



STANDING RULES

LES DAMES d'ESCOFFIER WASHINGTON D.C. CHAPTER

Revised and Approved by the Board, July 28, 2014

GENERAL

Les Dames relies on commitment and dedication of time, energy and resources by **every** member.

Chapter Bylaws govern the operation of the Chapter. Standing Rules support the Bylaws by providing additional information to guide the operations of the Chapter. Standing Rules are established by the Board, and may be amended at any time by an affirmative vote of the Board in order to reflect new business practices that improve the operation of the Chapter.

As part of every member's commitment to the organization, the following rules and procedures apply:

MEMBERS

To ensure active participation, members shall comply with the guidelines and fulfill the obligations as set forth below.

1. Governing Regulations
Members are responsible for reading and adhering to:
 - a. Chapter Bylaws, Standing Rules, Code of Ethics and Conflict of Interest Policy.
 - b. LDEI Policy Regarding Political, Lobbying and Advocacy Activities.
2. Attendance
 - a. Each member must meet attendance requirements as stated in the Bylaws.
3. Communication
 - a. Each member must keep her contact information up-to-date:
 - i. in the LDEI website database
 - ii. with the Communications Secretary
 - b. Contact information includes, but is not limited to:
 - i. Name (with alphabetic designation if member has two last names)
 - ii. email address
 - iii. mailing address
 - iv. phone numbers
 - v. fax number
 - vi. business affiliation
 - vii. optional: electronic and social media addresses
 - c. Every member is responsible for updating her contact information in order to receive communications from LDEI and the Chapter. If contact information is not accurate, it is not the responsibility of the Chapter to ensure receipt of communications.
 - d. Members who need assistance in updating their contact information on the LDEI and/or Chapter websites should contact the Communications Secretary who will provide instructions and guidance.
 - e. Members will receive all communications via email (with the exception of the annual Board Election Ballot, which will be sent by mail and email) unless another delivery method is approved by the Board.
4. Fundraising
 - a. Members must support fundraising purposes of the Chapter through contribution of time, skills/talent and/or monetary contribution.
5. Dues and Event Fees
 - a. Member Dues
 - i. Members will be notified of annual dues renewal in April.
 - ii. Annual dues to the Chapter and LDEI must be paid by June 15.

Les Dames d'Escoffier International
Washington DC Chapter

- iii. Dues paid after June 15 will incur a \$25.00 fee.
 - iv. Dues not paid by July 31 will result in termination of membership in LDEI and the Chapter, unless an exception is approved by the Board.
 - v. New members must pay dues by the deadline specified in their acceptance letter.
 - vi. A member returning after a leave of absence must pay dues by the deadline specified in her dues reminder at the end of her leave.
 - vii. A portion of dues (currently \$85 per member) is paid by the Chapter to LDEI in September of each year.
- b. Fees for programs and events must be paid when reservations are made. Registration is not guaranteed until payment is received.
6. [Leave of Absence](#) (Link to Bylaws for details and procedures).
7. Membership Termination Procedures
Membership in LDEI and the Chapter may be terminated as follows:
- a. A member may choose to resign from the organization by submitting notification to the President. Resignation will be effective at the end of the membership year. There will be no reimbursement of annual dues, even if notification occurs prior to the end of the membership year. A member in good standing who resigns may reapply for membership at a later date.
 - b. Membership will be terminated by LDEI and the Chapter when dues are not paid by the final payment deadline. The Chapter will make every effort to notify members via email and telephone of the final deadline to pay dues.
 - c. Membership may be suspended or terminated by the Board when it is determined that a member's actions are not in compliance with the Bylaws, Standing Rules and Code of Ethics as specified in the Bylaws Membership Requirements. Procedures are:
 - i. A complaint will be submitted to the President by a member in good standing.
 - ii. The President will notify the Board and the member against which a complaint is registered.
 - iii. The member will have an opportunity to respond to the complaint.
 - iv. The matter will be reviewed by the Board. If the Board determines that the member is in violation of Membership Requirements, it may vote on action to be taken, which may include a warning, suspension or termination of membership.

OFFICERS & DIRECTORS

1. General

1. There are a maximum of six (6) Officers, whose office responsibilities may be shared by two members where there is a need to do so and it is approved by the Board.
2. There are a minimum of five (5) and a maximum of seven (7) Directors, which include one (1) Immediate Past President and one (1) Alternate.
3. Officers and Directors must:
 - a. sign the Letter of Commitment to Board Position
 - b. sign the Conflict of Interest Policy
 - c. read and adhere to the Bylaws, Standing Rules, Code of Ethics and Robert's Rules of Order
4. If an Officer or Director is unable to attend a Board or General Membership meeting, she will advise the President and when appropriate, she will submit a report, and may appoint a [proxy](#) in her absence.
5. A joint Board meeting of the outgoing Board and incoming Board will be held in June or July, or at a leadership meeting called by the President in July or August. The purpose is to orient new Board members and to provide a smooth transfer of the Chapter's business.
6. Each Officer/Director trains the incoming Officer/Director on duties and responsibilities of the office and provides information and files needed.

2. President

1. Works with the Board to create the annual Chapter calendar. See Appendix A for sample.
2. Annual budget
 - a. Receives proposed budgets from Officers and Committee Chairs by August 15.
 - b. Works with the Treasurer to prepare the proposed annual budget to submit at September Board meeting.

