

**CARATS, INC.
POLICY AND GUIDELINES
2018**



Maureen S. Black, National President

Carat Tyna Davis, Chair

Carat Brenda Willingham, National Parliamentarian

Carat Deborah Bailey

Carat Deborah Bibb

Carat Cheryl Mason-Dorman

Carat Linda Thomas

Carat Judy Woods-Williams

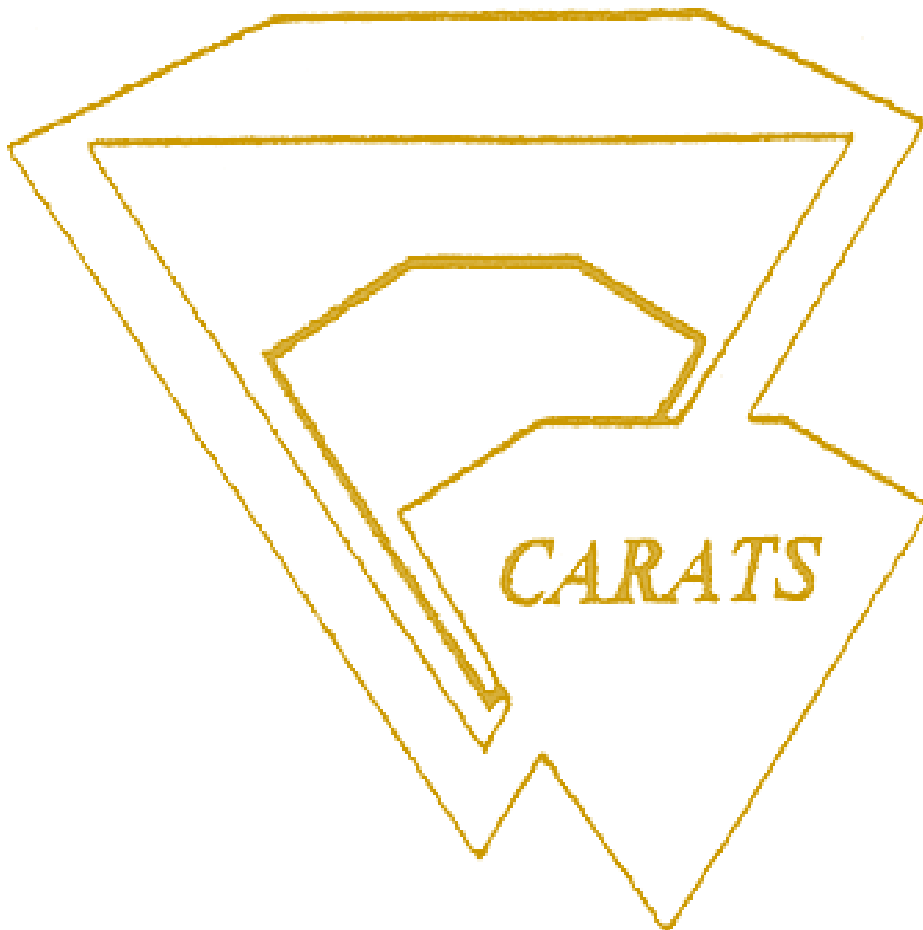
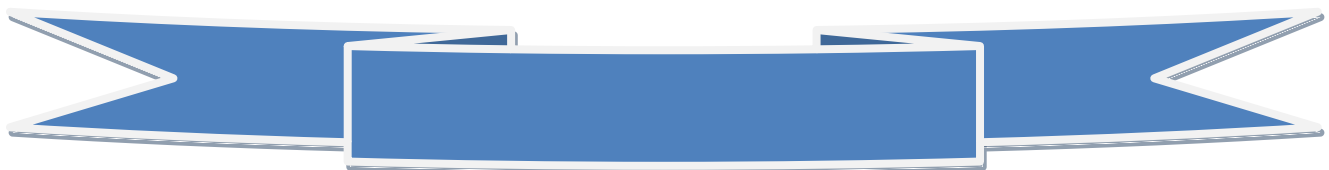
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POLICY GUIDELINES

Policy Guidelines are an elaboration of responsibilities as already stated in *CARATS, Inc. Constitution and Bylaws*. They are intended as an aid to officers and committee chairpersons in the efficient performance of their duties.

Policy Guidelines should be revamped as changes are necessitated for the good conduct of business.



GENERAL ADMINISTRATIVE INSTRUCTIONS

Each CARATS, Inc. member must attend Conclave once every three years as a condition for active membership. A general member shall automatically become a member of a group in the city where she resides.

The Executive Committee is composed of the elected and appointed officers and the committee chairpersons. It does not include chapter presidents. This committee may not spend any more than \$200.00 without authorization of the Board of Directors. Authorization must be granted prior to expenditures. Other committees may not spend any more than \$50.00 without authorization of the Board of Directors.

Vouchers will be prepared in triplicate, completing all the information required on the official form. The voucher procedures must be followed in order to receive reimbursement.

- A. One copy, without receipts to the National President.
- B. One copy with receipts attached, to the National Treasurer for reimbursement.
- C. One copy should remain in the initiator's file.

The National Federal Tax ID number shall be employed only by CARATS, Inc. Board of Directors.

There will be no tickets sold in the name of CARATS, Inc.

The Recording Secretary shall send adequate copies of the Conclave minutes to each Chapter President for distribution. The name of the recipient of the National Community Fund Award for that year shall be included in the minutes.

AMENITIES FOR NATIONAL PRESIDENT

The host chapter shall provide arrangements for transfer service i.e. airport/hotel for the arrival and departure during any official visit of the president. The host chapter shall provide ground transfer during any official visit of the National President. Courtesies extended to the National President during social visits are at the discretion of the local chapter.

Amenities provided by the host chapter shall be placed in the National President's hotel room. The National President and her Carateer or guest shall be afforded priority seating at all events, official or social.

The National President, at the conclusion of the Conclave Breakfast, shall make closing remarks. This will mark the official end of the national conclave. The national organization shall extend complimentary conclave registration to the National President.

EMERITUS MEMBER

Due to the significant nature of this category, thoughtful deliberation should be given prior to conferring this membership status.

Local chapters should consider conferring the status of Emeritus on a member who meets the following criteria:

- a. She must be active and financial with, at least, 15 years of membership before applying for emeritus status.
- b. She provided outstanding service to her chapter and/or community.
- c. She is unable to attend meetings and/or activities.
- d. Her contributions have been of such magnitude that the chapter desires to honor her in this manner.

Additional Factors:

- a. She is not responsible for paying local dues or attending or hosting local meetings.
- b. She must pay her Per Capita assessment each year and she may attend Conclave.
- c. She may be invited to local meetings by the hostess for that meeting. She cannot vote or hold office, but can discuss issues if asked by her local chapter membership. Other criteria may be determined by the local chapter.

NATIONAL PRESIDENT

1. All communications involving the office of President and The Board of Directors should be transacted in writing.
2. The National President shall send a reminder of Board meetings one month prior to the appointed time-noting date, time and place.
3. The National President shall receive copies of all correspondence sent to local chapters from any standing committee chairperson.
4. In the event of the acceptance of a new chapter of CARATS, Inc., the National President shall direct the Corresponding Secretary to notify the applicant group of their status.
5. If the National President, with the approval of the board, deems it necessary to convene a mid-year Board Meeting, the meeting shall be held in the city of The National President or the National Recording Secretary. This will allow the incurring of travel expenses for only one national officer.
6. The National President shall ensure that all information required for the renewal of our Articles of Incorporation are completed and returned to our Registered Agent in Washington, D.C. by January 1 in EVEN years (ex. 2004, 2006, 2008, 2010 etc.). The National President shall appoint a Carat that resides in Washington D.C. to serve as Register Agent. The current Register Agent shall forward all records and materials to the succeeding appointed Register Agent.
7. The National President will be responsible for housing and bringing the chalice, seal, gavel, flameless candles and candle holders to Conclave. At the end of her tenure, she will pass these items to the incoming President.

NATIONAL FIRST VICE PRESIDENT

1. The First Vice President shall assume the duties of the President in case of illness, death or resignation until officers are duly elected for the next term.
2. She shall assist the President with any duties as requested.
3. She shall cast the deciding vote in case of a tie.
4. She shall serve as Chairman of the National Program Committee. ('84). She shall send communication to Chapter Presidents requesting recommendations for the Program Committee. She shall submit the recommendations to the Executive Board for consideration at the Mid-Year Board meeting.
5. Prior to the mid-year board meeting she shall send communication to the Chapter Presidents requesting the names of new members, members with 20 or more years of membership, and members who have five, ten, fifteen, and twenty years of perfect attendance.
6. She shall provide a yellow badge for new members who are attending their first Conclave. The badges will be given to Chapter Presidents for distribution.
7. At the general membership meeting, she shall personally introduce new members, award certificate of attendance to members with five, ten, fifteen, and 20 years of perfect attendance. During the luncheon, she shall conduct a rite of passage ceremony symbolizing 25 years of membership to Carats meeting the requirements of the "Silver Carats Club."
8. She shall provide each Chapter President with team building and ice breaker activities to foster camaraderie and friendship.
9. She shall be the keeper of the Silver anniversary pin(s) for distribution at the annual National Conclave.

