

LES DAMES

Bylaws

Voted April 1996

Amended January 1999

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LES DAMES D'ESCOFFIER, BOSTON

HISTORY

Les Dames des Amis D'Escoffier, Society was founded on April 12, 1959, a collaboration between Eda Saccone and Charles L. Banino, then the Executive Chef and Managing Director of the Ritz-Carlton Hotel, Boston, and Chairman of Les Amis D'Escoffier, Boston. From a historical vantage point, we can see this event in the context of emerging social forces in the fifties and women's search for equality. Though the New York Les Amis D'Escoffier admitted women into their Society, the Boston Chapter remained exclusively "all male". Les Dames des Amis d'Escoffier was the first "all female" Society dedicated to the art of fine dining in the Escoffier tradition.

Charles Banino encouraged Eda Saccone to chair the fledgling women's group. The First Annual Dinner was held on the founding date at The Ritz-Carlton Hotel and was a great success. The invited guests were the wives of Les Amis d'Escoffier members and women TV and press reporters. Those invited women were asked to become members of the new Society. For seven years the membership proved their abilities and reported yearly to the Les Amis d'Escoffier committee. On February 1, 1966, Joseph Donon, the last student of Auguste Escoffier and founder of Les Amis d'Escoffier in the United States, granted Les Dames des Amis d'Escoffier their charter, making them the first ever women's Chapter in the world.

From the very beginning, the great tradition of Escoffier has been celebrated annually with eight-course banquets. In 1981 Les Dames added another dimension and established the Charles L. Banino Scholarship Foundation in memory of his enduring support. Yearly functions were held to support this scholarship aid, which provided awards to deserving students in the food industry. In 1992, Les Dames des Amis d'Escoffier became affiliated with Les Dames d'Escoffier International, a professional women's society founded in New York in 1985 "to support and promote among our members and others who share our objectives worldwide -- the understanding, appreciation and knowledge of food, wine, and other beverages, nutrition, the arts of the table and other fields as they are related to these disciplines." The Charles L. Banino Scholarship foundation was incorporated into Les Dames d'Escoffier, Boston in 1992. Les Dames d'Escoffier, Boston retains its unique heritage and commitment to its founding ideals in concert with its affiliation with Les Dames d'Escoffier International.

LES DAMES D'ESCOFFIER, BOSTON**BYLAWS***ARTICLE I. NAME*

The name of this organization is Les Dames d'Escoffier, Inc., Boston, MA (herein after referred to as "Chapter").

ARTICLE II. PURPOSE

- a. To maintain and further promote the understanding, appreciation and knowledge of food, wine and the arts of the table in the tradition of Auguste Escoffier.
- b. To hold an Annual Dinner in the Escoffier style, as set forth in the Standing Rules Section of the Bylaws.* (Page 16)
- c. To provide scholarships to worthy persons to advance their skills in the food, wine and beverages field.
- d. To raise and disburse funds for educational and other related projects.
- e. To participate in other charitable and educational endeavors.
- f. To advise, assist and support fellow members in matters pertaining to food and beverages.
- g. To maintain affiliation with Les Dames d'Escoffier International.

ARTICLE III. MEMBERSHIP

Section 1. Membership Requirements

- a. Members shall be women who are active in the food, wine and beverage industry or related field who have a minimum of five years of professional experience.
- b. To maintain membership, members must meet the attendance requirements and obligations as set forth in the Standing Rules.* (Page 16)
- c. Members must pay current dues by the date set by the Treasurer.

Section 2. Membership Categories

- a. Active Member - fulfills membership requirements as outlined in Article III, Section 1.
- b. Emerita Member - fulfills membership requirements as outlined in Article III, Section 1, and is exempt from parts **b & c**. This applies to Members who have been recognized by the Board of Directors and awarded this category for their longstanding commitment to the Chapter. This category is ineligible as an officer on the Board of Directors.
- c. Honorary Member - fulfills membership requirements as outlined in Article III, Section 1 and is exempt from part **b & c**. This non-voting category is awarded by the Board of Directors in recognition of services rendered in the field of gastronomy.
- d. Leave of absences, non-resident status, and transfer of membership are accepted by the Board on an individual basis as outlined in the Standing Rules.* (Page 17)

Section 3. New Member Criteria

- a. Candidates for membership shall be professional women of achievement who have been actively engaged for a minimum of 5 years in careers in food, wine, beverages, or related industries, or have had a longstanding family affiliation to the Chapter with a serious commitment to the Chapter's activities.
- b. Candidates shall be dedicated to the furthering of women in the food, beverages and related industries.
- c. Candidates shall support the purposes of the Chapter and abide by its Bylaws and Standing Rules.

