



# **Serra's National Council for the United States**

## **Resource Manual**

### **Supplements District Governor Manual**

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# **Supplemental Articles of Incorporations and Constitution of Serra International**

These Supplemental Articles amend the Articles of Incorporation of Serra International, a nonprofit, nonstock corporation organized under the laws of the State of Washington, and the Constitution of Serra International as heretofore amended, to read in their entirety as follows:

## **ARTICLE I Name and Location**

The name of the corporation is Serra International. Its location and chief place of business, in the State of Washington, is Seattle, King County, Washington, but the Corporation may maintain an executive office and other offices at such other location or locations as may be determined by its Board of Trustees.

## **ARTICLE II Objectives and Purposes**

The objectives and purposes of Serra International are:

- to foster and promote vocations to the ministerial priesthood in the Catholic Church as a particular vocation to service, and to support priests in their sacred ministry;
- to encourage and affirm vocations to consecrated religious life in the Catholic Church; and
- to assist its members to recognize and respond in their own lives to God's call to holiness in Jesus Christ and through the Holy Spirit.

## **ARTICLE III Dedication**

Serra International performs all of its work under the protection and patronage of Mary, Mother of the Vocations, and Blessed Junipero Serra.

## **ARTICLE IV Officers and Trustees**

**Section 1.** The principal officers of Serra International shall be a president, a president-elect, four vice presidents, a secretary and a treasurer.

**Section 2.** The governing body of Serra International shall be a Board of Trustees, consisting of the eight principal officers, the immediate past president, and such number of additional trustees as shall be fixed by the bylaws.

**Section 3.** Each officer and trustee shall be an active member in good standing of a Serra Club which, at the time of his or her election, is duly organized, chartered and active. Officers and trustees shall serve without compensation.

**Section 4.** The president-elect and the four vice-presidents shall be elected by the delegates at each regular convention of Serra International. The vice-presidents shall hold office until the following next convention and until their respective successors have been duly elected and have qualified. The president-elect, including a president-elected selected by the Board of Trustees to fill a vacancy in the office of president-elect until the next regular convention of Serra International, shall assume the office of president commencing at the close of the convention of Serra International and shall serve until the following convention and until his or her successor, the then president-elect, shall have qualified. The secretary and the treasurer shall also be elected by the delegates for two-year terms in alternate years. The trustees, other than the principal officers, and other than the immediate past president, shall be elected for two-year terms by the delegates at regular conventions of Serra International, and shall hold office until the expiration of their respective terms and until their respective successors have been duly elected and qualified.

**Section 5.** The officers and other members of the Board of Trustees shall manage the affairs of the corporation and shall have such other duties and powers as are given them in or pursuant to the bylaws of the corporation.

**Section 6.** In the event of any vacancy in any office or on the Board of Trustees, the board shall have the power to fill such vacancy until the next regular convention of Serra

International, when such office or other membership on the board shall be declared open and filled in the regular manner for the unexpired term, except to the extent otherwise provided in the bylaws.

## **ARTICLE V Membership**

**Section 1.** Club Membership. Serra International shall embody all existing Serra Clubs duly organized and chartered under the provisions of its constitution and bylaws as in effect prior to the adoption of these Supplemental Articles of Incorporation, and all Serra Clubs thereafter duly organized and chartered under the provisions of the bylaws as now or hereafter in effect.

**Section 2.** Individual Membership. All members of duly organized and chartered Serra Clubs are members of Serra International.

Membership in a Serra Club shall be restricted to practicing Catholic lay men and laywomen, and to practicing Catholics who have been ordained to the permanent diaconate, on such terms and conditions as provided by the bylaws of Serra International as now or hereafter in effect.

## **ARTICLE VI Use of Earnings Prohibited Activities Dissolution**

**Section 1.** No part of the net earnings of Serra INTERNATIONAL, if any, shall inure to the benefit of any officer, trustee, or other person, and all such earnings, if any, shall be used and applied for the objects and purposes specified in Article II hereof. Reimbursement of incurred expenses in accordance with policies approved by the Board of Serra International shall not be considered to be for the benefit of any officer, trustee, or person as used in this section.

**Section 2.** No substantial part of the activities of this corporation shall consist in carrying on propaganda or otherwise attempting to influence legislation.

**Section 3.** This corporation shall not participate in, or intervene in (including the publishing or distributing of

statements) any political campaign on behalf of any candidate for public office.

**Section 4.** Upon the dissolution of the corporation, the entire net assets remaining after the payment or satisfaction of any and all liabilities and obligations of the corporation shall be distributed exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational or religious purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine.

## **ARTICLE VII Amendments**

These Articles of Incorporation and Constitution may be amended at any convention of Serra International by vote of at least two-thirds of the delegates present, provided that no action on any proposed amendment shall be taken unless the following requirements of this Article VII have been met. An amendment may be proposed only by a duly organized, chartered and active Serra Club or a duly constituted district of Serra International or the Board of Trustees of Serra International. The proposed amendment shall be received at the executive office of Serra International at least ninety (90) days prior to the opening date of the convention at which it is to be voted upon. The secretary shall mail a copy of the proposed amendment, or cause it to be mailed, to all duly organized, chartered and active Serra Clubs at least seventy (70) days before the opening date of such convention. Thereafter modifications germane to the proposed amendments may be proposed by any duly organized, chartered and active Serra Club or any duly constituted district of Serra International at least forty (40) days prior to the opening date of such convention. The secretary shall mail a copy of any such proposed modification changing the sense of the proposed amendment, or cause it to be mailed, to all duly organized, chartered and active Serra Clubs at least thirty (30) days prior to the opening date of such convention.

# Bylaws of Serra International

## ARTICLE I International Board of Trustees

**Section 1. Number.** The Board of Trustees of Serra International shall consist of eleven trustees in addition to the eight principal officers and the immediate past president, together with such additional trustees, not to exceed three, as from time to time may be determined by the Board of Trustees. Such additional trustees shall be selected by the Board of Trustees on a year-to-year basis.

