and addresses of the National Officers and Chairmen who are to receive material for the different Awards.

The National Chairman shall secure the names of the recipients of those Awards under the jurisdiction of a National Chapeaux Passes. A list of the recipients of Awards shall be filed with La Boutique Nationale.

An annual report shall be submitted to the Editor of the Annual Book of Reports. A copy of the report shall also be filed with Le Chapeau National, Le Demi Chapeau Nationale, La Secretaire Nationale, and L'Archiviste Nationale.

This Chairman is expected to attend La Marche Nationale. The Committee, under the direction of the Chairman, shall supervise and arrange for the presentation of the Awards at La Marche Nationale and shall contact the National Officers and Chairmen involved to ascertain how they wish to present their Awards. She shall arrange for judging of the Mille Nierman and Helen Goewey Awards.

Only National Awards approved by La Boutique Nationale 8 and 40 shall be presented on the floor of La Marche Nationale. All Divisional and personal awards shall be presented at Divisional Caucuses and/or Pre-Marche Committee meetings. The Chairman should stay in close consultation with La Secretaire Nationale.

Immediately following La Marche Nationale, she shall send a listing of the winners to the Hat Box Chairman for publication in the fall issue.

All papers pertinent shall be sent to the newly appointed National Awards Chairman within fifteen days following the close of La Marche Nationale.

CHILDREN AND YOUTH

This committee shall consist of a Chairman, a Vice Chairman and Four Divisional Chairmen, who shall have the responsibility for the direction of the Eight and Forty Service program, the prevention and all lung and respiratory diseases in children.

On the National Eight and Forty levels, bulletins should be sent to Les Chapeaux, Les Demi Chapeaux, and The Hat Box Chairman, outlining her program for the year.

She shall have an article in each of the three issues of the Hat Box having received notification of dates. She shall send out bulletins or newsletters monthly or at least quarterly. These should be sent to all National Officers, National Chairmen, Les Chapeaux National Passes and to appropriate Departmental Chairmen. (Standing Rule 30) Bulletins are at her expense.

However, congratulations should be sent to the Vice Chairman and Four Divisional Children and Youth Chairmen with the following:

1. Copy of the National Jewish Health Program for the Year.
2. All Partners Project.
3. Suggested duties with emphasis placed on the Departementaux Chairman when to send notices to her Departemental in time for her Departemental Bulletins.

She shall invite all National Chapeau Passé to Chapeau Days held in Denver.

She should be prepared to speak on Eight and Forty programs at other meetings or functions when requested by the sponsoring group.

An annual report shall be submitted for distribution as follows: Redbook Chairman by date designated, Le Chapeau National, Le Demi Chapeau National and L'Archiviste Nationale.

A listing of the recipients of Children and Youth Awards shall be sent to the Awards Chairman and La Secretaire Nationale.

The Chairman is expected to attend La Marche Nationale. She is to plan and conduct a Pre-Marche meeting for the purpose of review of the year's activities and to receive recommendations for submission to Le Pouvoir National and La Marche Nationale. An appointment of La Secretaire, L'Aumonier and La Concierge should be made to act at the Pre-Marche meeting. A copy of any supplemental report shall be given to La Marche Recorder, National Le Chapeau and Le Secretarie Nationale.

All papers pertinent to the office shall be sent to the newly appointed National Children and Youth Chairman within fifteen days following the close of La Marche Nationale.

VICE CHAIRMAN

The Vice Chairman, under the direction of the National Children and Youth Chairman, shall assist in promoting the Eight and Forty Children and Youth program. She shall receive an assignment from the National Chairman.

DIVISIONAL CHILDREN and YOUTH CHAIRMAN

The duties of Divisional Children and Youth Chairman are:

1. The Divisional Chairman under the direction of the National Children & Youth Chairman shall assist in implementing the Eight and Forty Children and Youth program within her Division.
2. This Chairman shall write at least four (4) other bulletins to Departementaux Children & Youth Chairmen in her Division. She shall send out bulletins or newsletters monthly or at least quarterly. These should be sent to all National Officers, National Chairmen, Les Chapeaux National Passes and to appropriate Departemental Chairmen. (Standing Rule 30) Bulletins are at her expense.
3. ALL papers pertinent to the office shall be sent to the newly appointed Divisional Children & Youth Chairman within fifteen days of the close of La Marche Nationale.

CONSTITUTION AND BYLAWS

This committee shall consist of a Chairman and two committee members, with one being a National Chapeau Passé who shall abide by Article XVI of the National Bylaws.

This committee shall be responsible for considering and proposing, from time to time, such revisions of the Constitution, Bylaws and Standing Rules as may be deemed necessary in the interest of the organization. All proposed changes shall be submitted to La Boutique National Headquarters by May 1st of each year.

The Chairman shall maintain a file of ALL Departementaux Constitution and Bylaws, the original of which shall have been approved by L'Avocate Nationale. She shall review and approve ALL changes to Departementaux Constitution & Bylaws, seeking approval prior to January 1st as provided in the National Bylaws. Upon approval, one copy shall be returned to the Departemental, one copy shall be sent to L'Avocate Nationale, and one copy shall be sent to National Headquarters, and one shall remain on file with the National Constitution & Bylaws Chairman.

She shall send out bulletins or newsletters monthly or at least quarterly. These should be sent to all National Officers, National Chairmen, Les Chapeaux National Passes and to appropriate Departemental Chairmen. (Standing Rule 30) Bulletins are at her expense.

An annual report shall be submitted to the Redbook Chairman by the date designated with copies to Le Chapeau National, Le Demi Chapeau Nationale, La Secretaire Nationale and L'Archiviste Nationale.

The chairman is expected to attend La Marche Nationale. She is to plan and conduct a Pre-Marche meeting for the purpose of review and approval of any recommended changes to the National Constitution, Bylaws

and Standing Rules for submission to Le Pouvoir National and La Marche Nationale. An appointment of La Secretaire, L'Aumonier, La Concierge and L'Avocate should be made to act at the Pre-Marche meeting. A copy of any supplemental report shall be given to La Marche Recorder, National Le Chapeau and Le Secretaire Nationale. She shall send all approved changes to the Hat Box Chairman immediately following La Marche Nationale for printing in the fall issue.

All pertinent papers to the office shall be sent to the newly appointed National Constitution and Bylaws Chairman within fifteen days following the close of La Marche Nationale.

FINANCE

This committee shall consist of a Chairman and two committee members with one being a National Chapeau Passé who shall abide by Article X, Section 3 of the National Bylaws. Each of the three members shall serve for a three (3) year term and may not succeed themselves. Le Chapeau National shall appoint one member of this committee each year and shall designate the chairman. (Note: It would be advantageous for the chairman to have served at least one (1) year on the committee.) Le Chapeau National shall fill vacancies occurring in the committee immediately, subject to ratification of Le Pouvoir National.

This committee shall authorize all expenditures in advance, prepare a yearly budget, and shall supervise the expenditures under the budget. This committee shall be authorized to travel for the purpose of planning the year's budget, such meeting to be in the city of Salon National Headquarters on a date to be set by the National Finance Chairman and La Secretaire-Caissiere Nationale. La Secretaire-Caissiere Nationale shall be invited to participate in this meeting.

The Finance Committee shall have jurisdiction over The Hat Box and The Red Book publication, supervise their activities, and set up policies with the approval of Le Chapeau National.

The National Finance committee shall receive applications from qualified Eight and Forty partners in good standing, when a change is made in the office of La Secretaire-Caissiere Nationale. The name of those deemed to be qualified by the Finance Committee shall then be given to Le Chapeau National, who in turn, will appoint La Secretaire-Caissiere Nationale with the approval of Le Pouvoir National.

An annual report shall be submitted to the Redbook Chairman by the date designated with copies to Le Chapeau National, Le Demi Chapeau National, Le Secretaire Nationale and L'Archiviste Nationale.

The National Chairman is expected to attend La Marche Nationale, with expenses paid, and shall submit a proposed budget to the Pre-Marche Pouvoir for consideration and for final action at La Marche Nationale.

All pertinent papers shall be sent to the newly appointed National Finance Chairman within fifteen days following the close of La Marche Nationale.

FUN AND FELLOWSHIP

The Fun and Fellowship committee shall arrange for social activities and provide wholehearted relaxation for the partners. She shall send out bulletins or newsletters monthly or at least quarterly. These should be sent to all National Officers, National Chairmen, Les Chapeaux National Passes and to appropriate Departemental Chairmen. (Standing Rule 30) Bulletins are at her expense.

All pertinent papers shall be sent to the newly appointed National Chairman within fifteen days following the close of La Marche National.

HANDBOOK

There shall be a National Handbook Committee of three (3) partners, with one being a National Chapeau Passé, subject to the ratification of Le Pouvoir National. The term of the office shall be from the close of one Marche Nationale through the next Marche Nationale. Each of the three (3) members of this committee shall serve a three-year (3) term. Le Chapeau Nationale shall appoint one (1) member of the committee each year and shall designate the chairman to serve during her term of office.

Suggested changes for consideration are to be mailed to the Chairman prior to June-1st of each year. Le Pouvoir National assembled at Le Pouvoir prior to La Marche Nationale shall make any corrections or deletions, or additions to the Eight and Forty Handbook. It shall be the duty of L'Avocate Nationale to review these changes before presentation by the Handbook Committee at Le Pouvoir National.

The Chairman is expected to attend Le Marche Nationale. She is to plan and conduct a Pre-Marche meeting for the purpose of reviewing the suggested changes and to present said approved changes to Pre-Marche Pouvoir National. The chairman is to have one (1) article in the Hat Box.

She shall send out bulletins or newsletters monthly or at least quarterly. These should be sent to all National Officers, National Chairmen, Les Chapeaux National Passes and to appropriate Departemental Chairmen. (Standing Rule 30) Bulletins are at her expense.

An annual report shall be submitted to the Editor of The Annual Book of Reports by the date designated. A copy of any supplemental report shall be given to La Marche Nationale Recorder, National Le Chapeau and Le Secretaire Nationale.

All pertinent papers shall be sent to the newly appointed National Handbook Chairman within fifteen days following the close of La Marche National.

LEADERSHIP

There shall be a Leadership committee composed of three (3) Partners, subject to the ratification of Le Pouvoir National. Each of the three (3) members of the Leadership Committee shall serve a three (3) year term, Le Chapeau National shall appoint one member each year and shall designate the Chairman of the

committee to serve during the term of said Chapeau. This Committee shall conduct a Leadership Forum at Le Pouvoir National at La Marche Nationale, which shall be open to all Partners. The Forum will provide information in regard to all phases and programs of our Eight and Forty and should be especially informative to Le Petit Salons and Departementaux.

She shall send out bulletins or newsletters monthly or at least quarterly. These should be sent to all National Officers, National Chairmen, Les Chapeaux National Passes and to appropriate Departemental Chairmen. (Standing Rule 30) Bulletins are at her expense.

The Chairman is expected to attend La Marche Nationale. She is to plan and conduct a Pre-Marche meeting for the purpose of review of the year's activities; to receive recommendations for submission to Le Pouvoir National and La Marche Nationale; and recommend goals for the following year. An appointment of La Secretaire, L'Aumonier and La Concierge should be made to act at the Pre-Marche meeting. A copy of any supplemental report shall be given to La Marche Recorder, Le Chapeau National and the Le Secretaire Nationale.

All pertinent papers shall be sent to the newly appointed National Leadership Chairman within fifteen days following the close of La Marche National.

NURSES' SCHOLARSHIP

This committee shall consist of a Chairman, a Vice Chairman and four (4) Divisional Chairmen who shall have the responsibility for the direction and promotion of the Eight and Forty Nurses' Scholarship Program. The Eight and Forty Nurses' Scholarship Fund was established to assist Registered Nurses to secure advanced preparation for position in supervision, administration, or teaching. The students are to have prospects of being employed in positions, which will be full-time and have a direct relationship to lung and respiratory control. For example, a scholarship may be used to prepare an instructor of nursing students who will include lung and respiratory disease nursing in the instruction, a nursing administrator who will be employed in hospitals or other institutions which include lung and respiratory disease patients, or a public health nursing supervisor or staff nurse employed by an agency etc., which includes the nursing care of lung and respiratory disease patients, namely Children. In 2014 Respiratory Therapists were added as eligible to apply for the award.

As soon as possible after receiving a list of the Departementaux Nurses' Scholarship Chairmen from La Secretaire Nationale, the National Chairman shall send a letter of congratulations to the Vice Chairman, the Divisional Chairmen and to the Departementaux Nurses' Scholarship Chairmen. The National Chairman shall also contact the Divisional Chairmen to ascertain if they have the names and addresses of each of the Departemental Nurses' Scholarship Chairmen in each Division.

She shall compile a short article for each of the three (3) issues of The Hat Box to be submitted by the reported deadlines.

She shall send out bulletins or newsletters monthly or at least quarterly. These should be sent to all National Officers, National Chairmen, Les Chapeaux National Passes and to appropriate Departemental Chairmen. (Standing Rule 30) Bulletins are at her expense.

Application forms for Nurses' Scholarship may be obtained from the **Salon National, PO Box 1108, Lake Dallas, Texas 75065-1108**. The interested nurse shall send for the application forms. The application should be returned to Salon National by the deadline date of May 15th, each year.

An annual report, compiling a listing of the scholarship contributions by division should be submitted for distribution as follows: Redbook Chairman by the date designated, Le Chapeau National, Le Demi Chapeau Nationale, La Secretaire Nationale and L'Archiviste Nationale. All monies received in Salon National after June 30th is credited to the next administration.

The Chairman is expected to attend La Marche Nationale. She is to plan and conduct a Pre-Marche meeting for the purpose of review of the year's activities and to receive recommendations for submission to Le Pouvoir National and La Marche Nationale. An appointment of La Secretaire, L'Aumonier and La Concierge should be made to act at the Pre-Marche meeting. A copy of any supplemental report shall be given to La Marche Recorder, National Le Chapeau and Le Secretaire Nationale.

She shall stress the use of Memorial Cards purchased from the Emblem Sales through La Secretaire Departementale.

ALL pertinent papers shall be sent to the newly appointed National Nurses' Scholarship Chairman within fifteen days of the close of La Marche Nationale.

VICE CHAIRMAN

The Vice Chairman, under the direction of the National Nurses' Scholarship Chairman, shall assist in promoting the Eight and Forty Nurses' Scholarship Program. She shall receive an assignment from the National Chairman.

DIVISIONAL NURSES' SCHOLARSHIP CHAIRMEN

The duties of Divisional Nurses Scholarship Chairmen are:

1. The Chairman under the direction of the National Nurses Scholarship Chairman shall assist in implementing the Eight and Forty Nurses' Scholarship Program within the Division.
2. She shall send out bulletins or newsletters monthly or at least quarterly. These should be sent to all National Officers, National Chairmen, Les Chapeaux National Passes and to appropriate Departemental Chairmen. (Standing Rule 30) Bulletins are at her expense.
3. All pertinent papers shall be sent to the newly appointed National Nurses' Scholarship Chairmen of each Division within fifteen days following the close of La Marche Nationale

NURSES' SCHOLARSHIP APPLICATION REVIEW COMMITTEE

A three-person committee shall be appointed by Le Chapeau National to review the scholarship applications received each year. This committee will consist of members who have worked in either a specific medical field or a hospital as a nurse.

