**DEPARTEMENTAL STANDING RULES**

1. The Official emblem of La Boutique shall be a white lug with the number 8 and 40 inscribed in gold thereon.
2. The emblem of the Eight and Forty shall be placed on insignia, stationery, and printing.
3. Any National Officer, present or past, may wear the Red Wings; any Departemental Officers, present or past, may wear the White Wings; any Petit Salon Officer, present or past, may wear the Blue Wings. (Members of a committee of a Petit Salon or Salon Departemental are not entitled to wear winged pins. These pins are to be worn only by officers of the Salon National, A salon Departmental or a Petit Salon.)

1. Any partner having served a full term in the office of Le Chapeau or having been elected to fill the major portion of an unexpired term, shall be recognized as a Chapeau Passe at the following Marche.
2. The principal office of Eight and Forty shall be maintained by La Secretaire Departemental.
3. All books and records shall be forwarded to succeeding officers and chairmen within fifteen days following close of La Marche Departmental with the exception of La Secretaire and La Caissiere who shall forward books no later than September 15th.
4. The Annual subscription to the Hat Box shall cover a period from January 1st to December 31st of each year.
5. A copy of all reports and communications from each officer and chairman shall be furnished to Le Chapeau Departmental.
6. No Partnership lists shall be furnished from Departmental Headquarters or any petit Salon for any purpose whatsoever.
7. The annual compiled Publicity and photo books shall be given to the outgoing Chapeau.
8. All changes to Salon Departemental Bylaws and Standing Rules made at Le Pouvoir and adopted at La Marche Departemental shall be printed in the first issue of the Newsletter after La Marche Departemental. Additional copies shall be printed to be attached to the copies of the Bylaws yet distributed.
9. Petit Children and Youth annual reports shall be sent to the Departmental Children and Youth Chairman no later than May 1st of each year.
10. These reports complied by the Department Children and Youth chairman shall be sent to the Divisional Children and Youth Chairman according to date specified by Nationale Chairman.
11. A gift not to exceed twenty ($20) dollars to be given to the Le Chapeau Nationale to be presented during her official visit.
12. The Chapeau Departmental shall receive expenses for one (1) official visit to each Petit Salon upon presentation of bill. Reimburse full bill for gas round trip, not to exceed twenty (20) cents per mile plus lodging if not paid for by hosting salon.
13. Only Standing Rules can be changed at any meeting to serve the need of the Departmental.
14. La Secretaire and La Caissiere Departemental shall be empowered to destroy correspondence bulletins and remittance sheets after seven years previous to current year.
15. The following to be invited guests of the Departmental to the annual banquet -cost to be taken from the General Fund: Chapeau Departemental, Chapeau Departemental Elect, La Secretaire

Departmental, La Caissiere Departmental, National Pouvoir Member, Marche Chairman, Banquet Chairman, Chapeau Nationale or Le Demi Chapeau of Central Division, and Past Nationale Chapeaus.

1. There shall be a three ($3.00) dollar registration fee at the Fall and Spring Pouvoir which shall be deposited in the General Fund of the Departemental.
2. The cost of emblem sales and supplies ordered and mailed from Departemental Emblem Sales will have the cost of the postage added to the bill to defray the cost from Departmental.
3. A corsage to be presented to all of the National Officers belonging to our Departemental, The National Pouvoir Member, National Committee Chairmen and National Chapeau Passes of Illinois for the Banquet at Marche Nationale.