### Section 2. Duties and Authority.

- (a) The Board of Trustees shall define the policies and have full administrative authority in all matters of Serra International and shall have general management and control of the activities, property and funds thereof, including the authority to borrow funds and pledge security in support of such borrowing.
- (b) The board shall exercise general control and supervision over the duties of the officers and the activities of committees of the corporation.
- (c) The board shall submit to the delegates on an annual basis a budget showing the amount of anticipated receipts and expenditures for the ensuing fiscal year, for action thereon by the delegates.
- (d) The Board of Trustees shall provide an ongoing global vision for Serra International
- (e) The Board of Trustees shall oversee the global expansion of Serra International and shall encourage extension and membership efforts throughout the world
- (f) The Board of Trustees shall coordinate and support Serra Councils by providing education, communication, and direction
- (g) The Board of Trustees shall provide training for international and council leaders

**Section 3. Regular meetings.** A regular meeting of the Board of Trustees shall be held immediately after the adjournment of each convention of Serra International, at the same place as the convention was held. Other regular meetings shall be held at such other times and places as the board shall determine.

**Section 4. Special meetings.** Special meetings of the Board of Trustees may be called by the President and shall be called upon the written or electronic mail request of five trustees. These special meetings shall be held at such time and place as may be determined by the President, provided fifteen days mailed or electronic notice of such special meetings shall be given to each member of the Board of Trustees.

**Section 5. Transaction of business.** The Board of Trustees may transact business by electronic mail and with the approval of the President may vote upon resolutions mailed to its members. All electronically mailed votes shall be returned to the executive office of Serra INTERNATIONAL within the time directed by the president, but allowing a minimum of ten (10) days.

**Section 6. Quorum.** A majority of the Board of Trustees shall constitute a quorum for the transaction of business, and a majority of those present and voting at a meeting shall be decisive of any resolution.

**Section 7. Executive Committee.** The board shall have an executive committee, consisting of the eight principal officers and the immediate past president. The executive committee shall have all the powers of the board when not in session, except the power to (a) fill vacancies in the Board of Trustees, the executive committee and officers of the corporation, (b) change any policy established by the Board of Trustees, (c) make major appropriations of funds, or (d) take action beyond the authority of committees under Section 24 of the Washington Nonprofit Corporation Act (Chapter 235, Laws of 1967). The executive committee shall keep minutes of its proceedings and report the same to the board. A majority of the executive committee shall constitute a quorum for the transaction of business, and a majority of those present and voting at any meeting shall be decisive of any resolution. Meetings of the executive committee may be called by the president or by any two

members of the committee and held upon seven days' mailed or three days' cable, telegraphic or telephonic notice to members.

**Section 8.** All meetings of the Board of Trustees and the Executive Committee shall be open to all Serrans excepting during consideration of existing OR pending litigation and during discussion of personnel employment. Minutes shall be timely transmitted to the Board and posted on the internet available to all Serrans.

## ARTICLE II

### International Conventions and Meetings

**Section 1. Time and place.** A convention of Serra International shall be held annually between the 15<sup>th</sup> day of June and the 15<sup>th</sup> day of July. The place of the convention shall be determined by the Board of Trustees sufficiently in advance to secure suitable hotel accommodations and convention facilities. However, the Board of Trustees shall have the right, at any time, for a sufficient reason to change the time and place of the annual convention of Serra International.

**Section 2. Voting members; delegates.** The only members of Serra International entitled to vote as such under the Washington Nonprofit Corporation Act shall be Serra Clubs. Each Serra Club in good standing shall be entitled to one vote at International conventions, which vote shall be cast for it by its duly elected or selected delegate, who shall be registered to attend the convention. Each Serra Club in good standing shall be entitled to one delegate. Such delegate and an alternate shall be selected from the membership of the club, but, if such club cannot send one of its own members, it may select, as a proxy delegate, a member of another club in the same district..

Alternatively, such club may select a proxy delegate from any other district after prior approval by the Board of Trustees of Serra International. The names and addresses of the elected delegate and/or alternate delegate or the selected proxy delegate shall be certified in writing by the president and the secretary of the Serra Club that they are to represent.

The original credential shall be delivered to the convention office of Serra International before noon on the opening day of the convention. Alternatively, the original credential shall be delivered to the executive office of Serra International not less than thirty (30) days prior to the opening of the convention, or sent by regular mail to the business office of Serra International in an envelope postmarked not less than 30 days prior to the opening day of the convention. **Section 3. Supervision and floor**

**privileges.** The Board of Trustees shall have full supervision and management of all conventions. The officers of Serra International shall be the officers of the convention: Past presidents of Serra International, current members of the Board of Trustees of Serra International, past presidents of Serra Councils, current members of the boards of Serra Councils, and district governors then serving shall be allowed a voice on the floor at the delegates' meeting during the convention, but shall have no voting rights or privileges unless they are also present as qualified delegates to the convention.

**Section 4. Quorum.** A majority of qualified delegates shall constitute a quorum, and a majority of those present and voting shall be decisive of any resolution, unless a different vote shall be required by law, by the Articles of Incorporation and Constitution or by these bylaws.

**Section 5. Other meetings.** Regional and other meetings of Serra International may be held at the times and places, and for the purposes, authorized by the Board of Trustees

**Section 6. Rules of procedure.** Robert's Rules of Order as in effect at the time shall govern at all conventions and other meetings of Serra International, except to the extent that such rules conflict with the provisions of the Articles of Incorporation and Constitution or the Bylaws, or any standing rules for meetings of Serra INTERNA-TIONAL in effect at the time.

## ARTICLE III

### Election of International Officers and Trustees

**Section 1. When held.** The election of officers and trustees of Serra International shall be on the last day of the convention of Serra International or at such other time during the convention as determined by the Board of Trustees.

**Section 2. Nominating committee.** The Board of Trustees shall, at least six months prior to each convention of Serra International, appoint a nominating committee of nine members, only one of whom may be an officer or trustee of Serra International, and no two of whom shall be from the same district. No member of the nominating committee shall be eligible for nomination as an officer or trustee by the nominating committee on which he serves. This committee shall, at least sixty days prior to the opening of the convention, propose one nominee for each office and for each other place to be filled on the Board of Trustees of Serra International, to be voted for at the convention. Notice of the nominations, together with a short biography of each

nominee, shall be sent to the secretary of each Serra Club at least thirty days prior to the opening of the convention.