NATIONAL SECOND VICE PRESIDENT

(Membership Chairperson)

1. The National Second Vice-President shall keep on file chapter applications, including each individual member's profile.
2. The National Second Vice-President shall notify, in writing, a prospective chapter of a visitation date, and give three weeks prior notice to all CARATS, Inc. chapters. She shall select two CARATS, Inc. members to comprise her visitation committee.
3. The National Second Vice-President (membership chair) shall communicate with the applicant and set up the time for the review of the group. After the review by the Vice-President and her committee, she shall report her findings and present recommendations to the Executive Committee. The report and recommendations shall then be presented to the general membership for a vote.
4. The National Second Vice-President shall be responsible for obtaining and presenting the Presidential Charm, a gold design mounted on a large disk, to the National President at the National Conclave Luncheon prior to her leaving office.
5. The 2nd Vice President shall prepare a report that includes a two-year history of the number of Conclave participants. This report must be filed and sent to the Chapter Presidents by July 31. (Example: At the end of the 2015 Conclave, the report will consist of the number of the 2014 and 2015 participants. She shall send a letter to the chapter presidents requesting the names of potential conclave absentees.
6. She shall present the names of potential conclave absentees to the National Board for discussion, approval or rejection, via vote.
7. She shall keep a record of all Conclave non-attendees.

NATIONAL RECORDING SECRETARY

1. The Recording Secretary shall take the minutes at Board of Directors' meetings and the National Conclave.
2. She shall call the roll at the Board of Directors' meetings and the National Conclave.
3. She shall be responsible for reproducing the minutes for all meetings and shall send these minutes to all chapters by September 2nd.

NATIONAL TREASURER

1. The National Treasurer shall submit detailed written reports at each national business meeting.
2. The National Treasurer shall write checks authorized by the president.
3. The National Treasurer shall provide the National President with a complete financial report by September 1st of each year. This report shall close out that fiscal year's financial activities. A copy shall be distributed to all chapters and other members of the board.

NATIONAL HISTORIAN

1. By September 30th of each year the National Historian shall prepare a form requesting information needed for her records.
2. She will display materials of interest at Conclave every 2 years (at the end of her tenure).
3. The National Historian shall request that chapter historians prepare and bring to conclave materials of interest such as photos, slides, news releases, videos, etc.
4. The Forever Carats' scrapbook shall be displayed each year at the general meeting.
5. She shall lead the reciting of the CARATS, Inc. Creed before the official opening of board and general meetings.

NATIONAL PARLIAMENTARIAN

1. Has a copy of Robert's Rules of Order, Newly Revised, at all meetings.
2. Consults a Licensed Parliamentarian when the need arises.
3. Prepares a written report to be presented at the board of directors' meeting after receiving and examining proposed amendments to the constitution and bylaws. If unable to attend, mails copies to the National President and members of the board of directors.
4. Be responsible for noting irregularities in parliamentary procedure during meetings, calling same to the attention of persons involved.
5. The National Parliamentarian closes the general meeting at conclave.

NATIONAL SERGEANT-AT-ARMS

1. Provides help on the floor of the general meeting, assisting with maintaining order as the National President directs.
2. Opens all official business meetings.

NATIONAL CHIEF OF PROTOCOL

1. Coordinates arrangements regarding the set-up for the midyear board meeting and general conclave meeting.
2. Coordinates arrangements regarding the set-up for the memorial ceremonies.
3. Communicates with conclave chairpersons regarding ground transportation and hotel accommodations for the National President.
4. Communicates with conclave chairpersons regarding the overall protocol for the conclave.

NATIONAL FINANCIAL SECRETARY

The date of November 1 will become the designated date for the national financial secretary to verify the official membership roster to the national 2nd vice president.

NATIONAL CORRESPONDING SECRETARY

1. It is the responsibility of the National Corresponding Secretary to prepare and distribute the annual Carat Directory.
2. When a new chapter is to be installed, she will have the chalice engraved with the chapter's city and state.

NATIONAL AMENITIES CHAIRPERSON

1. Sends a letter to each Local Chapter President requesting the name, address, phone number and email address of the chapter Amenities Chairperson. Include in the letter a request that the National Amenities Chairperson be notified immediately in the event of:
 - a. The death of a Carat, her spouse or child (in case of death ascertain whether family wishes floral design or gift)
 - b. The death of a Carat's parent, guardian or parent figure
 - c. The illness of a Carat, her spouse, or child
2. Upon receipt of above information, takes the following action immediately:
 - a. Death of a Carat, spouse, or child - *Send a floral design or gift determined by the wishes of the family. The cost shall be in accordance with the budget allocation.*
 - b. Death of a Carat's parent, guardian, or parent figure - *Send a card.*
 - c. Illness of a Carat, spouse, or child - *Send a card.*
3. Notify the National President of the occurrence and the action taken. A courtesy notification should be sent to the National Corresponding Secretary.

4. Notify each Chapter's Amenities Chairperson of occurrences necessitating courtesies. A courtesy notification should be sent to the Local Chapter President.
5. All messages are signed: **CARATS, Inc.** _____, **National President** and shall have the return address of the National President.
6. Present a written report at the Mid Year and Conclave Executive Board of Directors' Meetings.
7. Submit an annual Amenities Budget to the Budget/Finance Committee, as requested.
8. Coordinates the Forever Carats Ceremony. Prepares and makes available the printed programs for the memorial service of Forever Carats.
9. For reimbursement of Amenities' expenditures (e.g. cards, floral design or gift, stamps) submit a *CARATS, Incorporated National Voucher* with receipts to the National Treasurer and National President.

NATIONAL BUDGET AND FINANCE COMMITTEE

1. This committee shall use the form included in this document for the proposed annual budget.
2. After receiving the final report of the National Treasurer, the Budget and Finance Committee shall submit a reconciliation of budget versus debits as reflected for that fiscal year. This report is to be submitted to the National President no later than October 1. The National President shall then provide copies of this report to the chapter presidents to share with their members.

NATIONAL AUDIT COMMITTEE

The Internal Audit

The current president will appoint the Audit Committee, which will include a Chairperson and three other members. The internal audit will occur at the conclusion of each president's term of office. All documents involving the financial transactions will be turned over to the new administration's audit team on the first day of the new administration's term of office, September 1st.

Each treasurer will provide, to the new audit team, a comprehensive, chronological list that documents all financial transactions by type. The documentation must be easily read with the narrative for the transactions and amounts of money spent aligned appropriately. Vouchers and receipts supporting the financial disbursements will match each transaction. The internal audit team will complete its work prior to the beginning of the new calendar year. When possible, the team shall be comprised of members who have auditing/ accounting experience should such members be available.

All relevant financial information for completed internal audits shall be stored and kept for at least 10 years. The relevant financial information shall include vouchers, cancelled check information, bank statements and cash register receipts.

The External Audit

All documentation for completed audits will be kept by the historian and used for the needs of the external auditors. Following the external audit, the documents will be securely destroyed unless needed for findings. An external audit will occur every 6 years. The report of this audit will be given at the Mid Year Board Meeting.

Reimbursement Approval

Reimbursement will be made in accordance with the spending guidelines of Carats Inc. The president and treasurer will:

- a. Require that vouchers be completed as required.
- b. Return vouchers not completed as required to the initiator for completion.
- c. Approve requests for reimbursement. Denial of requests shall be put in writing and copied to the national president.

The financial secretary will:

Serve as signatory, along with the treasurer, to approve reimbursement requests from the national president and/or the treasurer.

NATIONAL CONSTITUTION COMMITTEE

1. The National Constitution Committee shall reproduce copies of the form for proposed amendments to the Constitution and Bylaws. A copy of this form is included in this document.
2. The committee will be responsible for mailing copies of the form to each chapter president requesting that the proposed amendment be written in constitutional language, and that both the Chapter President and the Chapter Recording Secretary sign the completed form. Proposed amendments shall be submitted to the National Constitution Committee chairperson by February 1 of the fiscal year.

