



Les Dames d'Escoffier
INTERNATIONAL
Minnesota Chapter

**Minnesota Les Dames d' Escoffier Bylaws
Updated August, 2019**

I. Board of Directors

The Board of Directors (hereby referred to as Board) makes decisions annually on chapter planning, budget, charitable contributions, scholarship commitments, programming and policy decisions.

- The Executive Committee consists of the officers (President, Vice President, Treasurer and Secretary). The past year's President serves as Advisor and is a voting Board member. The Executive Committee may meet to discuss issues and make recommendations to the full Board.
- The Board consists of the Executive Committee, plus the chairs of the major committees including Fundraiser, Membership, Newsletter, Nominations, Program, Service, Scholarship, plus the Advisor.
- Each Board position may be co-chaired. Each co-chair is a full voting Board member.
- The Board meets bimonthly to discuss pending issues and coordinate planning of current activities.
- No specific number of members (quorum) is necessary to conduct a board meeting. In order to approve any action by the board a majority vote of those members in attendance at the meeting is required, with a minimum of five affirmative votes.
- Board members may request to participate in a board meeting by telephone, computer or other real time electronic means if such means are reasonably available to be set up.
- The President and Program Committee plan the Annual Business Meeting in September.
- Dues changes, final selection of an annual slate of officers, and bylaws revisions must be approved by the general membership by a two-thirds vote of those members voting. Voting may be conducted through electronic methods.
- Expenditures over \$1,000 require the approval of the executive board.
- The board term is from October 1-September 30.

II. Selection Criteria and Term for Officers

- Candidates must have completed a minimum of one year of active membership.

- Candidates must display enthusiasm, leadership potential and commitment to executing responsibilities of the position.
- Members wishing to be considered for an office should contact a current Board member.
- With guidance from the Vice President, the Nominating Chair and committee recruits a slate of officers.
- A ballot with the slate of new officers will be distributed to the board for approval by July 1, thirty days prior to an August vote by the full membership. The term of service is October 1 – September 30.
- All officers accept a one-year term with the exception of the Vice President who serves the second year as President and the third year as advisor to the Board.
- The Treasurer may serve a term of up to three years.
- In the event that a Board member cannot serve out her term, the Executive Committee appoints a replacement.

III. Fiscal Year

- The fiscal year will coincide with the term of the Board and dues cycles, October 1-September 30.

IV. Officers

The officers serve both in functional roles as outlined below and as members of the chapter's Board.

- **President:** Overall responsibility for leading the chapter. Has prepared for role by serving as Vice President in previous year.
 - Consults with other officers and committee chairs, as needed on chapter business and operations guidelines.
 - Conducts business segment of chapter program meetings or delegates to another officer.
 - Arranges and leads the Board bimonthly meetings.
 - Serves Board as Advisor after her term as President.
 - Participates in bimonthly Presidents' conference calls. If not available, delegates to Vice President.
 - Contributes to local chapter e-newsletter, including monthly President's column.
 - Manages chapter communications with LDEI international, including The Quarterly, international award programs (MFK, Grande Dame), and other international issues.
 - Attends annual international conference and represents chapter as a delegate.
 - Serves as chapter historian.
- **Vice President:** Works closely with President to lead chapter.
 - Appoints the Nominations Chair and two to three members to form the nominations committee. Works with them on the next years' slate of officers and major committee nominations.
 - Attends annual international conference and represents chapter as a delegate.
 - Updates bylaws when needed; submits to the board and membership for approval by 2/3's vote.

- **Treasurer:** Responsible for managing and reporting chapter finances.
 - Prepares annual budget with input from Board and previous treasurer by November 30th of her term.
 - Prepares and presents bimonthly and year-end financial report.
 - Manages accounts payable and receivables.
 - Collects dues for local and international membership.
 - Reports operational and charitable expenditures to the local membership.
 - Administers and reports on fundraiser finances.
 - Reviews all financial statements and all checks that have cleared. Sends copy of all statements to Executive Assistant.
 - Works with Executive Assistant to complete any financial documents required by the government or by LDEI.
- **Secretary:** Responsible for all chapter communications.
 - Prepares Board meeting minutes, submits to President for review then distributes to Board within two weeks of meeting.
 - Summarizes key board meeting highlights in the next monthly chapter e-newsletter.
 - Responsible for sending all chapter membership correspondence (thank-you notes, condolences, etc.)
 - Updates our online presence.

V. Major Committee Chairs

Major Committee Chairs serve a one-year term and may serve up to four consecutive one-year terms in any one position. All participate as informal advisors to their successors, especially in the orientation/startup phase. Each chair may solicit committee members and members may volunteer for committees.