Section 4. New Member Procedures

- a. Candidates must submit the Chapter application to the Membership Committee Chair.
- b. Each candidate for membership shall be sponsored by at least two Chapter members in good standing.

- c. The Chapter Membership Committee shall meet select member candidates and make recommendations for membership to the Board.
- d. The Board of Directors and the Chapter Membership committee shall make the final decision on all applications for membership.
- e. New members must pay the Chapter membership initiation fee and annual dues by the date set by the Treasurer and prior to induction at the Annual Dinner.

Section 5. Termination of Membership

- a. Failure to meet the attendance and dues requirements as set forth in the Standing Rules shall result in a review by the Board and may result in termination of membership. A member may be suspended or removed with or without cause by a vote of a majority of members of the Board of Directors. A member may be removed for cause only after reasonable notice and opportunity to be heard.
- b. A member may voluntarily resign at any time by delivering her written resignation to the Board. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states.

Section 6. Membership Ceiling

- a. There is a minimum ceiling on membership as set forth in the Standing Rules.*
(Page 17)

ARTICLE IV: MEETINGS OF MEMBERS & CHAPTER EVENTS

Section 1. Annual Meeting

- a. There shall be a Business Meeting of the Chapter during each year, designated as the Annual Meeting. This meeting shall be held at a date as set by the Board of Directors. Attendance will be taken.
- b. The Corresponding Secretary shall mail a notice of the Annual Meeting to every member not less than 30 days before the date of the meeting. Such notice will be directed to each Chapter member at their address as it appears on the Chapter books unless members notify the Corresponding Secretary of a change in mailing address. Included in said notice shall be:

1. the agenda of Meeting.
2. the names of candidates recommended by the Nominating Committee for election to the Board of Directors and as Officers of the Chapter.
3. a Proxy Form to be used by those members who cannot be present to vote at the election. They must be received by the Recording Secretary no later than five business days before the Annual Meeting.

Order of business shall follow the Agenda as set by the Standing Rules.* (Page 17)

Section 2. All other meetings of the Chapter shall be designated as Special Meetings.

- a. Special Meetings of the Chapter may be called by the President or, in the event of her absence or incapacity, by the next available Senior Executive Officer, or by written request to the Corresponding Secretary signed by not less than twenty-five percent (25%) of the members in good standing. Upon receipt of such a request, the Secretary shall forthwith call a meeting.
- b. Within five days after the receipt of a request for a Special Meeting, the Corresponding Secretary or, in the event of her absence or incapacity, another officer of the Chapter, shall notify members of such proposed meeting, setting forth the time and place and purpose for which the Special Meeting is called. The date for such meeting shall not be less than fifteen (15) days later than the date of the notice.
- c. If any binding vote is to be taken at a duly called Special Meeting, proxies must be enclosed with the notice of the meeting and a no vote possibility must be provided. Proxies must be received by the Recording Secretary no later than five business days before the Special Meeting.
- d. The order of business at a Special Meeting of members shall follow in accordance with the Standing Rules.* (Page 17)

Section 3. Ad Hoc Meetings

- a. Ad Hoc Meetings may be held in accordance with the Standing Rules.* (Page 18)

All members shall be notified by mail of such meetings at least ten (10) days in advance.

- b. Ad Hoc meeting recommendations shall not be binding on the membership. Recommendations can be proposed for introduction at the next Special Meeting or Annual Meeting of the members.

Section 4. Chapter Events

Chapter Events may be held in accordance with the interests of all members as a whole or of groups of members, as stated in the Standing Rules. Members shall be notified by mail of such events at least thirty (30) days in advance when possible. No quorum or actions binding on the membership are authorized at Chapter Events.

ARTICLE V: VOTING QUORUM AND PROXY

Section 1. Voting on all issues at the Annual or Special Meetings shall be by two thirds (2/3) majority vote.