Les Dames d'Escoffier International
Washington DC Chapter

3. LDEI
 - a. Is the primary liaison with LDEI.
 - b. Is a Chapter representative to the LDEI Council of Delegates.
 4. Meetings
 - a. Calls meetings of the general membership and provides a notice, agenda, minutes of the previous general meeting and supporting materials according to the designated timeline.
 - b. Calls monthly meetings of the Board and provides a notice, agenda, minutes of the previous Board meeting and supporting materials.
 - c. Requests reports from Officers, Committee Chairs and Directors
 5. Chairs the Executive Committee, if there is one.
 6. Appoints Committee Chairs with approval of the Board.
 7. Attends all events free of charge as the official host.
 8. Receives leave of absence requests on behalf of the Board, presents request to the Board and notifies the member who has made a request whether the leave is approved or denied by the Board.
 9. Reviews all operations to check if adjustments need to be made.
3. **First Vice President**
1. Submits proposed budget to President by August 15.
 2. Assists the President with membership issues, administrative duties including communications with service providers (e.g., accountant, lawyer, insurance agent), reviews contracts and provides back-up support as needed to ensure smooth operation of the Chapter.
 3. In the event the President is unable to perform her duties, the First Vice President fulfills them until such time as the President is able.
 4. Serves as chair of the New Member Committee and works with local leaders throughout the year to identify outstanding candidates for membership.
 5. Ensures post-induction mentoring programs are in place and that they are working effectively. Works closely with members recently inducted to involve them in the Chapter, and helps them network with members.
 6. [New Member Committee Procedures](#)
 7. Serves as chair of the Member Engagement Committee and works to ensure that members are recognized for their work in the industry, community and Chapter. This includes publicizing the good news; improving Dame-to-Dame networking and creating a community in the Chapter of mutual support.
 8. [Member Engagement Committee](#)
 - a. Keeps and distributes name tags at meetings. Creates new name tags as needed.
 - b. Keeps and maintains Chapter Roster.
 - c. Expands and actively engages in the Dames to Conference Program
 - d. Reviews member attendance to determine whether membership requirements are met; if not, identifies ways to encourage participation given the specific circumstances.
 - e. Entre News
 - i. Appoints the Editor, who may be a Director or general member.
 - ii. Editor creates schedule for bi-monthly e-newsletter.
 - iii. Editor collects and compiles Chapter and member information, news, notices, program/event details.
 - iv. Editor prepares e-newsletter draft for review by President, 1st VP, Committee Chairs and other key contributors, if needed, prior to its release.
 - v. Editor sends to Communications Secretary for immediate release to members.
 9. Reviews and updates Bylaws, Standing Rules, Code of Ethics, Conflict of Interest, and any third party contracts (insurance, legal, etc).
 10. Assists Officers, Directors and Committee Chairs review and update documents and contracts.
4. **Second Vice President - Education & Community Outreach**
1. Submits proposed budget to President by August 15
 2. Chairs the Education and Community Outreach Committee and subcommittees: [Education Committee](#), [Community Outreach Committee](#), [Green Tables](#), and [Global Culinary Initiatives](#)
 3. Works with the sub-committee chairs to produce a calendar of events; communicates to PR when an event is in development stage; is responsible for ensuring the smooth flow of each event; and ensures that a Program Timeline, budget and post-event analysis is completed.
 4. Works with the sub-committee chairs to determine the theme of different series.

Les Dames d'Escoffier International
Washington DC Chapter

5. Establishes that an on-site coordinator is at all events, and also verifies that the events are covered by volunteer reporters (including social media) and photographers.
 6. Builds infrastructure especially as it relates to program replication and connecting programs to funding.
 7. Builds strategic partnerships with external parties.
5. **Second Vice President - Development & Philanthropy** (if and when the position is created)
1. Submits proposed budget to President by August 15
 2. Chairs the Development & Philanthropy Committee and subcommittees: [Development Committee](#), [Fundraising Committee](#), [Scholarship Committee](#), [Grants/Mentoring Committee](#)
 3. Works with the sub-committee chairs to produce a calendar of events; communicates to PR when an event is in development stage; is responsible for ensuring the smooth flow of each event; and ensures that timelines, budgets and post-event analysis are completed.
 4. Works with the sub-committee chairs to expand and deepen their impact.
 5. Establishes that an on-site coordinator is at all events, and also verifies that the events are covered by volunteer reporters (including social media) and photographers.
 6. Builds infrastructure especially as it relates to program replication and connecting programs to funding.
 7. Builds strategic partnerships with external parties.
6. **Treasurer/Finance Officer**
1. Submits proposed budget to President by August 15
 2. Chairs the Finance Committee (once it is established)
 3. Budgets:
 - a. Submits proposed budget to President by August 15.
 - b. Supports other Officers and Committee Chairs in developing budgets, analyzing cost management, and preparing operational metrics.
 - c. Works with the President to prepare an annual budget that shows a three (3) year comparison. The budget is to be approved by the Board in September and ratified by members at the Autumn General Membership Meeting. Sends Board approved budget to Communications Secretary who sends it to members at least two (2) weeks before the Autumn General Membership Meeting.
 4. Reconciles Chapter annual financial accounts by July 31; provides accountant with all information by August 15 to prepare annual taxes; and files appropriate tax forms by November 15. Advises the President when the tax forms are submitted to the IRS.
 5. Submits a report at each Board meeting that itemizes income and expenses on a monthly and year-to-date basis (e.g., revenues, event costs, Chapter expenses).
 6. Receives monies due to the Chapter and provides receipts (invoices, tax receipt, sales tax receipt); and deposit all monies on behalf of the Chapter in bank(s), trust companies, or other depositories approved by the Board.
 7. Expends money of the Chapter at the request of the President or as authorized by the Board and keeps receipts of such expenditure for the audit trail.
 8. Purchases made within the District of Columbia are exempt from tax based on the Chapter's 501(c)(3) status. Treasurer will keep tax-exempt certificate on file and provide to vendors when required. She will also remind Officers, Directors and members of this status when event arrangements are made and purchases are planned.
 9. Keeps accurate books of accounts on all monies received and disbursed.
 10. Maintains QuickBooks files:
 - a. Records entries of all debits and credits under appropriate categories.
 - b. Creates P&L statements for programs/events as monthly Board meeting reports.
 11. Manages Investment, Checking, Credit Card, Debit Card and PayPal accounts.
 - a. Accounts at present: SunTrust checking,
 - b. Writes checks or uses debit card as appropriate to pay vendors, scholarship invoices, grants, expenses, and approved membership expenses.
 - c. Authorizes payment requests and requires appropriate documentation for reimbursement payments.
 - d. Handles cash/check and credit card deposits.
 - e. Reconciles SunTrust & PayPal statements.
 - f. Manages Square devices for remote credit card payments.
 12. Membership Dues:

Les Dames d'Escoffier International
Washington DC Chapter

- a. Initiates annual dues collection and keeps records of dues payments.
 - b. Prepares dues renewal notice for Communications Secretary to send to members by April 15 with dues amount (\$175), deadline (June 15), fee (\$25) when paid after June 15, and notice of termination if dues are not paid by July 31.
 - c. Sends a dues renewal notice to member(s) on leave of absence informing them of dues amounts and payment deadlines to reinstate their membership. Note to include instructions on how to extend the leave of absence and the deadline to submit such request.
 - d. Monitors dues collection; requests reminder notices be sent by Communications Secretary. Alerts Board by July 10 of members who have not paid dues; initiates action for final communication to collect dues to avoid termination.
 - e. Pays annual membership dues (\$85 per member) by check to LDEI no later than September 1 (LDEI allows 30 day grace period)
13. The President will assume the responsibilities of Treasurer in the absence or incapacity of the Treasurer, until such time as the Treasurer is able to resume her duties or a replacement is voted by the Board.

7. **Recording Secretary**

1. Submits proposed budget to President by August 15
2. Updates Letterhead and other official documents with names of the new Board members.
3. Updates and maintains templates for Minutes following the format approved by the Board.
4. Supports the President and First Vice President in reviewing and updating documents of the Chapter.
5. Maintains updated Standing Rules, Code of Ethics and Conflict of Interest, as they are added or amended by the Board.
6. Maintains updated Bylaws as they are approved by the Board and ratified by the members.
7. Provides each officer, director and committee chair with a consolidated document of duties specific to the job (i.e., cut-n-paste from the various documents as pertain to the job).
8. Conflict of Interest agreements
 - a. Obtains Conflict of Interest agreements from all Board members by July 31.
 - b. Holds Conflict of Interest agreements for one (1) year.
8. Records minutes of all meetings of the membership and of the Board.
 - a. All minutes will be reviewed and corrected by the President who will then submit to the Board for approval.
 - b. Minutes of the Board will be available to the President no later than seven (7) days after the meeting.
 - c. Minutes of the membership will be available to the President no later than fourteen (14) days after the General Membership Meeting.
 - d. Minutes will be available to the Board for approval no later than seven (7) days prior to the following month's meeting.
9. Sends approved minutes and updated documents in PDF format to the Communications Secretary to post on the Chapter website.
10. Takes attendance at all meetings of the membership and of the Board. Reports attendance records to the 1st VP and the Board to determine whether membership requirements are met.
11. Ballots
 - a. Receives election ballots and counts them with a teller appointed by the President.
 - b. Reports results to the President and Chair of the Nominating Committee.
 - c. Holds the election ballots for one (1) year.
12. If the Recording Secretary cannot attend any meeting of the membership or of the Board, she will designate a substitute.
13. All documents and records will be transferred to the next Recording Secretary.

8. **Communications Secretary**

1. Submits proposed budget to President by August 15
2. Updates the website with the names of the new Board members.
3. Works with the sub-committee chairs to produce a schedule of communication posts (sub-committees include: PR, Chapter website, social media, registration).
4. Responsible for inbound communications from external sources (voicemail, email, postal mail).
5. Distributes all Chapter communications via updated mailing lists (postal and email) to members and to the public. Whoever initiates the correspondence is responsible for proofreading and formatting, not the Communications Secretary.