**Section 3. Additional nominees.** Additional names will be placed in nomination by the chairman of the nominating committee from the floor of the convention, providing that such names are submitted to the presiding officer of the convention before the start of the delegates meeting, in a written petition containing the signatures of at least ten qualified delegates.

**Section 4. Method of election.** Elections shall be by voice vote, except when there is a contest for office, in which case the election to such office shall be determined by secret ballot. Each duly elected delegate shall be entitled to one vote. In a contested election, the nominee receiving the largest number of votes cast on the first ballot shall be elected.

**Section 5. Deputy trustees.** The Board of Trustees may select such deputy trustees as it may determine from time to time are needed to assist the members of the Board of Trustees in the performance of their duties.

#### **ARTICLE IV Duties of International Officers**

**Section 1. (a) President.** The President shall preside at all meetings of the Board of Trustees of Serra INTERNATIONAL, and be the chairman of the executive committee. The president shall preside at the international convention, appoint all standing committees and work closely with the Board of Trustees, all international committees and national councils. The President shall be responsible for the evaluation of the performance of the executive secretary and other offices designated by the board, and shall include the president-elect as much as possible in preparing the agendas for international meetings, the evaluation process and other activities.

**(b) President-Elect.** The president-elect shall assume the office of president at the time specified in the Articles of Incorporation. Pending such assumption the president-elect shall perform the duties of the president during the absence or disability of the president for so long as such absence or disability continues and shall assume the office of president in the event of the death of the president. The president-elect shall perform such duties as may be assigned to him by the board or executive committee or by the president, not inconsistent with action of the board or executive committee and such other duties as are elsewhere specified in these bylaws.

These duties shall include, but not be limited to:

- (a) obtaining experiences with International staff, National Councils, and local Serra Clubs;
- (b) working closely with and under the direction of the President, assisting to the fullest extent possible;
- (c) being responsible for the on-going orientation, education, and development of new and continuing Board members;
- (d) assisting the President on Board and Executive Secretary evaluation;
- (e) providing direct input into the meeting agenda process.
- (f) **In the event of the absence, disability or death of both the president and president-elect.** The executive committee shall designate which of the other officers shall perform the duties of the president until, in the event of a vacancy in the office; the vacancy is filled.

**Section 2. Vice Presidents.** The vice president for membership shall be primarily responsible for the formation of new Serra Clubs and for the quality of existing Serra Clubs. He or she shall perform such other duties, and the other three vice presidents shall perform such duties, as may be assigned by the board or executive committee, or by the president, not inconsistent with action of the board or executive committee.

**Section 3. Secretary.** The secretary shall record all proceedings at the convention of Serra International, and at meetings of the Board of Trustees and executive committee and shall be responsible for giving notices of such meetings. The secretary shall make available on the Serra International website the record of such meetings.

Scrivener, typographical, clerical and other non-substantive errors may be corrected by the Secretary and shall be reported to the Board of Trustees of Serra International at its next meeting.

**Section 4. Treasurer.** The treasurer shall receive all moneys paid to Serra International, shall deposit them in such depositories as the Board of Trustees may direct and shall disburse such funds as authorized by the Board of Trustees. She or he shall keep the accounts of the corporation and render a report to its conventions and at such other times as the president and Board of Trustees may require. The treasurer's accounts and books at all times should be made available to the Board of Trustees for inspection, and to auditors who may be named by the board. The treasurer shall, if required by the board, give a bond for the faithful discharge of his or her duties in an amount to be

fixed by the Board of Trustees. The premium for such bond shall be paid by Serra International.

**Section 5. Other officers and duties.** The Board of Trustees may appoint other officers and assistant officers and define their duties, and may prescribe additional duties for the general officers.

**Section 6. Executive Director.** The Executive Director shall carry out the policies established by the Board of Trustees. The Executive Director shall manage the office staff of Serra International. The Executive Director shall further provide assistance to the Serra Councils, the Serra International Foundation, and individual Serrans as directed by the Board of Trustees.

## ARTICLE V International Committees

**Section 1. Standing committees.** The following committees shall be the standing committees of Serra International:

- (a) Vocations
- (b) Internal Program
- (c) Constitution and Bylaws
- (d) Membership
- (e) Finance and Budget
- (f) Long Range Planning
- (g) Communications
- (h) Audit
- (i) International Convention

**Section 2. Vocations.** The vocations committee shall study ways and means to foster and promote vocations to the ministerial priesthood of the Catholic Church, and shall make recommendations to the Board of Trustees.

**Section 3. Internal program.** The internal program committee shall study ways and means to further Catholicism by encouraging members of Serra Clubs in fellowship, through education, to fulfill their Christian vocations to service and shall make recommendations to the Board of Trustees.

**Section 4. Constitution and bylaws.** The constitution and bylaws committee shall study the Articles of Incorporation and Constitution and Bylaws, review proposed amendments, and make recommendations to the Board of Trustees.

**Section 5. Membership.** The membership committee shall study ways and means to improve the quality of the membership and shall make recommendations to the Board of Trustees.

**Section 6. Finance and budget.** The finance and budget committee shall study the cost of operating Serra International, prepare the annual budget and make recommendations to the Board of Trustees.

**Section 7. Long range planning.** The long range planning committee shall study and formulate plans, and make recommendations to the Board of Trustees, for the long range direction, development, structure, composition and activity of Serra International and of Serra Clubs.

**Section 8. Communications.** The communications committee shall study, formulate plans and make recommendations to the Board of Trustees for the improvement of internal and external communications in Serra INTER-NATIONAL and develop and implement a communications program for Serra International and Serra Clubs.

**Section 9. Audit.** The Audit Committee of Serra International's Board of Trustees, composed only of non-officer trustees, meets with management, internal accountants and Serra International's independent auditors to review accounting, auditing and financial reporting matters. On the recommendation of the Audit Committee, the Board appoints Serra International's independent auditors.