Section 2. Members of the Chapter, in good standing, who desire to record their votes by proxy at a Special Meeting, may return to the Recording Secretary an official proxy, signed, no later than five business days before the meeting. Such a proxy may be revoked by the member at any time prior to the meeting. Proxy votes shall be counted in determining the presence of a quorum.

Section 3. At any meeting, forty percent (40%) of the total number of members entitled to vote, present in person or by proxy, shall constitute a quorum for all purposes. In the absence of a quorum, a meeting may be adjourned by a vote of a majority of the members of the Chapter present. Or, a meeting may continue and recommendations from this meeting may be presented at the next meeting.

ARTICLE VI: BOARD OF DIRECTORS

Section 1. General Powers

- a. The Affairs of the Chapter shall be managed by the Board of Directors (hereinafter referred to as the "Board") consisting of an Executive Committee, Directors, Immediate Past-President and Founder.

- b. All the corporate powers, except such as are otherwise provided for in these Bylaws and by statute, shall be vested in and exercised by the Board.
- c. The Board shall be required to ratify all committee appointments recommended by the Executive Committee to fulfill the purposes of the Chapter.
- d. Concerning all questions of organizational construction arising under these Bylaws, the decision of the Board shall control.

Section 2. Immediate Past-President of the Board and Founder

- a. The Immediate Past-President shall serve in a non-voting capacity for one (1) year. If she is not able to assume such duties, the Executive Committee shall make a recommendation to the Board. The Immediate Past-President may also attend meetings of the Executive Committee at her own discretion.
- b. Grande Dame Eda Saccone, Founder of Les Dames d'Escoffier, Boston shall serve on the Board of Directors for her lifetime as a valued advisor.

Section 3. Elections

- a. There shall be a total of thirteen (13) Directors: Five (5) Executive Committee Members (President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary), and seven (7) Directors and the Immediate Past-President.

The Board of Directors shall be elected at the Annual Meeting by the membership from a slate of candidates who are members proposed by the Nominating Committee in accordance with those procedures as stated in Article VIII Section 5.

- b. The Nominating Committee shall place in nomination a suggested slate of candidates to fill positions according to this schedule:
 - 1. Even numbered years: Executive Committee and three (3) Directors shall be elected.
 - 2. Odd numbered years: Executive Committee and four (4) Directors shall be elected.

Section 4. Terms

The Executive Committee Members have the option to be elected for two (2) terms of one (1) year. All Directors shall be elected for one (1) term of two (2) years.

Section 5. Meetings

- a. Meetings of the Board of Directors shall be held at a date and hour set by the President. The required notice of each meeting of the Board shall be sent by the Recording Secretary to each member of the Board and to any Committee Chairperson expected to report at the meeting.
- b. The Meeting of the Board shall be held at least once a year, at least (90) days prior to the Annual Membership Meeting, and may be held from time to time upon sufficient notice. All meetings of the Board shall be held at a date and hour set by the President. The required notice of each meeting of the Board shall be sent by the Recording Secretary to each Director at least thirty (30) days before such meeting.
- c. A majority of the members of the Board shall constitute a quorum.

Section 6. Board Vacancies

- a. If any Board position becomes vacant for any reason, such vacancy may be filled for the unexpired portion of the term by the affirmative vote of the majority of the Board within thirty (30) days of such vacancies.
- b. A Director may be suspended or removed (1) with or without cause by vote of a two-thirds (2/3) majority of the members of the Board then in office or (2) with cause by vote of a majority of the directors then in office. A Director may be removed with cause only after reasonable notice and opportunity to be heard.
- c. A Director may resign by delivering her written resignation to the President, Treasurer or Recording Secretary, or to a meeting of the Committee of Directors. Such resignation shall be effective upon receipt (unless specified to be effective at some other time) and acceptance thereof shall not be necessary to make it effective unless it so states.

ARTICLE VII: OFFICERS/EXECUTIVE COMMITTEE

- Section 1. The Officers of the Chapter shall be elected by the members at the Annual Meeting and shall constitute the Executive Committee.

The Officers (Executive Committee of five) shall be the:

President
Vice President
Treasurer
Recording Secretary
Corresponding Secretary

The Executive Committee shall appoint the Directors consisting of (seven) committees:

Educational and Social Programs (ESP)
Special Events
Membership
Nominating
Scholarship
Reservationist
Public Relations

Their terms are as stated in Article VI, Section 4.