Les Dames d'Escoffier International
Washington DC Chapter

6. Notifies members of all meetings according to the time schedule set forth in the Bylaws and Standing Rules.
 7. Posts minutes of all meetings of the Board and of the Membership, updated copies of Bylaws, Standing Rules and Code of Ethics, dues notices, Chapter newsletter, event notices and all other announcements on the Chapter website.
 8. Sends election ballots to the membership via mail and email.
 9. Sends a copy of the Board approved budget to members with instructions to review for discussion and ratification at the Autumn General Membership meeting; and sends a reminder to members one (1) week before the meeting.
 10. Maintains and updates the official list of members in conjunction with 1st VP and Treasurer/Finance Officer.
 11. Maintains and updates the database of non-member guests for notification of programs and events.
 12. Sends event notices/invitations to members and the Chapter email list at least three (3) weeks in advance of any event or program.
 13. Sends correspondence to members, including but not limited to:
 - a. Meeting notices and meeting minutes
 - b. Dues notices
 - c. Election ballots by email and postal mail
 - d. Newsletters
 - e. Program and event notices
 - f. LDEI and Chapter notices
 - b. Manages lesdamesdc.org (the Chapter website).
 - a. Ensures that the Chapter website and documents therein are current and that links in and to the documents are correct.
 - b. Uploads and deletes information to the Chapter website in a timely manner.
 14. Manages event/program reservations:
 - a. Programs the Event Management software to take reservations for events and programs.
 - b. Maintains events on the Chapter website, calendar, social media outlets
 - c. Sends invitation notices to the Voicemail speaker (Camilla Rothwell) for recording.
 - d. Sends confirmation to registered attendees; notifies attendees of any changes or special instructions.
 - e. Tracks registration and provides updates to Treasurer, Committee Chair and President.
 15. Checks voicemail and ensures that the correct Officer, Director or member is informed.
 16. Checks email received at lesdamesdc@aol.com regularly and replies to inquiries, takes reservations and/or forwards messages to the appropriate Board member, Committee Chair or member.
 17. Collects postal mail from the Chapter mailbox, and ensures that mail is sent to the correct Officer, Director or member.
 18. **Public Relations Committee Procedures:**
 - a. Responsible for creation of all outbound communications to the media to promote the activities and news of the Chapter.
 - b. Works closely with all Committees to obtain program/event information to promote.
 - c. Creates and maintains a press contact list including all pertinent regional print and online media outlets, including food, wine and event blogs and websites.
 - d. Sends Chapter program and event listings, press releases and pitches Chapter-related story ideas to the media. Copies will be sent to the Board.
 19. **Social Media Committee Procedures:**
 - a. Proposes social media strategy for Board approval.
 - b. Creates social media sites/connections; posts regular updates to communicate Chapter news, program, events; provides link to Chapter website for registration.
 - c. Uploads photos and video on social media sites.
9. **DIRECTORS**
1. Keep abreast of Chapter issues to support and help direct the operation of the Chapter.
 2. Inform the Board of Standing Committee, Subcommittee or special project she will spearhead.
 3. Take on special assignments/responsibilities not covered by Officers' duties.
 4. **Immediate Past President**
 - a. Serves as a consultant to the President.
 - b. Serves as a resource to the Board and Committee Chairs on Chapter procedures and history.

COMMITTEES

Committee Chairs are responsible to identify and implement a suitable succession plan. Chairs are expected to involve and train committee members who are appropriate candidates to take over the Chair.

The eight (8) Standing Committees of the Chapter do important and continuing work of the organization. Committees will meet as necessary to conduct their business. To ensure fair representation, a majority of Committee members must be present. For purposes of orderly and timely attention to Committee business, the Board has established the following rules and procedures:

All Committees must communicate with PR regularly and involve PR at the initial stages of event development.

1. Membership Committee Procedures:

14. Chair submits proposed budget to President by August 15
 - a. Chair sets Membership Committee timeline. See Appendix B.
 - b. Membership Committee selection:
 - i. Committee will consist of the Chair plus six (6) members who have been members for at least two (2) years.
 - ii. Each year, three (3) members will be replaced by reverse alphabetical order beginning from the last committee member appointed from the previous year.
 - iii. A vacancy in the Committee will be filled in the same manner: by reverse alphabetical rotation.
 - c. A 'Call for New Members' is sent to members via email and posted in e-newsletter
 - d. Members will act as sponsors and will nominate new members to the Chair by the designated deadline. Candidates may also include professionals recommended by reliable sources and those who have inquired independently. All nominees must be well established in the culinary community.
 - e. The Chair will send a New Member Application and Letter to nominees.
 - f. Prospective New Member Reception:
 - i. will be held according to the timeline set by the Chair. Invitees include the Membership Committee, Board, prospective new members and members who are sponsoring nominees. Reception will be open to all members if venue is suitable, host is amenable and Board approves.
 - ii. prospective members meet Chapter members, learn about the organization, and are requested to give a short speech about their background and reason for interest in becoming a member.
 - g. Completed applications, including supporting documents and \$25 application fee, are due by designated deadline.
 - h. Membership Committee reviews all applicants, deliberates and presents a recommendation at the April Board meeting for approval.
 - i. The Chapter will admit a maximum of eight (8) new members per year unless, in the opinion of the Board, special conditions exist that may modify this policy.
 - j. Chair will send notification letters, dues notice and Les Dames New Member Form to approved applicants within one (1) week of Board approval. Dues, form and photo (headshot) must be submitted by designated deadline for new member to complete acceptance process.
 - k. New members will be instructed of their obligation to read and abide by Bylaws, Standing Rules, Code of Ethics and Conflict of Interest Policy as well as advised of other practical Chapter information (eg, Entre News, website access, etc).
 - l. A Chapter mentor will be assigned to each new member. [Mentor/mentee guidelines](#) will be provide to each mentor and new member. Mentors are expected to contact mentees within one (1) week of notification to welcome new member, provide orientation and encourage new member to become involved on a committee or Chapter program or activity.
 - m. New members are invited to attend the Spring General Membership Meeting, where they will be inducted as new members, effective immediately. They will receive member gifts solicited and assembled by the Committee.
 - n. Chair will send notification letters to applicants who are not accepted with encouragement to reapply, if appropriate.
 - o. Applicants who are not accepted may reapply for membership. Application fee (\$25) will be waived if applicant reapplies within two (2) years. (write letter)