Further responsibilities include:

- a) Negotiate pricing for audit and/or allied services.
- b) Meet at least twice annually with the independent auditor: the initial meeting for audit planning purposes and the second meeting for a post-audit review of Serra International's financial situation, the management letter, and other matters of concern.

**Section 10. International Convention Committee.** The International Convention Committee shall be responsible for all matters in connection with the International Conventions which are not delegated to any other officer or committee by the Bylaws or by the Board. These duties shall include, but may not be limited to: developing convention programs, recommending convention policy, evaluating conventions and subject to approval by the Board, selection of convention site and hotels, selection of convention theme and establishing the convention registration fee.



**Section 11. Standing committee appointments.** Each standing committee shall consist of such number of members (not less than three) with such terms of office as the Board of Trustees authorizes. The president of Serra International shall promptly appoint successor members on each standing committee as the term of office of prior members expire.

**Section 12. Additional committees.** Additional committees may be appointed by the president from time to time as he or she may deem necessary, with such term of office and duties as the president of the Board of Trustees may prescribe.

## **ARTICLE VI International Districts**

**Section 1. Formation.** The Board of Trustees shall divide the member clubs of Serra International into districts, and shall determine the geographical boundaries of each district. The Board of Trustees may alter these boundaries at its discretion.

**Section 2. District governor and governor-elect.** Commencing in the fiscal year ending May 31, 1970, each district shall have a district governor and a district governor-elect. The governor-elect shall serve as such for one year, commencing at the time of the Serra International convention which follows her or his election and ending at the time of the next succeeding Serra International convention, when he or she shall become governor to serve as such for the ensuing year.

During the fiscal year ending May 31, 1970 **(a)** districts with governors whose terms end at the time of the Serra International convention in 1970 shall elect a governor for a one-year-term ending at the time of the International convention in 1971, and a governor-elect who shall become governor at the time of the International convention in 1971, and **(b)** districts with governors whose terms expire at the time of the Serra International convention in 1971 shall elect only a governor-elect who shall become governor at the time of the International convention 1971. During the fiscal year ending May 31, 1971, and in each fiscal year thereafter, each district shall elect a governor-elect, to serve in accordance with the first paragraph of this Section 2.

A governor-elect must be a member in good standing of a Serra Club which at the time of his or her election is duly organized, chartered and active. Governors and governors-elect shall have such other qualifications as the Board of Trustees of Serra International may prescribe.

**Section 3. Election of district governors-elect and duties of district governors and district governors-elect.** The method of election of governors-elect, the duties of governors and governors-elect, and the method of filling vacancies in the office of governors and governors-elect shall be determined by the Board of Trustees of Serra International

**Section 4. Deputy governors and other district offices.** In addition to a district governor and a district governor-elect, each district may have one or more deputy governors to assist the district governor and the district governor-elect in the performance of their duties. A district may also have such other district officers as the Board of Trustees of Serra International may authorize. Deputy governors and such other district officers shall be elected or appointed in accordance with rules established by the clubs in the district.

**Section 5. Variation in term of office.** The Board of Trustees of Serra International may, in its discretion, authorize changes in the term of office of governors and governors-elect in particular districts or countries, in order to better accomplish the objectives of Serra International in such districts or countries.

## **ARTICLE VII Serra Clubs**

**Section 1. Formation of New clubs.** The formation of a proposed Serra Club in any district maybe authorized by the district governor or by the Board of Trustees of Serra International after approval has been secured from the local Ordinary. Its territorial limits shall be determined by the Board of Trustees of Serra International.

**Section 2. Charter and name.** Each Serra Club shall be chartered by the Board of Trustees of Serra International and shall be known by a name indicating generally the area in which it is located and which it serves, as "Serra Club OF..." In areas having more than one club, each club shall have a distinguishing designation.

Should the designation "club" present a problem within a certain count or region, the Serra Council, or the International Trustee in areas not served by a Serra Council, may delete the term or approve a term that is more acceptable and will better enable local residents to understand the objectives and purposes of Serra. For administrative simplification and clarity, however, each local organization will continue to be referred to as "club."

**Section 3. Requirements for charter.** The Board of Trustees of Serra International, in its discretion, may issue a charter to a Serra Club in formation when it has complied with the following requirements. Such a club must have:

- (a) Enrolled not less than 25 active members who meet the requirements of Section 1, 2, and 3 of Article VIII of these bylaws;
- (b) Anything in these bylaws to the contrary notwithstanding, the Board of Trustees of Serra International may, in its discretion and upon such conditions as it may prescribe, authorize a Serra Club in any district to have a minimum membership of less than twenty-five active members, if the governor of the district so recommends and if the International board determines that a club of less than twenty-five active members, can accomplish the objectives of Serra International in the area;
- (c) Adopted approved bylaws;
- (d) Duly elected its officers and trustees;
- (e) Executed and transmitted charter forms to Serra International; and
- (f) Paid to Serra International the required initiation fees and dues.

**Section 4. New clubs in areas already served.** In any area already served by an established Serra Club or CLUBS, no additional club may be chartered without the consent of the existing club or clubs of that area, except that if the Board of Trustees of Serra International determines that any such club has withheld its consent unreasonably, then another Serra Club or Clubs maybe chartered in the area by action of the Board of Trustees of Serra International. The boundary lines of territory within which each new club may meet and from which it may obtain new members and within which it shall perform its vocational activities shall be clearly and specifically defined and new boundary lines for the original club or clubs with in the area shall be defined simultaneously.

**Section 5. Incorporating of clubs.** A club, after receiving its charter, may incorporate subject to the approval of the Board of Trustees of Serra International only in the name designated in its charter. The club must agree, as a condition to its incorporation, that as a corporation it will accept and abide by the Articles of Incorporation and Constitution and

Bylaws of Serra International as then in effect or thereafter amended.