The Scholarship Committee determines the recipients of the Award. A listing of the recipients shall be sent to the Scholarship Committee and National Awards Chairman by La Secretaire-Nationale.

This Committee will follow the directions in the Nurses' Scholarship Application as to the rules for each scholarship.

PARTNERSHIP

This committee shall consist of a Chairman, Vice Chairman, and four (4) Divisional Chairmen who shall have the responsibility for the direction and promotion of the Eight and Forty Partnership Program.

As soon as possible after receiving a list of the Departementaux Partnership Chairmen from La Secretaire Nationale, the National Chairman shall send a letter of congratulations to the Vice Chairman, the Divisional Chairmen and to the Departementaux Partnership Chairmen. The National Chairman shall also contact the Divisional Chairmen to ascertain if they have the names and addresses of the Departementaux Partnership Chairmen in each Division. She shall compile a (short) article for each of the three (3) issues of the Hat Box to be submitted by the deadlines.

She shall send out bulletins or newsletters monthly or at least quarterly. These should be sent to all National Officers, National Chairmen, Les Chapeaux National Passes and to appropriate Departemental Chairmen. (Standing Rule 30) Bulletins are at their expense.

An annual report shall be submitted to the Redbook Chairman by the date designated with copies to Le Chapeau National, Le Demi Chapeau Nationale, La Secretaire Nationale and L'Archiviste Nationale.

She shall determine the recipients of Partnership awards and forward the information to the National Awards Chairman and La Secretaire Nationale.

The Chairman is expected to attend La Marche Nationale. She is to plan and conduct a Pre-Marche meeting for the purpose of review of the year's activities; to receive recommendations for submission to Le Pouvoir National and La Marche Nationale; and recommend Partnership goals for the following year. An appointment of La Secretaire, L'Aumonier and La Concierge should be made to act at the Pre-Marche meeting. A copy of any supplemental report shall be given to La Marche Recorder, Le Chapeau National and the Le Secretaire Nationale.

All pertinent papers shall be sent to the newly appointed National Partnership Chairman within fifteen days following the close of La Marche Nationale.

VICE CHAIRMAN

The Vice Chairman, under the direction of the National Partnership Chairman, shall assist in promoting the Eight and Forty-Partnership Program. She shall receive an assignment from the National Chairman.

DIVISIONAL PARTNERSHIP CHAIRMAN

The duties of Divisional Partnership Chairmen are:

1. The Chairman, under the direction of the National Partnership Chairman, shall assist in implementing the Eight and Forty-Partnership Program within the Division.
2. The Chairman shall provide monthly Partnership standings to Departementaux Partnership Chairmen in the Division, sending a copy to Les Chapeaux Departementaux and the National Partnership Chairman.
3. All pertinent papers shall be sent to the newly appointed Divisional Partnership Chairmen within fifteen days of the close of La Marche Nationale.

PUBLIC RELATIONS/THE HAT BOX/REDBOOK

This is a three (3) member committee with the responsibility of governing the rules for Public Relations Books and preparing Le Chapeau National's Public Relations Book from publicity received from Petit Salons through Departementaux Public Relations Chairmen, National Officers, Chairmen, and other sources. Le Chapeau's Public Relations book shall be presented to Le Chapeau Nationale at La Marche Nationale.

The Public Relations Chairman, The Hat Box Chairman and Redbook Chairman shall have a bulletin for the Packet with dates for submission for the coming year for everyone to share.

She shall send out bulletins or newsletters monthly or at least quarterly. These should be sent to all National Officers, National Chairmen, Les Chapeaux National Passes and to appropriate Departemental Chairmen. (Standing Rule 30) Bulletins are at her expense.

An annual report shall be submitted to the Redbook Chairman by the date designated with copies to Le Chapeau National, La Secretaire Nationale and L'Archiviste Nationale. Le Chapeau's Public Relations Book shall be presented to Le Chapeau National at La Marche Nationale.

The Chairman is expected to attend La Marche Nationale. She is to plan and conduct a Pre-Marche meeting for the purpose of review of the year's activities; to receive recommendations for submission to Le Pouvoir National and La Marche Nationale; and recommend goals for the following year. An appointment of La Secretaire, L'Aumonier and La Concierge should be made to act at the Pre-Marche meeting. A copy of any supplemental report shall be given to La Marche Recorder, Le Chapeau National and the Le Secretaire Nationale.

RESOLUTIONS

This is a three (3) member committee with the responsibility of receiving resolutions and referring them to the proper Pre-Marche Committee; to formulate such Marche resolutions; and to report all resolutions to La Marche.

1. All resolutions and recommendations shall be in writing and be signed by two (2) qualified Delegates or by action of a Departemental, not less than (30) days prior to National Marche or by a Pre-Marche Committee. The Resolutions Committee shall receive all resolutions, if in proper form, consider and refer them to the proper committee.
2. Any resolution or recommendation involving the expenditure or appropriation of money shall be referred to the National Finance Committee before being considered. The National Finance Committee shall act upon the resolution or recommendation and mark its action on the resolution. The Finance Committee will attest by Signature. It shall then be returned to the committee of origin for consideration.
3. All resolutions shall be presented to the Resolutions Committee, with the exception of Courtesy Resolutions. The Resolution Committee shall number these resolutions in logical sequence, will see that they are in proper form, and eliminate duplication by combining if necessary. They may alter a resolution by two-thirds vote and report it to the convention in the altered form as though the committee had originated it.
4. Only the resolving clause of resolution and recommendation will be read on the La Marche floor, unless requested to be set aside for further discussion.
5. The Resolution Chairman shall report as directed by Le Chapeau National. Courtesy Resolution shall be presented as directed by Le Chapeau National.
6. Resolutions may be presented from the floor when there is no pending business before La Marche, after which they shall be referred to the proper committee without discussion.
7. The Resolution Committee shall, if requested, give the delegate of the Departemental presenting a resolution an opportunity to explain it. The Resolution Committee shall report to the La Marche all resolutions properly presented to it and adopted by a majority vote of the Pre-Marche Committee to which they were referred.
8. Any committee may amend resolutions or recommendations before favorably reporting same. All resolutions shall be returned to the Resolutions Committee with the action taken marked upon each, including those rejected by a committee.
9. Any resolution adopted by a Pre-Marche Committee shall be brought to La Marche body for vote.
10. Any resolution rejected by Pre-Marche Committee or by the resolutions Committee may be brought before the La Marche by two-thirds vote of the La Marche Body.

RITUAL AND EMBLEM

The committee shall consist of a Chairman and two (2) Committee Members who shall have the responsibility of encouraging the proper use of our Ritual and Emblem. They shall bring to the attention of all Partners Standing Rules 1, 2, and 3 of the National Constitution and Bylaws.

This committee, under the direct supervision of the Chairman, shall be responsible for considering and proposing any changes in our Ritual in the interest of the organization.

She shall send out bulletins or newsletters monthly or at least quarterly. These should be sent to all National Officers, National Chairmen, Les Chapeaux National Passes and to appropriate Departemental Chairmen. (Standing Rule 30) Bulletins are at her expense.

An annual report shall be submitted to the Redbook Chairman by date designated with copies to Le Chapeau National, Le Demi Chapeau Nationale, La Secretaire Nationale and L'Archiviste Nationale.

The Chairman is expected to attend La Marche Nationale. She is to plan and conduct a Pre-Marche meeting for the purpose of review of the year's activities and to receive recommendations for submission to Le Pouvoir National and La Marche Nationale. Appoint a La Secretaire, L'Avocate, L'Aumonier and La Concierge to act at the Pre-Marche meeting. A copy of any supplemental report shall be given to La Marche Recorder, National Le Chapeau, and La Secretaire Nationale.

All pertinent papers shall be sent to the newly appointed National Ritual and Emblem Chairman within fifteen days of the close of La Marche Nationale.

NATIONAL OFFICERS CANDIDACY, NOMINATION and ELECTION

Candidates seeking National Office shall be active 8 and 40 Partners, possess leadership qualities and use diplomacy in promoting their candidacy. Above all, candidates seeking election to National Offices should give consideration to organization, its purposes, and obligations.

Candidates seeking National Office should have the endorsement of their Petit and Departemental Salons and must not make any announcements relative to their candidacy until after the candidate for Le Chapeau National has made her announcement.

In the event a candidate for National Office has not been endorsed by her Departemental, she must have the unanimous endorsement of her delegation attending La Marche Nationale.

A candidate for National Office shall have her name placed in nomination by a delegate from her Departemental. (See Article VIII, Section 5 of the National Bylaws.) A suggested outline for installation is contained in the Ritual.

Le Chapeau-elect may select a theme for the year and this theme may be carried out in her Installation Ceremonies.

DEPARTEMENTAUX

DEPARTEMENTAUX

Departementaux Constitution and Bylaws

The Constitution and Bylaws of each Departemental shall in all points conform to the Constitution and Bylaws of the National Organization as provided in Article III, Section 3 of the National Bylaws.

The Constitution should be brief with only the “who, why, where and how” stated. The Bylaws are the working laws, and so, are more detailed than the Constitution.

Standing Rules

Standing Rules include those items, which may be adopted and amended or suspended or repealed without previous notice. They remain in force from the time of adoption until they are changed or repealed. Standing Rules are adopted or suspended by a majority vote, and may be amended or repealed by a two-thirds vote without notice or by majority vote if previous notice is given. Standing Rules are usually printed following the Bylaws.

OUTLINE FOR Departemental Constitution and Bylaws (Please refer to latest National C&B version for current information)

CONSTITUTION

ARTICLE	I.	NAME -	The name of this organization shall be
ARTICLE	II.	OBJECT -	A brief statement of the general purposes of the organization.
ARTICLE	III.	PARTNERSHIP	(eligibility)
ARTICLE	IV.	DEPARTEMENTAL OFFICERS	(elective and appointed)
		Section 1.	Elective Officers
		Section 2.	Appointed Officers
		Section 3.	National Pouvoir Member
ARTICLE	V.	LE POUVOIR DEPARTEMENTAL	
ARTICLE	VI.	LA MARCHE DEPARTEMENTALE	
ARTICLE	VII.	AMENDMENTS	

BYLAWS

ARTICLE	I.	ORGANIZATION	
ARTICLE	II.	PARTNERSHIP	
ARTICLE	III.	NOMINATION AND ELECTION OF OFFICERS	(to include installation)
ARTICLE	IV.	DUTIES OF OFFICERS	
ARTICLE	V.	MEETINGS	
ARTICLE	VI.	LE POUVOIR DEPARTEMENTAL	(Sections naming the personnel of Le Pouvoir, eligibility to serve, term, the powers delegated thereto and meetings and quorum of Le Pouvoir.)

ARTICLE	VII. COMMITTEES (Section stating how all committees are created and appointed; sections naming the standing committees.)
ARTICLE	VIII. LES PETIT SALONS
ARTICLE	IX. CHARTERS
ARTICLE	X. FINANCES
ARTICLE	XI. DISCIPLINE
ARTICLE	XII. FISCAL YEAR
ARTICLE	XIII. PARLIAMENTARY AUTHORITY
ARTICLE	XIV. AMENDMENTS
ARTICLE	XV. AUTHORITY

ARTICLE _____
AUTHORITY

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

Adopted this _____ day of _____ at La Marche Departementale in

_____ Departmental _____

Revised _____ (date)

Amended _____ (date)

Approved by:

_____ (Date) _____

Le Chapeau Departemental

_____ (Date) _____

La Secretaire Departementale

_____ (Date) _____

Constitution & Bylaws Chairman Departemental

_____ (Date) _____

L' Avocate Departementale

_____ (Date) _____

National L'Avocate

_____ (Date) _____

National Constitution & By Laws Chairman

(Le National Chapeau does not sign the documents unless it is for a new Charter.) Standing Rules do not get signed by National Constitution and Bylaws Chairman or National L'Avocate as they are specific for each Departemental.

The Robert's Rules of Order, Newly Revised, current edition shall guide you.

DEPARTEMENTAL

Departmental Officers

As provided in Article III, Section 2 of the National Bylaws, each Departemental shall have the same officers, elective and appointive, as the National Organization, except the offices 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 Secretaire-Caissiere may be separated if it is deemed advisable and La Surintendante may be appointed to serve.

DUTIES OF DEPARTEMENTAL OFFICERS

Le Chapeau Departemental

It shall be the duty of Le Chapeau to preside at all meetings of La Marche Departementale, Le Pouvoir Departemental, and all other Departemental meetings. She shall appoint all Officers not provided for by election, members of all Standing Committees, and create such committees, as she deems advisable and appoint the members thereto subject to approval of Le Pouvoir Departemental. She shall be ex-officio member of all committees (as provided in Departemental Bylaws) and shall perform such duties as are usually incident to the office. She shall provide guidance to each Petit Chapeau in the performance of her duties.

She shall send out bulletins or newsletters monthly or at least quarterly when received from National. These should be sent to all Petit Salons Chapeaux, Petit Le Secretaire; Departemental and Petit Chairmen.

Les Demi Chapeaux

It shall be the duty of Les Demi Chapeaux to assist Le Chapeau on the formulation and development of the Eight and Forty program. In absence of Le Chapeau or in the event of her inability to perform such duties, Le Demi Chapeau Premier shall perform her duties. Le Demi Chapeau Deuxieme shall perform these duties in the absence or inability to serve of both Le Chapeau and Le Demi Chapeau Premier. Les Demi Chapeaux shall act as representatives of Le Chapeau on all matters referred by her and they shall perform such other duties as may be incident to the office or as assigned by Le Chapeau.

She shall send out bulletins or newsletters monthly or at least quarterly when received from National. These should be sent to all Petit Salons Chapeaux, Petit Le Secretaire; Departemental and Petit Chairmen.

La Secretaire Departementale

It shall be the duty of La Secretaire to record the proceedings of La Marche Departementale, Le Pouvoir Departemental and all other Departemental meetings; to keep all records of the Departemental organization. She shall conduct all correspondence pertinent to the office and handle all emblems and supplies. La Secretaire Departementale shall distribute all annual Partnership cards and report forms to

Le Petit Secrétaire. She shall perform such other duties as may be assigned to her by Le Chapeau. She shall provide guidance to each Petit Secrétaire in the performance of her duties.

La Secrétaire Départementale shall remit all National dues and assessments to Salon National within thirty (30) days after receipt from Les Petits Salons.

La Secrétaire shall be responsible for filing Form 990 with the Internal Revenue Service annually.

La Caissière Départementale

It shall be the duty of La Caissière to be custodian of the funds of the Departmental organization. To disburse same in accordance with provision of the year's budget, to sign all checks and pay all authorized bills upon approval of the Finance Committee. She shall keep an accurate record of all financial transaction and render a monthly statement to Le Chapeau and to the Finance Chairman. She shall keep an account of all receipts and disbursements and submit a financial report at each meeting of Salon Départemental and file an annual report. She shall perform such other duties as may be assigned to her by Le Chapeau. She shall provide guidance to each Petit Caissière in the performance of her duties.

L'Archiviste Départementale

It shall be the duty of L'Archiviste to compile and preserve the historical records of Le Salon Départemental and to file the annual report of same with National and Départemental. She shall compile a Histoire Book for entry in the National competition, providing postage for its return from the address furnished by National, expenses for postage to be provided by Départemental and incorporated in the annual budget. She shall perform such other duties as may be assigned to her by Le Chapeau. She shall establish rules for writing and judging of Petit Salon Histoire, furnishing this information to Les Petit Salons. She shall provide guidance to each Petit L'Archiviste in the performance of her duties.

