

DEPARTEMENTAL BYLAWS

ARTICLE I ORGANIZATION

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

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

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

ARTICLE II PARTNERSHIP

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

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

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

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

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

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

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

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

ARTICLE III
LES SALONS DEPARTEMENTAUX

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

- (a) Petit Salons that fail to maintain the ten (10) paid Partners required to keep their Charter may transfer Partnership to their Departemental. All assets and records must be turned in to their Departemental La Secretaire as well as their Charter.
- (b) Petit Salons must notify National La Secretaire that they are surrendering their charter as well as their EIN number.

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

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

Section 3. Constitution and Bylaws

- (a) Each NEW Departemental shall submit three copies of their new Constitution and Bylaws, with four signature pages, directly to L'Avocate Nationale for initial approval.
 - 1. The National L'Avocate upon approval shall send 2 copies and 4 signature pages to the National Constitution and Bylaws chairman for final approval and to have signature pages all signed.
 - 2. The Constitution and Bylaws chairman after approval shall have all signatures signed and will send a signature page back to the L'Avocate, a copy and a signature page to the National office of the Secretaire-Caissiere and one signature page to the new Departemental.
- (b) A copy of said Constitution and Bylaws, with signature page shall be maintained in National Headquarters Office.
- (c) Any changes to Departementaux Constitution and Bylaws shall be made any time during the year, but not submitted to National within 30 days before and after La March National.
- (d) Three copies and 4 signature sheets of the changed Constitution and Bylaws shall be sent to the National chairman of the Constitution and Bylaws Committee for approval.
 - 1. The National Constitution and Bylaws chairman shall upon approval have all signature sheets signed.

2. The chairman will then send one copy with signature sheet to the L'Avocate National, another copy with signature sheet to the National Office of the Secretaire-Caissiere and return one signature page to the Departementale.

(e) These may be completed and saved with electronics means with the consent of the Departemental officer and the National Constitution and Bylaws chairman.

Section 4. Dues and Partnership Cards:

(a) Annual partnership cards shall be distributed by Les Secretaries Departementaux to Les Petit Salons on the basis of previous year's partnership and are to be given to a Partner upon receipt of her Partnership dues.

(b) La Secretaire Departementale shall remit all National dues and assessments to Le Salon National within fifteen (15) days after receipt from Les Petits Salons.

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

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

(a) Newly elected/appointed names of Officers and chairmen with addresses, zip codes, e-mail addresses when available, and phone numbers be sent to the National Office of the La Secretaire Nationale thirty (30) days prior to La Marche Nationale.

(b) Names and addresses of appointed officers and committee chairmen for Le Salon Departemental shall also be sent to the corresponding National Officers and committee chairmen within 10 days after publication of their names in The Hat Box.

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

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

ARTICLE IV LES PETITS SALONS

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

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

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

Section 4. Disbanding/Charter Surrender

(a) A letter, with delivery confirmation, must be sent to all Partners in good standing of a Le Petit Salon before action is taken to disband and a time limit established for those who wish to transfer to another Petit Salon.

(b) If transferring within one year after the surrender or revocation of Charter and the current dues are not paid; a partner may pay the one year in arrears to Le Petit Salon into which she transfers.

(c) When a Le Petit Salon ceases to function or its charter has been revoked or canceled, the Charter and all records and funds shall be forwarded immediately to the respective La Secretaire-Caissiere Departementale.

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

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

Section 7. Pouvoir Members/Officers

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

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

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

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

(e) Le Petit La Secretaire shall issue annual Partnership cards to Partners upon receipt of dues and remit to La Secretaire Departementale within **fifteen (15) days.**

Section 8. The Constitution and Bylaws in each Le Petit Salon shall, on all points, conform to the Constitution and Bylaws of the National organization. A copy of the amendments to the Constitution and Bylaws of each Le Petit Salon shall be sent annually to the chairman of Le Departemental Constitution and Bylaws Committee. A copy shall be filed with La Secretaire Departementale and a copy with L'Avocate Departementale and a copy with Le Departemental Constitution and Bylaws Chairman. These copies shall be given to succeeding officers and chairman.

ARTICLE V

LE POUVOIR DEPARTEMENTAL

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

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

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

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

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

(a) Le Chapeau Departemental may call a Pouvoir or special meeting.

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

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

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

ARTICLE VI MEETINGS

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

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

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

(a) Each Le Salon Departemental shall be entitled to three (3) delegates. (b) Each Salon Departemental shall be entitled to one (1) additional delegate for each fifty (50) Partners or major fraction thereof.

- (b) Current dues for all delegates, alternates and delegates in their own right shall be into Departemental Headquarters not less than 30 days prior to La Marche Departementale.
- (c) Delegates and alternates shall be elected by Les Petit Salons at their LaMarche not less than thirty (30) days before La Marche Departementale.
- (d) Delegate-strength fees must be paid in full regardless of the number attending or not attending.

Section 4. Delegates-at-Large: Delegates-at-large shall cast their votes with their respective Petit Salon.

- (a) Le Chapeau Departemental Passé shall be delegates-at-large for life providing they remain in good standing within their Petit/Departemental Salons.
- (b) Departemental Officers, Chairmen of Standing Committees and Departemental Pouvoir member are delegates-at-large during their term of service.
- (c) Le Pouvoir members and delegates ONLY are entitled to alternates. If Le Pouvoir member or alternate is not present, no vote can be cast for them.
- (d) Only ONE vote may be cast per Partner regardless of how many titles, offices or chairmanships she holds.
- (e) Le Pouvoir, Departemental Officer or Departemental Chairman shall cast her vote as Le Pouvoir member.

