

## **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 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' at National Jewish Health after consultation with officials at the Center.

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).

All pertinent papers/files to the office shall be sent to the newly elected Le Chapeau National within fifteen (15) days following the close of La Marche Nationale.

An annual report shall be submitted to the Red Book Publisher by date designated with a copy to Le Demi Chapeau National, La Secretaire and L'Archiviste 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.

All pertinent papers/files to the office shall be sent to the newly elected Le Demi Chapeau National within fifteen (15) days following the close of La Marche Nationale.

An annual report shall be submitted to the Red Book Publisher by the date designated with a copy to Le Chapeau, La Secretaire and L'Archiviste 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, as well as Les Secretaires 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. 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 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.

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 Divisional Le 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.

All pertinent papers/files to the office shall be sent to the newly elected Les Demi Chapeaux National within fifteen (15) days following the close of La Marche Nationale.

An annual report shall be submitted to the Red Book Publisher by the date designated with a copy to Le Chapeau, La Secretaire and L'Archiviste Nationale.

### **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 Secretaires-Caissieres of both Salon Departementaux and Les Petits 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 and distributing of official stationery for officer and chairmen report forms, Bylaws and Bylaw 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 Red Book Publisher by the date designated with copies to Le Chapeau National, Le Demi 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 is likewise essential that La Caissiere or Finance Officer be an accomplished student in 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 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 committee's discretion.

An annual report shall be submitted to the Red Book Publisher by the date designated with copies to Le Chapeau National, Le Demi Chapeau National and L'Archiviste Nationale

## **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 Departemental 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 per the rules provided in the Handbook under Departementaux Histoire.

She is expected to attend La Marche Nationale. She is to plan and conduct a Pre-Marche meeting to review of the year's activities and 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, Le Chapeau National and Le Secretaire Nationale.

All pertinent papers/files to the office shall be sent to the newly elected L'Archiviste Nationale within fifteen (15) days following the close of La Marche Nationale.

An annual report shall be submitted to the Red Book Publisher by the date designated with copies to Le Chapeau, Le Demi Chapeau National and La Secretaire 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 Departemental Chairmen (Standing Rule 30). Bulletins are at her expense.

The outline of the Memorial Service should be in the hands of the Le Secretaire Nationale by July 31. If changes are to be made, it is left to the discretion of the L'Aumonier National, either to be added or deleted at La Marche Nationale. The Data Forms: "Notification of the death of a Partner" by Petit Salon, are available from National Headquarters or [8and40.org](http://8and40.org) website.

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.

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.

She is expected to attend La Marche Nationale. She is to plan and conduct a Pre-Marche meeting to review of the year's activities and receive recommendations for submission to Le Pouvoir National and La Marche Nationale. An appointment of La Secretaire, L'Archiviste, 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, Le Chapeau National and Le Secretaire Nationale.

All pertinent papers/files to the office shall be sent to the newly elected L'Aumonier National within fifteen (15) days following the close of La Marche Nationale.

An annual report shall be submitted to the Red Book Publisher by the date designation with a copy to le Chapeau National, Le Demi Chapeau National, La Secretaire Nationale and L'Archiviste Nationale.

## **LA CONCIERGE NATIONALE**

It shall be the duty of La Concierge Nationale to direct the advancement and retirement of the Colors following the instructions 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 appropriate Departemental Chairmen (Standing Rule 30). Bulletins are at her expense.

She is expected to attend La Marche Nationale

All pertinent papers/files to the office shall be sent to the newly elected La Concierge Nationale within fifteen (15) days following the close of La Marche Nationale.

An annual report shall be submitted to the Red Book Publisher by the date designated with copies to Le Chapeau National, Le Demi Chapeau National, La Secretaire Nationale, and L'Archiviste 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 to 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 the newly formed Salons Departementaux, as well as all updated and amended Departementaux Constitution and Bylaws submitted.

She is expected to attend La Marche Nationale.