NATIONAL NOMINATING COMMITTEE

1. Prepare a form for candidates' profiles including the following items:
 - a. Name
 - b. Address
 - c. Chapter
 - d. Offices held (local and national)
 - e. Year(s) of conclave attendance
 - f. Offices held in other organizations
 - g. Personal resource skills (special experience or skills related to position or office)
 - h. Signature of chapter president and recording secretary
2. Prepare cover letter stating eligibility for office as stated in Article III, Section 4 of the bylaws to include the following:
 - a. Deadline date for returning profile
 - b. Office to be filled
 - c. A reminder that it is the responsibility of the nominating chapter to ascertain that the nominee is willing to serve.
3. Mail nomination forms with letter to each chapter by March 1st.
4. The Committee shall compile a list of all eligible candidates nominated, along with their profiles, and send to chapters by June 1st.

5. Present nominating slate to the National President who will present it to the General Membership Meeting at the Conclave.

NATIONAL PUBLIC RELATIONS COMMITTEE

1. The annual publication, CARATS Potpourri, shall be mailed to the membership each year by May 30.
2. In January, a letter shall be sent to each chapter's public relations chairperson requesting the following:
 - Activities
 - Awards
 - Outstanding accomplishments and other pertinent information
 - Pictures-state size, kind and number of pictures required
 - Suggest number of words for written articles
 - Each chapter shall be allocated two (2) pages
 - (8½ x 11), inclusive of photographs and/or written copy.

NATIONAL ARCHIVES COMMITTEE

1. The Archives Committee is a permanent Standing Committee.
2. The Moorland-Spingarn Research Center and Library is the repository for CARATS, Inc. Archives.
3. The repository agreement between CARATS, Inc. and Moorland-Spingarn encompasses five (5) elements:
 - Formally establishes the archives
 - Collects material for archives
 - Facilitates access
 - Transfers artifacts to MSRC
 - Has research access

CARATS, INC., PROPOSED BUDGET YEAR _____

Income from per capita tax _____
Community tax _____
Sub-total _____
Balance brought forward from (year) _____

TOTAL _____

EXPENSES

Community tax paid to entertaining Chapters

NATIONAL PRESIDENT'S EXPENSES

Conclave
Board Meeting - i.e. Transportation, lodging
Miscellaneous - postage, telephone calls, printing, etc.

CORRESPONDENCE SECRETARY

National Stationery
Supplies and postage

RECORDING SECRETARY

Conclave Board Meeting
Postage, Printing etc.

PARLIAMENTARIAN

Conclave, Board Meeting Stipend

FINANCIAL SECRETARY

Postage

HISTORIAN

Miscellaneous expenses

CARATS, INC., PROPOSED BUDGET YEAR _____

AMENITIES COMMITTEE

Postage, gifts, flowers, etc.

NOMINATING COMMITTEE

Postage, stationery, supplies, etc.

TREASURER

Postage and supplies

MISCELLANEOUS FUNDS

Funds for: other officers: i.e. telephones call and
Postage or committee chairpersons for expenses needed in transacting
Business of their office.

PUBLIC RELATIONS COMMITTEE

Postage, Potpourri, printing, etc.

TOTAL EXPENDITURES _____

BALANCE _____

CARATS, INC.

CHAPTER PER CAPITA SUBMITTAL FORM

Chapter Name _____

Chapter Representative _____

Enter per capita dollar amount in the appropriate column for each member. Form and payments should be sent to the Financial Secretary.

Member Name	Active	Emeritus	General Member
1.	\$	\$	\$
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21			
22			
23			
24			
25			
Emeritus/General			
1			
2			
3			
4			
5			
6			
TOTAL			

CARATS, INC.
NATIONAL OFFICE CANDIDATE PROFILE

NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

CARAT CHAPTER _____

CHAPTER OFFICE(S) HELD:

YEARS OF CONCLAVE ATTENDANCE:

PERSONAL RESOURCES SKILL (SPECIAL EXPERIENCE OR SKILL RELATED TO POSITION OR OFFICE):

DO YOU, AS NOMINEE, AFFIRM YOUR WILLINGNESS TO SERVE? _____

CANDIDATE

PRINT NAME: _____

SIGNATURE _____

CHAPTER PRESIDENT:

PRINT NAME _____

SIGNATURE _____

CHAPTER RECORDING SECRETARY:

PRINT NAME _____

SIGNATURE _____

CARATS, INC.
FORM FOR CONSTITUTIONAL/BYLAWS PROPOSED AMENDMENT

The _____ Chapter proposes the following amendment to
Article _____ Section _____ of the Constitution () Bylaws ().

Current Wording:

Wording of Proposed Change/Addition:

Rationale for Proposed Change/Addition:

Chapter President _____
Signature

Chapter Recording Secretary _____
Signature

ELIGIBILITY LIST

CHAPTER _____

NATIONAL PRESIDENT

Criteria: A member must have served as president of a local Chapter to run for the office of National President for at least one term or shall have held a National Office and shall have attended at least three National Conclaves. Please list only those members who qualify:

- | | |
|----------|-----------|
| 1. _____ | 9. _____ |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ | |

OTHER NATIONAL OFFICES

Criteria: A member must have served her chapter in some elected office and should have attended at least one National Conclave to run for National Office. It does not have to be the office to which the member is nominated. Please list all members who meet the above criteria.

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

TOTAL NUMBER OF MEMBERS IN YOUR CHAPTER _____

SIGNED _____ OFFICE _____

NOMINATION FORM

The _____ chapter of CARATS, Inc. nominates for National

(Office) _____

(Office) _____

(Office) _____

(Office) _____

Chapter _____

Chapter President _____

Chapter Recording Secretary _____

Date _____

Please complete this form and return to _____,

Nominating Chairperson by _____,

But not later than _____

PRELIMINARY MEMBERSHIP REGISTRATION

Chapter

NAME _____
 First **Middle** **Last**

Present Address _____
 Street

_____ **City** **ST** **ZIP**

Telephone Number (Area Code _____ Number _____)

Occupation _____

School Attended _____

Civic Affiliations _____

Professional Affiliations _____

Cultural organizations _____

Social Clubs _____

Fraternal Affiliations _____

Honors _____

Publications _____

Hobbies _____

Husband's Name _____

Husband's Occupation _____

CARATS, INCORPORATED

National Voucher

Page ____ Of ____

Payee Name	Chapter	Telephone		Date of Voucher
Street	City	State	Zip Code	

ITEMIZED STATEMENT:
PLEASE LIST ITEMS OR SERVICES

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

TOTAL AMOUNT \$

<p style="text-align: center;">INSTRUCTIONS</p> <p>CHECKS WILL BE ISSUED ONLY WHEN THIS FORM IS COMPLETED.</p> <p>SUPPORT DOCUMENTS SUCH AS ORIGINAL RECEIPTS MUST ACCOMPANY THIS FORM.</p>	Requested By	Date
	Title/Position	Date
	Approved/President	Date

TO BE COMPLETED BY TREASURER			
BUDGET ITEM	DATE CHECK ISSUED	CHECK NUMBER	AMOUNT

_____ **CHAPTER Officers** **20 __ - 20__**

President _____

Vice President _____

Recording/Corresponding Secretary _____

Assistant Secretary/Amenities _____

Financial Secretary _____

Treasurer _____

Historian _____

Parliamentarian _____

Meetings: _____ **Monthly**

MEMBERSHIP ROSTER

Carat	Carat (Spouse)	Phone #	Address	City, ST, ZIP	Email

CARAT DIRECTORY INFORMATION SHEET

Chapter _____ Date _____ Submitted by: _____

No. Members _____ No. General Members _____ No. Emeritus _____

Please complete for each member. If you are submitting a correction, enter members name and the correction ONLY.

Last Name _____	First Name _____
Husband's Name _____	
Area Code _____	Telephone No. _____
Address _____ _____	
City _____	State _____ Zip Code _____
Email address _____	
Member Designation (Check One)	
Active <input type="checkbox"/>	General <input type="checkbox"/> Emeritus <input type="checkbox"/>

Last Name _____	First Name _____
Husband's Name _____	
Area Code _____	Telephone No. _____
Address _____ _____	
City _____	State _____ Zip Code _____
Email Address _____	
Member Designation (Check One)	
Active <input type="checkbox"/>	General <input type="checkbox"/> Emeritus <input type="checkbox"/>

Last Name _____	First Name _____
Husband's Name _____	
Area Code _____	Telephone No. _____
Address _____ _____	
City _____	State _____ Zip Code _____
Email address _____	
Member Designation (Check One)	
Active <input type="checkbox"/>	General <input type="checkbox"/> Emeritus <input type="checkbox"/>

Last Name _____	First Name _____
Husband's Name _____	
Area Code _____	Telephone No. _____
Address _____ _____	
City _____	State _____ Zip Code _____
Email Address _____	
Member Designation (Check One)	
Active <input type="checkbox"/>	General <input type="checkbox"/> Emeritus <input type="checkbox"/>

CEREMONY FOR OPENING AND CLOSING NATIONAL BUSINESS MEETING

(Sergeant-at-Arms will get the attention of the assemblage)

National Sergeant at Arms: As Sergeant-at-Arms of this organization you are hereby commanded to give attention to the opening ceremony.