2. Board Nominating Committee Procedures:

Les Dames d'Escoffier International
Washington DC Chapter

- a. The Chair will be a Board member appointed by the President with Board approval by the January Board meeting.
- b. The Chair will form the Committee within two (2) weeks of appointment and no later than February 1.
- c. The Chair sets the Nominating Committee timeline. See Appendix B.
- d. Nominating Committee will consist of:
 - i. Members at large who are chosen in alphabetical order from the membership starting at the last member to serve in the previous year,
 - ii. A vacancy in the Committee will be filled in the same manner.
- e. A "[Call for Board of Directors Nominees](#)" will be sent to members, which includes links to [Job Summary](#) and the [Nomination Form](#).
- f. The procedure to nominate will be as follows:
 - i. a member is nominated as a candidate. The nomination must be seconded.
 - ii. the candidate must agree to serve and fulfill the responsibilities outlined in the Bylaws and Standing Rules, and adhere to the Code of Ethics and Conflict of Interest Policy.
 - iii. the candidate must submit a statement in less than 300 words on why she thinks she would make a positive addition to the board.
- g. The Nominating Committee will review all of the submissions based on the experience, skills and contributions of those seeking nomination taking into consideration the job summary guidelines.
- i. The Committee will present the single slate of candidates to the Board for approval at the April Board meeting.
- h. Nominating Committee will collect nominations and produce a single slate that will be ratified by members.
- j. Official ballots will be provided within 24 hours of Board approval to the Communications Secretary to be sent by postal mail and email to members within five (5) days of receipt of the approved slate.
- k. Official ballots are returned to the Recording Secretary by the specified deadline.
- l. Board election will be carried by a majority vote of a quorum, being 40% of the total number of Active, Non-resident and Dual members (i.e., members with voting rights).
- m. The Nominating Committee announces the results at the Spring Annual Membership Meeting for the term beginning July 1.

3. Education and Community Outreach Committee (EdCO) Procedures:

- a. Submits proposed budget to President by August 15
- b. Organize and coordinate education programs for both professionals and enthusiasts.
- c. Organize and coordinate community outreach programs.
- d. Communicate with subcommittee chairs (Women in Gastronomy, Green Tables, Global Culinary Initiatives) to ensure smooth program planning and scheduling.
- e. Any member can create, have input or execute an education program or event with the approval of the Committee Chair. All programs must follow event development and analysis.
- f. Event development:
 - i. Complete [Event Planning Template](#) and send to both Committee Chair and President
 - ii. Inform the Board of scheduled programs.
 - iii. Prepare and submit budget for any event costing more than \$2,000 for Board approval.
- e. [Post-Event Analysis and Report](#) for the Committee Chair to report to the Board.

3.1 Women in Gastronomy Subcommittee Procedures:

- a. Operates as a subcommittee of the EdCO Committee.
- b. Submits proposed budget to President by August 15 of the year prior to the Symposium
- c. The *Salute to Women in Gastronomy* day-long symposium typically features a keynote speaker, concurrent break-out sessions chaired by Chapter and LDEI members and other culinary experts, lunch, a food expo, closing reception and other activities. It is open to members and the public who pay a registration fee. Appendix C sets out guidelines for planning and executing this event.
- d. The Committee will convene at least one year prior to the symposium to plan the event. Any member may be a member of the Committee. The Committee will continue to meet regularly until the details of the symposium program are completely in place. The Committee will meet at least once after the symposium for a debriefing.
- e. The President will appoint the Chair(s) subject to approval of the Board. The Chair(s) will form a Committee to plan, coordinate and implement the *Salute to Women in Gastronomy* culinary symposium.

Les Dames d'Escoffier International
Washington DC Chapter

- f. The Committee will communicate with the EdCO Chair(s) to ensure smooth program planning and chair(s) will report to the Board.
- g. The Committee will consist of a Chair (or Co-Chairs), the Second Vice President(s) of EdCO and Chapter members willing to participate.
- h. The symposium budget must be approved by the Board.

3.2 Green Tables Sub-committee Procedures:

- a. Operates as a subcommittee of the EdCO Committee.
- b. The [mission of Green Tables](#) is to support [LDEI's](#) commitment to a broad sustainable foods initiative. Activities feature local food, agriculture, school lunches and gardens, etc.
- c. Submits a proposed budget to the EdCo Chair by August 15.
- d. The President will appoint the GT Chair(s) subject to approval of the Board. The Chair(s) will communicate with the Education Programs Committee Chair(s) to ensure smooth program planning. The Chair(s) will form a Committee to plan, coordinate and implement programs to support Green Tables' mission.
- e. GT Committee will consist of a minimum of three (3) members.
- f. GT Committee will organize and implement individual and annual event(s) in the Chapter's communities following the [Event Planning Template](#) and [Post-Event Analysis and Report](#)
- g. Any member can create and execute a Green Tables program with approval of the Committee Chair who informs the Board.