**Section 6. Club officers.** The officers of each Serra Club shall be a president, at least one vice president, a secretary, a treasurer, and may also include a president-elect, and any others as provided in the club bylaws. The duties of the officers shall be as prescribed in the club bylaws.

**Section 7. Club trustees.** The Board of Trustees of each Serra Club shall preferably meet at least once monthly and preferably at a time and place separated from regular meetings.

**Section 8. Club chaplain.** Each club shall have a chaplain, who shall be selected annually by the Board of Trustees with the approval of the Ordinary of the diocese. His duties shall be advisory on Church and spiritual matters.

**Section 9. Club meetings.** Each club shall hold meetings, preferably at mealtimes, at least semi-monthly, at such time and place as shall be determined by its Board of Trustees. Serra clubs comprised of university students may waive the requirement when school is not in session.

**Section 10. Club elections.** Each club shall hold its election of officers and trustees annually as provided in its bylaws. Immediately following the election, the club secretary shall certify to Serra International the names of its officers and trustees.

**Section 11. Club reports.** Each club shall submit to Serra International, on official forms furnished, semi-annual reports as of January 1st and July 1st of each year within fifteen days respectively after each such dates.

**Section 12. Conditions and procedures for discipline of clubs under minimum membership.**

- (a) **Minimum active membership.** Minimum active membership of a club shall be 80% of its required chartered membership. (E.g., a club chartered as a 25-member club must maintain a minimum membership of 20 active members or better. and a club chartered as a 20-member club must maintain a minimum membership of 16 active members or better.)
- (b) **Review and evaluation.** Any club whose active membership falls below the minimum membership level stated in Section (a) will be considered to be under review and evaluation. The effective date of

this status shall be the date of notification by the secretary of Serra International.

(c) **Review and Evaluation Procedure**

**1. First Year on Review and Evaluation**

- a. A certified mailing will be sent by the Serra International Secretary to the club president requiring acknowledgment of receipt in writing. This letter will advise that the club's status is below membership requirements and direct that steps be taken immediately to remedy the situation. A copy of the applicable bylaw would be enclosed and copies of the letter would be sent to the district governor and area trustee. The district governor would be required to acknowledge receipt of his/her copy.
- b. If the status is not remedied within a six-month period, the district governor will contact the club president in person to implement an approved membership drive to improve the situation.

**2. Second Year on Review and Evaluation**

- a. If the club has not met membership requirements by the end of the first year, a certified mailing shall be sent as provided for in 1a. above with copies being provided to the district governor and the area trustee. The district governor shall make a written report to the Serra International vice president for membership and the area trustee stating his/her recommendations to implement an approved membership program.
- b. **If the status is not remedied within six months**, the area trustee shall consult with the club president and the district governor concerning action to be taken to implement an approved membership program. The area trustee will report on the status and plans to the Serra International vice president for membership.

**3. Third Year on Review and Evaluation**

- a. If the club has not met membership requirements by the end of the second year, a certified mailing shall be sent as provided in 1a. above with copies to the district governor, area trustee and Serra International vice president for membership. It **will stress the**

**fact that only 12 months remain** before the charter is to be forfeited.

- b. If the situation is not remedied after nine more months, a final reminder shall be sent in the manner prescribed in 1a. above.
- c. At the end of the third year the Secretary of Serra International shall mail a certified letter as prescribed in 1a. above advising that the club charter has been forfeited in accordance with Section 12e, of Article VII of Bylaws.
- (d) **Effect of review and evaluation.** Review and evaluation will not affect a club's privilege of membership.
- (e) **Forfeiture of charter.** Any club which remains under review and evaluation status for a period of three consecutive years from the effective date of this status will by its actions have forfeited its charter unless such club comprises ten or more active members and has been a duly chartered club for not less than five years.

**Section 13. Suspension or revocation of charter; discipline of clubs.** Any Serra Club that fails to conform to the provisions of the Articles of Incorporation and Constitution or Bylaws of Serra International, or that fails otherwise to conform to the required standards for Serra Clubs, may be suspended or have its charter revoked or may otherwise be disciplined by a two-thirds vote of the entire Board of Trustees of Serra International. If any club is suspended or has its charter revoked, the affected club may appeal the action of the Board of Trustees at the next convention of Serra International and the action thereon of the delegates at the convention shall be final and binding.

- (a) **Notice of suspension or revocation.** When the Board of Trustees shall suspend or revoke the charter of any Serra Club or otherwise discipline any such club, the Secretary of Serra International shall send by certified mail, within fifteen days, notice of such action to the last-reported president and secretary of such club.
- (b) **Effect of suspension.** Any club which has been suspended shall not be entitled to any of the privileges of membership and before reinstatement must be current in its payment of initiation fees and annual dues.

**Section 14. Reinstatement and appeal.**

- (a) **Reinstatement.** When a club has forfeited its charter or has its charter revoked or has otherwise been disciplined, it may apply for reinstatement by certifying to the executive office of Serra International that it now conforms fully to the required standards for Serra Clubs and intends to conform in the future. The Board of Trustees of Serra International shall act upon such request for reinstatement promptly and impose such conditions for reinstatement as it deems advisable. The Board of Trustees shall notify such Serra Club of its action on such application for reinstatement within thirty days of receipt of such request.
- (b) **Appeal to International convention.** Any such club that shall have been refused reinstatement by the Board of Trustees of Serra International, may file within sixty days from the receipt of notice of refusal, with the executive office of Serra International written notice of appeal. This appeal shall be acted upon by the delegates at the next convention of Serra International.

**Section 15. Revoking the Voting Rights of a Serra Club.**

Any Serra Club which is in arrears or late in payment of international dues for two (2) payment periods (two six-month periods or one full year) on March 31, may not vote at to the delegates meeting of the next convention of Serra International.. Voting rights will be restored to that Serra Club provided that payment in full of all outstanding dues is received in United States dollars, credit card or cashier’s check before noon on the opening day of the convention.

Section 16. Reporting of Serra Club Membership Information. Every Serra Club shall report to Serra International the full name and contact information for each member on its current roster. In addition, every Serra Club shall report all current positions held by each member. All this information must be provided on a timely basis using the universal data entry facilities of SerraOnline found at [www.serrainternational.org](http://www.serrainternational.org).