National President: Madame Recording secretary, please call the roll by chapter names. Each chapter president will respond in turn by introducing herself and each chapter member in attendance. When names are called, please stand and remain standing until the rap of the gavel.

National Recording Secretary: (Call Chapter names in alphabetical order)

National Historian: Sisters, let us join hands and pledge together our Creed of Sisterhood.

We are Carats
We pledge to be CHARMING individuals,
ACTIVELY involved in our organization,
and in our communities.
We are RESPONSIBLE women,
APPRECIATIVE of our heritage.
We are TRUTHFUL and SINCERE in our
endeavors.
We are Carats.
We believe that our Creed of sisterhood
forges lasting and enduring friendships.

National President: (Three (3) raps with the gavel) the _____ annual business meeting of CARATS, Inc. is now in session.
(When all business has been transacted)

CLOSING

National President: Is there any other business? Is there any other business?

National Parliamentarian: Madame National President, as Parliamentarian of this organization I certify that the business of this session has been conducted according to CARATS, Inc. Constitution and Bylaws and Roberts Rules of Order.

National President: I hereby declare the Annual Business Meeting of CARATS, Inc. adjourned. Good Evening.

[One (1) rap of the gavel]

CEREMONY FOR INSTALLATION OF ELECTED NATIONAL OFFICERS

Installing Officer (National Parliamentarian)

Will the new officers duly elected by this organization at the _____ CARATS, Inc. Conclave please come forward when called and stand facing our members.

	OR	

President

2nd Vice President

Corresponding Secretary

Treasurer

Nominating Chairperson

}

Even Years

1st Vice President

Recording Secretary

Financial Secretary

Historian

Nominating Chairperson

}

Odd Years

Installing Officer

Welcome to your new positions! We, the members of CARATS, Inc., are honored that you have accepted them. You, in turn, are aware that our Carat Sisters have honored you by choosing you to hold positions of leadership in this organization.

As leaders, you are also aware of the duties and responsibilities which you are about to assume. We are depending on you to perform these duties and responsibilities with two years (one year for the nominating chairperson) of dedicated service.

I now ask of you to pledge that you will work diligently with each other, with your other national officers, and with your carat sisters and that you will endeavor to uphold the ideals of CARATS, Inc.

As I call your name, you will answer ... **'I do so pledge'** National President _____, National 2nd Vice President _____, National Corresponding Secretary _____, etc.

Installing Officer

All outgoing officers will please come forward and pin the yellow corsage on your successor.”

(Wait for completion of procedure)

Those members continuing in office will please join us in this semi-circle.

(Wait for their positioning)

All Carat Sisters, please stand!

These officers have been duly elected by you. They have been given the pledge of service, but you, as Carats, also have duties and responsibilities. If these officers are to serve effectively and efficiently they must have your cooperation. I now ask you to pledge that you will work as members of CARATS, Inc. in loyal support of these officers.

If you accept this responsibility, please repeat... **“I do so pledge.”**

Installing Officer

Let us all reaffirm our pledge by repeating after me:

We pledge to uphold the qualities of CARATS, Inc. (Carats repeat)

To be charming

Actively involved

Responsible

Appreciative

Truthful and Sincere

We believe that these are qualities that forge lasting and enduring friendships

We pledge to be as one in all of our dealings and to foster good fellowship among Carats.

Installing Officer

Thank you! As National Parliamentarian, I declare these officers officially installed.

CEREMONY FOR INDUCTION OF A NEW MEMBER

Items Needed:

- Engraved Symbol of CARATS, Inc.
- Silver Cup and an individual cup/glass for each new member
- Brandy (fill each cup with enough for each new member(s) to have a sip)
- Toasting Glasses on tray (enough to serve all Carats)
- Gold Chain Bracelet with a "C" charm (one for each person being installed).
- Yellow Rosebud Corsages (number sufficient for all persons being installed).
- Table Arrangement of Yellow Roses (arrangement should contain one rose for each chapter).
- One Table (table should be large enough to accommodate all items needed).
- Tablecloth to cover table (colors of CARATS, Inc. optional)
- Matches
- Six Flameless Candles (light blue) - Candles are arranged 3 on each side of yellow roses arrangement)

Setting: All Carats in a circle around the ceremonial table. Person(s) to be installed stands outside of the circle directly behind her sponsoring Carat.

Chapter President: (Raps three times with gavel)

We are assembled in this circle of sisterhood for the distinct purpose of administering the loyal oath of CARATS, Inc. to candidates for membership. Will the membership committee chairperson please certify the candidates to be installed.

Chapter Membership Chairman: Madame President, the Membership Committee is very happy to certify that _____ ladies of have met the requirements for membership to become members of CARATS Inc. (She gives the President a list of their names)

Chapter President: Carats, let this circle expand to include (she reads the names and each person joins the circle next to her sponsor). We are a corporation, composed of chapters located within the United States of America, for the purpose of fostering good fellowship among members. Carats possess qualities that make us very special people. A candle will be lit to emphasize for you, each of these qualities.

Chapter Vice President: C is for Charm. Carats possess charming personalities. We are all charming individuals. (Lights the 1st candle)

Chapter Parliamentarian: A is for Active Involvement. Carats are actively involved in our organization, the home, the community and the nation, exerting influence and causing change. (Lights the 2nd candle).

Chapter Recording Secretary: R is for Responsible. Carats are women who hold responsible positions in their communities. (Lights the 3rd candle).

Chapter Corresponding Secretary: A is for Appreciation. As Carats we have a deep appreciation for our heritage. We realize our worth (lights the 4th candle).

Chapter Treasurer: T is for Truthfulness as we interact one with the other. (Lights the 5th candle).

Chapter Financial Secretary: S is for Sincerity. Carats are sincere. We believe sincerity is the only way to afford lasting and enduring friendships. (Lights the 6th candle)

Chapter President: Candidates, you have heard the individual qualities that dictate CARATS, Inc. principles. Are you ready to receive your Oath of Loyal Friendship to CARATS, Inc.? (Candidates should respond "Yes").

Please, raise your right hand and repeat after me

I Pledge to Uphold, the qualities of CARATS, Inc.

To be charming,

To be actively involved,

To be responsible,

To be appreciative,

To be truthful,

To be sincere,

I believe, that these qualities will forge lasting and enduring, loyal friendships among all Carats.

Chapter President: Our colors are Pastel Blue and Yellow. Our flower is the Yellow Rose.

You are to wear the Rose today as a symbol of your pledge to CARATS, Inc. (sponsors will pin a yellow rosebud corsage on each newly installed member).

Chapter Parliamentarian: The emblem of our organization is a gold chain bracelet with a "C" charm. Wear it proudly. (sponsors will fasten bracelet on new member's arm).

Chapter Corresponding Secretary: The insignia of CARATS, Inc. is illustrated with a dimensional pear shaped gem. Be proud of this insignia, it typifies Carats as women of many dimensions. You will find this insignia printed on all official stationary, handbooks, directories and programs. It is my very pleasant responsibility to present to each of you an official Handbook and a Directory of Members.

Chapter Historian: The symbol of our organization is this silver, engraved loving cup of friendship. Each of our 15 chapters has a loving cup. Additionally, there is a national cup engraved with the names of the city in which each chapter is located.

We have all sipped from this cup. Now it's your turn. (Pours from the chapter's cup into new member(s) individual cup(s). While new members are sipping, the President passes the tray of toasting glasses to all other Carats).

Chapter President: Carats, let us lift our glasses and sip a toast of friendship to our newest sisters in the _____ chapter of CARATS, Inc.

(The Ceremony is adjourned)

CEREMONY FOR INSTALLING A NEW CHAPTER

Items Needed:

- Engraved Symbol of Carats
- Silver Cup
- Brandy (fill each cup with a sip and enough in silver cup for new members)
- Toasting Glasses on tray(s) (enough to serve all Carats. Persons being installed will drink from engraved symbol of Carats).
- Gold Chain Bracelet with a “C” Charm, (Number sufficient for all persons being installed).
- Yellow Rosebud Corsages (number sufficient for all persons being installed)
- Table Arrangement of Yellow Roses (arrangement should contain one rose for each chapter)
- One Single Rose in a vase (This rose will be added to the arrangement to symbolize the chapter being installed)
- One Table (table should be large enough to accommodate all items needed)
- Matches
- Table Cloth to cover table (colors of Carats opt.)
- Six Candles, Light Blue (candles are arranged 3 on each side of yellow rose arrangement)

Setting: All Carats in a circle around the ceremonial table. Persons to be installed standing outside the circled behind sponsoring chapter members.