3.3 Global Culinary Initiatives Sub-committee Procedures:

- a. Operates as a subcommittee of the EdCO Committee.
- b. The [mission of GCI](#) is to support [LDEI's](#) commitment to embrace our global communities through culinary connections. Activities celebrate the diversity of our region's global culinary traditions through activities that feature education, training and cultural exchange.
- a. Submits a proposed budget to the EdCo Chair by August 15.
- c. The President will appoint the GCI Chair(s) subject to Board approval. Chair(s) will communicate with the Education Programs Chair(s) to ensure smooth program planning. The Chair(s) will form a committee to plan, coordinate and implement programs to support Global Culinary Initiatives' mission.
- d. GCI Committee will consist of a minimum of three (3) members.
- b. GCI Committee will organize and implement individual and annual event(s) in the Chapter's communities following the [Event Planning Template](#) and [Post-Event Analysis and Report](#)
- e. Any member can create and execute a GCI program with approval of the Committee Chair who informs the Board.

4. Philanthropy Committee Procedures:

Manages the incoming and outgoing philanthropy of the Chapter. The Chair will:

- 1. Work with the sub-committee chairs to produce a calendar of events; be responsible for ensuring the smooth flow of each event; and ensure that a post-event analysis is completed.
- 2. Review and update Development documents, Scholarship documents and Grants/Mentoring documents.
- 3. Establish that an on-site coordinator is at all events, and also verify that the events are covered by volunteer reporters (including social media) and photographers.
- 4. Regularly communicate with stakeholders such as sponsors, major donors and organizations connected with Scholarships and Grants/Mentoring.
- 5. Develop relationships with potential sponsors, donors and organizations that further scholarship and grants/mentoring missioning.

4.1 Development Sub-Committee Procedures:

- a. Organize and coordinate fundraising events focusing on food, fine beverage and hospitality.
- b. Secure sponsors for the Chapter, for major programs and for specific events.
- c. Develop donation opportunities, including but not limited to planned giving, legacy giving, bequests, etc.

4.2 Scholarship Sub-Committee Procedures:

- a. Scholarship amount:
 - i. The Board will determine the allocation for scholarships at the September Board meeting. 9

Les Dames d'Escoffier International
Washington DC Chapter

- ii. The President will notify the Committee Chair of the amount available.
- iii. The President will announce the amount allocated to scholarships at the Autumn General Membership Meeting.
- b. Chair sets [Scholarship Committee timeline](#). (See Appendix B)
- c. The Committee will:
 - i. Update the [scholarship application form](#) as necessary; review with First Vice President and present the revised application to the Board for approval.
 - ii. Send scholarship application form to Communications Secretary to post on the Chapter website.
 - iii. Work with the PR Committee to develop a press release and strategy to get the word out.
- d. The Committee will direct all prospective applicants to the Chapter website to download and complete the application. The Committee will provide guidance as needed by applicants.
- e. The Committee will complete its review of applicants and present its recommendations in a full report to the Board for approval at the April Board meeting.
- f. Upon Board approval, the Committee will write personal notes to the applicants to inform her of the Chapter's decision: acceptance or gentle rejection with encouragement to reapply, if appropriate.
- g. The scholarship awardee(s) will be invited to the Spring General Membership Meeting.
- h. The Committee will send awardee(s) the Award Agreement that must be signed by the awardee(s) and returned to the Committee Chair.
- i. The Committee will obtain an invoice from the education organization attended by the awardee(s) and send to the Treasurer/Finance Officer for payment.

4.3 Grants and Mentoring Sub-Committee Procedures:

- a. Grants amount:
 - i. The Board will determine the allocation for grants at the September Board meeting.
 - ii. The President will notify the Committee Chair of the amount available.
 - iii. The President will announce the amount allocated to scholarships at the Autumn General Membership Meeting.
- b. Chair sets Grants Committee timeline. See Appendix B.
- c. The Grants Committee will:
 - i. Manage all grants.
 - ii. Update the [grants application form](#) as necessary; review with First Vice President and present the revised application to the Board for approval.
 - iii. Send to:
 - Communications Officer to post application on the Chapter website
 - PR Chair to publicize.
- d. Applications are due by the deadline specified on the application.
- e. The Committee will complete its review of applications and present its recommendations in a full report to the Board by the April Board meeting.
- f. Upon Board approval, the grantee(s) will be invited to the Spring General Membership Meeting.
- g. The Committee will inform each applicant of the Chapter's decision: acceptance or gentle rejection with encouragement to reapply, if appropriate.
- h. The Committee will obtain an invoice from the organization and send to the Treasurer for payment.
- i. Mentoring:
 - i. The Mentoring Program pairs Dame mentors as coaches to identified mentees. A mentor is expected to get to know her assigned mentee and provide guidance to help and encourage her success in the industry according to the [Mentor Guideline](#).
 - ii. The Committee will be responsible to propose, plan, timeline and implement Mentoring Program activities.

DAME OF DISTINCTION AWARD

At the discretion of the Board, a member may be recognized as a Dame of Distinction of the Chapter. This distinction will be awarded not more often than once in two years. She will be honored at a General Membership Meeting.

Criteria:

- 1. Member for at least 8 years;

Les Dames d'Escoffier International
Washington DC Chapter

2. Served on the Board or as an Officer in at least two (2) positions;
3. Actively involved in various Chapter activities and projects (fundraisers, programs, etc.);
4. Served on at least two (2) different committees;
5. Assumed tasks that demanded energy and hard work;
6. Regularly attended Chapter and/or LDEI functions;
7. Showed leadership in creativity, commitment and results.