She shall send out bulletins or newsletters monthly or at least quarterly when received from National. These should be sent to all Petit Salons Chapeaux, Petit Le Secrétaire; Départemental and Petit Chairmen.

L'Aumonier Départemental

It shall be the duty of L'Aumonier, as spiritual leader of the Salon Départemental, to offer prayer at each session of La Marche Départementale and all Départemental meetings; to take part in the Initiation Ceremony; to have charge of the Memorial Service; to compile a record of all deceased Partners and report same to L'Aumonier National. She shall perform such other duties as Le Chapeau may direct. She shall provide guidance to each Petit L'Aumonier in the performance of her duties.

She shall send out bulletins or newsletters monthly or at least quarterly when received from National. These should be sent to all Petit Salons Chapeaux, Petit Le Secrétaire; Départemental and Petit Chairmen.

La Concierge Départementale

It shall be the duty of La Concierge to attend all Salon Départemental meetings. She is responsible for order at all Départemental meetings and the advancement and retirement of the Colors. She shall perform

such other duties as Le Chapeau may direct. She shall provide guidance to each Petit Concierge in the performance of her duties.

She shall send out bulletins or newsletters monthly or at least quarterly when received from National. These should be sent to all Petit Salons Chapeaux, Petit Le Secretaire; Departemental and Petit Chairmen.

L'Avocate Departementale

It shall be the duty of L'Avocate to act as legal advisor to Le Chapeau Departemental and to render official opinions. Le Chapeau Departemental or L'Avocate Departementale shall send requests for official opinions by Partners to L'Avocate Nationale after first being cleared through them. She shall serve as Parliamentarian at Le Pouvoir Departemental, La Marche Departementale, and all Departemental meetings. She shall perform such other duties as Le Chapeau may direct. She shall render parliamentary assistance to each Petit Chapeau and L'Avocate.

La Surintendante Departementale

It shall be the duty of La Surintendante to have charge of the initiatory work of all Marche Departementaux and to perform such duties as may be assigned to her by Le Chapeau.

National Pouvoir Member

It shall be the duty of the National Pouvoir Member to serve as representative of Salon Departmental to Pouvoir National, and to make a report of her findings to Salon Departemental. She is a Delegate-at-large to La Marche Nationale with a vote of her own to be exercised with that of Salon Departemental. She shall make a report of La Marche Nationale to Salon Departemental. When a National Officer visits a Salon Departemental, the National Pouvoir Member shall serve as a special hostess with Le Chapeau Departemental.

DEPARTEMENTAL OFFICERS CANDIDACY, ELECTION AND INSTALLATION

Candidates seeking Departemental office shall possess leadership qualities and knowledge of the organization and its purposes. They shall have the endorsement of their Petit Salon and must promote their Salon Departemental. In the event a candidate for Departemental office has not been endorsed by her Petit Salon, she must have the unanimous endorsement of her delegation attending La Marche Departementale (or the nomination must be in full accord with the wishes of the delegates present and voting if the candidate has not had the endorsement of her own Petit Salon.)

A delegate shall present a candidate for Departemental office in nomination from her Petit Salon. All 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. The election shall be by Ballot where there is more than one candidate for an office.

In accordance with Article II, Section 2 (a) of the National Bylaws, elective officers of Les Salons Departemental may succeed themselves for a second term.

The term of office of Departemental Officers shall commence immediately upon the final adjournment of La Marche Departementale at which they are elected and shall terminate upon the adjournment of the next succeeding Le Marche Departementale. Le Chapeau Departemental shall automatically become the National Pouvoir Member at the expiration of her term of office but does not serve in this capacity until adjournment of La Marche Nationale. Installation of Departemental Officers shall be held prior to La Marche Nationale.

Names and addresses of Departemental Officers, both elective and appointive, shall be filed with La Secretaire Nationale immediately following election and prior to La Marche Nationale and shall also be sent to the corresponding National Officers within ten (10) days after publication of these names in the Hat Box. See Article III, Section 6 and 7 of the National Bylaws.

DEPARTEMENTAL COMMITTEES

Insofar as possible, Salons Departemental shall have the same Standing Committees as prescribed by the National Organization to be appointed by Le Chapeaux Departemental and such other committees as deemed advisable by Le Chapeaux Departemental as prescribed by Le Salon Departemental Bylaws; namely, Awards, Children and Youth, Constitution and Bylaws, Finance, Fun and Fellowship, Leadership, Nurses' Scholarship, Partnership, Public Relations, Ritual and Emblem. Each of these Committees may be composed of three (3) or more Partners. Le Pouvoir Departemental shall ratify all appointments. The names and address of those Committee Chairmen, requested by Salon National, shall be filed with La Secretaire Nationale immediately following ratification and shall also be sent to the corresponding National Committee Chairman.

Each Committee Chairman shall submit a report to La Marche Departementale and other meetings as prescribed by the Departemental Bylaws and shall submit such other reports as may be required by the National organization, with a copy thereof to be sent to Le Chapeau Departemental and L'Archiviste Departementale.

DUTIES OF COMMITTEES

Children and Youth

The Children and Youth Committee shall direct the activities of the Eight and Forty Service Program through each Petit Salon, the prevention and control of all respiratory diseases in children. Chairman shall send bulletins when received from National Chairman to Le Petit Salons.

Constitution and Bylaws

The official files of the Departemental Constitution and Bylaws are in the custody of the Chairman, such file to be turned over to succeeding Chairman. The Constitution and Bylaws Chairman will approve the

Constitution and Bylaws of Les Petit Salons, which shall be sent to her prior to March 1st, following La Marche Nationale, if changes are made. A copy shall be retained for the official files. 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 III, Section 3 of the National Bylaws.

Chairman shall sent bulletins when received from National Chairman to Le Petit Salons.

Finance

The term of office of the Finance Committee shall be from the close of one Le Marche Departementale through the next Le Marche Departementale. Each of the three members shall serve for three-year term. Le Chapeau Departemental shall appoint one member of this committee each year and shall designate the Chairman of the Committee to serve during the term of said Le Chapeau Departemental. At all times at least one of these members shall be Le Chapeau Departemental Passé. 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 ratification of Le Pouvoir Departemental.

The Finance Committee shall authorize all expenditures in advance. It shall prepare a budget yearly and shall supervise the expenditures under the budget in advance. The Finance Committee shall submit the proposed budget to the Pre-Marche Pouvoir for consideration and for final action at La Marche Departementale.

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.

Leadership

It shall be the duty of the Leadership Committee to promote and instruct the partners on the Histoire, Policies and Procedures of the Eight and Forty, insuring them with the knowledge to help them promote Eight and Forty. Chairman shall send when received from National Chairman to the Les Petit Salons.

Nurses' Scholarship

This Committee is to promote interest in the need for nurses with specialized training in the treatment of all lung and respiratory diseases in children, assist in recruiting nurses for this training and promote

financial assistance or contributions to the Nurses' Scholarship Fund. She shall stress the use of Memorial Cards. In 2014 Respiratory Therapists were added as eligible to apply for the award. Chairman shall send bulletins when received from National Chairman to the Les Petit Salons.

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 Petit Salons in any way Le Chapeau Departemental may direct. Chairman shall send bulletins when received from National Chairman to the Les Petit Salons.

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. Chairman shall send when received from National Chairman to the Les Petit Salons.

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.

PETIT SALONS

PETIT SALONS

Petit Salons Constitution and Bylaws

The Constitution and Bylaws in each Petit Salon shall in all points conform to the Constitution and Bylaws of the National Organization as provided in Article IV, Section 8 of the National Bylaws and Les Petit Salons shall follow in procedures outlined in this Section with regards to their Constitution and Bylaws. Petit Salons may have the same Officers and Standing Committee Chairmen as provided by their Departemental Constitution and Bylaws.

In accordance with Article IV, Section 7 (c) of the National Bylaws, elective officers of Les Petit Salons may succeed themselves for a second term.

Petit Salon Officers may be installed prior to La Marche Departementale but shall not assume the duties of their respective offices until after La Marche Departementale. A suggested installation is contained in the Ritual.

A sample Petit Salon Constitution and Bylaws is incorporated for your information.

Outline For

Petit Salon Constitution and Bylaws and Standing Rules (Please refer to latest National C&B version for current information)

CONSTITUTION AND BYLAWS

GOODWILL SALON

DEPARTEMENTAL d'USA

LA BOUTIQUE DES HUIT CHAPEAUX ET QUARANTE FEMMES

CONSTITUTION

ARTICLE I. NAME

Section 1. The name of this organization shall be La Boutique Des Huit Chapeaux et Quarante Femmes, Goodwill Salon 000, Salon d' USA.

ARTICLE II. OBJECT

The objects of this organization shall be:

1. Fun and Fellowship - To provide wholesome relaxation for Partners.
2. Service – such service to be concerned with the prevention and control of all lung diseases in children.

ARTICLE III. PARTNERSHIP

Section 1. Partnership in Eight and Forty shall be limited to mothers, wives, daughters, daughters-in-law, sisters, grandmothers, great grandmothers, granddaughters, great-granddaughters, great-great grandmothers, nieces, to include step or adopted of active duty or honorably discharged United States Military Service members or female service members themselves, past, present, and future, who are at least 18 years of age.

ARTICLE IV. PETIT SALON OFFICERS

Section 1. Elective Officers: Le Chapeau, Le Demi Chapeau Premier, Le Demi Chapeau Deuxieme, L'Archiviste, L'Aumonier and La Concierge shall be elected.

Section 2. Appointive Officers: Le Petit Chapeau shall appoint La Secretaire-Caissiere, L'Avocate and La Surintendante. The office of La Secretaire-Caissiere may be separated.

Section 3. All officers shall assume the duties of their respective offices following La Marche Departementale.

Section 4. Departemental Pouvoir Member. The retiring Petit Chapeau shall automatically become Le Departemental Pouvoir Member at the expiration of her term of office, but not serve in this capacity until adjournment of La Marche Departementale.

There shall be no elected Departemental Pouvoir Member.

ARTICLE V. POUVOIR

Section 1. Between meetings, the administrative power shall be vested in Le Pouvoir of Le Petit Salon, which shall consist of all officers, elected and appointed, Le Pouvoir Member of the Salon, Petit Chapeaux Passes, and Chairmen of Standing Committees.

ARTICLE VI. AMENDMENT

Section 1. This Constitution may be amended by two-thirds vote of the Partners present at a regular Salon meeting, provided the proposed amendment shall have been read at the previous meeting and the Partnership notified in writing of the amendment thirty (30) days prior to voting on the amendment.

Section 2. An Amendment not having been previously read or submitted may be adopted by the unanimous vote of the Partners present.

Section 3. The Constitution shall be automatically amended to conform to the National and Departemental Constitution.

Section 4. Amendments to this Constitution shall become effective upon adjournment of the meeting at which they are adopted.

BYLAWS

ARTICLE I. PARTNERSHIP

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

Section 2. All Partners in La Boutique shall be known as Chapeaux Americans and all eligible non-Partners shall be known as Chapeaux Estrangers.

Section 3. Partnership in Eight and Forty shall be limited to mothers, wives, daughters, daughters-in-law, sisters, grandmothers, great grandmothers, granddaughters, great-granddaughters, great-great grandmothers, nieces, to include step or adopted of active duty or honorably discharged United States Military Service members or female service members themselves, past, present, and future, who are at least 18 years of age.

Section 4. No invitation shall be re-issued to an Estranger rejected by Le Petit Salon, or to an Estranger who has declined an invitation, within one year after such rejection or declination.

Section 5. No Partner shall be entitled to full Partnership privileges, nor shall she receive an Eight and Forty card until she has been obligated into La Boutique. There shall be a thirty (30) day limit for Estrangers to accept an invitation to join Le Petit Salon.

Section 6. No Partners shall be initiated at any Marche Departementale or meeting following Pouvoir Departemental unless request for initiation has been filed with La Secretaire Departementale, properly executed by Le Chapeau and La Secretaire of Le Petit Salon.

Section 7. A Partner in good standing in another Petit Salon wishing to transfer to Goodwill Salon 000 may be voted into Partnership by two-thirds majority of those Partners present and voting, such transferee to be submitted through the Partnership Committee.

ARTICLE II. NOMINATION AND ELECTION OF OFFICERS AND DELEGATES

Section 1. All 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. The election shall be by ballot where there is more than one candidate for an office.

Section 2. A nominating Committee, consisting of _____ Partners, shall be elected at the meeting of Le Petit Salon prior to the election of Officers and shall present a slate of officers at the next regular meeting, having first secured the consent of each nominee.

Section 3. Other nominations may be made from the floor, with the consent of the person so nominated.

Section 4. Where there are two or more candidates for any office, the election for that office shall be by ballot. A plurality vote shall elect. If there is but one candidate for an office, the vote may be by voice vote.

Section 5. Petit Salon officers may succeed themselves for a second term.

Section 6. Names and address of the newly elected and appointed Petit Salon Officers shall be sent, in duplicate, to La Secretaire Departementale by June 1st, of each year.

Section 7. Le Pouvoir shall fill a vacancy occurring in an office.

Section 8. Delegates and Alternates to La Marche Departementale shall be elected at the (month) meeting of Le Petit Salon and their names, together with registration fee for each delegate, shall be sent not later than two (2) weeks prior to La Marche Departementale to La Secretaire Departementale, check to be

payable to Salon Departemental _____. All Partners must register in order to attend La Marche Departementale. Partners attending La Marche as alternates and/or guest Partners, shall be required to pay a registration fee when registering.

Section 9. The outgoing Petit Chapeau shall be the first delegate, the incoming Chapeau shall be the second delegate, and La Secretaire may be the third delegate, if they are elected and attending. Le Petit Salon shall elect all other delegates and alternates to La Marche Departementale.

Section 10. Delegates-at-large from Le Petit Salon shall send their registration fee through Le Petit Salon two (2) weeks prior to La Marche Departementale in order to be eligible to register and vote at La Marche Departementale.

ARTICLE III. 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. She shall appoint all officers not provided for by election, members of all Standing Committees, and create such other committees, as she deems advisable and appoint members thereto. She shall be an ex-officio member of all standing committees, except the nominating committee, and shall perform such other duties as are usually incident to the office.

Section 2. Les Demi Chapeaux Premier/Deuxieme. It shall be the duty of Les Demi Chapeaux to assist Le Chapeau in the formulation and development of the Eight and Forty program. In the absence of Le Chapeau or in the event of her inability to perform her duties, Le Demi Chapeau Premier shall perform her duties. Le Demi Chapeau Deuxieme shall perform these duties in the absence or inability to serve of both Le Chapeau and Le Demi Chapeau Premier. Les Demi Chapeaux shall act as representatives of Le Chapeau on all matters referred to them by her and they shall perform such other duties as may be incident to the office or assigned by Le Chapeau.