National President: (Raps three times with gavel)

We are assembled in this circle of sisterhood for the distinct purpose of administering the loyal oath of CARATS, Inc. to candidates for membership. Will the Membership Committee Chairperson please certify the candidates to be installed.

National Membership Chairman: Madame National President, the Membership Committee is very happy to certify that _____ members of the _____ have met the requirements

for membership in CARATS, Inc. and have been approved by our Board of Directors. (The Membership Chairman then presents to the President a typed alphabetical listing of all members of the group, to be installed)

National President: Carats, let this circle expand to include... (The National President then reads the name of each person who then joins the circle next to a member of the sponsoring chapter). We are a corporation, composed of chapters located within the United States of America, for the purpose of fostering good fellowship among members. Carats possess qualities that make us very special people. A candle will be lit to emphasize each of these qualities.

National 1st Vice President: C is for Charm. Carats possess charming personalities. We are all charming individuals. (Lights the 1st candle)

National 2nd Vice President: A is for Active Involvement. Carats are actively involved in our organization, the home, the community and the nation, exerting influence and causing change. (Lights the 2nd candle).

National Recording Secretary: R is for Responsible. Carats are women who hold responsible positions in their communities. (Lights the 3rd candle).

National Corresponding Secretary: A is for Appreciation. As Carats we have a deep appreciation for our heritage. We realize our worth (lights the 4th candle).

National Treasurer: T is for Truthfulness as we interact one with the other. (Lights the 5th candle).

Financial Secretary: S is for Sincerity. Carats are sincere. We believe sincerity is the only way to afford lasting and enduring friendships. (Lights the 6th candle)

National President: Members of _____ Social Club, you have heard the individual qualities that dictate Carats principles. Are you ready to receive your Oath of Loyal Friendship to Carats? (Candidates should respond in unison – “Yes”).

Please, raise your right hand and repeat after me.

I Pledge to Uphold, the qualities of Carats.

To be charming,

To be actively involved,

To be responsible,

To be appreciative,

To be truthful,

To be sincere,

I believe, that these qualities will forge lasting, and enduring, loyal friendships among all Carats.

I pledge to foster good fellowship and endearing friendships, among all Carats.

President of Sponsoring Chapter: Our colors are Pastel Blue and Yellow. Our flower is the Yellow Rose. You are to wear the Rose today as a symbol of your pledge to CARATS, Inc. (Sponsoring Chapter member goes to table and hold the vase with the single rose). I am holding a single beautiful rose yellow rose. This rose symbolizes new birth. The birth of the _____chapter of CARATS, Inc. (insert rose into arrangement) I proudly proclaim, “Carats circle of friendship has increased.”

National Parliamentarian: The emblem of our organization is a Gold-Chain Bracelet with a "C" charm. Wear it proudly. (Members of sponsoring chapter will attach bracelet to each new member's arm).

National Corresponding Secretary: The insignia of Carats is illustrated with a dimensional pear shaped gem. Be proud of this insignia, it typifies Carats as women of many dimensions. You will find this insignia printed on all official stationary, handbooks, directories and programs. It is my very pleasant responsibility to present to each of you an official Handbook and a Directory of Members.

National Historian: The symbol of our organization is this silver, engraved loving cup of friendship. The City and state identifying each chapter has been engraved on it for history. Please note that _____, _____ has been engraved in your Honor. We have all drunk from this cup. Now it's your turn. (Take cup to each member for a sip). [While new members are sipping have chapter presidents pass tray of toasting glasses to all other Carats] Carats, let us lift our glasses and sip a toast of friendship to our newest sisters, the _____ Carats.

CARATS, INC. PROTOCOL FOR INSTALLING A NEW CHAPTER

This document is prepared as a guide for the installation of new Carat chapters. It covers the responsibilities of the prospective chapter in the installation process, monetary obligations of the prospective chapter, format for the installation weekend and general timelines for activities and obligations.

The liaison between the CARATS, Inc. organization and the prospective chapter is the National 2nd Vice President of the CARATS, Inc. who is the Membership Chairperson. All directions and guidance provided to the prospective chapter will come from this officer. In the event that a CARATS, Inc. Board Meeting is scheduled the weekend of the installation, there will be coordination between the CARATS, Inc. Protocol Chairperson and the prospective chapter.

A. General Responsibilities of the Prospective Chapter

1. Installation fee
2. Per Capita, due and payable by October of that year
3. Planning and payment for Installation weekend activities
4. Reception, Friday evening
5. Installation Saturday morning
6. Luncheon Saturday afternoon
7. Dinner dance Saturday evening
8. Arranging for board meeting on Friday
9. Optional men's activities on Saturday
10. Sunday breakfast
11. Annual chapter assessment for CARATS, Inc. Community Fund

B. Planning Process Necessary for Installation

All activities/actions to be decided in collaboration with CARATS, Inc. Membership Chairperson. Included are:

1. Establishment of date for installation
2. Designation of hotel to be installation site based on:
 - Room Availability
 - Amenities provided
 - Site desirability
 - Ability to negotiate favorable contract
3. Invitation designed and sent to Carat Chapter presidents
4. The selection of a 14 carat gold charm with design reminiscent of chapter site. The charm shall be made available for purchase by Carat membership.

5. Designation of Weekend Plan/Theme – Prospective Chapter will determine an overall theme for Installation weekend. If the theme attire is to be worn by attendees, Carat membership must be informed.
6. Prospective Chapter members will wear white for the installation. The attire for Carats is optional.
7. Committee Assignments
 - General Chairman
 - Liaison with CARATS, Inc. Reservations
 - Hospitality
 - Ceremony/Ritual Coordination with National 2nd Vice President
 - Entertainment
 - Charms
 - Registration
 - Breakfast
 - Souvenirs
 - Flowers
 - Budget
 - Logistics
 - Welcome Party/Friday night Reception
 - Printing
 - Men's Activities
 - Protocol- Amenities/Gifts for National President, Transportation, etc.
 - Photography
 - Luncheon
 - Dinner/Dance
 - Officers' and Chairpersons' responsibilities
 - Table Setting Arrangements as stated in "Ceremony for Installing a New Chapter"
 - Copy of the CARATS, Inc. Floor Plan for Installation Ceremonies

General Schedule of Activities

Thursday	Welcome - Optional
Friday, 9:00 a.m.	CARATS, Inc. Board Meeting (Responsibility of the National Organization)

Friday, Noon - 5:00 p.m.	Registration
Friday, 7:00 p.m. – 11:00p.m.	Reception/fun activities
11:00 p.m. – Midnight	Hospitality Suite Open

*The Prospective Chapter should provide ideas for Thursday evening activities since it is not hosting dinner.

Saturday, 10:00 a.m.	Installation Ceremony
11:30 a.m.	Luncheon

*Entertainment, gift to National President, and other amenities are provided. Participation and presentation of gifts to new chapter and new Carats by Chapter Presidents is optional and at the discretion of individual chapters.

Men’s Activities - Golf, Tennis, Other
 *Afternoon free for shopping, other activities - Information will be provided to visiting Carats by the Prospective Chapter.

Saturday, 6:30 p.m. - Midnight.	(Black Tie) Reception, Dinner and Dance Drinks provided by the New Chapter, No Cash Bar
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Sunday, 9:00 a.m. – 12:30 p.m. Full breakfast provided

FINANCIAL OBLIGATIONS

The Prospective Chapter will pay the installation fee 2 months prior to the installation. This fee includes all financial obligations associated with the installation and membership, including binders and books. The exception is the per capita tax, which is due by October 15 of the calendar year of the installation, as specified in the CARATS, Inc. Constitution and Bylaws.

Additional fees will be paid to the CARATS, Inc. for the pro-rated share of the National President's airfare and lodging if a Board meeting is held that weekend.

