STANDING RULES
Revised April 2012

MEMBERSHIP. Les Dames d’Escoffier is an organization of professional women involved in the food, beverage and hospitality industries. The success of the organization depends on the commitment and dedication of time, energy and resources by every member. To assure active participation, the Board of Les Dames d’Escoffier Washington, DC Chapter has established the following membership rules:

ATTENDANCE. Attendance for all meetings will be taken by the Recording Secretary and included in the minutes and given to the Corresponding Secretary to record into the Organization Management Software (OMS) by within two (2) weeks of a meeting.

COMMUNICATION. Official notice of meetings, proxies and votes may be transmitted by mail, phone, fax or email.

FUNDRAISING. Members are expected to attend and support the fundraising activities of the Chapter. This is an essential function of Les Dames to provide funding for Grants, Scholarships, Green Tables and Chapter operations.

DUES AND EVENT/MEETING FEES. Annual Dues notices will be sent to the membership no later than April 15 and must be paid within thirty (30) days of the invoice date. New members must pay dues within thirty (30) days of notification of acceptance into the Chapter.

Fees for programs will be paid when reservations are made. A member with any charges outstanding for ninety (90) days may face suspension or termination of membership by the Board.

OFFICERS AND BOARD OF DIRECTORS.
• Each member of the Board of Directors is elected to represent the general membership and conduct Chapter business. There are seven (7) Officers, whose office responsibilities may be shared by two Dames when approved by the Board, with specific responsibilities essential to manage the business of the Chapter.
• Each Officer and Board member is expected to attend Board meetings regularly and to fulfill the requirements of her respective office.
• Each Director will also serve on at least one committee or working group.
• A joint board meeting of the present board and the incoming board will be held during the regularly scheduled June board meeting to orient new board members and provide smooth transfer of business of the organization.

PRESIDENT
• Presides over all Board and General Membership meetings
• Responsible for the operation of the organization according to its Bylaws and Standing Rules and Code of Ethics
• Primary liaison with Les Dames de Escoffier international (LDEI)
• Is an LDE-DC representative to the LDEI Council of Delegates
• Calls meetings of the general membership; provides agenda and supporting materials,
• Calls meetings of the Board of Directors: provides agenda and supporting materials,
• Appoints committee chairs
• Attends all events complimentarily as the official host.
• Notifies members to acknowledge approval of any leave of absence.
• Notifies Grants and Scholarship chairs of grant and scholarship amounts approved by the board and membership and any adjustments, if necessary, by the board to respond to economic realities.
• Notifies Grants and Scholarship Chairs informing them of approvals or declinations to their recipient proposals to the Board.
• Works with the Treasurer to create a proposed annual budget.
• Works with the Board to create the annual Chapter calendar.
• Is an ex-officio member of all Chapter committees.
• Reviews all operations to check if adjustments need to be made.
• Upon leaving office, attends board meetings as a director for 1 year.

FIRST VICE PRESIDENT (MEMBERSHIP)
• Attends all Board and General Membership meetings.
• Assists President with administrative duties, including communications with service producers, i.e. accountant, lawyer to ensure smooth operation of the organization.
• Acts as Chair of Membership Committee (see Committee procedures, page 3)
• Appoints a volunteer to collect mail from Chapter mail box and to send to appropriate committee chairs.

SECOND VICE PRESIDENT (PROGRAMS)
• Attends all Board and General Membership meetings
• Acts as Chair of the Education Programs Committee (see Committee Procedures, page 4)

CORRESPONDING SECRETARY:
• Attends all Board and General Membership meetings
• Responsible for Board and other outbound communications to membership and chapter mailing list.
• Sends invitation to members no more than 45 days and not less than 21 days in advance of any General Membership Meeting which includes the agenda and a proxy. A follow-up reminder of the event will be sent to members two (2) weeks before the scheduled date. A copy of the board approved budget accompanies the reminder with instructions to members to review for discussion/ratification.
• Send invitation to membership and public guest mailing list at least three (3) weeks in advance of any events or programs. Maintains and updated membership roster and mailing list of members and LDE-DC friends.
• Maintains an updated master of all news releases and of all official chapter documents including board and general meeting minutes, bylaws, standing rules and applications on the Web site.
• Sends out the election ballots to the membership.