Section 3. La Secretaire. It shall be the duty of La Secretaire to record the proceedings of Le Petit Salon meetings and Pouvoir, and to keep all books and records needed to successfully carry on the work of the office in a businesslike manner. She shall conduct all correspondence pertinent to the office and handle all the emblems and supplies. She shall care for the archives of Le Petit Salon. She shall issue annual Partnership cards to Partners upon receipt of dues and remit National and Departmental dues to La Secretaire Departementale within thirty (30) days. **She shall file forms 990 and 8822-B annually with the Internal Revenue Service.** She shall perform such other duties as may be assigned to her by Le Chapeau.

Section 4. La Caissiere. It shall be the duty of La Caissiere to be custodian of the funds of Le Petit Salon; to disburse it in accordance with the provisions of the year's budget, to sign all checks and pay all authorized bills upon the approval of Le Petit Salon. She shall keep an accurate record of all financial transactions. She shall keep an account of all receipts and disbursements and submit a financial report at each meeting of Le Petit Salon. She shall perform such other duties as may be assigned to her by Le Chapeau.

Section 5. L'Archiviste. It shall be the duty of L'Archiviste to compile and preserve records of Le Petit Salon. It shall be her duty to furnish pictures and may require records of officers of Le Petit Salon and, shall perform such other duties as may be assigned to her by Le Chapeau.

Section 6. L'Aumonier. It shall be the duty of L'Aumonier, as spiritual leader of Le Petit Salon, to offer prayer at each meeting and on such other occasions as she may be called upon to do so, to take part in the

Initiation Ceremony, to have charge of the Memorial Service, to compile a record of all deceased Partners and report same to Departemental. She shall perform such other duties as Le Chapeau may direct.

Section 7. La Concierge. It shall be the duty of La Concierge to attend all Petit Salon meetings, to have charge and care of the Flags, to advance and retire the colors at meetings, to preserve order at meetings, and to perform such other duties as may be incident to the office or as may be assigned to her by Le Chapeau.

Section 8. L'Avocate. It shall be the duty of L'Avocate to act as legal advisor and Parliamentarian of Le Petit Salon. She shall render official opinions when requested and perform such other duties as Le Chapeau may direct.

Section 9. La Surintendante. It shall be the duty of La Surintendante to have charge of the Initiation Ceremonies of Le Petit Salon and she may arrange the social activities of the meetings of Le Petit Salon.

Section 10. Departemental Pouvoir Member. It shall be the duty of the Departmental Pouvoir Member to serve as representative of Le Petit Salon to Le Pouvoir Departemental, and to make a report of her findings to Le Petit Salon. She is a Delegate-at-large to La Marche Departementale with a vote of her own to be exercised with that of Le Petit Salon. When a National or Departemental Officer or Chairman visits Le Petit Salon, Le Departemental Pouvoir Member shall serve as a special hostess with Le Petit Chapeau.

ARTICLE IV. MEETINGS

Section 1. The regular meeting of Le Petit Salon shall be held (day of month). The meeting date and time may be changed by vote of the Partners attending the monthly meetings.

Section 2. There shall be at least four (4) business meetings per year.

Section 3. Elections of officers shall be held at least thirty (30) days prior to La Marche Departementale.

Section 4. Installation of officers shall be held (month and day) or some other designated date prior to La Marche Departementale.

Section 5. Special meetings of Le Petit Salon may be called by Le Petit Chapeau, or upon written request of (quorum number) Partners.

Section 6. The Constitution and Bylaws shall be read and discussed at (give month to be discussed).

Section 7. A quorum shall consist of (give number) Partners.

ARTICLE V. - COMMITTEES

Section 1. Standing Committees. Le Chapeau shall appoint the following Standing Committees; Children and Youth, Constitution and Bylaws, Finance, Fun and Fellowship, Leadership, Nurses Scholarship, Partnership, Public Relations, and Ritual and Emblem.

Section 2. Special Committees. There shall be such special committees as shall be deemed advisable by Le Chapeau.

Section 3. Names and addresses of Committee Chairmen shall be filed with La Secretaire Departementale by July 1st of each year.

Section 4. Children and Youth. The Children and Youth Committee shall direct the activities of Le Petit Salon Eight and Forty-service program, the prevention and control of all lung and respiratory diseases in children.

Section 5. Constitution and Bylaws. The Constitution and Bylaws Committee shall consist of a Chairman and two (2) additional Partners. The Chairman shall maintain the official Constitution and Bylaws file of Le Petit Salon. The Committee shall receive and review all proposed amendments to Le Petit Salon Constitution and Bylaws, shall make recommendations to Le Petit Salon for any necessary change to conform to the National and Departemental Constitution and Bylaws, and shall submit all changes and amendments to the Partners of Le Petit Salon for vote. The Chairman of this committee shall submit all amendments to the Departemental Constitution and Bylaws Chairman for approval. When approved, a copy shall be filed with La Secretaire Departementale, a copy with L'Avocate Departementale, and a copy with the Departemental Constitution and Bylaws Chairman.

Section 6. Finance. The Finance Committee shall consist of a Chairman and two (2) additional Partners. This Committee shall prepare a budget yearly to be presented at the September meeting of the Salon for approval. The Finance Committee shall promote fund-raising activities to meet the demands of the budget, and shall conduct an annual audit of the finance.

Section 7. Fun and Fellowship. The Fun and Fellowship Committee shall arrange the social activities following Petit Salon meetings.

Section 8. Leadership Committee. It shall be the duty of the Leadership Committee to promote and instruct the partners on the Histoire, Policies and Procedures of the Eight and Forty.

Section 9. Nurses Scholarship. This Committee is to promote interest in the need for nurses with specialized training in the treatment of all lung and respiratory diseases in children, assist in recruiting nurses for this training, and to promote financial assistance or contributions to the Nurses Scholarship Fund. She shall also stress the use of Memorial Cards. In 2014 Respiratory Therapists were added as eligible to apply for the award.

Section 10. Partnership. The Partnership Committee may consist of a Chairman and two (2) additional Partners whose duties may include receiving the names of all proposed Partners, checking their qualifications, and presenting them to Le Petit Salon for vote. It shall be the duty of the Partnership Committee to stimulate Partnership and encourage the early payment of dues.

Section 11. Public Relations. The Public Relations Committee shall publicize the meetings and activities of Le Petit Salon through the media of newspapers, radio and television.

Section 12. Ritual and Emblem. The Ritual and Emblem Committee shall encourage the use of the Ritual in meetings and Initiation Ceremonies of Le Petit Salon. This Committee shall stress the wearing of the Eight and Forty emblem by Partners.

ARTICLE VI. FINANCES

Section 1. The revenue of Le Petit Salon shall be derived from the annual Partnership dues, and such other fundraising projects as approved by Le Petit Salon.

Section 2. The annual Partnership dues of Le Petit Salon shall be (give amount) which shall include Departemental and National per capita dues.

Section 3. Annual dues shall be payable annually for the next ensuing calendar year. Any Partner failing to pay her annual dues by January 31st shall be classed 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 31st after suspension shall be dropped from the rolls

and may not be reinstated without payment of all past dues, and a two-thirds vote of those present and voting, or re-establishing her eligibility as a new Partner.

Section 4. There shall be an initiation fee of five dollars (\$5.00) for each Partner, one-half of which shall remain in Le Petit Salon and the other one-half to be remitted to Salon Departemental, except in the case of a former partner re-establishing eligibility by the payment of her delinquent dues.

Section 5. An annual audit of the finances of Le Petit Salon shall be conducted after the close of the books on (date) by the Finance Committee and prior to the September meeting. An audit report shall be made to Le Petit Salon at the September meeting.

ARTICLE VII. DISCIPLINE

Section 1. All questions affecting election, eligibility and conduct of the Partners in Le Petit Salon shall be referred to and be determined by Le Pouvoir Departemental, which shall be final authority thereon.

ARTICLE VIII. FISCAL YEAR

The fiscal year of Le Petit Salon shall be the same as Salon Departemental.

ARTICLE IX. PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order, Newly Revised”, current edition in all points not covered by these Bylaws shall govern Le Petit Salon.

ARTICLE X. AMENDMENTS

Section 1. These Bylaws may be amended by a two-thirds vote of the members present at a regular Salon meeting, provided the proposed amendment shall have been read at the previous meeting or the Partnership notified in writing of the amendment thirty (30) days prior to voting on the amendment.

Section 2. An Amendment not having been previously read or submitted may be adopted by the unanimous vote of the members present.

Section 3. These Bylaws shall be automatically amended to conform to the National and Departmental Bylaws.

Section 4. Amendment to these Bylaws shall become effective upon adjournment of the meeting at which they are adopted.

(Signature Constitution and Bylaws Chairman)

(Signature Committee Member)

(Signature Committee Member)

Revised _____ (date)

Amended _____ (date)

Approved _____ Date _____
(Signature) Departmental Le Chapeau

Approved _____ Date _____
(Signature) Departmental Constitution & Bylaws Chairman

Approved _____ Date _____
(Signature) Departemental L'Avocate

It is suggested that the Partners purchase a copy of "Robert's Rules of Order, Newly Revised", Current Edition from their local bookstore.

STANDING RULES

1. The incumbent Petit Chapeau may wear the blue wings while serving in office. The retiring Petit Chapeau may be presented with the gold Petit Chapeau Passé Pin (Blue Band) by Le Petit Salon.
2. The Eight and Forty (8 and 40) insignia shall be worn by Partners to all Eight and Forty meetings. (It is suggested that a fine be collected from any Partner failing to comply).
3. White dress and gloves are customarily worn for Installation, Initiation Ceremonies, Le Marche Departementale and to all other meetings when requested. (not compulsory).
4. Any Partner having served a full term in the office of Le Petit Chapeau or having been elected to fill the major portion of an unexpired term shall be recognized as a Chapeau Passé at the following Marche.
5. No Partner shall hold any office in Le Petit Salon who has not been a Partner of the Salon for at least one year.
6. Petit Salon Officers and Committee Chairmen shall file reports as requested by Departemental on or before the date specified, retaining a copy for Le Petit Salon files
7. All books and records shall be forwarded to succeeding officers and chairmen within fifteen (15) days following Le Petit Salon Installation of new officers.
8. Registration fee to La Marche Departementale may be paid by Le Petit Salon for elected delegates, Le Pouvoir Member, and Delegates-at-Large.
9. In the event of the death of any Petit Salon Partner, or a member of her immediate family a floral tribute or a memorial contribution may be made to a designated fund (such as National Jewish Health, The American Legion Child Welfare Foundation, The Eight and Forty Foundation Inc., Nurses Scholarship Fund, local groups, etc.).
10. The Salon may present a gift to Le Chapeau Departemental on her official visit to Le Petit Salon.

_____ Date _____
(Signature) Constitution and Bylaws Chairman

_____ Date _____
(Signature) Committee Member

_____ Date _____
(Signature) Committee Member

_____ Date _____
(Signature) Le Petit Chapeau

_____ Date _____
(Signature) L'Avocate

_____ Date _____
(Signature) Le Secretaire

Revised _____ (date)

Amended _____ (date)

Approved _____ (date)

DUTIES OF LE PETIT SALON OFFICERS

Le Petit Chapeau

It shall be the duty of Le Petit Chapeau to preside at all meetings of Le Petit Salon and Le Pouvoir. She shall appoint all officers not provided for by election, members of all Standing Committees, and create such other committees, as she deems advisable and appoint members thereto. She shall be an ex-officio member of all standing committees, except the nominating committee, and shall perform such other duties as are usually incident to the office.

Les Demi Chapeau

It shall be the duty of Les Demi Chapeaux to assist Le Chapeau in the formulation and development of the Eight and Forty. In the absence of Le Chapeau or in the event of her inability to perform her duties, Le Demi Chapeau Premier shall perform her duties. Le Demi Chapeau Deuxieme shall perform these duties in the absence or inability to serve of both Le Chapeau and Le Demi Chapeau Premier. Les Demi Chapeaux shall act as representatives of Le Chapeau on all matters referred to them by her and they shall perform such other duties as may be incident to the office or assigned by Le Chapeau.

La Secretaire

It shall be the duty of La Secretaire to record the proceedings of Le Petit Salon meetings and Pouvoir, and to keep all books and records needed to successfully carry on the work of the office in a businesslike manner. She shall conduct all correspondence pertinent to the office and handle all the emblems and supplies. She shall care for the archives of Le Petit Salon. She shall issue annual Partnership cards to Partners upon receipt of dues and remit National and Departmental dues to La Secretaire Departementale within thirty (30) days. **She shall file forms 990 and 8822-B annually with the Internal Revenue Service.** She shall perform such other duties as may be assigned to her by Le Chapeau.

La Caissiere

It shall be the duty of La Caissiere to be custodian of the funds of Le Petit Salon; to disburse it in accordance with the provisions of the year's budget, to sign all checks and pay all authorized bills upon the approval of Le Petit Salon. She shall keep an accurate record of all financial transactions. She shall keep an account of all receipts and disbursements and submit a financial report at each meeting of Le Petit Salon. She shall perform such other duties as may be assigned to her by Le Chapeau.

L'Archiviste

It shall be the duty of L'Archiviste to compile and preserve records of Le Petit Salon. It shall be her duty to furnish pictures and may require records of officers of Le Petit Salon and, shall perform such other duties as may be assigned to her by Le Chapeau.

L'Aumonier

It shall be the duty of L'Aumonier, as spiritual leader of Le Petit Salon, to offer prayer at each meeting and on such other occasions as she may be called upon to do so, to take part in the Initiation Ceremony, to have charge of the Memorial Service, to compile a record of all deceased Partners and report same to Departemental. She shall perform such other duties as Le Chapeau may direct.

La Concierge

It shall be the duty of La Concierge to attend all Petit Salon meetings, to have charge and care of the Flags, to advance and retire the colors at meetings, to preserve order at meetings, and to perform such other duties as may be incident to the office or as may be assigned to her by Le Chapeau.

L'Avocate

It shall be the duty of L'Avocate to act as legal advisor and Parliamentarian of Le Petit Salon. She shall render official opinions when requested and perform such other duties as Le Chapeau may direct.

La Surintendante

It shall be the duty of La Surintendante to have charge of the Initiation Ceremonies of Le Petit Salon and she may arrange the social activities of the meetings of Le Petit Salon.

Departemental Pouvoir Member

It shall be the duty of the Departmental Pouvoir Member to serve as representative of Le Petit Salon to Le Pouvoir Departemental, and to make a report of her findings to Le Petit Salon. She is a Delegate-at-large to La Marche Departementale with a vote of her own to be exercised with that of Le Petit Salon. When a National or Departemental Officer or Chairman visits Le Petit Salon, Le Departemental Pouvoir Member shall serve as a special hostess with Le Petit Chapeau.

DUTIES OF LE PETIT SALON CHAIRMAN

Children & Youth

The Children and Youth Committee shall direct the activities of Le Petit Salon Eight and Forty-service program, the prevention and control of all lung and respiratory diseases in children.

Constitution & Bylaws

The Constitution and Bylaws Committee shall consist of a Chairman and two (2) additional Partners. The Chairman shall maintain the official Constitution and Bylaws file of Le Petit Salon. The Committee shall receive and review all proposed amendments to Le Petit Salon Constitution and Bylaws, shall make

recommendations to Le Petit Salon for any necessary change to conform to the National and Departemental Constitution and Bylaws, and shall submit all changes and amendments to the Partners of Le Petit Salon for vote. The Chairman of this committee shall submit all amendments to the Departemental Constitution and Bylaws Chairman for approval. When approved, a copy shall be filed with La Secretaire Departementale, a copy with L'Avocate Departementale, and a copy with the Departemental Constitution and Bylaws Chairman.