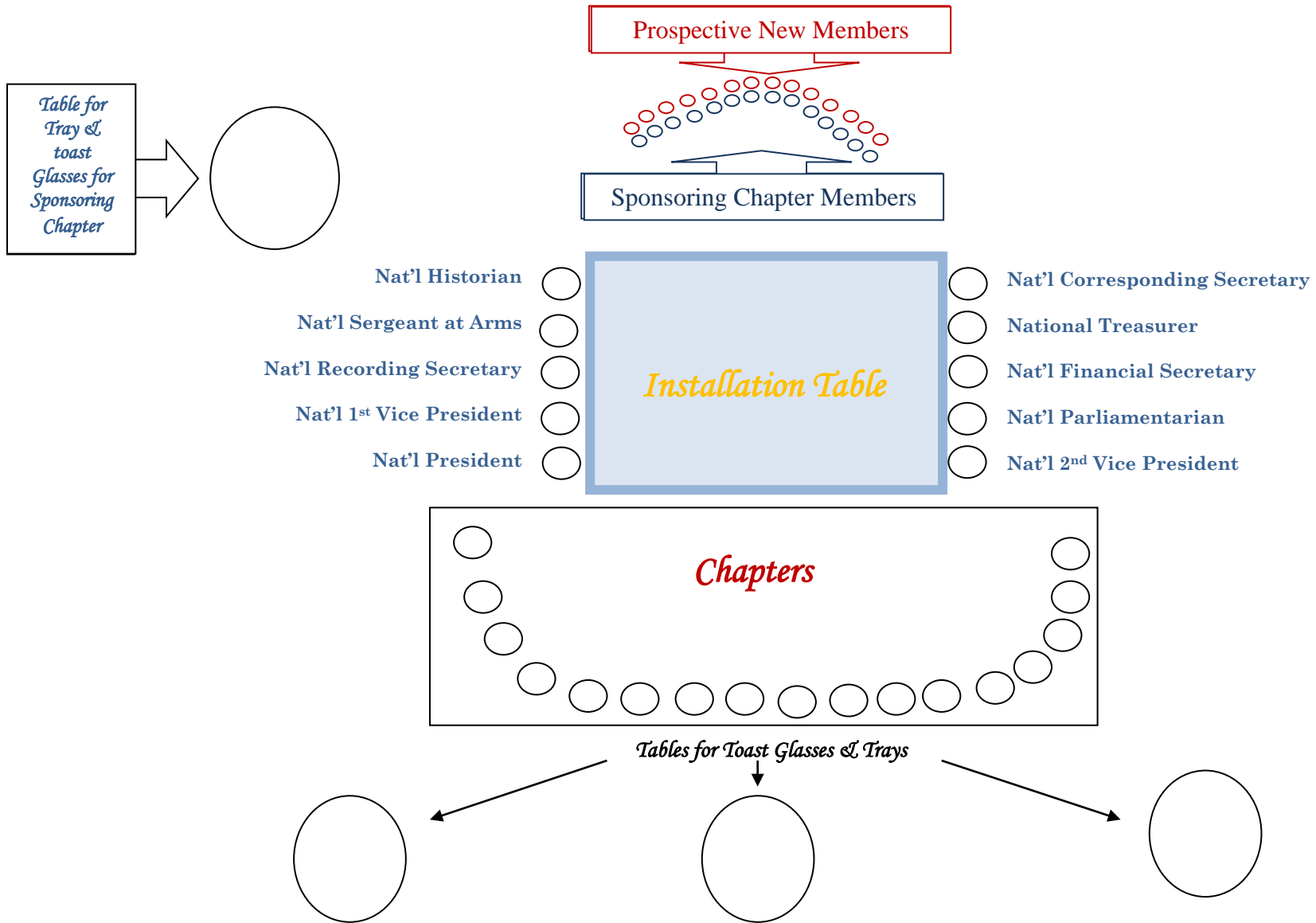
The Prospective Chapter will be responsible for two nights lodging for the National 2nd Vice President.

MEMBERSHIP CHAIRPERSON

To assure that specific concerns have been met prior to the installation of a new chapter, the Membership Chairperson will:

- Notify the National Corresponding Secretary (in writing) of the number of complete CARATS, Inc. rosters needed.
- Notify the National Parliamentarian (in writing) of the number of CARATS, Inc. Constitution/By-Laws needed.
- Notify the National Financial Secretary (in writing) of the number of blue and yellow binders needed.
- Provide the names of the prospective new members to the National Historian (in writing). and remind her to bring the Carat Symbol, 6 light blue candles and a candle holder.
- Remind the National Corresponding Secretary to have the city and year of the new chapter engraved on the chalice.
- Provide a script for each of the national officers, as appropriate, for the ritual.
- The Membership Chairperson and her committee will meet with the National Corresponding Secretary, the National Parliamentarian, the National Financial Secretary and the National Historian on the Friday prior to the installation to insure that everything is in place.
- The Membership Chairperson will direct the prospective chapter to purchase 6 light blue candles and provide a candleholder (general description to be provided).

CARATS, INC. FLOOR PLAN FOR INSTALLATION CEREMONIES



CARATS, INC.

A Memorial Service



For

CARAT _____

_____ *Chapter*

And

CARAT _____

_____ *Chapter*

Date

Time

Conclave

Place

NATIONAL CARAT MEMORIAL SERVICE

Supplies to be furnished by Host Chapter:

- Small Table
- Light Blue table Cloth
- Yellow tapered flameless candles
- Vase for greenery
- Candle Holder (single or multiple)
- Greenery
- Yellow Roses (one for each deceased member who is being memorialized)
- Program

The **National President** calls for the Memorial Service.

The **National Amenities Chairperson** or designee comes forward and lights the six candles representing CARATS, Inc. She will then be joined by all National Officers.

The **President** asks the Chapter Members, as well as other Carat members, to stand in honor of the Forever Carat. Carats will remain standing until the individual tribute has been completed.

The Occasion

National President: “We are gathered to show respect and love to a member(s) of CARATS, Inc. who has (have) passed on since our last conclave. We pause at this time to remember our loved one(s); to share our sorrow, and pray for our dear departed members(s).”

Scripture – Ecclesiastes 3:1

National 1st Vice President: “To everything there is a season and a time for every purpose under heaven. A time to be born and a time to die.”

Memorial Tributes

Each chapter will have one of their members make a tribute to their deceased member(s). (THREE MINUTES) Chapters will present in alphabetical order, per prior notice from National Amenities Chairperson. The designated chapter member comes forward; makes the Tribute ending with:

"I offer a yellow rose in memory of _____ symbolizing the everlasting esteem in which she is held by all."

She picks up a rose from the table; places it in the vase and moves back in place. This process continues until all tributes have been made.

Poem

National 2nd Vice President (or designee): "A gently spirit sweetly good; who heard the voice of duty clear, and found her mission soon and near."

(Paul Lawrence Dunbar 1871-1906)

Prayer

National Historian (or designee): "Almighty God, from whose love in Christ we cannot be parted, by death or by life; hear our prayers and thanksgivings for those whom we remember this day. Fulfill in them the purpose of your love; and bring us, with them, to your eternal joy. Through Jesus Christ our Lord." Amen.

**National Amenities Chairperson comes forward and snuffs out candles.*

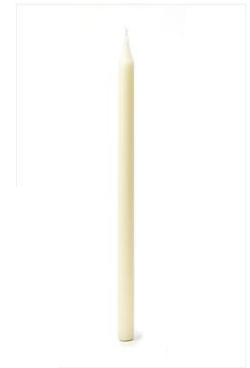
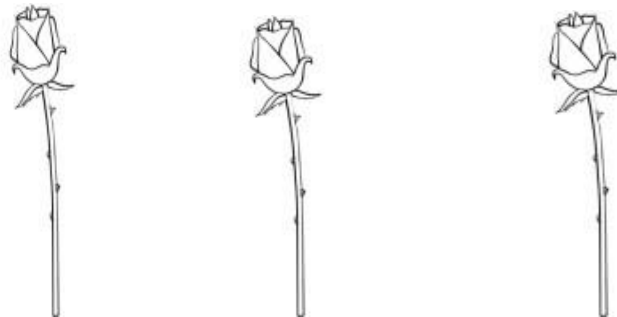
Please Note: Each chapter is responsible for sending names of persons to be memorialized to the host chapter.

OFFICIAL TABLE SET-UP FOR CARATS, INC. MEMORIAL SERVICE

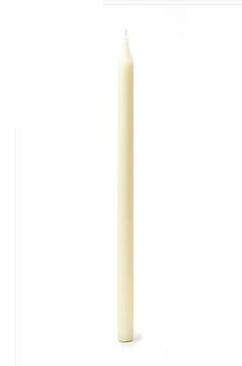
Candles



Fern (Greenery)



Roses (1 per Forever Carat being memorialized)



A CHAPTER MEMORIALIZES AN INDIVIDUAL MEMBER

Items needed for the ceremony:

- Small Table
- Light Blue table Cloth
- Yellow tapered flameless candles
- Vase for greenery
- Candle Holder (single or multiple)
- Greenery
- Yellow Roses (one for each deceased member who is being memorialized)
- Copy of ceremony for each chapter member.