All pertinent papers/files to the office shall be sent to the newly elected L'Avocate Nationale within fifteen (15) days following the close of La Marche Nationale.

An annual report shall be submitted to the Red Book Publisher by the date designated with copies to Le Chapeau National, Le Demi Chapeau National, La Secretaire Nationale, and L'Archiviste 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 Secretaires 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 named National Chapeaux Passes. A list of the recipients of Awards shall be filed with La Boutique National.

This Chairman is expected to attend La Marche Nationale. The Committee, under the direction of the Chairman, shall supervise and arrange for the awards presentation at La Marche Nationale and 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, the National Awards Chairmen is to send a listing of the winners to the Hat Box Editor for publication in the fall issue.

All pertinent papers/files shall be sent to the newly appointed National Awards Chairman within fifteen (15) days following the close of La Marche Nationale.

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

## **CHILDREN AND YOUTH**

This committee shall consist of a Chairman, a Vice Chairman and Four Divisional Chairmen, who shall

be responsible for the direction of the Eight and Forty Service program, the prevention and control of 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 Editor, outlining her program for the year.

She shall have an article in each of the three (3) 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 four (4) Divisional 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 Divisional Chairmen when to send notices to her Departementaux Chairmen in time for their Departementaux Bulletins.

She shall invite all Les Chapeaux Nationaux Passes 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.

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 to review of the year's activities and 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, Le Chapeau National and La Secretarie Nationale.

All pertinent papers/files to the office shall be sent to the newly appointed National Children and Youth Chairman within fifteen (15) days following the close of La Marche Nationale.

An annual report shall be submitted to the Red Book Publisher by the date designated with copies to Le Chapeau National, Le Demi Chapeau National, La Secretaire Nationale, and L'Archiviste 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 CHAIRMEN**

The duties of Divisional Children and Youth Chairmen are:

1. Each 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 Nationaux Passes and to appropriate Departmental Chairmen (Standing Rule 30). Bulletins are at her expense.

3. ALL pertinent papers/files to the office shall be sent to the newly appointed Divisional Children & Youth Chairmen within fifteen (15) 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 Departmental 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 to review and approve 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, 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. 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/files to the office shall be sent to the newly appointed National Constitution and Bylaws Chairman within fifteen (15) days following the close of La Marche Nationale.

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

The Finance Committee shall have jurisdiction over The Hat Box and The Red Book publications, 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.

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

All pertinent papers/files shall be sent to the newly appointed National Finance Chairman within fifteen (15) days following the close of La Marche Nationale.

An annual report shall be submitted to the Red Book Publisher by the date designated with copies to Le Chapeau National, Le Demi Chapeau National, Le Secretaire Nationale and L'Archiviste 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 Nationaux Passes and appropriate Departementaux Chairmen (Standing Rule 30). Bulletins are at her expense.

The chairman is expected to attend La Marche Nationale.

All pertinent papers/files shall be sent to the newly appointed National Fun and Fellowship Chairman within fifteen (15) days following the close of La Marche National.

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

### **HANDBOOK**

There shall be a National Handbook Committee of three (3) partners, with one being a National Chapeau Passé, subject to the ratification of Post Marche 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 National 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 April 1<sup>st</sup> of each year. Le Pouvoir National assembled at Le Pouvoir, prior to La Marche Nationale, shall make any corrections, 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 to have at least 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 Nationaux Passes and 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 to review suggested changes and to present said approved changes to 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, Le Chapeau National and La Secreterie Nationale.

All pertinent papers/files shall be sent to the newly appointed National Handbook Chairman within fifteen (15) days following the close of La Marche National.

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

## **LEADERSHIP**

There shall be a Leadership committee composed of three (3) Partners, subject to the ratification of Post March 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 Les Petits 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 Nationaux Passes and appropriate Departementaux 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 to review 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, 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, Le Chapeau National and Le Secretaire Nationale.