Notwithstanding any other provision in these Bylaws, nothing shall be done to withhold or delay access by any chartered or approved entity of Serra International in good standing at the time to any membership information held in SerraOnline for each and every member on the current roster of such entity.

**ARTICLE VIII  
Individual Membership**

**Section 1. (a) Active members.** Active members of each Serra Club shall be entitled to all the rights and privileges of such club and shall share in all its responsibilities.

**(b) Requirements of membership.** Members shall be practicing Catholic laymen or laywomen or permanent deacons.

**(c) Membership classification.** Active members shall endeavor to bring the influence of each Serra Club into every parish, business, occupation, trade or profession. Therefore, each Serra Club shall use great care and discretion in its selection of members so that the members of no business, occupation, trade or profession shall predominate.

**Section 2. Time and territorial requirements.** Each active member must have sufficient control over the use of his or her time to enable him or her to meet the attendance requirements and to perform any committee or other club assignments. Each such member must reside or work within the territorial limits of the club except as otherwise provided in Section 6 of this Article.

**Section 3. Attendance at meetings.** Every active member is expected to attend every Serra Club meeting. A member who fails to attend a majority of all club meetings in any six-month period computed from January 1 to July 1, and from July 1 to January I, shall be so notified and placed on probation for three months. If the member attends the majority of meetings during the probation period, she or he will be returned to regular membership. If he or she does not, he or she shall be considered to have resigned, and the club secretary shall so notify him or her and drop his or her name from the roster of members. By written application, such a person may be reinstated by the club Board of Trustees.

A member may attend a meeting of another club in lieu of or in addition to his or her own; and receive credit for attendance when so certified by an officer of the club visited.

Absence for just cause may be excused at the discretion of the local club.

A member of a club sponsoring the organization of a new club may be given credit for attendance at a regular meeting of the club information, in lieu of or in addition to a meeting of his or her own club.

**Section 4. Associate members.** If a member has been active in the affairs of the club for a period of at least three years, but can no longer be active because of age, health, change of occupation, or the working hours of her or his occupation, she or he may be excused from the attendance requirements of this article by the 2/3 majority vote of the club Board of Trustees. Prior to being excused due to either change of occupation or the working hours of his or her occupation, the member must present a written petition to the Board of Trustees explaining why he or she cannot meet the attendance requirements. Such a member shall be designated as an associate member. An associate member shall be entitled to all the rights and privileges of his or her club, except the right to vote and the privilege of holding club office.

**Section 5. Club provisions as to membership.** The method of proposing and enrolling new members, termination of membership and reinstatement of members shall be in accordance with individual club bylaws where not inconsistent with these bylaws.

**Section 6. Membership-At-Large.** Whenever the charter of any club is revoked pursuant to these bylaws or a member relocates to an area where there is no Serra Club any qualified active member of such club may be permitted to transfer to another club within the same or any nearby community, without regard to the territorial limits of the latter club. Where another club does not exist in the foregoing area, the Board of Trustees of Serra International, anything in these bylaws to the contrary notwithstanding, upon the recommendation of the Serra council or, where there is no Serra council, the trustee responsible for the given geographical area may at its discretion and upon such conditions as it may prescribe under this section designate such a member as a Member-at-Large. A person also may become a Member-at-Large if that person resides in an area where there is no Serra Club. The district governor of the district or, if no district exists, the district governor of an adjacent district will provide for the required education of these new members in the objects and purposes of Serra. Members-at-Large shall be under the immediate direction and supervision of the district governor, shall pay dues to Serra International in the amount required by Article XI of these bylaws, and shall be entitled to all the rights and privileges of membership in Serra International except the right to vote and the privilege of holding office. Membership-at-Large maybe revoked, individually or collectively, by the Board of Trustees of Serra International, whenever, in the board's judgment, continuation of such membership either in the case of an individual or as a group

cannot reasonably be expected to accomplish the objectives of Serra International in that area or areas.

## **ARTICLE IX Serra Councils**

**Section 1. Formation.** Serra Councils may be formed by the Serrans or Serra Clubs in any particular country or region with the approval of the Board of Trustees of Serra International. This shall be done without prejudice to the functions, duties and jurisdictions of the various boards, committees and officers at all levels of Serra International provided in or pursuant to these Bylaws. The constitution and bylaws of such councils are to conform to the directives of the Board of Trustees of Serra International. The governing documents of each Serra Council and any amendments thereto must be approved by the Board of Trustees of Serra International prior to their adoption.

### **Section 2. Serra Council Duties.**

The following duties may be assigned to Serra Councils:

1. To provide a national or regional organization that shall serve, support and represent all Serrans and Serra Clubs within the particular jurisdiction.
2. To provide assistance to Serra Clubs and districts as they may require and a forum for the development of individual programs and the mutual exchange of ideas.
3. To provide an additional supplementary link to Serra International, especially for the proper understanding of matters and problems peculiar to that particular region or country.
4. To organize and carry out regional or national events with the collaboration of the district governors and Serra Clubs; to publish and distribute manuals, newsletters and other Serra and vocations material and effectively to use all media of communications to promote the objectives and purposes of Serra International.
5. To support vocation activities within its jurisdiction.
6. To support and promote the objectives, programs and policies of Serra International.
7. To promote extension within the Serra Councils through the development of new Serra Clubs and assisting existing Serra Clubs.
8. To serve as liaison to national Bishops' conferences and other vocations organizations

9. To coordinate a national convention whenever needed.
10. To assist with regional and district programs and conferences.
11. To provide training for regional, district and Serra Club leaders.
12. To provide an annual report of all of its activities of the previous year to the Board of Trustees of Serra International, including but not limited to membership, programs and finances. This report shall be contained in writing and delivered to the executive office of Serra International no later than sixty (60) days prior to the commencement of the international convention.

**Section 3. Disciplinary Procedure.**

The Board of Trustees of Serra International may withdraw its approval of any Serra Council if it determines that the Serra Council is not conducting its activities in accordance with that Serra Council's duly adopted constitution and bylaws or in accordance with the Constitution and Bylaws and policies of Serra International.