Section 2. President

- a. The President shall be the principal executive officer of the Chapter and shall in general supervise and control all the business and affairs of the Chapter. She shall preside at all meetings of the members and of the Board and shall be an ex-officio member of all standing committees but without voting privileges except to determine a tie vote.
- b. The President shall appoint Committees as needed by the Chapter subject to Executive Committee approval.
- c. The President may sign with the Secretary or any other proper officer of the Chapter authorized by the Executive Committee, any deeds, mortgages, bonds, contracts or any other instruments the Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Committee, these Bylaws or by statute to some other officer or agent of the Chapter.
- d. In the event of the absence or incapacity of the President, her duties shall be performed by the Vice President, or by the next senior officer available. In case of resignation, the Vice President shall fill the unexpired term.

- e. No one shall be elected to the Office of President who has not first served on the Board for two (2) terms.
- f. Following her term in office, each President shall be invited to attend all Executive Committee meetings as a non-voting member.

Section 3. Vice President

- a. The Vice President shall move up to President upon the expiration of the President's term.
- b. The Vice President shall have the responsibility for the Annual Dinner and Annual Fundraiser. She shall keep detailed records of both events, and shall submit such records to Treasurer before the Annual Meeting and to the Recording Secretary at the Annual Meeting.

Section 4. Treasurer

- a. The Treasurer shall have charge, custody and be responsible for all funds and securities of the Chapter; receive and give receipts for monies due and payable to the Chapter from any source whatsoever; and deposit all such monies on behalf of the Chapter in such bank(s), trust companies, or other depositories as shall be approved by the Executive Board. In general, she shall perform all the duties commensurate to the Office of Treasurer and such other duties as from time to time may be assigned to her by the President or the Executive Committee.
- b. The Treasurer shall keep accurate books of account on all monies received and disbursed.
- c. The Treasurer shall submit a report at each meeting of the Board. Copies of the annual financial report of the Chapter shall be available to all members at the Annual Meeting. She shall also at this time submit the report to the Recording Secretary.
- d. The Treasurer shall expend money of the Chapter on the request of the President or as authorized by the Board of Directors and shall issue a written account of such expenditure. In the absence or incapacity of the Treasurer, the President shall serve in this capacity.
- e. The Treasurer, appointed by the President, shall set an annual budget with the President and Vice President. The budget shall be subject to approval by the Board.
- f. The Treasurer shall see that the appropriate tax forms, both State and Federal, for the Chapter are filed in a timely manner.

Section 5. Secretaries

- a. There shall be two (2) secretaries of the Chapter: a Recording Secretary and a Corresponding Secretary.
- b. The Recording Secretary.
 - i. The Recording Secretary shall be the official Archivist of all papers and records of the Chapter, other than those in a jurisdiction of the Treasurer. Such papers and records shall be transferred to the Archivist on a yearly basis.
 - ii. The Recording Secretary shall keep the minutes of all meetings of the membership and the Board of Directors, as well as attendance records. All minutes shall be reviewed and corrected by the presiding officer and signed by the Recording Secretary. The Recording Secretary shall forward a copy of the minutes to the Board.
 - iii. The Recording Secretary shall receive election ballots, including proxy votes, and count them with a teller appointed by the President. She shall announce the election results at the Annual Meeting.
- c. The Corresponding Secretary
 - i. The Corresponding Secretary shall notify members of the Annual Meeting and any special meetings according to the time schedules put forth in Article IV, Sections 1 & 2.
 - ii. The Corresponding Secretary shall also send out annual election materials, minutes of all meetings of the Board and of the other events held by the Chapter, and shall assist in all other announcements.
 - iii. The Corresponding Secretary shall keep the official list of members and make it available to members as needed for Chapter purposes.
 - iv. The Corresponding Secretary shall make the membership list available for non-Chapter purposes at the request and approval of the Executive Committee.
 - v. The Corresponding Secretary may countersign contracts.

ARTICLE VIII: DIRECTORS

Section 1. Designation

The Executive Committee may appoint committee Directors as may be deemed necessary from time to time to promote the purposes of the Chapter. The Directors of these Committees shall be appointed by the President with the consent of the Executive Committee. The Executive Committee shall be required to ratify all Director appointments recommended by the President to fulfill the purposes of the Chapter.