Finance

The Finance Committee shall consist of a Chairman and two (2) additional Partners. This Committee shall prepare a budget yearly to be presented at the September meeting of the Salon for approval. The Finance Committee shall promote fund-raising activities to meet the demands of the budget and shall conduct an annual audit of the finance.

Fun & Fellowship

The Fun and Fellowship Committee shall arrange the social activities following Petit Salon meetings.

Leadership

It shall be the duty of the Leadership Committee to promote and instruct the partners on the Histoire, Policies and Procedures of the Eight and Forty.

Nurses Scholarship

This Committee is to promote interest in the need for nurses with specialized training in the treatment of lung and respiratory diseases in children, assist in recruiting nurses for this training, and to promote financial assistance or contributions to the Nurses Scholarship Fund. She shall also stress the use of Memorial Cards. In 2014 Respiratory Therapists were added as eligible to apply for the award.

Partnership

The Partnership Committee may consist of a Chairman and two (2) additional Partners whose duties may include receiving the names of all proposed Partners, checking their qualifications, and presenting them to Le Petit Salon for vote. It shall be the duty of the Partnership Committee to stimulate Partnership and encourage the early payment of dues.

Public Relations

The Public Relations Committee shall publicize the meetings and activities of Le Petit Salon through the media of newspapers, radio and television.

Ritual & Emblems

The Ritual and Emblem Committee shall encourage the use of the Ritual in meetings and Initiation Ceremonies of Le Petit Salon. This Committee shall stress the wearing of the Eight and Forty emblem by Partners.

**PROCESSING/
INSTRUCTIONS
(Petit Salon/
Departementaux)**

INSTRUCTIONS FOR LA SECRETAIRE DEPARTEMENTALE

PLEASE READ THE INSTRUCTIONS FOR LA PETIT SECRETAIRE. YOU ARE RESPONSIBLE FOR ADHERENCE TO THE REGULATIONS GIVEN. Now that you have noted what is required of them, they are suggested for the fulfillment of your varied duties as La Secretaire Departementale.

REMITTANCE OF NATIONAL DUES.

1. Upon receipt of partnership transmittal form from Petit Salon, check it for any corrections before forwarding to Salon National. **Be sure no Partners dues for current year are forwarded unless the prior year's dues were forwarded to Salon National.**
2. Send transmittal to Salon National with a check in the amount of dues being remitted, showing the total number.
3. Dues are to be remitted within thirty (30) days after receipt from Petit Salons. REMEMBER, a Partner is not considered current until dues are received in Salon National. Prior year dues **DO NOT COUNT** toward current year's goal.
4. **NATIONAL BOOKS CLOSE JULY 31ST. ALL PARTNERSHIP REQUIRED TO REACH GOAL MUST BE IN SALON NATIONAL ON OR BEFORE THAT DATE.**
5. **DUES FOR THE ENSUEING YEAR SHALL NOT BE MAILED TO LA SECRETAIRE NATIONALE UNTIL AFTER CLOSE OF LA MARCHE NATIONALE.**

PARTNERSHIP CARDS

Partnership cards based on the Partnership of the previous year are to be forwarded to each Petit Salon immediately after receipt from Salon National. They are to be signed by Petit Secretaire.

CHECKS

CHECKS ARE TO BE MADE PAYABLE TO **LA BOUTIQUE NATIONALE**. Payment of dues shall be included with the Summary Sheet and Remittance Sheet.

EIGHT AND FORTY DATA FORMS FOR ALL CHANGES

Changes of Address, Deceased, and Transfer.

Upon receipt from Petit Salon, a copy will be sent to Salon National. Both Departemental and Le Petit Salon should retain a copy.

CONTRIBUTIONS

ALL CONTRIBUTIONS MAY BE INCLUDED IN A SINGLE CHECK ACCOMPANIED BY THE REMITTANCE SHEET FURNISHED BY SALON NATIONAL. If a contribution is being

given as a Memorial, give name and address of next of kin and donor if card of acknowledgment is to be sent. (This is for American Legion Child Welfare Foundation and the Eight and Forty Foundation only.)

SUPPLIES

Application blanks are to be ordered from Salon National. Each Departemental is furnished a price list annually or with a new price list as soon as the prices change.

EMBLEM SALES

All orders from Petit Salons must come through Departemental. La Secretaire/Caissiere Departemental should anticipate requirements and place an order in advance (accompanied by check or money order) so the items will be on hand when requests come from Petits Salons. **SHIPMENTS MAY BE MADE TO PETIT SALONS FROM NATIONAL WITH DEPARTEMENTAL PERMISSION.**

Make check payable to **LA BOUTIQUE NATIONALE** using order form provided. NO orders will be shipped C.O.D.

FORM 990

You are responsible for filing the form 990 (Group Exemption Gen. 1090 for Departemental. Refer to Petit Salon instructions and apply the same to Departemental.

FORM 8822-B

You are responsible for filing the form 8822-B annually within 60 days of change of Officers. This form informs the IRS of current contact information for responsible parties.

INSTRUCTIONS FOR LA PETIT SECRETAIRE

Of all the offices, none is more important and bears greater responsibility than that of La Petit Secretaire. In addition to the correspondence, there is the maintenance of Partnership records, and if combined with La Caissiere, recording of all contributions received, forwarding them to Salon Departemental with instructions for proper credit toward the various programs.

As a guide for the completion of certain standard forms, please observe the following:

APPLICATIONS FOR NEW PARTNERS

All applications **MUST** be properly filled in, contain all the information requested and be signed.

PARTNERSHIP CARDS

Partnership cards for the current year are forwarded to you by Le Secretaire Departementale for issuance at the time of the receipt of dues.

DO NOT ISSUE CURRENT CARD UNTIL YOU HAVE MADE SURE THE DUES HAVE BEEN PAID FOR PRIOR YEAR.

Remit dues to La Secretaire Departementale within thirty (30) days after receipt.

TRANSFERS

Any Partner in good standing may be voted into the Salon of her choice. Any Partner wishing to transfer Partnership, after acceptance by vote, from one Salon to another shall:

1. Sign the Transfer Data form.
2. Give all the transfer requests to the new Petit Salon Secretaire.

The new Petit Salon Secretaire (after seeing the paid up cards), sign the Data form for transfer sends two copies to La Secretaire Departementale.

NOTE: After January 31st, if dues for the current administrative year are not paid, Partner desiring transfer must pay dues into old Salon before transfer is in order.

CONTRIBUTIONS

All monies for National Jewish Health, American Legion Child Welfare Foundation, and the Eight and Forty Foundation, Nurses Scholarship Fund and any Departemental project are to be forwarded to La Secretaire Departementale with checks made payable to SALON DEPARTEMENTAL. Indicate the purpose for which the contribution is to be used.

When given as a Memorial, give next of kin with address if a card of acknowledgment is requested.

CONTRIBUTIONS TO NJH

Each Petit Salon Secretaire-Caissiere forwards all contributions to La Secretaire-Caissiere Departementale.

La Secretaire-Caissiere Departementale forwards to La Secretaire-Caissiere Nationale for proper credit on the National accounts.

La Secretaire-Caissiere Nationale transmits lump sum contributions to NJH corresponding to the categories as indicated below.

Acknowledgments from NJH are mailed to the Secretaire Departemental who conveys thanks to those responsible for the individual contributions. All moneys must be earmarked and identified using the three main categories listed below before sending into National.

DO NOT SEND CASH OR CHECKS DIRECTLY TO NJH. This will only delay them.

1. **ALL PARTNER PROJECT (NATIONAL CHAPEAU PROJECT)**
2. **RECREATION FUND (MORERIDGE SCHOOL)**
3. **PEDIATRIC FUND (HOSPITAL)**

A citation can be earned in these categories for the fiscal year April 1 to March 31st. Citations are given in colors for the corresponding amounts:

Silver Citation	\$100.00 - \$249.99
Red Citation	\$250.00 - \$499.99
Blue Citation	\$500.00 - \$999.99
Gold Citation	\$1,000.00 or more

The Citation is awarded during Chapeau Weekend to a representative or the contributing Salon. To insure receipt of citation, money must be received in National Headquarters six weeks prior to Chapeau Days each year.

SUPPLIES

Application blanks and transfer certificates are to be obtained from La Secretaire Departementale.

EMBLEM SALES

Orders for material from Emblem Sales must be forwarded to La Secretaire Departementale with checks payable to Salon Departemental. The prices may vary according to the Departemental and current price; lists are available through your La Secretaire Departementale.

FORM 990

To retain the status of a Not-For-Profit organization, it is necessary to file a Form 990 with the Internal Revenue Service on or before the 15th day of the 5th month following the close of the annual accounting period.

For banking purposes, you will file an Identification Number for the Internal Revenue Service, applying to the Internal Revenue Service for the form to be completed in securing the Identification Number and returning the completed form to the Internal Revenue Service to obtain the number.

In filing Form 990, you would give the Name, Address, Identification Number and check the proper block noting "INCOME UNDER \$50,000" or whichever block is applicable. In Part 1, item 18 (b) 8 and 40.

Group exemption number is GEN 1090.

It is your responsibility to furnish the Bank with your Identification Number.

From: Internal Revenue Service
Department of the Treasury
Washington, D.C. 20224

Dear Officer of Salon National La Boutique des Huit:

We are contacting all groups' central organizations because the 1975 Form 990 and instructions require each central organization and its subordinates to show their exemption number (GEN) in Part 1, item, 18 (b) of Form 990.

Your group exemption number is shown above (GEN 1090).

Please advise any of your subordinates that are required to file an annual information return, Form 990, to place your group exemption number (GEN 1090) on their return.

Thank you for your help in this matter.

J.A. Tedesco, Director
Exempt Organizations Division

FORM 8822-B

You are responsible for filing the form 8822-B annually within 60 days of change of Officers. This form informs the IRS of current contact information for responsible parties.

NATIONAL AWARDS/RULES

NATIONAL AWARDS

NATIONAL CHILDREN AND YOUTH AWARDS

1. **Patty Pierce Award** – To the Salon Departemental doing the most outstanding work in the prevention and control of lung and respiratory diseases in children.
2. **Donna Morice Award** – To the Departemental who had the most unique fund-raising idea for Children and Youth. A narrative must be included.
3. **Helene S. Mardu Award** – To the Salon Departemental of 150 or under having the most outstanding Children and Youth program.
4. **Colleen Stephens Award** – To the Salon Departemental of 150 or under, which shall have the closest to goal, the best written report on Cystic Fibrosis.
5. **Ivy Christoffers Award** – To be awarded annually to the Salon Departemental of 150 or under, on a monetary basis, to be taken from reports on local Cystic Fibrosis contributions between the date of June 1 and May 31, using these dates to comply with The American Legion.
6. **Jean Hayes Award** – To be awarded annually to the Salon Departemental having the greatest number of volunteer hours of service between June 1 and May 31, such service to be aiding children suffering from respiratory diseases and based on a percentage of partnership.
7. **Frances Haydel Award** – To be awarded to the Salon Departemental having the greatest number of volunteer hours of service to Children and Youth Respiratory Diseases program, except the common cold.
8. **Mary Sugar White Award** – To the Departemental of 151 and over for monetary donations to The American Legion Child Welfare Foundation on a per capita basis as per records of May 31.
9. **Maria Crothers** – To the Departemental of 150 and under for monetary donations to The American Legion Child Welfare Foundation on per capita basis as per records as of May 31.

NATIONAL HISTOIRE AWARDS

1. **Elyline Schweitzer Award** – To be awarded for the best Histoire selected from the four Divisional winners whose partnership is 151 or over.
2. **Dorothy Brady Award** – To be awarded to the Salon Departemental with partnership of 150 or under, for the best Histoire Book selected from the four Divisional winners.

NATIONAL NURSES' SCHOLARSHIP AWARDS

1. **Marcy Schmidt Award** – To be awarded annually to the overall Departemental having the highest average contributions per paid partner to the Scholarship Fund as of May 31 each year.
2. **Tammy Firsdon Award** – To be awarded annually to the Salon Departemental of 150 or under, having the highest average contributions per paid partner to the Nurses' Scholarship Fund in National Headquarters of Eight and Forty by May 31 of each year.
3. **Reina Svacha Award** – To be awarded annually to the Salon Departemental of 151 or over, having the highest average contributions per paid partner to the Nurses' Scholarship Fund in National Headquarters of Eight and Forty by May 31 of each year.

4. **Elizabeth Lori Award** – To be awarded annually to the Salon Departemental of 151 and over, which contributes the most money by May 31 to the Eight and Forty Lung and Respiratory Disease Nursing Scholarship Fund.
5. **Beverley Stites Award** – To be awarded annually to the Salon Departemental with the largest gain over previous year, based on per capita, by May 31 of each year.

NATIONAL PARTNERSHIP AWARDS

1. **Eunice F. Staley Award** – For the largest percentage of paid partners enrolled in Eight and Forty National Headquarters by December 31 for Salon Departemental with quota of 150 or under.
2. **Virginia Kates Award** – To the Departemental organizing the first Salon during the fiscal year July 1 of one year to June 30 of the next year.
3. **Elsie Hemphill Award** – To be awarded to the Departemental showing the greatest percentage of partnership gain as of March 31.
4. **Janet Christiansen Award** – To the Departemental for the most new partners, based on per capita, by June 30 of each year.

NATIONAL COMMUNICATIONS AWARDS

1. **Helen Goewey Award** – To Le Chapeau Departemental, having 150 or under, which does the most efficient job of sending information from National and her own Departemental to her Salons, Officers and Chairmen.
2. **Mille Nierman Award** – To Le Chapeau Departemental, having 151 or over, which does the most efficient job of sending information from National and her own Departemental to her Salons, Officers and Chairmen.

NATIONAL LEADERSHIP AWARD

1. **Venita Holthaus Award** – To the Departemental for best Leadership report, with narrative attached

NATIONAL PUBLIC RELATIONS AWARD

1. **Sharon Alley Award** – To the Departemental for best Public Relations book submitted to Public Relations Chairman by June 30th.

NATIONAL EIGHT AND FORTY FOUNDATION AWARD

1. **Lila Speckels** - To the Departemental for monetary donations to The Eight and Forty Foundation on per capita basis as per records as of May 31.
2. **Kathy Harris-Richardson** - To be awarded annually to the Salon Departemental with the largest gain over previous year, based on per capita, by May 31 of each year. Includes certificate and \$25 award.

RULES FOR COMMUNICATION BOOK

1. The Communication Book is prepared by Le Chapeau Departemental of her respective Departemental and sent to the National Awards Chairman prior to the La Marche Nationale for judging by an unbiased committee of three chosen by the National Awards Chairman. The funds for the return of the Communication Book are to be included in the mailing by Le Chapeau Departemental. The Communication Award is presented to Le Chapeau Departemental at La Marche Nationale.
2. The award is based on the following criteria: The Le Chapeau who does the most outstanding work in forwarding information on our National organizational programs and her own Departemental programs through her bulletins, e-mails to her officers, her chairmen and to her Petit Salons.
3. No scrapbook material is to be used.
4. Judging of the Communications Awards book will be based on the following:
 - a. Information from own Departemental to officers & chairman: 50%
 - b. Consistency of reporting 20%
 - c. Neatness and arrangement 15%
 - d. Punctuation and spelling 15%

(Optional items to consider are the use of dividers and table of contents)

Communication book due by July 31 to the National Awards Chairman.

