

Resolution Format Instructions

There are times when a written Resolution is required to make Constitutional changes, amendments, additions or to run for elected office. These are the primary reasons for a Resolution. But are not limited to these matters alone. The following format is an accepted way to submit your Resolution.

Starting at Locale Level:

1. Your Resolution starting in your Locale. It should be read (once) and explained why the Resolution would be for the betterment of La Societe de Femme. Once this is done it should be voted on to approve or disapprove this Resolution at your Rendezvous by the membership. If this resolution is approved then it needs to be signed and dated by the Locale Presidente and Locale Correspondante.
2. Once you have read and approved this Resolution at your Locale Rendezvous and has the proper signatures. You will then forward this Resolution onto your Grande Correspondante with the original signed copy of this Resolution. The Locale can decide what (4) States to have copies sent to; which they will read at their next Rendezvous for approval or disapproval. (4) States including your original Resolution equals (5) States for a Resolution. Please forward that information onto the Grande Correspondante. If the Locale decides they do not want to make this decision, they can ask that the decision be made at the Grande level.

Starting at Grande Level:

3. Your Resolution starting in your Grande. The Grande Correspondante will forward this Resolution to the Resolution Officer. She will read the Resolution at the next Rendezvous. After the reading you will have a discussion on this Resolution to see if you would approve or disapprove the explanation that this Resolution would be for the betterment of La Societe de Femme. The Grande Presidente must call for a vote of the membership to accept or not accept this Resolution. If the Resolution has been accepted. You should specify (4) States to have copies sent to; which they will read at their next Rendezvous for approval. (4) States including your original Resolution equals (5) States for a Resolution. The accepted Resolution will be signed by the La Grande Presidente and the La Grande Correspondante.
4. The Grande Correspondante will proceed to send out copies to the specific (4) States keeping the copy of the original signed Resolution. She will send these copies to the Grande Correspondante of those (4) States. Once the specific States have read this Resolution at their next Rendezvous, they will approve or disapprove this Resolution. If the Resolution has been approved. They will place the proper signatures onto the bottom of this resolution, then mail it back to the Grande Correspondante that sent them the Resolution. *Submit a cover letter to accompany your Resolution with your name, address, city, state and zip code including an email address (if you have one). If possible this Resolution may be scanned and emailed back to the Grande Correspondante. Or just send back by mail.*

5. Once the Grande Correspondante receives the (4) States copies back. She will proceed to send the (4) copies and the original copy to Cabane Nationale and Nationale Avocat.
6. The Cabane Nationale (Correspondante) will then forward this Resolution to the Resolution Committee. The Resolution Committee shall receive a copy of the Resolution received by Cabane Nationale. This copy received shall state the specified Committees. This Committee shall then consider and recommend changes of the Resolution that have not been directed to a specific committee. Which it will be read and presents its findings for approval by the membership.
Reference by: Constitution & By-Laws, Page 19 and Member Handbook Pages 15.
7. The Resolution will be read at the Resolution meeting at Rendezvous Nationale, there it will be discussed to approve or disapprove this Resolution by the attending Delegates.
8. If the vote has been approved by the attending Delegates this Resolution will be forward to the La Nationale Correspondante and La Nationale Avocat to be placed as a rule.
9. See the attached Sample of a Resolution of Change:
10. See the attached Sample of a Resolution of Endorsement:
11. See the attached Sample of Constitutional Resolution:
Remember, two thirds vote of membership means two thirds of your entire membership. Two thirds vote of members present is two thirds of the votes cast. By-Laws must also include an Appeal and Saving Clause; a procedure of protection of your approved By-Laws, members, and Charter. All By-Laws submitted for approval to Grande and Nationale must have, as its last page, a "Certification Page" dated and signed by La Presidente Nationale, and attested by La Correspondante Nationale and La Avocat Nationale.
Referenced by: Member Handbook pages 17-18.

9. Resolution of Change-Sample

State the Title of Resolution Change

WHEREAS: State the specific statement of the Resolution, and
WHEREAS: State why this would be a betterment of Cabane Nationale, and
WHEREAS: State why members of La Societe de Femme would benefit, and
WHEREAS: State the overall assessment of the Resolution, therefore

THEREFORE BE IT RESOLVED:

1. Add requirements, (if needed.)
2. Included a summary of the Resolution.
3. Add other duties, (if needed.)

BE IT FUTHER RESOLVED: That this Resolution be placed before the Grande Rendezvous (if Grande is organized) for its consideration, and if favorable that copies be sent to Cabane Nationale for consideration at Rendezvous Nationale, and

Approved at a regular Rendezvous Locale duly assembled at _____.

This _____ day of _____, _____.
Date Month Year

ATTESTED BY: _____
La Presidente Locale La Correspondante Locale
These need required signatures – not typed or printed

Approved at Grande de _____ Rendezvous duly assembled at

_____ this _____ day of _____, _____
Location Date Month Year

ATTESTED BY: _____
La Presidente Grande La Correspondante Grande
These need required signatures – not typed or printed

10. Resolution of Endorsement-Sample

WHEREAS: Cabane # _____ has a Dame who has diligently served her Cabane Locale as: (list all offices held by this Dame.), and

WHEREAS: This Dame has served her Grande as (list Grande offices held by this Dame.), and

WHEREAS: Cabane Nationale needs to maintain the highest standards of leadership and this Dame has already served as (list offices held by this Dame (if any), therefore

THEREFORE BE IT RESOLVED: That Cabane # _____ presents the name of _____ as Candidate for the high office of _____ for the year _____, with the knowledge that is deserving, diligent and capable.

BE IT FURTHER RESOLVED: That this Resolution be placed before the Grande Rendezvous (if Grande is organized) for its consideration, and if favorable that copies be sent to Cabane Nationale for consideration at Rendezvous Nationale.

Approved at a regular Rendezvous Locale duly assembled at _____.

This _____ day of _____, _____.
Date Month Year

ATTESTED BY: _____
La Presidente Locale La Correspondante Locale

These need required signatures – not typed or printed

Approved at Grande de _____ Rendezvous duly assembled at

_____ this _____ day of _____, _____
Location Date Month Year

ATTESTED BY: _____
La Presidente Grande La Correspondante Grande

These need required signatures – not typed or printed

11. Constitutional Resolution-Sample

State of the Subject Resolution is Addressing

WHEREAS: State current subject or purpose of the Constitution, and

WHEREAS: State the Article number, Section number, and Page number, and

WHEREAS: State reason(s) why a change would be for the benefit of La Societe de Femme, and

WHEREAS: State just how these changes be made and implemented constitutionally, therefore

THEREFORE BE IT RESOLVED: State your change exactly how it should be worded for the Constitution of La Societe de Femme, and

BE FURTHER RESOLVED: That this Resolution be placed before the Grande Rendezvous (if Grande is organized) for its consideration, and if favorable that copies be sent to Cabane Nationale for consideration at Rendezvous Nationale.

Approved at a regular Rendezvous Locale duly assembled at _____.

This _____ day of _____, _____.
Date Month Year

ATTESTED BY: _____
La Presidente Locale La Correspondante Locale

These need required signatures – not typed or printed

Approved at Grande de _____ Rendezvous duly assembled at

_____ this _____ day of _____, _____
Location Date Month Year

ATTESTED BY: _____
La Presidente Grande La Correspondante Grande

These need required signatures – not typed or printed