1. All checks for memorials must be sent to La Secretaire Nationale within ten days after received by La Caissiere Departmental.
2. After La Marche Departemental. Officers and Chairmen shall distribute material to Petit Salons present. Material to be mailed to those Petit Salons not in attendance by La Secretaire.
3. A ways and means project shall be held at the Fall and Spring Pouvoirs and/or La Marche to obtain money for the General Fund to help defray the items in the annual budget.
4. Only money collected for Chapeau Departmental Project shall be remitted to her designated project. No Departmental money shall be used to complete Chapeau Departemental Project.
5. Three issues of The Newsletter to be published annually in Fall, Spring and Summer to put out the call for the Pouvoirs and La Marche, these only to be mailed to the Petit Salon Chapeaux for sharing with partners. E-mail copies will be sent to partners who have requested it by e-mail.
6. There shall be NO money-making project other than for the Departmental allowed at the Pouvoirs and/or La Marche.
7. Checks for La Marche Banquet reservations shall be made payable to Illinois Salon Departemental and be sent to the Banquet Chairman designated by Le Chapeau Departemental.
8. National Office
	1. Candidates seeking National Office shall have the endorsement of their Salon and Departmental Salon and may not make any announcement relative to their candidacy until after the candidate(s) for Le Chapeau National has/have made her/their announcement.
	2. One letter stating name of candidate, office and date of Departemental Endorsement shall be mailed immediately to La Secretaire Nationale. No other letters or announcements may be sent prior to May 1st.

1. The Outgoing Chapeau Departemental shall accept all awards at LaMarche Nationale, unless the Nationale Officer or Chairman requests a specific individual to receive them.

1. The Outgoing Chapeau Departemental shall report the proceedings of La Marche Nationale at the Fall Pouvoir.

1. The announcement for each candidate for Departemental Office shall be made at Spring Pouvoir.

33.Endorsements of Partners as candidates for Departemental offices shall not be sent out until after the Spring Pouvoir meeting.

1. The Demi Chapeau Premiere shall be allowed to attend all Finance Committee meetings the year prior to being Chapeau with voice and vote. The L’Avocate shall sit in on all meetings of the Finance Committee without vote.

1. Any Salon that has not paid their Departmental obligation for Chapeau Travel by the due date (12/1) shall not be eligible for any Departmental Awards.

1. Registration for La Marche shall be ten ($10.00) dollars for each delegate and ten ($10.00) dollars for each alternate at least twenty (20) days in advance and ten ($10.00) dollars for each visitor.

1. In the event of the death of a Chapeau Departemental Passe, Departemental Officer or Chairman – all Chapeau Departmental Passes, Departmental Officers and Chairmen shall be immediately notified by La Secretaire Departemental. A memorial contribution of twenty-five ($25.00) dollars shall be given to Nurses Scholarship Program through the office of La Caissiere Departmental - the expense of same shall be taken from the Chapeau Passe Fund. If Le Chapeau cannot attend, she is to designate someone nearby to attend the funeral and represent the Departemental.

38.The annual dues paid to Le Salon by each partner shall be eighteen ($18.00) dollars. Of this amount fifteen ($15.00) dollars forwarded to La Caissiere Nationale; two dollars and twenty cents ($2.20) to Departmental General Fund; Children and Youth fund forty (40) cents; Public Relations twenty-five (25) cents; and Emergency Fund fifteen (15) cents.

* 1. There shall be an initiation fee for each new partner. The sum of two dollars and fifty cents ($2.50) to be remitted to Le Salon Departmental, except in the case of a former partner reestablishing eligibility by payment of her delinquent dues. Annual dues must be paid in addition to the initiation fee.

* 1. Each Petit Salon shall send to La Caissiere Departmental twenty-five dollars ($25.00) for Le Chapeau Departmental traveling expense, this to be used to help defray the expense of one official visit to each Petit Salon. This fee to be paid no later than December first each year.

* 1. In the event a car is used to travel, expense will be allowed at the rate of twenty (20) cents per mile via the shortest route.
	2. The New Charter fee of twenty ($20) dollars, per capita dues, individual partnership applications and remittance blanks shall be sent to the La Secretaire Departemental for processing.
	3. A Conference Room shall be arranged for La Marche Departementale by the La Marche Chairman.
	4. La Secretaire will keep Departemental financial records for seven (7) years. All other records (minutes, histoires, applications, etc.) will be kept on file for three (3) years.  The latest copy of the Departemental and each Petit Salon's Constitution and Bylaws will be kept on file by La Secretaire.

 Amended October 12, 2024.