RULES FOR PUBLIC RELATIONS BOOK

1. Each Petit Salon is to save three (3) copies of each clipping - one to be retained for Petit Salon, two for Public Relations Chairman Departemental (or L'Archiviste Departementale) who in turn sends one copy to the National Public Relations Chairman. In counting the number of inches of Public Relations, do not include name of paper. Measure width of column and multiply by length for total inches.
2. Each Departemental Public Relations Chairman is to send copies of all bulletins sent by her within her Departemental to the National Public Relations Chairman.
3. Send all Public Relations items for Le Chapeau National Public Relations Book, with copy of all bulletins and monthly reports to: (Name and Address of National Public Relations Chairman.)
4. Judging of Departemental Public Relations Book is to be done using the same rules observed by National, that is, at least three (3) judges to be appointed by Departemental Public Relations Chairman, and judging should be completed prior to opening of La Marche Departementale. In selecting judges, they shall be persons with knowledge of art, newspaper work, or just persons interested in our Eight and Forty organization. Awards for Petit Salon Public Relations Book are given only in Departemental. The Public Relations Book year is from May 1st (Yr.) to April 30th (Yr.)
5. Departemental Public Relations Book Chairman desiring to enter a book in competition for the National Awards should send the Departemental Public Relations Book to Le Demi Chapeau National of her respective Division by July 1st (Yr.)
6. Le Demi Chapeau National of the Division shall return the Public Relations Book to each Departemental, either to the Chapeau or Public Relations Chairman as per instructions from Departemental, by insured or registered mail, money or check having been sent by Departemental Chairman to handle return mailing charges.

7. The winning Public Relations Book in each Division shall be the responsibility of Le Demi Chapeau. The winning entries only shall be forwarded to the National Public Relations Chairman, “all other entries are to be returned to the respective Departemental”, after La Marche Nationale. She shall notify the winning Departemental that its entry is to be entered in National competition.
8. The National Public Relations Chairman will arrange the judging prior to the opening of La Marche Nationale by three (3) disinterested parties.
9. The National Public Relations Chairman shall send the name of the National winner to the Awards Chairman by the deadline date as set by the Awards Chairman.

RULES OF JUDGING OF PUBLIC RELATIONS BOOKS

Most complete coverage of organization’s programs. 65%.

The point to be considered in Public Relations is that which emphasizes the Eight and Forty programs, not the personal Public Relations. This is to encourage development of the programs as recommended to Les Petits Salons and Departementaux.

1. Originality, neatness in appearance and arrangements of clippings. 25%.

These clippings are to be an original or copy of published articles, whether in a newspaper or magazine, with title of article and date included. Do include the pictures and measure print under it. These add to the attractiveness of the Public Relations Book and also call attention to the article in print.

2. Size and type of book to be used is left to the discretion of Chairman. Loose-leaf note folder with white sheets or official scrapbooks is acceptable.

3. Cover/Front Page. 10%.

The front page shall have Salon, Departemental, Chapeau and Public Relations Chairman’s names. For added attraction: a snapshot -not from a publication - of Le Chapeau may be added for completeness. This may be a black & white or colored amateur snapshot. The lack of this photo will not disqualify you for recognition.

4. Public Relations Book Chairman desiring to enter a book in competition for the National Award should send her book to Le Demi Chapeau National in her respective Division by July 1st, (Yr.)

Namely:	Central	(Name and Address)
	Eastern	(Name and Address)
	Southern	(Name and Address)
	Western	(Name and Address)

5. Money order or check should be sent to Le Divisional Demi Chapeau National at the time the Public Relations Book is sent from Departemental to cover return handling charges. This is in conformity with Marche Nationale regulations.

HISTOIRE RULES

L’Archiviste Departementale shall prepare a Departemental Histoire in accordance with the following rules, which have been set by Salon National.

GENERAL RULES FOR DEPARTEMENTAL HISTOIRE

1. Histoire shall cover the period from June 1 through May 31, and shall be compiled from reports of the Departementaux Officers and Chairmen.
2. All Histories must be in the hands of Le Divisional Demi Chapeau National of the respective Division on or before July 1st.
3. Les Divisional Demi Chapeaux Nationaux shall arrange for judging of Histoires in competition from Salons having Partnership of 151 or over, and Salons with Partnership 150 or under, and shall forward the winning Histoire in each category to L'Archiviste Nationale on or before August 1st.
4. L'Archiviste Nationale shall have final judging prior to La Marche Nationale and bring only the winning Histoire in each category to the convention city.
5. Each Departemental submitting a Histoire shall be responsible for the postage necessary for its return to their respective Departemental.
6. Histoires shall be **double** spaced, typed in black on 8 1/2 x 11 paper (one side only) with 1 1/2" margin on top, sides and bottom of all pages. The page number is to be placed on center of bottom of all pages. There shall be **no** borders or emblems used on pages. Either a red or white binder may be used, with Eight and Forty Emblem on cover. May be typed on word processor or computer.
7. The only picture to be used is that of Le Chapeau Departemental and it shall be either black & white or color, approximately 2 1/2 x 3 1/2, but no larger than 3x5, not including the border.
8. Two (2) copies (at least) are to be made, the original to become the property of the retiring Chapeau Departemental and a copy to be placed in Departemental files.

REQUIRED CONTENTS

- A. Introductory page giving name of (Departemental) Salon and location, date, name of L'Archiviste (and signature) on right side of the page.
- B. Short preface or forward (CENTERED).
- C. Contents giving subject and page number.
- D. Prayer of your choice (CENTERED).
- E. Pledge of Allegiance to the Flag (Single Spaced) (CENTERED).
- F. First and last stanzas of Star Spangled Banner (Single Spaced) (CENTERED).
- G. Flanders Field (Single Spaced) (CENTERED).
- H. America's Answer (CENTERED). (SINGLE SPACED).
- I. Chapeau Response (CENTERED). (SINGLE SPACED).
- J. List of Departemental Officers and Chairmen. (No service record required).
- K. List of Distinguished Partners serving in National Eight and Forty.
- L. In Memoriam (Deceased Partners).
- M. A narrative report to include the following information of activities and programs (Do not include actual documents).
 1. Children and Youth
 - (a) Tuberculosis
 - (b) Cystic Fibrosis
 - (c) Lung and other respiratory diseases

2. Bulletin (if applicable)
 3. Constitution and Bylaws
 4. Fellowship (including any fund-raising activities)
 5. Meetings
 6. Partnership
 7. Scholarship
 8. Miscellaneous (awards, new Salons, etc., not covered in the above).
- N. Index Optional

GENERAL RULES FOR DEPARTEMENTAL HISTOIRES

Rules for Judging

Items of suggested contents A through L	15%
Arrangement, Simplicity, Eye Appeal	
Item M - Activities	50%
Presentation, Readability, Comprehensiveness, Sentence Construction, Grammar and Spelling	
Uniformity and Appearance	35%
Margins, Typing, Paper, Neatness	
Plain covers to be used with an Eight and Forty Emblem on the front.	

HISTOIRE RULES PETIT SALON

Petite Salon L'Archiviste shall prepare a Petit Salon Histoire in accordance with the following rules, which have been set by Salon National. Petit Salon Histoire shall be submitted to Departemental L'Archiviste only.

GENERAL RULES FOR PETIT SALON HISTOIRE

1. Histoire shall cover the period from June 1 through May 31, and shall be compiled from reports of the Departemental Officers and Chairmen.
2. All Histoires must be in the hands of L'Archiviste Departemental by such date as requested by them.
3. Each Petit Salon submitting a Histoire shall be responsible for the postage necessary for its return to their respective Petit Salon.
4. Histoires shall be **double** spaced, typed in black on 8 1/2 x 11 paper (one side only) with 1 1/2" margin on top, sides and bottom of all pages. The page number is to be placed on center of bottom of all pages. There shall be **no** borders or emblems used on pages. Either a red or white binder may be used, with Eight and Forty Emblem on cover. May be typed on word processor or a computer.
5. The only picture to be used is that of Le Chapeau Petit Salon and it shall be either black & white or color, approximately 2 1/2 x 3 1/2, but no larger than 3x5, not including the border.

6. Two (2) copies (at least) are to made, the original to become the property of the retiring Chapeau Petit Salon and a copy to be placed in Petit Salon files.

REQUIRED CONTENTS

- A. Introductory page giving name of Petit Salon and location, date, name of L'Archiviste (and signature) on right side of the page.
- B. Short preface or forward (CENTERED).
- C. Contents giving subject and page number.
- D. Prayer of your choice (CENTERED).
- E. Pledge of Allegiance to the Flag (Single Spaced) (CENTERED).
- F. First and last stanzas of Star Spangled Banner (Single Spaced) (CENTERED).
- G. Flanders Field (Single Spaced) (CENTERED).
- H. America's Answer (CENTERED). (SINGLE SPACED).
- I. Chapeau Response (CENTERED). (SINGLE SPACED).
- J. List of Petit Salon Officers and Chairmen. (No service record required).
- K. List of Distinguished Partners serving in National Eight and Forty.
- L. In Memoriam (Deceased Partners).
- M. A narrative report to include the following information of activities and programs (Do not include actual documents).
 - 1. Children and Youth
 - (a) Tuberculosis
 - (b) Cystic Fibrosis
 - (c) Lung and other respiratory diseases
 - 2. Bulletin (if applicable)
 - 3. Constitution and Bylaws
 - 4. Fellowship (including any fund-raising activities)
 - 5. Meetings
 - 6. Partnership
 - 7. Scholarship
 - 8. Miscellaneous (awards, new Salons, etc., not covered in the above).
- N. Index Optional

GENERAL RULES FOR PETIT SALON HISTOIRES

Rules for Judging

Items of suggested contents A through L	15%
Arrangement, Simplicity, Eye Appeal	
Item M - Activities	50%
Presentation, Readability, Comprehensiveness, Sentence Construction, Grammar and Spelling	
Uniformity and Appearance	35%
Margins, Typing, Paper, Neatness	
Plain covers to be used with an Eight and Forty Emblem on the front.	

FORMS



La Boutique Nationale des Huit Chapeaux et Quarante Femmes
Eight and Forty Resolution

NOTE:

1. Please print or type
2. All resolutions must be submitted on this form or facsimile.
3. Each resolution must be signed by the Maker of the resolution and seconded.

Subject: _____

Submitted Date: _____

Resolution Number # _____ (Assigned by Resolution Committee)

Resolutions Chairman Name & Signature: _____

Whereas _____

Whereas _____

now, therefore, be it *resolved*

That _____

Action effective date _____
Submitted by Name & Title, Phone # _____

I move for acceptance of this resolution.
Seconded by Name & Title _____

Signature: _____ **Signature:** _____

Routing: _____

(Resolutions Committee to assign to the committees that this Resolution pertains to; i.e. C&B, Finance, etc.)

Committee:

_____	Recommend	___	Not Recommend	___	Recommend with Amendment	___
_____	Recommend	___	Not Recommend	___	Recommend with Amendment	___
_____	Recommend	___	Not Recommend	___	Recommend with Amendment	___

MARCHE ACTION: Approved _____ Rejected _____ Date _____

Step-by-Step Instructions:

- A resolution is a written, formal motion. Resolutions are used because the motion may be presented in written form with some of the reasons included in the document. A well written resolution makes it easier for Partners to consider the proposal. The importance, length and complexity of the motion, and the size and formality of the assembly are major considerations in using resolutions.
- A resolution is made up of two sections – the resolving clauses and the reasons. Resolving clauses tell the specifics of the proposal. The main reasons of a motion should be adopted are included in the “Whereas” clauses. Neither section should include more clauses than absolutely necessary. Keep it simple.
- The two sections can be written in either order, but it is usually best to write the main motion first and then write the reasons it should be adopted. This way, you first determine what is to be done. The main focus should be the most crucial specifics in the motion. One or two sentences are sufficient. A third sentence could include who is responsible and a timeline.
- Once the main motion has been determined, develop three to five statements to support the adoption of the motion. These statements are worded as “Whereas” clauses. The “Whereas” points should be the most important and least controversial arguments for the motion. Less than three points may not make the case depending on the motion, and more than five may get too complicated and confuse the issue. Stay focused on the points that are strictly necessary. Leave other points for the discussion.
- When developing a written motion or resolution, consult with other Partners who can help improve the wording and whose support will assist in its adoption.
- It is a good idea to consult with Partners who can be of assistance, as well as the most recent edition of *Robert’s Rules of Order, Newly Revised*, to ensure your resolution is correctly formatted.

Here are a few guidelines to follow:

- Deal with only one subject
- State the facts and laws
- Keep subject matter to the point
- Remember that resolutions have only two parts:
 - The preamble (introduction) Whereas,
 - The resolving (solve) portion

APPENDIX

LESSON IN FRENCH

Any job worth doing well, as La Secretaire, we call the roll of Officers, and the French titles of our officers are sprinkled throughout the minutes we read. If we try to correctly spell and pronounce these words, we may make the usage of them more enjoyable to our Partners. Actually the words we use are few, but possibly a little background on French grammar would be helpful. Some Salons devote one evening annually to the study and pronunciation of our titles. This might be interesting to do.

Below are the main words we use, their meanings and the English version of how they should sound when spoken.

La Boutique Nationale (the national shop)	la boo teek na see o nal
Des Huit Chapeaux (of 8 hats)	Days weet sha po
Et Quarante Femmes (and 40 women)	a kahrongt fahm
Chapeaux Americans	sha posa may ri kan
La Marche Nationale (the national march)	la marsh na see o nal
Le Salon Departemental	luh so long da part mon tal
Le Petit Chapeau	luh pu tee sha po
Le Demi Premier	luh demmee prahm yea
Le Demi Deuxieme	luh demmee du zhem
L' Avocate	la vo kot
L'Archiviste	lar shi veest
La Concierge (sergeant at arms)	la kong see erz
La Surintendante (Mistress of ceremonies)	la sur an tong dongt
L' Aumonier (chaplain)	la moan yair
La Secretaire (secretary)	la sek ray tayr
La Caissiere (treasurer)	la ka syair
Le Pouvoir (executive)	luh poo vwar
Chapeaux Etrangers (candidates for membership)	sha poza trang zhay
Oui (yes)	wee

Non (no)	nong
Petit (small)	pu tee
Premier (first)	prahm yea
Deuxieme (second)	du zhem

NOUNS - French nouns have but two genders, the masculine and the feminine.

ARTICLES - 1. The definite article is le before a masculine noun beginning with a consonant; le chapeau.

2. La before a feminine noun beginning with a consonant: la secretaire.

3. If the masculine or feminine noun begins with a vowel or a silent “h”, use l’:

L’Aumonier, L’Archiviste.

4. Use les before all plural nouns: les chapeaux, les secretaries.

PREPOSITIONS - 1. The preposition “de” (singular) or “des” (plural) is used alone so the definite article “le” is dropped: des huit chapeaux, or (as in 3. above) Departemental d’ Indiana.