In the event that the Board of Trustees of Serra International determines that a Serra Council is not conducting its activities in accordance with its own constitution, bylaws, or policies, or that Serra International, the Board of Trustees of Serra International shall notify the Serra Council in writing of the Board of Trustees' findings and its intention regarding any disciplinary action, including the withdrawal of its approval. Before the Board of Trustees of Serra International takes any such action, the Serra Council shall have sixty (60) days to file its written response with the executive office of Serra International for a distribution to each international trustee. The final vote with respect to any disciplinary action or to withdraw approval shall be by a two-thirds vote of the members of the Board of Trustees.

**ARTICLE X  
Episcopal Advisor**

At its regular meeting held immediately after the adjournment of the Serra International annual convention starting in 1993, every three years thereafter the Board of Trustees shall select an Episcopal Adviser for Serra International to serve a three-year term.

**ARTICLE XI  
Revenue**

**Section 1. International Dues.** Payment of international per capita dues (hereinafter "international dues") by each Serra Club to Serra International shall be in accordance with the relevant Sections of Article XI of these Bylaws.

**Section 2. Approval of Dues/Dues Base.** Each Serra Club within United States of America shall pay annually to the U.S.A. Council of Serra International for each member on its roster that amount of International dues recommended by the Board of Trustees of Serra International and approved by the delegates at the annual convention Serra International. The amount of international dues so approved shall be the dues base for calculation of international dues payable by Serra Clubs outside the United States of America (hereinafter, "dues base") using for each country the most recently published World Bank index of Gross National Product on a purchasing parity power basis ("PPP index"). Notice of the recommended change to said dues base shall be sent to Serra Clubs 90 days prior to the annual convention of Serra International. The present dues base shall be increased to \$47.00 effective 15 January 2012

**Section 3. Determination of International Dues using PPP Index and Dues Base.** Each Serra Club outside the United States of America shall pay annually to Serra International for each member on its roster that amount of international dues determined annually by the Board of Trustees of Serra International by applying the relevant PPP index to the dues base.

**Section 4. When International Dues are Payable.** Fifty per cent (50%) of international dues are payable on July 15 and the balance on January 15 in the same fiscal year.

**Section 5. Collection of International Dues.** The Board of Trustee of Serra International in its sole discretion may authorize Serra Councils to collect international dues from Serra Clubs in accordance with the relevant Sections of Article XI of these Bylaws and pay all such international dues to Serra International. All international dues collected shall be remitted to Serra International without delay. If no Serra Council exists or if the Board of Trustees of Serra International directs, individual Serra Clubs shall pay international dues directly to Serra International.

**Section 6. International Dues from Spousal and/or Younger Members.** Where both spouses of a family are members, the second member's international dues are discontinued to 50% of the international dues established for a full membership. International dues for members under 35 years of age shall also be discounted to 50% of the international dues established for a full membership

**Section 7. International Dues from Serra Clubs comprised of University Students.** The amount, time, place and manner of payment of international dues from Serra Clubs comprised of university students shall be determined by the Board of Trustees of Serra International.

**Section 8. Initiation Fees.** For each of its new members each Serra Club shall pay to Serra International an amount equivalent to 25% of that member's international dues as an initiation fee. Such amount shall be payable with the next payment of international dues following the member's induction. Initiation fees are waived for Serra Clubs comprised of university students.

**Section 9. Dues Payable to Serra Councils.** Dues payable by Serra Clubs to Serra Councils established in countries or regions pursuant to Article IX of these Bylaws shall be determined by the respective Serra Councils in accordance with their Bylaws as approved by the Board of Trustees of Serra International.

**Section 10. Suspension or Variation of Payments.** The Board of Trustees of Serra International may, for proper cause, at any time it deems advisable, authorize the suspension or variation for a limited period of all or any payments due to Serra International from any Serra Club or Serra Council.

**Section 11. International Depository.** The depository of funds of Serra International shall be determined by its Board of Trustees.

## **ARTICLE XII Accounts and Fiscal Year**

**Section 1. Audit of accounts.** The accounts of Serra International shall be audited annually by a certified public accountant selected by the Board of Trustees.

**Section 2. Fiscal year.** Commencing with the fiscal year that began on April 1, 2014, the fiscal year of Serra International shall end on the 31<sup>st</sup> day of December.

**Section 3. Financial Reports.** Financial reports shall be prepared in accordance with GAAP (General Accepted Accounting Principles) for: **a)** Serra International **b)** Serra International Foundation: and **c)** Serra International Conventions. These reports shall be distributed to all International Officers and Trustees, all International Committee members, all National Councils, all District Governors, all Club Presidents, and International Past Presidents.

## **ARTICLE XIII**

## **Fund-Raising to Promote the Objectives and Purposes of Serra**

While no Serra Club may devote itself to fund-raising as an objective, each Serra Club, at its discretion, may conduct activities to raise funds to assist in promoting the objectives and purposes of Serra International. All income after expenses raised from such fund-raising activities shall be utilized solely for the purposes of furthering the objectives and purposes of Serra International as determined by the Board of Trustees of the Serra Club.

## **ARTICLE XIV Amendments**

**Section 1. Who may amend.** Amendments to these bylaws may be adopted at a convention of Serra International by a majority vote of the delegates present and voting, provided that the proposed amendment is consistent with the Articles of Incorporation and Constitution of Serra International.

**Section 2. Procedure for amendment.** A proposed amendment may be acted upon at a convention of Serra International only if it is the proposal of a duly organized, chartered and active Serra Club or of a duly constituted district of Serra International, or a Serra Council, or of the Board of Trustees of Serra International, and only if the proposed amendment is received at the executive office of Serra International at least ninety days prior to the opening date of the convention at which it is to be voted upon. The secretary of Serra International shall mail a copy of the proposed amendment, or cause it to be mailed, to all duly organized, chartered and active Serra Clubs at least seventy days before the opening date of such convention. There after modifications germane to the proposed amendment may be proposed by any duly organized, chartered and active Serra Club or any duly constituted district of Serra International or the Board of Trustees of Serra International, but any such modification changing the sense of the proposed amendment must be received at the executive office of Serra International at least forty days prior to the opening date of the convention. The secretary shall mail a copy of any such proposed modification changing the sense of the proposed amendment or cause it to be mailed, to all duly organized, chartered and active Serra Clubs at least thirty days prior to the opening date of such convention.