Dames of Distinction Award Procedures:

- a. The President appoints a Board member who is not eligible for the award as Committee Chair.
- b. The Committee is formed and is comprised of members who are past recipients of the Dames of Distinction Award. The Chair will set Committee timeline. See Appendix B.
- c. A "Call for Nominees" is sent to membership.
- d. The Committee creates a list of candidates based on accomplishments and contributions to the Chapter.
- e. The Committee evaluates nominees and makes a recommendation for Board approval.
- f. The recipient is honored at a General Membership Meeting.

LDEI COUNCIL OF DELEGATES AND CHAPTER DELEGATE RESPONSIBILITIES

The LDEI Council of Delegates is comprised of members appointed by each Chapter to represent their respective Chapters at the international level of the organization.

Delegates will be appointed each year for a one (1) year term to follow the LDEI conference year. The number of delegates is based on the size of Chapter membership (one delegate for every twenty five members) in accordance with the rules specified in the LDEI Bylaws. Delegates will include the President and additional Officers, Directors and Members having Chapter responsibilities. Delegates will be proposed by the President and approved by the Board. Delegate responsibilities include:

1. Attend the LDEI Annual Conference. Participate in Annual Business Meeting at the conference, report Chapter activities, attend sessions and events; network with international and chapter leaders and LDEI member attendees.
2. Prepare report of conference highlights and organizational issues following the event for email distribution and/or verbal report at the next General Membership Meeting.
3. Vote on LDEI Board of Directors slate each spring, consulting with Chapter Board to confirm the voting preference of the Board.
4. Participate in other activities, votes and communications as required by LDEI through the year.

Delegates may receive a stipend from the Chapter to defray a portion of registration and travel expenses for the LDEI Annual Meeting as determined each year by the Board based on Chapter budget and other considerations.

GENERAL MEMBERSHIP MEETINGS and SPECIAL MEETINGS ORDER OF BUSINESS

1. Autumn General Membership Meeting:

The order of business at the Autumn General Membership Meeting will be:

- (i) Proof of notice, proof of call and proof of proxies
- (ii) Determination of the presence of a quorum
- (iii) Approval of the agenda
- (iv) Approval of the previous Spring General Membership Meeting minutes
- (v) President's report
- (vi) Treasurer's report, including proposed budget for fiscal year
- (vii) Committee reports
- (viii) Old business
- (ix) New business
- (x) Presentation of Distinguished Dame Award (if applicable)
- (xi) Adjournment

2. Spring General Membership Meeting:

The order of business at the Spring General Membership Meeting will be:

- (i) Proof of notice, proof of call and proof of proxies
- (ii) Determination of the presence of a quorum
- (iii) Approval of the agenda
- (iv) Approval of the prior Autumn General Membership Meeting minutes
- (v) President's report
 - (i) report Scholarship and Grant fund approved by the Board
 - (ii) ask members to identify potential new members and advise 1st VP asap
- (vi) Treasurer's report
- (vii) Committee reports
- (viii) Old business
- (ix) New business
- (x) Presentation of Grants Award Recipient(s) (if applicable, and/or report on Mentoring Program)
- (xi) Presentation of Scholarship Award Recipient(s)
- (xii) Installation of New Members
- (xiii) Election report
- (xiv) Adjournment

3. Special Meetings:

The order of business at a Special Meeting will be:

- (i) Proof of call, proof of notice and proof of proxies
- (ii) Determination of the presence of a quorum
- (iii) Transaction of business for which the meeting was called
- (iv) Adjournment

ALL APPENDICES ARE NEW

They exist but not in a central location.

The appendices are to simplify procedures so the "wheel does not have to be reinvented" every year.

Les Dames d'Escoffier International
Washington DC Chapter

APPENDIX A ANNUAL CHAPTER CALENDAR OVERVIEW

Programs, events, fundraisers, and other activities will be scheduled and announced throughout the year. Monthly Board meetings are scheduled on the second Tuesday of each month unless otherwise approved by the Board.

JULY

July 1 – Begin new fiscal and membership year
Reconcile previous year budget
Joint Board Meeting – Outgoing Board and Incoming Board
Summer Social
Activate Dames of Distinction Award Process (in even numbered years)

AUGUST

Prepare annual operating budget
Prepare annual calendar

SEPTEMBER

Budget approved by Board, including amounts for Scholarships and Grants

OCTOBER

LDEI Annual Meeting
Chapter Autumn Annual Membership Meeting
Budget ratified by membership

NOVEMBER

DECEMBER

Holiday Potluck
Activate New Membership Process
Activate Board Nominating Process

JANUARY

“Call for New Member Nominations”
“Call for Board of Directors Nominees”

FEBRUARY

Salute to Women in Gastronomy Symposium (in February or March in even numbered years)

MARCH

APRIL

New Members approved
Board Election
Approve Scholarship Awardee(s)
Membership Renewal Notices Sent

MAY

Chapter Spring Annual Membership Meeting (may be held between May 15 and June 15)
Induct New Members at Spring Annual Membership Meeting
Complete Board Election; Introduce Incoming Board at Spring Annual Membership Meeting

JUNE

Membership Renewal Deadline June 15; fee (\$25) imposed after deadline (last day to accept dues is July 31)
Prepare for close of annual budget accounting
Board Transition
June 30 – End fiscal and membership year

APPENDIX B

SAMPLE TIMELINES FOR COMMITTEES

NEW MEMBERSHIP COMMITTEE

Actions should be completed by the following dates:

- Jan 1 Membership Committee is formed
- Jan 1 "Call for New Members" sent to Communications Secretary to notify membership
- Feb 1 New member nominations due
- Feb 7 New member reception invitation sent
- Mar 7 New member reception held on or before this date
- Mar 15 Applications are due.
- Mar 31 Committee recommendation prepared and sent to Board for review
- Apr Board meeting (date tbd):
Recommendation discussed and vote taken
- Apr 21 New members are notified (Acceptance Letter, LDEI New Member Form, Dues Notice); applicants not accepted are notified
- May 1 Send letter to members soliciting gift items for new member welcome bags
- May/Jun New Members inducted at Spring General Membership Meeting

BOARD NOMINATING COMMITTEE

Actions should be completed by the following dates:

- Feb 1 Board Nominating Committee formed no later than Feb 1
- Feb 1 "Call for Nominations" sent to Communications Secretary to notify membership no later than Feb 1
- Mar 15 Committee identifies nominees submitted by members and by the Committee; confirm nominee willingness to accept position and perform duties of office.
- Mar 31 Single slate election ballot is sent to Board for approval at April Board meeting.
- Apr 15 Election ballots sent by postal mail and email to all members
- May 5 Voting deadline or as set by the President
- May 10 Votes counted by Recording Secretary and President-appointed official observer to verify vote
- May 10 Recording Secretary notifies the Board Nominating Chair and the President of the results
- May Board meeting:
Board Nominating Chair notifies Board of newly elected Officers and Directors
- Immediately following May Board meeting:
Board Nominating Chair notifies newly elected Officers and Directors
- Spring General Membership Meeting Incoming Board of Directors introduced
- June/July (date tbd) Attend transition meeting of outgoing and incoming Board members
- July 1 New Board term begins

SCHOLARSHIP COMMITTEE

Committee Chair sets the calendar. Sample timeline:

- Xxx Scholarship Committee formed
- Xxx Review application for any updates required; if so, review by First Vice President and inform Board.
- Sept Board meeting:
Scholarship amount approved by the Board and advised by the President
- Oct 1 Send application to Communications Officer and PR Chair for posting and promotion.
- Mar 15 Deadline for applications.
- April 7 Complete review and prepare recommendation for Board approval.
- April Board meeting
Receive Board approval and notify applicants.
- Xxx Send invoice from organization to Treasurer for payment.

Les Dames d'Escoffier International
Washington DC Chapter

- Xxx Invite recipient(s) to Spring Annual Membership Meeting.
- Xxx Assign a mentor to provide ongoing support and report progress to the Board and members.

GRANTS COMMITTEE

Committee Chair sets the calendar. Sample timeline:

- Aug 1 Grants Committee formed
- Sep 1 Propose Grants and/or Mentoring Plan for Board approval

Traditional Grant:

- Jan 15 Review application for any updates required; if so, review by First Vice President and inform Board.
- Jan 31 Send approved application to Communications Officer and PR Chair for posting and promotion.
- Mar 15 Deadline for applications
- Apr 7 Complete review and prepare recommendation for Board approval
- April Board meeting
 - Receive Board approval and notify applicants.
- Xxx Send invoice from organization to Treasurer for payment
- Xxx Invite recipient(s) to Spring Annual Membership Meeting
- Xxx Assign a mentor to provide ongoing support and report progress to the Board and members

Mentoring Program:

A Mentoring Program will be conducted throughout the year in accordance with activities and timeline proposed by the Committee and approved by the Board

DAMES OF DISTINCTION AWARD COMMITTEE

(Every other year in even numbered years and presented at Autumn General Membership Meeting)

Actions will be completed by following dates:

- July 15 Committee chair appointed by President
- July 31 Committee formed (contact past recipients to request participation)
- Aug 1 "Call for Nominees" sent to membership
- Aug 21 Nominations due
- Aug 31 Committee deliberations completed and recommendation prepared for Board
- Sept BoD Meeting Recommendation proposed and Board vote taken
- Autumn GMM Award presented

APPENDIX C

List of Forms, Letters, Applications and Event-specific Procedures

Standardized forms, letters and applications are available on the Chapter website in 'members only' section. These materials must be reviewed and updated each year before use, and revisions must be updated on the website. All documents to be available in editable format (i.e., non-PDF).

Chapter forms, letters and applications include but are limited to:

Membership Committee

- Call for New Member Nominees
- New Member Letter/Application
- LDEI New Member Form
- New Member Dues Notice
- New Member Mentor Guidelines

Nominating Committee

- Call for Board Nominees
- Job Summary
- Nominee Application
- Board Election Single Slate Ballot

Education Committee

- Women in Gastronomy Symposium Procedures

Community Outreach Committee

Green Tables Committee

Global Culinary Initiatives Committee

Development Committee

- Sponsor development documents
- Sponsor contracts
- Let Them Eat Cake Procedures
- Craft Spirit of Poe Procedures "Edgar Allan Poe Tails: The Craft Spirit"
- The Arts of Escoffier Fundraiser Procedures

Scholarship Committee

- Scholarship Letter/Application
- Scholarship Acceptance Letter (to be signed by recipient)

Grants Committee

- Grants Letter/Application (if applicable)
- Grants Acceptance, Agreement Contract (letter)
- Mentor Guidelines

Treasurer/Finance

- Dues Renewal Notice
- Tax-deduction letter
- Sales Tax Exemption letter

Event-specific Procedure Documents

- Event Planning Form
- Post-Event Analysis and Report Form
- Site visit Checklist