ADJECTIVES

FORMATION OF THE FEMININE OF ADJECTIVES AND AGREEMENT

1. Adjectives form their feminine by adding - e to the singular; petit, petite.
2. An adjective agrees in gender and number with the noun or pronoun which it modifies: le petit chapeau, les petites chapeaux, la petit secretaries, les Petit secretaries.

PLURAL OF NOUNS AND ADJECTIVE

1. The plural of an adjective or a noun is generally formed by adding - s to the singular: petit, petites; secretaries, secretaries.
2. Adjectives and nouns ending in - au, add - x instead of - s in the plural; chapeau, chapeaux. Most nouns and adjectives ending in - al change -al to aux; departemental, departementaux.

POSITION OF ADJECTIVE

1. An adjective usually follows the noun it modifies: le chapeau departemental, la boutique national.
2. Some adjectives of quality precede the noun; one of these exceptions is “petit”; le petit chapeau.

PRONUNCIATION HINTS

SYLLABICATION - When French words are divided into syllables, a single consonant is pronounced with the following vowel, but two or more consonants are separated: sec-re-taire; pas-se.

LINKING - When a word ending with a consonant precedes a word beginning with a vowel sound, the consonant in pronunciation is generally carries over to the following word: Chapeaux Americains.

ACCENT OR STRESS - The syllables of French words are uttered with an almost equal force, a slight stress being placed on the last syllable; cha-peau. If the last syllable is silent, the stress is given to the next to the last syllable.

ELISION -Elision is the dropping of a final vowel before a word beginning with a vowel sound: l'aumonier (le + aumonier).

GUIDELINE FOR CORRECT SPELLING

SINGULAR

La Salon
Le Petit Salon
Le Salon Departemental
Le Salon National
La Marche Departementale
Le Pouvoir
La Marche Nationale
Le Pouvoir
Le Pouvoir Departemental
Le Pouvoir National
Le Chapeau Departemental
Le Petit Chapeau
Le Chapeau National
Le Chapeau Departemental Passé
Le Chapeau National Passé
Le Demi Chapeau Premier
Le Demi Chapeau Deuxieme
La Secretaire Departementale
La Petit Secretaire
La Secretaire Nationale
La Caissiere Departementale
La Petit Caissiere
La Caissiere Nationale
La Boutique Nationale
L'Aumonier National
L'Aumonier Departemental
L'Archiviste Nationale
L'Archiviste Departementale
L'Avocate Nationale
L'Avocate Departementale

PLURAL

Les Salons
Les Petits Salons
Les Salons Departementaux

Les Marches Departementaux

Les Pouvoir Departementaux

Les Chapeaux Departementaux
Les Petits Chapeaux
Les Chapeaux Nationaux
Les Chapeaux Departementaux Passes
Les Chapeaux Nationaux Passes
Les Demi Chapeaux
Les Demi Chapeaux
Les Secretaires Departementaux
Les Petit Secretaires
Les Secretaires Nationaux
Les Caissieres Departementaux
Les Petit Caissieres
Les Caissieres Nationaux

When “Le” is used, there is no “e” at the end of National, Departemental or Petit.

When “La” is used, add “e” at the end of Nationale, Departementale and Petite.

With French Eight (Huit) and Forty (Quarante) use “et”.

With English Eight and Forty use “and”.

The “T” in The American Legion must always be in caps.

EIGHT AND FORTY WINGS

HISTOIRE of the wings as the Eight and Forty emblem as reported by Ann Dobson during the afternoon session, November 20, 1945, Marche Nationale Pouvoir meeting, Continental Hotel, Chicago, Illinois.

Mrs. Dobson: “The wings were designed in my term of office, and it was at the suggestion of The American Legion Emblem Division that those wings were taken, feeling that they were the wings of our American Eagle and it was for that reason that the wings were chosen as the Eight and Forty Emblem.

POLICES AND PROCEDURES OF THE EIGHT AND FORTY

In 1931, Mrs. Amy Radabaugh, Chairman of the Indiana Eight and Forty Le Marche consulted company representative of convention badges about making a lug that could be chained to the American Legion Auxiliary pin.

The company made three lugs of 14 karat gold to be given to Le Chapeau Departemental d’ Indiana, Blanch Mount, to Le Chapeau National, Carol Marks, de California, (both now deceased), and to Mrs. Radabaugh. When the chain lug was presented to Carol Marks, Le Chapeau National at La Marche Nationale, the lug received so much admiration; it was voted to order five hundred for Partners to purchase.

INSTALLING OFFICER

It is customary for a Chapeau Passé (Petit, Departemental or National) to serve as the Installing Officer.

EIGHT AND FORTY DRESS

White or White with red
White dress only for Installations, White Room and Memorials

EIGHT AND FORTY COLORS

White and Red

The white is for the white of our service flag and for the bandages worn by those who served our country and red is for the blood.

EIGHT AND FORTY FLOWER

Red Carnation

Adopted at La Marche Nationale, Hollywood, Florida August 23-24, 1974

PROCEDURES FOR ADVANCING AND RETIRING THE COLORS

In these instructions, the Flag is the American Flag and the Banner is the Eight and Forty Banner.

1. There should be two color bearers. It is not a must; it makes the presentation much nicer if white is worn and short white gloves.
2. Prior to La Marche check to see that the stands for holding the colors are properly placed.
3. To carry the Colors properly, your left hand is up on the staff, just under but not on the Flag, with your right hand straight down at your side firmly holding onto the lower part of the staff.
4. The Eagle on the Flag always flies when being carried and is turned when posted so the eagle flies toward the audience.
5. The Flag is always carried on its own right and the color bearer cross directly in front of Le Chapeau's station with the Flag closest to the podium and the Eight and Forty Banner nearest the audience.
6. The Flag is posted first, followed immediately by the posting of the Banner.
7. Take one step backward facing the Flag and salute, then the color bearers retire to the rear of the room and La Concierge takes her station at the door.
8. When retiring the Colors, the color bearer approach to within three feet of the colors, face the Flag, salute, then step to the side and slightly behind the Flag and remove it from its stand. Remove the Eight and Forty Banner in the same manner. The Flag remains on its own right so **DO NOT** cross when retiring the Colors.
9. Stand at attention at the rear of the room with the Flag and Banner upright until the meeting is adjourned.
10. When putting the colors away **DO NOT** roll the Colors around the staff, but fold them against the staff and secure them to the staff with the cord. This allows them to fall free when posting again.
11. The Americanism Commission contends that the Flag of the United States should be placed in a position of honor at clergyman's or speaker's right as he faces the audience. According to this interpretation, the Flag of the United States should be placed in the same relative position even if the room is not equipped with a platform, or if for some reason it is either impossible (because of insufficient clearance between the floor of the platform and ceiling) or impractical to place Flag on the stage or

platform. It does not appear to be logical to relegate the Flag to a less prominent position merely because the room in question is not equipped with a platform.

PROTOCOL

General Protocol

Some of the basic items of Protocol are as follows:

1. Guest Welfare
2. Dress
3. Receiving Line
4. Guest Speaker
5. Seating Arrangement
6. Advise visiting dignitaries of their hotel accommodations.
7. Meet dignitaries at plane or train; escort them to all meetings and to their plane or train on departing.
8. Advise guests or dignitaries, well in advance, the mode of dress for all occasions.
9. Send written invitations to all honor guests advising them, they will be a guest of the Salon.
10. Advise guests, in advance, their seating arrangements for the entire business session and the banquet.
11. Advise guests, in advance if they are to be in the receiving line, if you have a Reception.
12. Reception line should be headed by Le Chapeau of the Salon or Chairman of the affair, preceded by one hostess and with the guest of honor next to Le Chapeau, with other guests following according to their rank.
13. Advise guest speaker, by note, the hour you wish them to speak and **how long to speak.**
14. Advise speaker if she/he will be guests for lunch or dinner.
15. After honor guests have departed, send them a thank-you note immediately for helping make your meeting a success.
16. The Presiding Officer is always seated in center of head table or first place to the right off-center. The guests of honor are always seated at right of the Presiding Officer and take precedence over any other dignitary. Le Chapeau National or the National Representative for the occasion is considered the highest-ranking guests.
17. Other guests of honor may be seated right, left, right, left, etc. of the Presiding Officer, according to rank, or all may be seated to the right of the Presiding Officer, with other dignitaries or local officers seated to the left of the Presiding Officer.
18. Guests should be advanced to the front on a signal from the chair. Guests are always escorted on the right arm. When the guest takes the arm of the escort, this leaves the right hand free to shake hands with the Presiding Officer. Guest are brought to the front and around the end of the table, by the American Flag, or the Banner, either is right according to the Americanism Commission of The American Legion.
19. If a guest is a stranger to the Partners, they are introduced; if they are known to most of the Partners, they are presented to the group.
20. When you introduce or present guests for a bow only, you start with the highest rank and go down to the lowest ranking guest.

21. If the guests are to speak or say a few words of greeting or remarks, you start with the lowest ranking and end with the guest speaker.
22. Current Officers out rank Past Officers; Past National Officers out rank present Departmental Officers.

PROTOCOL - Le Chapeau

1. She should prepare an agenda before each meeting.
2. The Presiding Officer should avoid the use of "I". She should refer to herself as "The Chair". If the Presiding Officer is to make a report, she requests Le Demi Chapeau to assume "The Chair". During the report, she refers to herself as Le Chapeau. The Presiding Officer or Speaker should avoid leaning on the table or chair. She always stands when a motion is being presented, when it is being debated and when she announces the result of the voting. She may be seated when a person is making a report, but rises as soon as they have completed the report.
3. When business is introduced and the assembly is slow to speak, The Chair asks, "What is your pleasure"? Or she may make frequent use of "General Consent". If she is sure of the feeling of the assembly, or that no objection will be made.
4. When the person has presented a motion and it has been seconded, The Chair then states the motion - "The motion is that we will hold a rummage sale Saturday. Is there discussion? "Following the discussion and when she is ready to take a vote, The Chair states, "The motion is that we hold a rummage sale Saturday. All in favor of the motion will vote "oui". Do not say in the usual manner; tell them how you wish them to vote. If you have had "Oui" vote or the affirmative, then you should always call for the "non" vote. She announces whether the motion was carried or lost.
5. Before calling for the vote - she may remind them, that the effect of abstaining from voting is the same as if one voted on the prevailing side.
6. She calls for the nomination for the office of Le Chapeau. After the first nomination, she waits a moment for a further nomination and if there is none she then declares "You have elected Mrs. John Jones to serve as Le Chapeau." It is not necessary to move that Mrs. John Jones be elected, and the name of the nominee should always be repeated as you are electing a person to the office.
7. When La Caissiere has read the report, The Chair may say, "If there are no questions regarding La Caissiere's report, then it will be filed for audit. "She waits a moment then states, "Since there is no question, it will be filed for audit."
8. The Chair should always respect the right of the minority and abide by the rule of the majority.

PROTOCOL PARTNER

1. Partners have rights and obligations.
 - a) To demand a copy of the Bylaws and to understand covenants.
 - b) To receive all notices and attend all meetings.
 - c) To present business, to participate in debate and to vote.
 - d) To nominate and to accept office. To resign, if necessary.
 - e) To inspect the organization's records.
 - f) To insist upon enforcement of the Bylaws.

- g) To pay dues and assessments.
 - h) To accept majority rule on decisions.
 - i) To accept elected Officers whether she is the Partner's choice or not and to be loyal.
 - j) To bring in new Partners and generally promote the objects and aims of the organization.
2. Protocol demands that Partners arrive on time for meetings and do not leave until the meeting is adjourned.
 3. Always address the Chair before you speak.
 4. Do not stand waiting for recognition when another already has the floor.
 5. Do not fail to be seated at once if someone rises to a point of order while you have the floor.
 6. Never interrupt another speaker, unless the Law gives you that right.
 7. Do not try to compete with the speaker by chitchat with your neighbor.
 8. In speaking, avoid personalities and be brief. Be courteous as well as correct.
 9. Do not call "Question" - let silence indicate that the assembly is ready to vote.
 10. Avoid cliques - they break up organizations.
 11. Do not sleep in the meeting, do not doodle and do not whisper.
 12. Do not sit on your hands when applause is in order.
 13. Good manners of the assembly demonstrate knowledge of Protocol.
 14. Be a contributing Partner and serve on committees.
 15. Be prompt on paying dues as well as prompt at meetings

DELEGATION PROCEDURE

To answer many questions on the delegate's procedures the following policies are to be observed:

1. If both the retiring and incoming Chapeau Departemental state they will not be attending La Marche Nationale, their names should not be included on the Credential Sheet according to a revision in our Bylaws enacted during the 1970 La Marche Nationale.
2. In the event both the retiring and incoming Departemental Chapeaux are not attending La Marche, a chairman of the Delegation shall be elected by La Marche Departementale from those who have been elected as delegates.
3. Whenever a Chairman of the delegation is absent from the room, she will designate the acting Chairman.
4. If an elected delegate is not present, the remaining delegates would be moved up in position and the first alternate would become the last delegate; likewise, if the first alternate is not available, the second alternate would be called to fill the vacancy in the delegation, etc.

QUESTIONS AND ANSWERS

1. **Question:** May jeweled pins be used in lieu of the official pins ordered through the Eight and Forty Emblem Sales?

Answer: No. They are considered costume jewelry.

2. **Question:** What is the status of Partners who attend Pouvoirs or Marches who are not registered delegates or alternates?

Answer: They are referred to as "Guest Partners" without voice or vote.

3. **Question:** What is the order of introduction when Le Chapeau Departemental visits a Petit Salon for a meeting or social function where the Department President is a Petit Salon member.
- Answer:** It being an Eight and Forty Function, Le Chapeau would be introduced first, the Department President second, followed by other Eight and Forty guest according to rank (Eight and Forty guests in your Petit Salon who hold National or Department Offices or Chairmanships should be introduced as such in the Petit Salon when other National or Department Officers or Chairmen are introduced as guests.)
4. **Question:** If Le Pouvoir Member is in attendance at the Pre-Marche Pouvoir at La Marche Nationale, may both the outgoing and newly elected Le Chapeau Departemental attend the Pre-Marche Pouvoir as observers without voice or vote?
- Answer:** Yes.
5. **Question:** When a Salon is being formed and Partners of an existing Salon complete transfer forms to transfer their Partnership to the new Salon and sign the Charter application of the new Salon, is the transfer effective at the time it is completed. And when a transfer form completed, does the transferring Partner relinquish her Partnership privileges in the salon from which she is transferring?
- Answer:** The transfer would be effective when the Charter of the new Salon is issued and the organization completed. A Partner transferring to a new Salon relinquishes her Partnership privileges in the Salon from which she is transferring at the time she makes application for transfer. However, the transfer is not effective until the Charter has been issued.
6. **Question:** Can a properly executed Charter application along with Charter fee, per capita dues, individual Partnership application and remittance blanks be submitted to National in one fiscal year of Eight and Forty and not become effective until the next fiscal year of Eight and forty?
- Answer:** Salons must be chartered in the year in which application is made; unless the application is received in Salon National after the close of books on July 31st.
7. **Question:** In the event of the death of a National or Departemental Pouvoir Member who becomes the Pouvoir Member for National or Departemental?
- Answer:** The alternate Pouvoir Member who is Le Chapeau Departemental or Petit Salon Chapeau.
8. **Question:** In the event of the death of both the National or Departemental Pouvoir and Le Chapeau Departemental or Petit Chapeau, who becomes the Pouvoir Member for National or Departemental?
- Answer:** The vacancy in office (National or Departemental) would be filled by Pouvoir, National or Departemental. (In other words, a new Chapeau would be elected by Pouvoir who would then serve as alternate or Acting Pouvoir.)
9. **Question:** What is the recognized official insignia to be worn by Le Petit Chapeau Passé?
- Answer:** The gold Petit Chapeau Passé pin with blue stone.
10. **Question:** What is the recognized official insignia of other Petit Officers?
- Answer:** Past or Present officers may wear the blue officers wings small or large (office held may be engraved on bar).
11. **Question:** How many Petits Salons may be organized in a District and/or County?
- Answer:** There is no limitation on the number.
12. **Question:** What is correct - Eight et Forty or Eight and Forty?
- Answer:** Eight and Forty

13. **Question:** When a former Partner wishes to become a Partner again, and comes in as a new Partner instead of paying up past dues, will she have to be initiated again and pay the initiation fee?