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

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

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

Section 7. Emergencies

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

**ARTICLE VII
DEPARTEMENTAL OFFICERS**

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

Section 2. Elective Officers: La Marche Departementale shall elect: Departemental Le Chapeau, Departemental Le Demi Chapeau Premiere, Departemental Le Demi Chapeau Deuxieme, Departemental L'Archiviste, Departemental L'Aumonier, and Departemental La Concierge.

Section 3. Appointive Officers: Le Chapeau Departemental shall appoint La Secretaire-Caissiere Departementale and L'Avocate Departementale. They shall be ratified by Le Pouvoir Departemental.

**ARTICLE VIII
NOMINATION AND ELECTION**

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

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

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

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

Section 5. Candidate for Departemental Office

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

(b) If no delegate is present from her Petite Salon, although endorsed, then the candidate can be presented in nomination by a delegate from another Petite Salon or Le Departemental.

(c) The nomination must be in full accord with the wishes of the delegates present and voting if candidate has not had the endorsement of her own Salon or Departemental.

**ARTICLE IX
DUTIES OF OFFICERS**

Section 1. Le Chapeau Departemental: It shall be the duty of Le Chapeau Departemental to preside at all meetings of La Marche Departementale and Le Pouvoir Departemental; she shall appoint members of all

standing Committees. She shall be an ex-officio member of all committees, and shall perform such other duties as are usually incidental to the office.

Section 2. Le Demi Chapeau:

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

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

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

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

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

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

(c) She shall handle all emblems and supplies.

(d) She shall, each year, file an annual report with the Internal Revenue Service, the Secretary of State in which the organization is registered if required, and such other authorities as required.

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

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

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

Section 5. L'Aumonier Departemental: It shall be the duty of L'Aumonier Departemental to offer prayer at the opening of each session of La Marche Departementale, to have charge of the memorial service and to perform such other duties as Le Chapeau Departemental may direct.

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

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

ARTICLE X COMMITTEES

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

- (a) Le Pouvoir Departemental shall ratify all appointments.
- (b) The Awards, Constitution and Bylaws, Handbook, Leadership, Public Relations, and Ritual and Emblem Committees may each be composed of three members.
- (c) The Children and Youth, Nurses Scholarship and Partnership Committees may have a Chairman and a Vice-Chairman.

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

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

- (a) At all times, one member shall be a Departemental Chapeau Passé.
- (b) In case of resignation or death of any member of the Finance Committee, Le Chapeau shall appoint a successor at once, to fill the unexpired term, subject to the ratification of Le Pouvoir Departemental.
- (c) The members shall prepare a budget yearly and shall supervise the expenditures under the budget and authorize, in advance, all expenditures not covered by this budget.
- (d) The Departemental Finance Committee shall submit the proposed budget to Le Pre-Marche Pouvoir for consideration and approval by Le Pouvoir Departemental.

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

Section 5. Leadership Committee:

- (a) The Committee shall conduct a Leadership Panel at La Marche Departementale which shall be open to all Partners. The Panel will provide information in regard to all phases and programs of our Eight and Forty and should be especially informative to Les Petit Salons and Departemental.

**ARTICLE XI
CHARTERS**

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

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

Section 3. Le Pouvoir National shall revoke any Departemental Charter where there are less than ten (10) Partners whose dues have been paid for the previous year.

(a) Upon request of a Departemental, Le Pouvoir shall revoke the Charter of a Petit Salon that ceases to function or under such circumstances as might make such action necessary.

(b) Le Departemental Pouvoir may suspend a Petit Salon's Charter as a disciplinary action relative to revocation for a period of one (1) year. Such action shall not extend beyond the close of the next Marche Nationale.

**ARTICLE XII
FINANCES**

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

Section 2. There shall be no salaried officers of La Boutique Departementale.

Section 3. La Boutique Departementale Expenses

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

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

**ARTICLE XIII
DISCIPLINE**

Section 1. Le Pouvoir National after notice and hearing, may suspend or revoke the Charter of a Le Salon Departemental which violates the Constitution and Bylaws of La Boutique Nationale, or any specific action of La Marche Nationale, or Le Pouvoir National, or which fails to discipline adequately, any of its

Les Petits Salons for such violation. Le Pouvoir National may provide for the government and administration of such Le Salon Departemental during suspension, or upon such revocation.

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

ARTICLE XIV FISCAL YEAR

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

Section 2. The official closing of the books of La Secretaire-Caissiere Departementale shall be .

ARTICLE XV PARLIAMENTARY AUTHORITY

The Departementale Organization shall be governed by "ROBERT'S RULES OF ORDER, NEWLY REVISED, CURRENT EDITON" on all points not covered by these bylaws.

ARTICLE XVI AMENDMENTS

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

ARTICLE XVII AUTHORITY

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

Adopted this ____ day of _____ 202__ at La Marche Departementale in _____
_____.

Amended this ____ day of _____ 202__ at La Marche Departementale in _____
_____.

Approved by:

Departemental Chapeau

Departemental La Secretaire

Departemental Constitution & Bylaws

Departemental L'Avocate

National Constitution & Bylaws Chairman

National L'Avocate