RECORDING SECRETARY:
• Attends all Board and General Membership meetings
• Takes attendance at board, general and special membership meetings
• Keeps and distributes name tags at general and special membership meetings
• Takes minutes at board and membership meetings; upon approval by president, sends to the Board for approval at the next board meeting
• Sends e-news listings to LDEI for inclusion in e-news bulletins
• Responsible for LDE-DC e-newsletter or newsletter
• Receives the election ballots and counts them in the presence of a President-appointed observer.

TREASURER/ORGANIZATION MANAGEMENT SOFTWARE ADMINISTRATOR (OMS)

Procedures for Netlou management:
• Follow Netlou Accounting procedures to create e-commerce merchandise orders in advance of events, programs, etc.
• create an item for purchase in online shopping cart (accounts created before the event can go public)
• create product statistics that describe the events
Reconcile SunTrust & PayPal statements
Maintain QuickBooks files:
• Record entries of all debits and credits under appropriate categories
• Use files to create P&L statements for programs/events/activities as monthly board meeting reports
Manage CDs, Money Market, Checking, Debit card and PayPal accounts.
• Write checks or use credit card as appropriate to pay for vendors, scholarships, grants, and approved membership expenses
• Authorize payment requests and require appropriate documentation for reimbursement payments
• Handle cash/check and credit card deposits
• Manage Square devices for remote credit card payments
Provide accountant with all information by August 15 to prepare Annual Taxes which are due Nov 15.
Annual Budget:
• Work with President to prepare Annual Budget,
• Submit for approval at the September board meeting,
• Sent to the membership for perusal at least two weeks before the Autumn General Membership Meeting where it is presented for ratification.
• Reconcile budget within 60 days of the end of the fiscal year.

Attends all Board and General Membership meetings and all event complimentarily Generate monthly updates...program revenues, event costs...from Quick books for presentation at each monthly board meeting
Generate quarterly statements for board review.
Membership Responsibilities:
• Send out dues notices by April 15 to General Membership
• Dues will increase by $25.00 when paid after June 15
• The final deadline for dues payment is August 31. Members whose dues are not paid by this date will not be eligible for membership and will be removed from LDEI and chapter rosters and email distribution lists.
• Pays LDEI membership dues no later than September 30.
TECHNOLOGY AND PROGRAMS ADMINISTRATOR (TPA)
Attends all Board and General Membership meetings
PROCEDURES:
Administers the Netlou relationship and handles all communication concerning changes on lesdamesdc.org
Manage Event/program reservations:
• Maintains events on lesdamesdc.org.
  o Upload information to Netlou on main page and/or events page in a timely manner
  o Uploads photos, new pages, categories, etc.
• Posts annual calendar in the members section of the Website
• Checks the VM regularly, retrieving messages, taking reservations and forwarding other messages to appropriate department or committee
• Monitors lesdamesdc@aol.com, handles reservations inquiries and forwards other requests to the appropriate department or committee
• Oversees Netlou statistics section for reservations and forwards such information to the programs chair and the Treasurer.
Attends and handles event check-ins and on-site payments for all programs, events and Membership Meetings (with member of program committee or treasurer assisting)
• Attends every event complimentary
• Responsible for finding a replacement at events and appropriately instruct them if not able to attend
• Has access to Netlou for credit card payments and manual payment entries
• Turns over cash and check receipts to the treasurer. It is recommended the TPA have a computer with internet connection for POS credit card payments

DIRECTOR AT LARGE
• Attends all Board and General Membership meetings
• Is kept abreast of chapter issues support to help direct the operation of the chapter.
• Volunteers for a committee chair or membership.
• Takes on special projects/responsibilities not covered by officers’ duties.

COMMITTEES
The six (6) standing committees of the Chapter do important and continuing work of the organization. Committees will meet as necessary to conduct their business. To assure 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:

1. Membership Committee Procedures:
   • Membership Committee selection: Each year three (3) members will be replaced by alphabetical rotation, beginning at the end of the alphabetical list of Dames who have been members for at least two years. A vacancy in the Committee will be filled in the same manner, by alphabetical rotation
   • A ‘call for new member recommendations’ is sent (via email or snail mail) by Membership Chair to members by December 6.
   • An invitation to the Prospective New Member Reception is sent by end of first full week in January; and the reception is held by end of first full week in February. Invitees include
the Board, previous applicants, individuals who have inquired independently, those who have been suggested by members, and Dames who are sponsoring prospective new members.