For purposes of attending to its continuing business, the Chapter shall have seven (7) Directors:

Educational and Social Programs (ESP)
 Special Events
 Membership
 Nominating
 Scholarship
 Reservationist
 Public Relations

The President shall serve as an ex-officio member of the Director Committees without voting privileges.

Section 2. Educational and Social Programs Director (hereinafter referred to as the ESP Director)

The ESP Chair shall have the responsibility for originating programs dealing with educational and social aspects of interest to the Chapter membership. She shall keep detailed records of each event, and shall submit such records to the Treasurer before the Annual Meeting and to the Recording Secretary at the Annual meeting.

Section 3. Special Events Director

The Special Events Director shall have the responsibility for coordinating the Annual Meeting, special activities and programs as directed by the Executive Committee. She shall oversee the planning of the Annual Meeting each year before December 31st, in conjunction with the President.

Section 4. Membership Director

The Membership Director, with the assistance of Past-Presidents, shall constitute the Membership Committee and be responsible for the selection of the candidates for membership in the Chapter. The Membership Director shall chair the committee, which oversees the recruitment of new members. The Membership Committee shall be selected by and operate by the rules and calendar contained in the Standing Rules.* (Page 18)

Section 5. Nominating Director

The Nominating Director shall be responsible for the nomination of the International and Chapter officers and directors. The Nominating Committee shall be selected by and operate by the rules and calendar contained in the Standing Rules.* (Page 18)

Section 6. Scholarship/Saccone Director

1. Scholarship

The Scholarship Director shall oversee the selection of candidates to receive scholarships and co-chair the Scholarship/Saccone Awards in May.

2. Saccone Awards

The Saccone Awards, named after our Founder, shall be presented at the Scholarship Dinner with the awardees being selected by the Saccone Award Committee. A descendant of Grande Dame Eda Saccone's family will hold a permanent seat on the Committee.

The Scholarship Director shall operate by the rules and calendar contained in the Standing Rules.* (Page 19)

Section 7. Reservationist

The Reservationist shall oversee the reservation process for all events during the year in conjunction with the Event Chairperson and the Treasurer. The Reservationist shall prepare lists, collect monies, and prepare a report for the Event Chairperson and the Treasurer.

Section 8. Public Relations Director

The Public Relations Director shall oversee the publicity of the organization and its events and also oversee the publication of the Newsletter.

ARTICLE IX: GENERAL

- Section 1. Any person made a party to any legal action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of fact that person is or was a Director or Officer of the Chapter except with respect to any matter as to which she shall have been adjudicated not to have acted in good faith in reasonable belief that her action was in the best interests of the organization, shall be indemnified by Chapter against judgments, fines, amounts paid in settlement and reasonable expenses (including fees of an attorney retained with the consent of the Chapter) to the extent permitted by law and to the extent that the statute of this organization as exempt under 501 (c)(3) of the Internal Revenue Code is not affected
- Section 2. Bylaws may be amended by vote of the majority of the Board present at a specially called Bylaws meeting. Any Bylaws amended by the Board shall be subject to ratification by a 2/3rds majority of the membership at the Annual Meeting.
- Section 3. All meetings shall be governed in parliamentary procedure by the then current edition of Robert's Rules of Order Newly Revised.

LES DAMES D'ESCOFFIER, BOSTON**STANDING RULES**

Note: In addition to the Bylaws and Rules of Order, in nearly every Chapter resolutions of a permanent nature are occasionally adopted which are binding on the Chapter until they are rescinded or modified. These are called "Standing Rules" and can be adopted by a majority vote at any meeting. After they have been adopted, they cannot be modified at the same session except by a reconsideration. (See Robert's Rules of Order). At any future session, they can be suspended, modified, or rescinded by a majority vote.

ARTICLE II PURPOSE

b. Escoffier Dinner

On an annual basis, customarily in the spring, Les Dames d'Escoffier, Boston, will hold a traditional Escoffier style dinner. The meal shall be held at a location determined by the Annual Dinner Planning Committee. The dinner should be up to eight courses, including a soup, fish, beef/lamb/poultry, sorbet, beef/lamb/poultry, salad/cheese and two (2) desserts. All menu items should reflect the produce of the season, remarkable sauces and fine wines. Service shall be in the French style as preferred by Escoffier with food plated and served at the ultimate temperature. The table setting shall be banquet style whenever possible with formal service attire and white gloves worn by the waitstaff. No salt and pepper on the table, and no water glasses. Wine glasses shall be removed after each course, and bread served only with the cheese course. The presentation shall reflect Escoffier's simple elegance with the decor following suit with edible decorations used when and wherever possible. Scented flowers are not to be used as they detract from the aroma of the food nor should seasonings be added to alter the flavor of the food as prepared by the Chef.

