

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 Les Petits Chapeaux, Les Petit Secretaires, Departemental Officers and 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 Les Petits Chapeaux, Les Petit Secretaires, Departemental Officers and 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 emblem and supplies. La Secretaire Departementale shall distribute all annual Partnership cards and report forms to Les Petit Secretaires. She shall perform such other duties as may be assigned to her by Le Chapeau. She shall provide guidance to each Petit Secretaire in the performance of her duties.

La Secretaire Departementale shall remit all National dues and assessments to Salon National within fifteen (15) days after receipt from Les Petits Salons. La Secretaire Departementale shall be responsible for filing Form 990 with the Internal Revenue Service annually.

La Caissiere Departementale

It shall be the duty of La Caissiere to be custodian of the funds of the Departemental 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 transactions 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 Departemental 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 Caissiere in the performance of her duties.

L'Archiviste Departementale

It shall be the duty of L'Archiviste to compile and preserve the historical records of Le Salon Departemental and to file the annual report of same with National and Departemental. 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 Departemental 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 Les Petits Chapeaux, Les Petit Secretaires, Departemental Officers and Chairmen.

L'Aumonier Departemental

It shall be the duty of L'Aumonier, as spiritual leader of the Salon Departemental, to offer prayer at each session of La Marche Departementale and all Departemental 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 Les Petits Chapeaux, Les Petit Secretaires, Departemental Officers and Chairmen.

La Concierge Departementale

It shall be the duty of La Concierge to attend all Salon Departemental meetings. She is responsible for order at all Departemental 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 Les Petits Chapeaux, Les Petit Secretaires, Departemental Officers and 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.

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. When a National Officer visits a Salon Departemental, the National Pouvoir Member shall serve as a special hostess with Le Chapeau Departemental.

DEPARTEMENTAL COMMITTEES

Insofar as possible, Departementaux shall have the same Standing Committees as prescribed by the National Organization to be appointed by Le Chapeau Departemental and such other committees as deemed advisable by Le Chapeau 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. The Chairman shall send bulletins when received from National Chairman to Les Petits 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 Petits Salons, which shall be sent to her prior to March 1st, following changes made at La Marche Nationale. A copy shall be retained for the official files. Les Petits 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. The Chairman shall send bulletins when received from National Chairman to Les Petits Salons.

Finance

The term of office of the Finance Committee shall be from the close of one Le Marche Departementale through the next La 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 yearly budget 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 Les Petits 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 Petits 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 Petits Salons.

Public Relations

It shall be the duty of the Public Relations Committee to promote the publicity activities of both Les Petits Salons and/or Departementaux. The committee shall furnish copies of Les Petits Salons and Departementaux activities, newspaper clippings and Radio-TV coverage (program outlines) to the National Chairman. The committee will also compile a Public Relations Book of the same for entry into competition by sending the book to the Divisional Le Demi Chapeau for consideration in National competition. Return postage may be

assessed for any book being returned to Les Salons Departementaux. Upon return of any books, a separate section containing pictures, favors, etc., may be added before presenting to Les Departementaux Chapeaux.

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 Les Petits 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 Petits Salons.

LES PETIT SALONS 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 an 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 fifteen (15) 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 Departemental 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
(Not included here)**

**DUTIES OF LE PETIT SALON CHAIRMAN
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

Note: This information, written on this bulletin, can be found on Pages numbered forty-four (44) through forty-six (46) in the Eight and Forty Hand Book that is posted on our website by our National La Secretaire Sandra Winchester.