The **President** calls the members together for the service.

The **Amenities Chairperson** (or designee) comes forward and lights the six candles representing CARATS, Inc. She is joined by the chapter officers.

The **President** asks all Carats present to join her in a U radiating from the memorial table.

The Occasion

President: “We are gathered to show respect and love to a member of CARATS, Inc. who has passed on. We pause at this time to remember our loved one; to share our sorrow, and pray for our dear departed members.

Scripture – Ecclesiastes 3:1

Vice President: “To everything there is a season and a time for every purpose under heaven. A time to be born and a time to die.”

MEMORIAL TRIBUTES

A designated chapter member comes forward to make a final tribute by saying: *"I offer a yellow rose in memory of _____ symbolizing the everlasting esteem in which she is held by all."*

She picks up a rose from the table, elaborates on the member's personality, attributes and membership in CARATS; places the rose in the vase and moves back in place (Three minutes or less).

POEM

Vice President (or designee): "A gently spirit sweetly good; who heard the voice of duty clear, and found her mission soon and near."

(Paul Lawrence Dunbar 1871-1906)

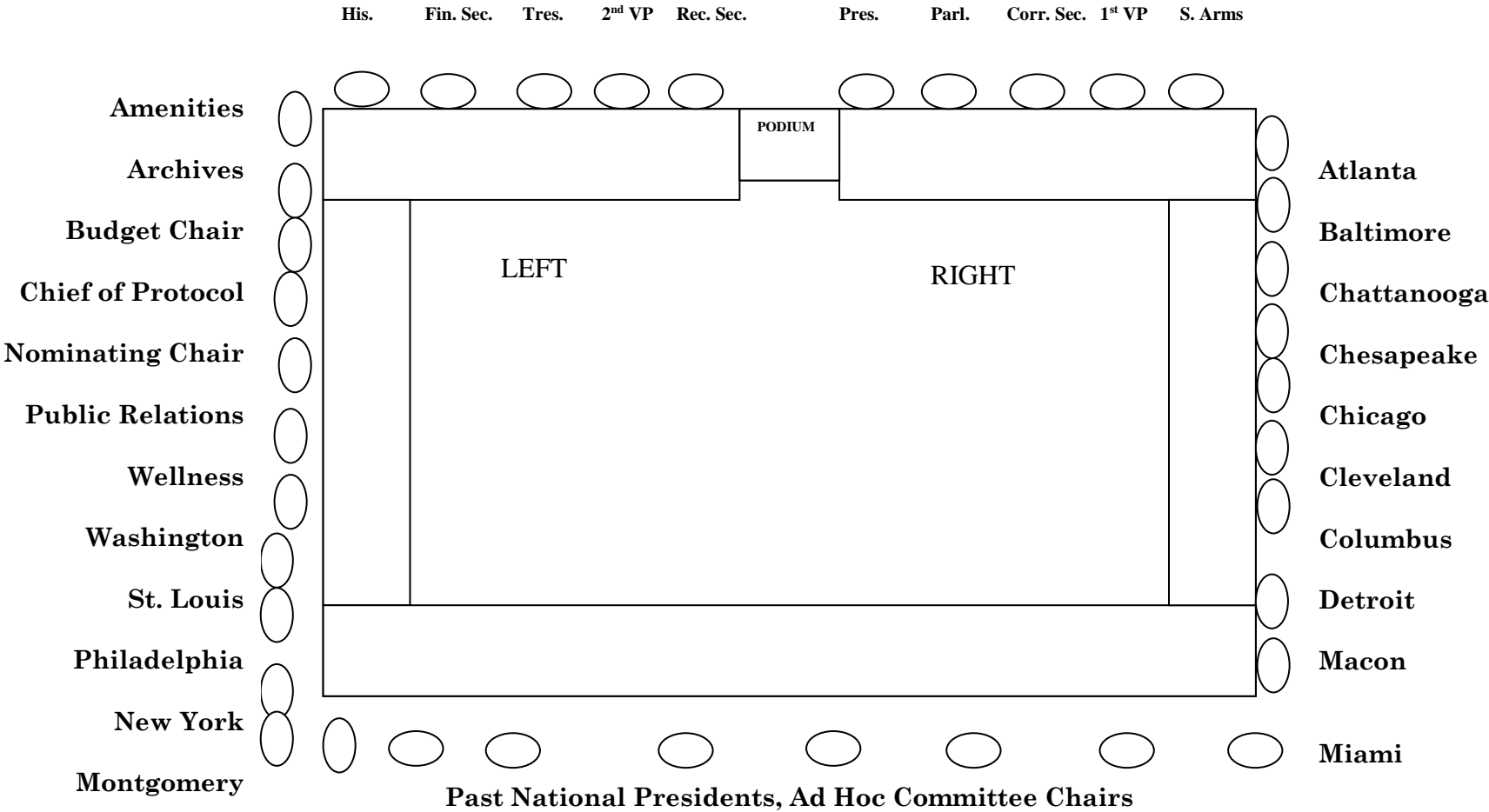
PRAYER

Historian (or designee): "Almighty God, from whose love in Christ we cannot be parted, by death or by life; hear our prayers and thanksgivings for those whom we remember this day. Fulfill in them the purpose of your love; and bring us, with them, to your eternal joy. Through Jesus Christ our Lord." Amen.

Amenities Chair: Comes forward to snuff out the candles.

(Service is concluded)

CARATS, INC. BOARD MEETING SEATING CHART



View seating chart from this position with it turned so that you can read the typing. The National President must be seated to the immediate right of the podium and the National Recording Secretary must be seated to the immediate left of the podium.

CARATS, INC

NEW MEMBER GUIDELINES

Overview

The New Member Induction Ceremony is outlined in the National Policy and Guidelines and should be followed. The guidelines included here provide an operational standard and continuity throughout CARATS, Inc. They should give guidance and inform decision making for a successful membership process. Bylaws Article VII, Section 2 sets the time frame for new member consideration as March for the submission of names to the chapter and the Induction Ceremony to be held by May 31st.

I. THE PROCESS:

- Sponsors should know the candidate well enough to complete the Candidate Profile Form without assistance.
- Sponsors should recognize and agree that the potential candidate will be a fit or match with the current chapter membership.
- Invite the potential candidate to a chapter sponsored social event.
- Avoid discussing the membership process with the potential candidate prior to the chapter vote and receipt of the candidate's acceptance letter.
- After the individual accepts, the sponsoring Carat(s) should explain the responsibilities of local and national membership in detail.
- Sponsors should serve as mentors for one year after the induction.
- Conclave attendance and the hosting cycle should be explained in detail to the candidate.
- When possible, the chapter should provide a new member orientation to enhance awareness of the local and national

history, rules of operation, meeting expectations and financial obligations.

II. THE VENUE:

The community image and reputation of CARATS, Inc. are linked to the selection and type of venue used for all aspects of the membership process. Chapters have found the following venues to be appropriate for consideration:

- Individual Homes
- Member Only/Private Clubs,
- Upscale Restaurants
- Hotel Meeting Rooms,
- Art and History Museums
- Colleges and Universities Country Clubs
- Other Private Accommodations

Carats are reminded of the personal nature and solemnity of the Induction Ceremony. Careful thought must be given when utilizing public facilities, which may disparage the community standing or name of CARATS, Inc.

III. RETAINING MEMBERS:

Once new members are inducted into the organization, the challenge is to keep the high level of interest and excitement. Chapters have offered a variety of ideas to support retention of all members and build sisterly relations. Note the following ideas:

- Include the Carateers in some activities when possible
- Socialize Before or After Meetings
- Horse Racing
- Have Manicures or Facials after Meeting
- Playing Cards
- Casinos
- Group Trips
- Luncheon Dates
- Group Attend Music Concerts
- Golf Outings
- Group Movie Night or Afternoon
- House Parties
- Girls' Nights

Shopping Trips
Dinners
Music Concerts
Holiday Events
Theme Parties
Museum Exhibits
Spa Trips/ Day Spas
Pool/Swimming Parties
Trivia Nights
Art Shows
Community Volunteer Projects
Bowling
Attend Sporting Events
Share Old Photos

To the extent possible, chapters have found it helpful to send the meeting minutes electronically. This allows the chapter president more time to move her agenda items and allocate time for social interaction or group bonding.

The ideas within these guidelines are not intended to stifle the creativity and initiative of individual chapters. Instead, the guidelines should provide guidance and direction to ensure uniformity and quality of effort as relates to membership throughout the organization.