- **Fundraiser Chair:** Leads all facets of planning, budgeting, and implementing fundraising events.
 - Selects and directs Fundraiser Committee chairs.
 - Reports to Board and membership on fundraiser status.
 - Submits final report to Board.
- **Membership Chair:** Responsible for recruitment and retention of new members.
 - Manages process of soliciting and onboarding new members.
 - Submits new member information to Administrative Assistant to update the chapter directory and all communication lists and to international for their directory.
 - Recruits a mentor for each new member. Mentor will contact new member to welcome and encourage chapter participation.
 - Reviews requests for financial aid.
- **Newsletter Chair** Shares local and international LDEI news through a regular e-newsletter.
 - Publishes chapter and member news on a regular basis through e-newsletter that features LDEI local and international news.
 - Contributes to local and international newsletters to promote local chapter.
 - Solicits articles and information for the newsletter

- **Program Chair:** Responsible for planning monthly meetings with professional development content.
 - Chairs conduct program portion of each monthly meeting.
 - Submits three months of meeting details to President for monthly and international e-newsletters.
 - Arranges a Dame to write a brief meeting recap for next newsletter.
- **Scholarship Chair:** Provides overall coordination and contact for scholarship activities.
 - Establishes scholarship criteria and creates necessary guidelines and forms.
 - Recommends number of scholarships and monetary amount of each to Board for input and approval.
 - Updates Board and membership of scholarship activities.
- **Service Chair:** Responsible for managing relations with sponsored charities and making recommendations for chapter donations.
 - Reviews, assesses and recommends charities for local chapter fundraising efforts.
 - Coordinates charity representatives' involvement in annual fundraiser.
 - Coordinates all meetings and communication with targeted charities.
 - Solicits and directs member involvement in hands-on activities with charities.

VI. Membership Selection Criteria

Membership prospects are required to:

- Exhibit high ethical standards and professional stature in the food, beverage, and related fields.
- Attain a minimum of five years experience in one or more of the following areas: the *arts* (culinary, hospitality), the *sciences* (nutrition, product development, agriculture) or industry *promotion* (sales, marketing, advertising, PR, design, promotion, publishing, market research).
- Demonstrate leadership in her work and professional capacities.
- Commit to furthering the role of women in food, beverage, and related fields.
- Strive to support LDEI's purpose of supporting local charities with a food or beverage focus as well as mentoring professionals in our field.
- Support the chapter both in terms of dollars (annual dues, monthly program expenses, fundraisers) and time (attend a significant number of monthly meetings and contribute to chapter's fundraisers.)

VII. Membership Selection Process

- Potential Members are identified by other members, are sought out by Membership Chairs, or may be someone who has approached the group herself (for example, via our website). She is given the Membership Fact Sheet to review for basic understanding of chapter and membership.
- Before applying, she is encouraged to attend a meeting. The chapter will cover the cost of one meeting.
- Prospective members should return completed new member application to Membership Chairs to review and affirm she meets membership criteria as outlined by LDEI.

- If LDEI membership criteria is met, Membership Committee recommends the chapter grant a formal invitation to chapter membership and begin the onboarding process.
- If any Board member expresses a negative response or concerns about the professional merits of the proposed new member, formal discussion will be recommended at the forthcoming chapter Board meeting.
- Chapter onboarding will include but is not limited to:
 1. Welcome Letter
 2. Membership Activation document
 3. LDEI International Directory Form
 4. LDEI MN New Member Questionnaire
 5. High-resolution photo (headshot preferred)
 6. Invoice for total membership dues balance (prorated based on fiscal year, financial aid is available upon request)
- Administrator will ensure new member is added to all subsequent communication channels and extend invitations to social media (as available); and Membership Chairs will ensure New Member and Mentor are formally identified and both parties are privy to the benefits and expectations of this mentorship.

VIII. Membership Categories

- **Active Member:** A member in good standing, who has paid membership dues, attends meetings and contributes time, energy and financial support to the organization. Local Dues: \$90, International Dues: \$85.
- **Retired Member:** An Active Member may request retired status when she retires from her employment in the food and beverage field. A Retired Member retains all the obligations and receives all the privileges of full membership. Local dues will be half (50%) of Active Member Dues; international dues will not be reduced.
- An Active or Retired Member's membership will be cancelled if yearly dues and late fee have not been received by September 15th.
- For those members claiming difficulty remitting payment for annual dues, the chapter has established a Financial Aid program. For information on how to appeal for Financial Aid, members should contact current Membership Chair or committee representative.

IX. Resignation

- An Active or Retired Member may resign their membership by submitting in writing an explanation to the Membership Chair, who will inform the Board.
- A former Active or Retired Member may ask to be reinstated at any time by submitting in writing a request to the Membership Chair, who will seek approval of the Board. The request will be carefully considered.
- If reinstatement is approved, the Membership Chair will send her a National LDEI New Member form and prorated dues invoice.
- There may be situations where an Active or Retired Member will be asked by the Board to resign her membership.

X. Transfer of Membership

- A member of good standing from another LDEI chapter may transfer her membership at any time during the year to the Minnesota chapter. She must submit a letter of request and a letter of recommendation from her current chapter to our chapter President.
- The transferring member will pay a prorated amount of local dues.
- If an Active or Retired Member in good standing moves away, the President will submit a letter of recommendation to the chapter's President, upon request, to support membership in another LDEI chapter.

XI. Executive Assistant

- The board may hire an Executive Assistant to undertake duties as determined by the board. Such duties may include:
 - Maintain a current email list of members and contact information; update as necessary
 - Create a Membership Directory for members; update as necessary
 - Email dues statements as requested
 - Send members program details, via email, in a timely fashion. Currently using Punchbowl. Maintain the Punchbowl address book for contact info
 - Email members a variety of communications i.e., board information, member news, Urban Roots events, newsletters
 - Order flowers and send to members as directed by the board
 - Contact for students to send their scholarship application
 - Various other tasks as requested by the board

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