- At Reception, prospective members are provided with information and application instructions. Completed applications with $20 application fee are due by March 1.
- Membership committee reviews all applicants and prepares recommendation to be presented at the April Board meeting for approval. A Dame mentor will be assigned to each new member.
- Membership Committee Chair will send notification letters to all applicants with one week of board approval and will notify the Treasurer of new member information for dues invoice. Chair will inform mentors of new member contact information. Contact by mentor should be made within 1-2 weeks of notification.
- New members are inducted at the Spring General Membership Meeting, where they will receive written descriptions of Les Dames purposes, bylaws, membership obligations and related information.
- 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.
- Membership Committee selection: Committee will consist of Membership Chair (1st Vice President) and 6 members. Each year three (3) members will be replaced by alphabetical rotation in reverse alphabetical order, and be Dames who have been members for at least two years. A vacancy in the Committee will be filled in the same manner, by reverse alphabetical rotation.
- A ‘call for new member recommendations’ is sent (via email and posted in e-newsletter) by Membership Chair to members by January 1. Dames will act as Sponsors and will nominate new members by designated deadline (on or about January 31). New Member Application and Letter will be sent to nominees.
- A Prospective New Member Reception will be held late February/early March to meet nominees. Invitees include the Board, Membership Committee, those who have been nominated by members, previous applicants (if applicable), individuals who have inquired independently, and Dames who are sponsoring prospective new members.
- At Reception, prospective members are provided with information and application instructions. Completed applications with $25 application fee are due deadline (on or about March 1).
- Membership committee reviews all applicants and prepares a recommendation to be presented prior to the April Board meeting for approval at this meeting.
- Membership Committee Chair will send notification letters to all applicants within one week of board approval and will notify the Treasurer of new member information for dues invoice to be sent. New member dues must be paid before induction at Spring General Membership Meeting.
- A Dame mentor will be assigned to each new member. This may or may not be their Sponsor. Chair will inform mentors of new member contact information. Contact by mentor should be made within 2 weeks of notification.
- New members are inducted at the Spring General Membership Meeting, where they will receive written descriptions of Les Dames purposes, bylaws, membership obligations and related information.
- 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.
1. Board Nominating Committee Procedures:
   - The Nominating Committee will be constituted no later than February 15 of each year.
   - Of the five (5) voting members, three (3) will be members at large, chosen in alphabetical rotation from the membership starting at the beginning of the alphabetical listing, and two (2) will be members of the Board and appointed by the President subject to approval of the Board. The President will appoint one (1) of these Board members Chair of the Nominating Committee subject to approval of the Board. A vacancy in the Committee will be filled in the same way as the original Committee, by alphabetical rotation.
   - The 2012 calendar is:
     - **February 15:** Committee members finalized.
     - **February 16-March 8:** Committee creates “Call for Nominees” determining which members are eligible to serve as officers.
     - **March 8:** Send out “Call for Nominees” (an e-mail or snail mail) to entire membership. Due March 23. They may call all members individually or send a notice to the membership requesting recommendations. (extended to April 6 due to non response from members and then to April 11 to wrap up nominations)
     - **March 8 – March 23:** Committee calls the members to gather nominations. (see above)
     - **March 29- April 9:** Committee meets to finalize the slate. (see note above)
     - **April 13:** A single slate is presented to Board for approval. (presented to board on Ap. 20 due to delayed committee deliberations)
     - **April 14th:** Official ballots are mailed to members to be returned to the Recording Secretary, Theresa Morrison, with room for write-ins by May 3. (Delayed until April 22)
     - **May 3:** Deadline for ballots to be returned. (delayed to May 11)
     - **May 4 - 10:** Recording Secretary counts the ballots with a board appointed teller. (rescheduled to May 14-18)
     - **May 11:** Committee reports ballot results to Board. (Delayed to May 21)
     - **May 12:** Board sends congratulatory letters to the new board members inviting them to the June18 -- Board meeting (rescheduled to May 22)
     - **June 18 – Board Meeting and Annual Meeting:** New Board meets with Outgoing board before hand
     - **Each candidate will receive a copy of the Bylaws, Standing Rules and description of the duties of her prospective office.**
   - Before placing any member’s name in nomination, the Committee will ascertain her willingness to serve and fulfill the responsibilities outlined.
   - The Committee will draw up a slate of candidates and present it to the Board for approval at the April Board meeting.
   - Official ballots, including space for write-in votes, will be mailed or sent snail mail to members no later than April 15 and returned to the Recording Secretary no later than May 5. (rescheduled in 2012 due to low member nominations response) The Recording Secretary and a teller, appointed by the President, will count the ballots and report results to the Board for approval. Once approved, the elected members will be notified by the Committee Chair.
   - Election results will be announced and the incoming board installed at the Spring Annual Membership Meeting.
   - The ballots will be held for one (1) year by the Recording Secretary.
2. **Public Relations/Communications Committee Procedures:**
   - Responsible for all outbound communications to the media to promote the activities and news of the Chapter.
   - The Public Relations/Communications Committee will create and maintain a press contact list of all pertinent regional media outlets, including food, wine and event blogs and web sites.
   - The Committee will send Chapter program and event listings, press releases and will pitch chapter-related story ideas to those on the press list. She will also send a copy to board.
   - Record voice mail message for all programs and event announcements.
   - Remove program message when complete.
   - Create and Maintain Chapter Facebook Fan page.