All pertinent papers/files shall be sent to the newly appointed National Leadership Chairman within fifteen (15) days following the close of La Marche National.

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

### **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 positions 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 diseases in their curriculum, 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 children with lung and respiratory diseases. In 2014 Respiratory Therapists were added as eligible to apply for the scholarship.

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 their 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 Nationaux Passes and appropriate Departementaux 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.

She shall stress the use of Memorial Cards purchased from the Emblem Sales through La Secretaire Departementale/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 to review the year's activities and 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 pertinent papers/files shall be sent to the newly appointed National Nurses' Scholarship Chairman within fifteen (15) days following the close of La Marche Nationale.

An annual report shall be submitted to the Red Book Publisher by the date designated with copies to Le Chapeau National, Le Demi Chapeau National, Le Secretaire Nationale and L'Archiviste 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 her 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 appropriate Departemental Chairmen (Standing Rule 30). Bulletins are at her expense.
3. All pertinent papers/files shall be sent to the newly appointed National Nurses' Scholarship Chairmen of each Division within fifteen (15) 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 Scholarship. 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 regarding 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 her 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 Nationaux Passes and appropriate Departemental Chairmen (Standing Rule 30). Bulletins are at her expense.

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 to review 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, 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, Le Chapeau National and La Secretaire Nationale.

All pertinent papers/files shall be sent to the newly appointed National Partnership Chairman within fifteen (15) days following the close of La Marche Nationale.

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

2. The Chairman shall provide monthly Partnership standings to Departementaux Partnership Chairmen in her Division, sending a copy to Les Chapeaux Departementaux and the National Partnership Chairman. 3. All pertinent papers/files shall be sent to the newly appointed Divisional Partnership Chairmen within fifteen (15) days following the close of La Marche Nationale.

### **PUBLIC RELATIONS/THE HAT BOX/BOOK OF REPORTS**

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 Editor and Redbook Publisher 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 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 to review the year's activities and 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, Le Chapeau National and the Le Secretaire Nationale.

An annual report shall be submitted to the Redbook Publisher 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.

### **RESOLUTIONS**

This is a three (3) member committee with the responsibility for receiving resolutions and referring them to the proper Pre-Marche Committee, formulating such Marche resolutions and reporting 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, by close of books July 31<sup>st</sup>. The Resolutions Committee shall receive all resolutions, if in proper form, consider and refer them to the appropriate 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 a 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 from 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 La Marche Body.

The Chairman is expected to attend La Marche Nationale. She is to plan and conduct a Pre-Marche meeting to review the year's activities and receive recommendations for submission to Le Pouvoir National and La Marche Nationale. She is to appoint a La Secretaire, L'Avocate, L'Aumonier and La Concierge to serve 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 pertinent papers/files shall be sent to the newly appointed National Ritual and Emblem Chairman within fifteen (15) days of the close of La Marche Nationale.

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

### **RITUAL AND EMBLEM**

The committee shall consist of a Chairman and two (2) Committee Members who shall be responsible for 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.

Under the direct supervision of the Chairman, this committee shall be responsible for considering and proposing any changes in our Ritual in the organization's interest.



She shall send out bulletins or newsletters monthly or at least quarterly. These should be sent to all National Officers, National Chairmen, Les Chapeaux Nationaux Passes and 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 to review the year's activities and receive recommendations for submission to Le Pouvoir National and La Marche Nationale. She is to appoint a La Secretaire, L'Avocate, L'Aumonier and La Concierge to serve 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 pertinent papers/files shall be sent to the newly appointed National Ritual and Emblem Chairman within fifteen (15) days of the close of La Marche Nationale.

An annual report shall be submitted to the Redbook Publisher by date designated with copies to Le Chapeau National, Le Demi Chapeau Nationale, La Secretaire Nationale and L'Archiviste 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. Candidates seeking election to National Offices should give consideration to the 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 her year which may be carried out in her Installation Ceremonies.