Answer: A former Partner who does not desire to pay all past dues, in order to be reinstated, must follow the same procedure as a new Partner by being invited into a Salon, paying initiation fee and being reinstated.

14. **Question:** What is the procedure for the surrender of Petit Salon Charter?

Answer: 1. Notify by letter all Partners who are in good standing of a meeting (regular or special) to decide the matter of disbanding.

2. After action to disband

(a) Stress importance of immediate transfer for those who wish to keep their partnership current.

(b) Forward Charter, properties and any Monies to Salon Departemental (as per Bylaws).

15. **Question:** What is the proper processional for Marche Nationale or Departementale?

Answer: Chairman and Co-Chairman of Pages presents Les Chapeaux Passes then Standing Committee Chairmen then elected and appointed officers except Le Chapeau. La Concierge and Les Marechals then present Le Chapeau who opens her Marche. She then calls for the advancement of the Flag and Banner. The distinguished guest chairman presents all guests after Le Chapeau has opened her meeting. Depending on the room and number of pages, and the wishes of Le Chapeau, Pages, may form an honor guard for distinguished guests. Le Chapeau should instruct La Concierge if she has special wishes. This is a suggested processional whether for La Marche Nationale or Departementale.

16. **Question:** What is the difference between a meeting and a Marche?

Answer: A meeting is a regularly scheduled meeting of a Petit Salon. Marche is an annual meeting of Salon Departementaux and National.

TWENTY-TWO COMMON QUESTIONS AND ANSWERS ON NOMINATIONS AND ELECTIONS

1. Do you have to be nominated to be elected?

No

2. Can a member of a nominating committee be nominated?

Yes

3. Should a nominating committee be appointed or elected?

Elected

4. How large should a nominating committee be?

3 or 5

5. Should there be a limitation on the number of times any one person can serve on a committee?

No

6. Can Chapeaux Passes serve on the nominating committee?

Yes

7. Does the chairman move the adoption of the report of the nominating committee after reading the report?

No

8. If you are the minority member of the nominating committee what may you do to indicate that you have not agreed to the report?
Do not sign the report - nominate from the floor.
9. Must the report of the nominating committee be kept secret until it is read in meeting?
Hardly possible
10. Is it necessary to have a nominating committee?
No
11. Is it necessary to second nominations from the Floor?
No
12. Is it necessary to have a motion to close nominations?
No, may be by consent
13. Can a ballot be dispensed with when there is only one candidate for an office?
Yes. If Bylaws permit
14. Where there is only one candidate for each office, is it good procedure to instruct the Secretaire to cast a unanimous ballot?
No
15. When does an election become effective?
Immediately unless otherwise provided in the Bylaws
16. What is the difference between a majority vote and a plurality vote?
A majority is over half. A plurality is highest number of votes.
17. Can a vote be unanimous by a motion to make it unanimous?
No
18. Who is responsible for the conduct of the election?
Election Committee
19. What should be done after the election with ballots and other election materials?
Destroyed by the vote of the assembly
20. What may be done after an election in case of a tie vote?
Re-Vote or draw lots.
21. Who gives the report of election results?
Chairman of Election Committee.
 When should it be given?
Given as required on agenda
 Who declares the election?
Presiding Officer
22. How are vacancies filled and by whom?
According to Bylaws provision.

PARLIAMENTARY POINTERS

A Majority vote is more than half of the votes cast. A plurality means that a candidate received more votes than any other candidate for that office. When the Bylaws require a vote be taken by ballot, this requirement **CANNOT** be suspended even by a unanimous vote.

EIGHT AND FORTY FOUNDATION

The Eight and Forty Foundation was founded in 2014 to support children with ongoing chronic illnesses, many of whom share characteristics with the children supported under Salon National's Mission statement.

The Eight and Forty Foundation

- As a 501 (c) (3) the Foundation was formed to fund educational opportunities for persons that enter medical fields that seek to treat and better the lives of children, and further, charitable support of children, and groups of children that suffer from chronic and ongoing illnesses to give them better life-long opportunities.
- Tax-deductible contributions can be made directly to the Foundation with both the individual and the Departmental receiving credit. www.8and40foundation.org

LISTING OF SALON DEPARTEMENTAUX**DATE CHARTERED**

Departemental d' Alabama #8	1925
Departemental d' Arizona #31	1928
Departemental d' Arkansas #47	1939
Departemental de California #1	1924
Departemental de Connecticut #19	1926
Departemental de Florida #7	1925
Departemental d' Idaho #28	1928
Departemental d' Illinois #21	1926
Departemental d' Indiana #11	1925
Departemental de Kansas #5	1925
Departemental de Kentucky #48	1953
Departemental de Louisiana #12	1925
Departemental de Maine #40	1931
Departemental de Maryland #39	1931
Departemental de Massachusetts #35	1929
Departemental de Michigan #2	1924
Departemental de Missouri #26	1927
Departemental de Montana #29	1927
Departemental de Nebraska #9	1925
Departemental de Nevada #18	1926
Departemental de New Hampshire #34	1929
Departemental de New Jersey #4	1925
Departemental de New York #13	1925
Departemental d' Ohio #23	1927
Departemental d' Oregon #42	1933
Departemental de Pennsylvania #20	1926
Departemental de Rhode Island #15	1926
Departemental de South Dakota #3	1924
Departemental de Texas #32	1928
Departemental de Vermont #27	1927
Departemental de Virginia #39	1929
Departemental de Washington #41	1932

CHAPEAUX NATIONAL PASSES

Year	Les Chapeaux National	Departemental	Convention City
1922	*Ada Sangster	Michigan	New Orleans
1923	*Ada Sangster	Michigan	San Francisco
1924	*Lily Burt	North Carolina	St Paul
1925	*Madge King Johnston	South Dakota	Omaha
1926	*Anna Dodson	New Jersey	Philadelphia
1927	*Freda Kehm	South Dakota	Paris, France
1928	*Edna Davol	Rhode Island	San Antonio
1929	*Ann Seymour	New York	Louisville
1930	*Carol Marks	California	Boston
1931	*Ethel Murphy	New York	Detroit
1932	*Ethel Murphy	New York	Portland
1933	*Dorothy Harper	District of Columbia	Chicago
1934	*Alice Gordon Pico	Missouri	Miami
1935	*Mary McClung	Virginia	St. Louis
1936	*Mary Ellen Fay	Illinois	Cleveland
1937	*Mollie Averill	Washington	New York
1938	*Mary Conrad Haws	Pennsylvania	Los Angeles
1939	*Thelma E. Chenault+	Michigan	Chicago
1940	*Ellen Louise	District of Columbia	Boston
1941	*Alyce J Gill	California	Milwaukee
1942	*Daisy Whitehead	Florida	Kansas City
1943	*Hazel Davis	Colorado	Omaha
1944	*Margaret Delles	Illinois	Chicago
1945	*Madeleine Swanner	Utah	Chicago
1946	*Carl Mortenson	Nebraska	San Francisco
1947	*Corinne Craig	Oklahoma	New York
1948	*Beatrice E. Allen	Illinois	Miami
1949	*Grace Colton	New Jersey	Philadelphia
1950	**"Jerry" Huish	Indiana	Los Angeles
1951	*Lila Edwards	Oregon	Miami Beach
1952	*Ottelia Aaron	Texas	New York
1953	*Harriet Stratton	South Dakota	St. Louis
1954	*Helen Gray	California	Washington DC
1955	*Frances Snow Keefe	District of Columbia	Miami Beach
1956	*Mae S. Hunnicutt	Oklahoma	Los Angeles
1957	*Bess Titlow	West Virginia	Atlantic City
1958	*Ilene J. Cox	Colorado	Chicago
1959	*Constance Sundry	Pennsylvania	Minneapolis
1960	*Jeannette Michelet	New Mexico	Miami Beach

1961	*Lisa B. Andrew	Virginia	Denver
1962	*Marguerite K. Spier	Illinois	Las Vegas
1963	*Elsie M. Schlau Voit	New York	Miami Beach
1964	*Eleanor R. LaVaque	California	Dallas
1965	*Laura M. McKinley	Massachusetts	Portland
1966	*Theresa N Kelly	Washington	Washington DC
1967	*Elise Gleason	New Jersey	Boston
1968	*Sally Finley	Illinois	New Orleans
1969	*Agnes R. Allen	New Mexico	Atlanta
1970	*Virginia M. DeForce	District of Columbia	Portland
1971	*Darlene Collins	Indiana	Houston
1972	*Dorothy Dolle	Kentucky	Chicago
1973	*Hazel Landry	Louisiana	Honolulu
1974	*Ann Suvak	New York	Hollywood, FL
1975	*Lella Gleason Hunt	Michigan	Minneapolis
1976	*Lois Lansdale	California	Seattle
1977	*Marie Smith	Pennsylvania	Denver
1978	*Julia Mullan	Massachusetts	New Orleans
1979	*Treva Reimink	Oklahoma	Houston
1980	*Maxine Martin	Illinois	Boston
1981	*Violet Aichholz	Ohio	Honolulu
1982	*Mary Russell	New Mexico	Chicago
1983	*Eunice Staley	Virginia	Seattle
1984	*Elyline F. Schweitzer	California	Salt Lake City
1985	*Helene Mardu	Connecticut	New Orleans
1986	*Kathleen Robinson	Florida	Cincinnati
1987	*Jean Hayes	Arkansas	San Antonio
1988	*Kitty Patterson	Louisiana	Louisville
1989	*Edith Still	New Hampshire	Baltimore
1990	*Donna Baley	Michigan	Indianapolis
1991	*Elsie Hemphill	Kansas	Phoenix
1992	Dorothy Brady	Ohio	Chicago
1993	*Colleen Stephens	Oregon	Pittsburg
1994	*Virginia Kates	Illinois	Minneapolis
1995	Millie H. Nierman	Washington	Indianapolis
1996	*Elizabeth Lori	New Jersey	Salt Lake City
1997	Ivy Christoffers	Maryland	Orlando
1998	*Reina Svacha	Michigan	New Orleans
1999	*Wanda North	Utah	Anaheim
2000	*Pauline Bonham	Oklahoma	Milwaukee
2001	Helen Goewey	Connecticut	San Antonio
2002	*Venita Holthaus	Washington	Charlotte
2003	Donna Morice	Missouri	St. Louis

2004	Margaret Sheridan	Idaho	Nashville
2005	Irene Stidham	Vermont	Honolulu
2006	*Mary Lou Chester	Kentucky	Salt Lake City
2007	*Beverly Stites	Indiana	Phoenix
2008	Frances Haydel	Louisiana	Reno
2009	Marcy Schmidt	Minnesota	Louisville
2010	Janet Christiansen	Illinois	Milwaukee
2011	Patty Pierce	Idaho	Minneapolis
2012	Sharon Alley	Arizona	Indianapolis
2013	Maria Crothers	Michigan	Houston
2014	Lila Speckels	South Dakota	Rapid City
2015	Tammy Firsdon	Ohio	Cleveland
2016	Mary White	Massachusetts	Rhode Island
2017	*Kathy Harris-Richardson	California	Reno
2018	Vickey J. Zwall	Arizona	Chandler
2019	Pamela Seelye	Oregon	Portland
2020	Diane Spencer	Kentucky	Louisville
2021	Diane Spencer	Kentucky	Louisville
2022	Judy Zimmerman	Illinois	Springfield, IL

* Denotes Deceased + Denotes Resigned

**SAMPLE - TYPED LISTING OF NAMES FOR
ATTACHMENT TO CHARTER APPLICATION FOR VERIFICATION**

List of Partners for the New Salon to be Chartered

(Name) Goodwill Salon No 000 State of USA

(Salon Departemental de USA Eight and Forty)

NAME	ADDRESS	UNIT	DEPT
(New Partner)			
Ames, Frances D (Mrs. W.D.)	214 Pineview Ave Friend City 22200	Yourshowme No 010 (Friend City)	USA
Burns, Alma N (Mrs. J.T.)	Cedar Street Friend City 22200	Yourshowme No 010 (Friend City)	USA
Dorsey, Estella (Mrs. W.J.)	440 West Avenue Friend City 22200	Yourshowme No 010 (Friend City)	USA
Flick, Dorothy W (Mrs. W.J.)	905 Berry Road Friend City 22200	Adams No 020 (Friend City)	USA
Green, Lucille B (Mrs.)	6304 Knocks Dr Friend City 22200	Yourshowme No 010 (Friend City)	USA
Hopkins, Elizabeth (Mrs.)	912 French Drive Friend City 22200	Adams No 020 (Friend City)	USA
Murray, Elsie L (Mrs. Jack)	217 Royal Court Friend City 22200	Lincoln No 200 (Friend City)	USA
Robinson, M Rosalie (Mrs. W. B.)	922 Sharp Street Friend City 22200	Adams No 020 (Friend City)	USA
Suter, Patricia F (Mrs. George)	6001 Scott Street Friend City 22200	Grant No 210 (Friend City)	USA

(Transfers)

Archbald, Jane L (Mrs. T.J.)	1400 Panama Ave Friend City 22200	Yourshowme No 010 (Friend City)	USA
Black, Lucy F (Mrs. L.J.)	900 Gray Blvd Harper City 23200	Federal No 60 (Harper City)	USA

ORGANIZATIONAL CHART

LE CHAPEAU NATIONAL

Le Demi Chapeau National

Le Divisional Demi Chapeau Central Division	Le Divisional Demi Chapeau Eastern Division	Le Divisional Demi Chapeau Southern Division	Le Divisional Demi Chapeau Western Divisional
IL IN KS MI MO OH	CT MA MD NH NJ NY PA RI	AL AR FL KY LA TX VA	AZ CA ID NE NV MT OR SD WA

Elected Officers			Appointed Officers
L'Archiviste L'Aumonier La Concierge			La Secretaire- Caissiere L'Avocate

Committee Appointments

Three Member Committees				One Member Committees	
Constitution & Bylaws	Finance	Ritual & Emblem	Awards	8 and 40 Foundation	Fun & Fellowship
Public Relations/ Hat Box Editor	Leadership	Handbook	Advisory		

Six Member Committees

Children & Youth Chairman & Vice Chairman 4 Divisional Chairman	Partnership Chairman & Vice Chairman 4 Divisional Chairman	Nurses' Scholarship Chairman & Vice Chairman 4 Divisional Chairman
		3-person committee to review Scholarship Applications