3. **Education Programs Committee Procedures:**
   - Education Programs Committee will organize and coordinate individual programs and annual event(s) focusing on the topics of food, beverage and hospitality.
   - Education Programs Committee will communicate with Subcommittee Chairs (Women in Gastronomy, Green Tables) to ensure smooth program planning.
   - Any member can create, have input about or execute an education program or event with the Committee Chair and Board approval. All programs must be approved by the Education Programs Committee which will provide guidelines and support to plan and execute programs.
   - The Education Programs Committee will create and send program and event announcements/invitations to the Corresponding Secretary in advance of scheduled events to promote events to the Membership and interested Guests. Follows up with Corresponding Secretary to make sure format and information is correct.
   - The Education Programs Committee will communicate with the Public Relations/Communications Committee in advance of scheduled events to promote events to the public.
   - The Education Programs Committee in advance of scheduled events will communicate with the Treasurer and TPA to set up the event on the Chapter’s Web site and OMS.
   - Confirm a date at least 4 weeks before event is to be held; should not conflict with board meetings, scheduled education programs, fundraising events, and/or significant DC area activities, as this may decrease potential attendance.
   - Consult with the venue (e.g., Restaurant, Bookstore, Embassy) contact to determine what they will charge. Add total expenses per person plus $5 additional for Members and $10 - $15 as appropriate for non-Members. This is to cover costs and comp guests.
   - Draft, edit and confirm with President an electronic (or print) invitation and or any updates and, send to:
     - Technology and Programs Administrator (TPA) to instruct upload to LDE-DC Web site.
     - Treasurer/OMS Administrator to create batch and set up online registration.
     - Corresponding Secretary to distribute to members and mailing list at least 3 weeks prior to event. This will be done through OMS; the flyer can be uploaded as a jpg and sent in an eblast.
     - Recording Secretary for the LDE-DC e-newsletter.
o Public Relations/Communications Committee to create and distribute an announcement to local print/broadcast and Web media outlets.

- Regularly correspond with the Web site/Reservations Administrator, who tracks paying registrants, for attendance updates. The final attendance number, or guarantee, will be given to the venue’s contact at least 24 hours before the scheduled event, or per the agreement with the venue.