CARATS, INC

CONCLAVE GUIDELINES

I. OVERVIEW

- A. It must be understood, the National Annual Conclave is a CARATS, Inc. function. It is under the auspices of the National Board of Directors with the leadership of the National President.
- B. The Host chapter is responsible for the social aspects of the Conclave. All social events are to be planned and organized around the business agenda of CARATS, Inc.
- C. Chapters are prohibited in using the name CARATS, Inc. for any fund raising activity.
- D. There shall be no campaigning prior to or during the National Conclave for National office.

II. ESTABLISHMENT

CARATS, Inc. National Conclave is held the second full week-end in July, beginning Friday through Sunday morning. Each Carat member is entitled, with registration, to bring her spouse or guest (male or female) to the Conclave.

III. PRE-CONCLAVE ACTIVITIES

- A. Each Host chapter shall make a presentation at the Friday business meeting the year prior to hosting Conclave, inviting and encouraging members to attend the following Conclave.
- B. The Host chapter is responsible for mailing the following information to each Carat member one (1) month before the response deadline.
 - 1. Hotel information relative to where the Conclave is to be held.
 - 2. Agenda of activities to be held.
 - 3. Type of attire to be worn for each activity.
 - 4. Schedule of hours the hospitality suite will be open.
 - 5. Survey of Carats and guests to determine the kind of beverages, special diets and sports they enjoy.

- C. The Host chapter is responsible for reserving an appropriate suite for the National President to be available on the Thursday before Conclave begins.
- D. An “Early Bird” activity may be planned for Thursday night (not necessarily at the host chapter’s expense)
- E. The Host Chapter will have a golf trophy committee comprised of Carats and Carateers. This committee shall insure that the “Maria Atkins Glover” traveling trophy is engraved no later than end of July of the year in which it is awarded. The trophy will then be safely packed and shipped to the winner no later than the end of August. The winner will then transport it to the next Conclave in time for the awards ceremony. Should the trophy be damaged, the chapter in possession at the time, will have it repaired at no cost to the host chapter.

IV. REGISTRATION

- A. Registration time(s) should not conflict with meeting times
- B. Issuance of the 14 karat gold charm:
 - 1. The Host chapter, presenting its first Conclave, is responsible for providing a 14 karat gold charm for each Carat member registered.
 - 2. Following hosting its first conclave, each host chapter shall make available for purchase a 14 karat gold charm by any Carat member. The host chapter will set deadlines for ordering charms to insure delivery to Conclave
- C. Registration fees and/or obligations shall be adhered to as outlined in the CARATS, INC. By-Laws (Article X, Sections 6-8).
- D. Registration fee for the National President is waived as per Bylaws Article IX, Section 1.

V. CONCLAVE EXCUSED ABSENCE REQUEST PROCESS

Step 1. Chapter Presidents will receive a letter from the National 2nd Vice President requesting the names of potential conclave absentees.

Step 2. The local chapters must approve the members' request for an excused absence.

Step 3. The local chapter presidents send requests to the national 2nd Vice President at least one month prior to the Mid-Year Board Meeting. The request becomes part of the National 2nd Vice President's Board Report.

Step 4. The national 2nd Vice President presents names to the National Board for discussion, approval or rejection, via vote.

Step 5. The National Board's decisions become a part of the official national record.

Step 6. After decisions are made, the local presidents report back to their chapters and then notify the appropriate members in writing.

Step 7. Local presidents are responsible for reporting all non-attendees to the National 2nd Vice President after each conclave. This report is due by August 1 of each year.

VI. NEW MEMBER ATTENDANCE POLICY

New members are not counted absent if they do not attend the Conclave the summer of induction

VII. SILVER CARATS CLUB

A special "Silver Anniversary" gift for 25 years of membership shall be awarded by the 1st National Vice President at the annual National Conclave. The suggested gift would be a silver/rhinestone CARAT pin with the number 25 attached. Members receiving the pins are "Silver Carats" and a member of the "Silver CARATS" Club. Any excess pins will be kept by the 1st National Vice President to award at the National Conclave.

VIII. MEETINGS

- A. The Host chapter coordinates all meetings with the National President and is responsible for securing adequate rooms for all meetings.
- B. The Executive Committee meeting will be held in the suite of the President on Thursday.
- C. The board meeting room is to be set up on Friday by 8:00 a.m. (as indicated by the diagram attached to the Policy Guidelines). Added to this seating, there are to be accommodations for Special Project Chairpersons. Additionally, theater style seating for approximately twenty-five (25) observers is also needed.
- D. Arrangements for the Continental Breakfast during Conclave are made by the Host Chapter and the cost is paid by Carats, Inc. The billing information must be communicated to the National President by the April Board Meeting.
- E. The General Membership Meeting is held on Friday afternoon at 2:00 p.m. The Policy Guidelines diagram is to be used to set up the Dais for seating of officers. Added to the Dais are the five (5) Committee Chairpersons. A table lectern with microphone, and a floor stand microphone should be available. Signs for chapter seating and a diagram to set up for the general membership meeting based on chapters registering are required. During chapter introductions, each President or her representative must include the name of their sponsoring chapter.
- F. If a memorial service is to be held for Forever Carats, the host chapter is to have available the following:
 - 1. Small table
 - 2. Light Blue table cloth
 - 3. Yellow tapered flameless candles
 - 4. Candle holders
 - 5. Greenery and a vase of greenery
 - 6. Yellow long-stemmed roses

The actual assembly and set up are according to the schematic attached to the Policy Guidelines. This assembly, as well as the Memorial Program, is the responsibility of the National Amenities Chairperson. Allow a 3-Minute maximum Memorial Tribute for each FOREVER CARAT.

- G. It is tradition for the host chapter to arrange for the roll call of chapters at the Friday evening social. A minimum of two drink tickers per person will be provided by the host chapter.
- H. The Carat luncheon, held Saturday noon, is a part of the business of CARATS, Inc. The CARATS' conclave luncheon will be open to all registered members, Community Fund recipients, and program participants ONLY. There should be no female guest. However, if a member needs a caregiver to assist them during the luncheon, she will add their name to the registration form and pay for the cost of the luncheon.
- I. The National President will bring greetings and present the Community Fund Service Award. A member of the host chapter will use a bio to introduce the recipient.
- J. The National President along with the National Parliamentarian will install newly elected officers.
- K. During the luncheon, the National 1st Vice President will conduct a rite of passage ceremony symbolizing 25 years of membership to Carats meeting the requirements of the "Silver Carats Club"
- L. Presentations will be made as deemed appropriate.
- M. If applicable, allow for greetings from the National President elect.
- N. Closing remarks
- O. The host chapter is responsible for having ten (10) yellow rose corsages with blue ribbons.

- P. The Saturday evening dinner dance is traditionally a “Black Tie Affair”. A minimum of two drink tickets per person will be provided by the host chapter.
- Q. The Sunday farewell full breakfast is also part of the business of CARATS, Inc. The National President will make closing remarks to conclude the Annual Conclave. Absolutely no one is to present after the National President’s closing remarks.

IX. Photographs

- A. Photographs shall be taken of individual chapters.
- B. In addition to chapter pictures, photographs are to be taken of the following:
 - 1. The National President and present officers.
 - 2. The National President with the remaining and newly elected officers
 - 3. The National President with Past National Presidents
 - 4. Others as requested by the National President
 - 5. Scheduling of photo sessions may be communicated prior to the Conclave.

X. Amenities for the National President

- A. In addition to what has already been cited, the host chapter shall provide the following amenities:
 - 1. Transportation services upon arrival and departure from Conclave, or any official visit of the President.
 - 2. Courtesies extended during social visits at the discretion of the local chapter
 - 3. Amenities shall be placed in the hotel suite.
 - 4. Priority seating for President and Carateer or guest shall be afforded at all official or social events.
- B. When feasible, priority seating for past National Presidents and Carateers or guests is suggested at all official or social events.

XI. Reimbursement

All purchases requested by the national organization shall be made to the chapter by the National Treasurer, based on and upon receipts and vouchers submitted.

XII. The host chapter shall provide the National 2nd Vice President

1. A list and number of Conclave registrants.
2. The number of hotel lodgings used.
3. The number of Friday evening guests served.
4. The number of Saturday Luncheon person served.
5. The number of Saturday evening guests served.
6. The number of Sunday Breakfast persons served.
7. The 2nd National Vice President shall prepare a report that includes a two-year history of the number of Conclave participants. This report must be filed and sent to the Chapter Presidents by July 31. (Example: At the end of the 2015 Conclave, the report will consist of the number of the 2014 and 2015 participants.

XIII. Host chapters shall leave time for relaxation. A special control may be able to guard the length of time used by entertainers.