ARTICLE III MEMBERSHIP

Section 1b Attendance Requirements and Obligations

In order to support the above Purpose of this Chapter, it is necessary to reinforce the importance of our Annual Dinner and our Major Fundraiser. These cannot be stressed enough; therefore, it is of the utmost importance that members attend these two (2) events each year. Absence from these events for two (2) years without "good cause" given in writing to the Board may be cause for review and even dismissal.

Section 2b Leaves of Absence

A member may request in writing to the Board of Directors a leave for a period of one (1) year. This may be for personal or professional reasons. Approval by the Board will be given in writing. The names of inactive members will be removed from the directory and placed off the guest list. Within that one-year period, an inactive member may be automatically reinstated by written request to the Board.

Non-Resident Status

This applies to members in good standing for five (5) years who have moved to another city in which there is no Les Dames Chapter. These members must pay dues but do not have to attend events. These members receive all mailings and have voting rights.

Transfer of Membership

A member of one Chapter of the Les Dames d'Escoffier International may transfer membership to another Chapter with the consent of the Board of Directors. Both dues and attendance requirements must be met on a pro-rated basis.

Section 6a. Membership Ceiling

The minimum ceiling on membership (as of 1995) is 125 Active Members. This number does not include Non-Resident members, Emeritus members or Grande Dames. This number does not include inactive members whose membership will be held for one (1) year.

ARTICLE IV MEETINGS OF MEMBERS & CHAPTER EVENTS

Section 1c Annual Meeting Agenda

and

Section 2d Special Meeting Agenda

At all meetings, a quorum being present, the order of business shall be as follows:

1. Roll call
2. Reading of the minutes of the last meeting (Which shall stand approved unless corrected)
3. Report of the Treasurer
4. Report of the Committees
5. Miscellaneous business
6. Adjournment

Section 3a Ad Hoc Meetings

Ad Hoc meetings can be called by any member in good standing and shall follow Robert's Rules of Order.

ARTICLE VII COMMITTEES

Section 4. Membership Committee and Calendar

First, any member in good standing may sponsor one (1) person and second, a second prospective member per year.

Then the Membership Committee shall send out an application packet to prospective members.

The Chairperson should invite the prospective members to the July Membership Event.

Applicants are responsible for submitting their application form with sponsor endorsements to the Membership Committee by August 31st.

The application should be reviewed in September/October to allow enough time to be listed in the International Directory by the October 31st deadline.

Once accepted, the Candidate will be introduced to the Membership at the Annual Meeting, then inducted into Membership at the Annual Dinner during a formal ceremony at which time the LDE Boston pin is presented.

Section 5 Nominating Committee Operation and Calendar

An objective way for each member of the Nominating Committee to give free expression to an opinion is for the Chairperson to pass slips of paper around and ask each Committee member to write down their choice. These are nominations only and form the basis for general discussion of the merits of the candidate, etc. When the final decision must be made, again a ballot should be taken for electing the candidate at the Committee meeting. This secrecy has become essential to the free expression of choice, having freely discussed the various candidates, the majority voting opinion is the prevailing one. The next step is to find out the availability of the candidates.

Members of the Committee may be Candidates, but if they are chosen for an office, it would be in good taste to resign from the Nominating Committee and be replaced.

The Nominating Committee is then prepared to give its report at the scheduled meeting for nominations of officers or for the Board of Directors, etc.

Section 6. Scholarship Committee Operation and Calendar

The Scholarship Committee shall consist of (3) members chosen by the Scholarship Committee Chair. The Committee is responsible for corresponding with and selecting the schools and/or individuals to be placed on the scholarship recipient list. This shall be done in a timely manner, reflecting the school year calendar. The Scholarship Committee shall present their decision for approval to the Board of Directors at the scheduled March meeting.

The Scholarship Chair, in coordination with the President, is responsible for organizing and planning the Scholarship Dinner, customarily held the second week of May. At this time, the Scholarship Funds shall be presented to the recipients/schools.