**a) Salute to Women in Gastronomy Biennial Subcommittee Procedures:**
- The President will appoint the Chair(s) subject to approval of the Board.
- *Salute to Women in Gastronomy,* a biennial Education Program, will be managed by a sub-committee of the Education Programs Committee with its own members that will communicate with the Education Programs Committee and report to the Board.
- Subcommittee Chairs will communicate with Education Program Committee Chair to ensure smooth program planning.
- The Salute to Women in Gastronomy Committee is responsible for planning, coordinating, and implementing the culinary symposium.
- The Salute to Women in Gastronomy Committee will consist of two (2) or three (3) co-chairs, the Second Vice President and all LDE-DC members willing to participate. The president will appoint the chairs subject to the approval of the Board. The Board will approve the budget and the program which will operate in accordance with procedures of the Education Programs Committee.
- Salute to Women in Gastronomy Committee day-long symposium typically features a keynote speaker, concurrent break-out sessions chaired by LDE members and other culinary experts, lunch, a food expo, and other activities. It is open to members and the public who pay an admission fee. (separate detailed doc with guidelines for planning/executing this is being written from the 2010 symposium)
- The committee will begin to meet at least one year before the next symposium to plan the program. Any Dame may be a member of the Committee. The Committee will continue to meet until the details of the symposium program are completely in place. The Committee will meet once after the symposium for a debriefing.

**b) Green Tables Subcommittee Procedures:**
- The Green Tables Committee will be managed by a sub-committee of the Education Programs Committee with its own members that will communicate with the Education Programs Committee and report to the Board and will operate in accordance to procedures of the Education Programs Committee.
- Subcommittee Chairs will communicate with Education Program Committee Chair to ensure smooth program planning.
- The Green Tables Committee will be responsible for coordinating the chapter activities that highlight LDEI’s commitment to a broad sustainable foods initiative.
- The Green Tables Committee will consist of a minimum of three (3) members.
- The President will appoint the Chair subject to approval of the Board.
- Green Tables Committee will organize and coordinate individual and annual event(s) in the Chapter’s member communities. The committee will work to integrate activities featuring local food, agriculture, school lunches and gardens into the annual programs of the DC Chapter. Any member can create and execute a Green Tables program with Committee and Board approval.
c) **Global Culinary Initiatives** –

- The mission of the Global Culinary Initiative (GCI) is to embrace our global communities through culinary connections that will provide educational programming, training programs and cultural exchange.
- GCI will be managed by a subcommittee of the Education Programs Committee with its own members that will communicate with the Education Programs Committee and report to the Board and will operate in accordance to procedures of the Education Programs Committee.
- GCI’s chairs will communicate with Education Program Committee Chair to ensure smooth program planning.
- GCI subcommittee members will be responsible for coordinating the chapter activities that celebrate the diversity of our region’s global culinary traditions.
- The President will appoint the Chair subject to approval of the Board. The GCI Subcommittee will organize and coordinate individual and annual event(s) in the Chapter’s member communities.
- The committee will work to integrate activities featuring education, training and cultural exchange.
- Any member can create and execute a GCI program with Committee and Board approval.

4. **Scholarship Committee Procedures:**
   **Scholarship Application:**
   - The Scholarship Committee will:
     - update the scholarship application forms
     - present the revised application to the board for approval
     - Send to corresponding secretary to post the revised application on the Les Dames DC Web site by November 15. [http://www.lesdamesdc.org/Les_Dames_DC_Scholarship_Application_2010a.pdf](http://www.lesdamesdc.org/Les_Dames_DC_Scholarship_Application_2010a.pdf)
     - write a notice to the public and media alerting them to the availability of scholarships and send to the PR Committee chair for distribution by January 15.
   - The Committee will direct all prospective Washington, DC-area (50-mile radius of DC) applicants to the lesdamesdc.org web site to download and complete the application. In case the prospective applicant does not have computer or printer access, the committee will send her copy of the application. The committee will provide guidance as needed by applicants.
   - All applications are due by March 15.
   - The Board will review the amount of funds budgeted for scholarships in January, an amount will be approved by the Board and the Board will notify the Committee of the amount.
   - The Committee will complete its review of applicants and present its recommendations in a full report to the Board for approval by April 30.
   - The Board will make its decisions in a timely manner so that the scholarship recipient(s) can be notified and invited to the Spring General Membership Meeting.
   - The Committee members will write a personal note to each applicant to inform them of LDE-DC’s decision...acceptance or gentle rejection with encouragement to reapply, if appropriate.

5. **Grants Committee Procedures:**
Grant Application:

- The Grants Committee will:
  - update the grants application forms
  - present the revised application to the board for approval
  - Send to corresponding secretary to post the revised application on the Les Dames DC Web site by November 15.
  - write a notice to the public and media alerting them to the availability of grants and send to the PR Committee chair for distribution by January 15.

- The Committee will fulfill requests for applications to all qualified applicants from the Washington Metro area and provide guidance as needed by applicants.

- All applications are due on March 15.

- The amount of funds budgeted for grants will be reviewed in January and an amount will be approved by the Board and the Board will notify the Committee of the amount.

- The Committee will complete its review of applications and present its recommendations to the Board for approval by April 30.

- The Board will make its decisions in a timely manner so that the grantee(s) will be notified and invited to the Spring General Session Meeting.

- Committee will write a personal note to each applicant to inform them of LDE-DC’s decision...acceptance or gentle rejection with encouragement to reapply, if appropriate.

DELEGATES TO LDEI ANNUAL CONFERENCE

Delegates will be appointed each year to represent the Chapter at the LDEI Annual Conference. The number of delegates is based on the size of Chapter membership (one delegate for every twenty five members). Delegates will include the Chapter President and additional Officers, Directors and Members having Chapter responsibilities, as proposed by the President and approved by the Board of Directors. Delegate responsibilities include:

- Attendance at sessions and conference events; interaction with international and chapter leaders and LDEI member attendees.
- Participation in annual business meeting to learn about LDEI and local Chapter issues and to report on DC Chapter activities.
- Formal report to Chapter members on conference highlights and organizational issues following the event (written or verbally reported at Fall General Membership Meeting).

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

If the registration fee is over $25.00:

All cancellations must be received a minimum of 48 hours before the start of the event, unless otherwise stipulated on the event registration information and registration refunds are subject to a $25.00 cancellation fee. Cancellations must be received be email (lesdamesdc@aol.com) or by phone 202-973-2168. Refunds will be issued in the same form payment was made. Please allow two weeks for processing. Registrants who cancel will not receive any materials associated with the event.
If the registration is $25.00 or less:

The registration fee for this event is forfeited if you cancel. Registrants who cancel will not receive any materials associated with the event. As a courtesy to the planners, please email your intention to cancel to lesdamesdc@aol.com or call 202-973-2168.

In both cases, unless otherwise noted, you may send a substitute in your place for the event. If it is a "Dames Only" event, the substitute must be a member. If you choose this option, you will receive no refund nor a penalty. It will be necessary to email lesdames@aol.com or call 202-973-2168 and provide the name of your substitute. This can be done up to two hours in advance of the event.

Karen Vartan suggested that we also include somehow:

Requests for credit, related to a reservation not cancelled, or not cancelled with 24 hours notice, will not be honored unless the event is oversold or the individual desiring cancellation proffers replacement attendee(s).

GENERAL MEMBERSHIP MEETINGS/SPECIAL MEETINGS ORDER OF BUSINESS

1. Autumn General Membership Meeting:
   a. 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) Reading of the minutes of the last General Membership Meeting
      (v) Approval of the minutes
      (vi) President’s report, including the report of any committee if the committee chairman is not present
      (vii) Treasurer’s report
         a) Proposed budget for fiscal year
      (viii) Committee reports
      (ix) Old business
      (x) New business
      (xi) Adjournment

2. Spring General Membership Meeting:
   a. 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) Reading of the minutes of the last General Membership Meeting
      (v) Approval of the minutes
      (vi) President’s report, including the report of any committee if the committee chairman is not present
      (vii) Treasurer’s report
(xvii) Committee reports
(xviii) Old business
(xix) New business
(xx) Presentation of Grants Award Recipient
(xxi) Presentation of Scholarship Award Recipients
(xxii) Installation of New Members
(xxiii) Election report
(xxiv) Installation of incoming Board Members
(xxv) Adjournment

3. Special Meetings:

a. 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

**DISTINGUISHED DAME AWARD**

At the discretion of the Board of Directors of Les Dames d'Escoffier DC a member may be recognized as a Distinguished Dame. This distinction will be given no more often than once in two years. She will be honored at a General Membership Meeting. Among the criteria to be considered:

1. Member for at least 8 years;
2. Served on the Board or as an Officer in at least two (2) positions;
3. Actively involved in various chapter 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 Les Dames function;
7. Showed leadership in creativity, commitment and results.