# **CONSTITUTION**

## **For**

# **SERRA'S NATIONAL COUNCIL**

# **FOR THE UNITED STATES**

### **ARTICLE I**

#### **Name and Location**

The name of this association is Serra's National Council for the United States (hereinafter called "USAC"). It is a voluntary nonprofit association of the Serra Clubs and Serra members in the United States and its territories and possessions (hereinafter called "United States"), in order to further the objectives of Serra International. USAC and its Constitution and Bylaws are subject to Serra International's Constitution and Bylaws and guidelines established by the Board of Trustees of Serra International from time to time. Serra International's location and chief place of activity is at the City of Chicago, Illinois, but USAC may maintain an Executive Office and other offices at such other location or locations as may be determined by the USAC's board of directors subject to the approval of the Board of Trustees of Serra International.

### **ARTICLE II**

#### **Objectives and Purposes**

The objectives and purposes of USAC are:

1. To foster and promote vocations to the ministerial priesthood in the Catholic Church as a particular vocation to service, and to support priests in their sacred ministry;
2. To encourage and affirm vocations to consecrated religious life in the Catholic Church; and
3. To assist its members to recognize and respond in their own lives to God's call to holiness in Jesus Christ and through the Holy Spirit.

### **ARTICLE III**

#### **Non-Profit**

No part of the net earnings of USAC shall enure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that USAC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in Article II above. No substantial part of the activities of USAC shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and USAC shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, USAC shall not carry on any other activities not permitted to be carried on (a) by a Council exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a Council, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code for 1986 (or the corresponding provisions of any future United States Internal Revenue Law).

Upon the dissolution of USAC, the entire net assets remaining after the payment or satisfaction of any and all liabilities and obligations of the association shall be distributed exclusively to Serra International. In the event Serra International no longer exists, such net assets shall be distributed to such organizations organized and operated exclusively for charitable, educational or religious purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of

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1986 (or a corresponding provision of any future United States Internal Revenue Law) as USAC's board of directors shall determine.

#### **ARTICLE IV Dedication**

USAC shall perform all of its work under the protection and patronage of Mary, Mother of Vocations, and Blessed Junipero Serra.

#### **ARTICLE V Officers and Board Members**

Section 1. The principal officers of USAC shall be a President, President Elect, four Vice Presidents, Secretary, Treasurer, and Immediate Past President.

Section 2. The governing body of USAC shall be a board of directors, consisting of the principal officers and such number of additional board members as shall be fixed by USAC's Constitution and Bylaws.

Section 3. Each officer and director shall be an active member in good standing of a United States Serra Club or an active member-at-large within the United States or its territories or possessions.

Section 4. The President, the President Elect, the four Vice Presidents, the Secretary and the Treasurer shall be elected as provided by the bylaws of USAC. All officers shall hold office until their respective successors have been duly elected in accordance to USAC's Bylaws. The additional members of the board of directors shall be elected by the United States Serra Clubs as provided by the Bylaws of USAC. They shall hold office until the expiration of their respective terms and until their respective successors have been duly elected. Regional coordinators shall be selected from the officers by the President and approved by the board of directors.

Section 5. The officers and other members of USAC's board of directors shall manage the affairs of USAC and shall have such other duties and powers as are given them in or pursuant to the Bylaws of USAC.

Section 6. In the event of any vacancy in any office or on USAC's board of directors, the board shall have the power and responsibility to fill such vacancy until the next election, at which time such office or board vacancy shall be declared open and to be filled in a regular manner for the balance of any unexpired term unless otherwise specifically provided in USAC's Constitution and Bylaws. A vacancy shall exist upon the death, continuing incapacity to serve, resignation or appointment of the incumbent to another vacant board position.

#### **ARTICLE VI Membership**

1. **Club Membership.** All Serra Clubs presently existing in the United States and its territories and possessions duly organized and chartered under the provision of the Constitution and Bylaws of Serra International, and all Serra Clubs hereafter duly organized and chartered under such provisions of Serra International, are members of USAC.

2. **Individual Membership.** All Serrans in good standing of duly organized and chartered Serra Clubs, or members-at-large, in the United States and its territories and possessions are members of USAC.

3. **Membership-At-Large.** Whenever the charter of any United States Serra Club is revoked or a member relocates to an area within the United States where there is no Serra Club, any qualified active member of such Serra Club may be permitted to transfer to another Serra Club within the same or any nearby community, without regard to the territorial limits of the latter Serra Club. Where another Serra Club does not exist in the foregoing area, upon the recommendation of USAC, the Board of Trustees of Serra

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International may, at its discretion and upon such conditions as it may prescribe, designate such a member as a member-at-large.

A prospective member may also become a member-at-large if that person resides in an area within the United States where there is no Serra Club. The district governor of the district, or, if no district exists, the district governor of an adjacent district will provide for the required education of these new members in the objects and purposes of Serra. Members-at-large shall be under the immediate direction and supervision of the district governor, shall pay dues in the amount required by Article VIII of these bylaws, and shall be entitled to all the rights and privileges of membership, except the right to vote.

## **ARTICLE VII Amendments**

This Constitution may be amended by vote of at least 2/3's of the USAC Serra Clubs in good standing, provided that no action on any proposed amendment shall be taken unless the following requirements of this Article have been met.

Except as provided further in this article, an amendment may be proposed only by a duly organized, chartered and active Serra Club in the United States, a district governor, a regional director or by USAC's board of directors. The proposed amendment shall be received at the national office of USAC at least 90 days prior to the date that it will be voted upon. The Secretary of USAC shall mail or electronically transmit a copy of the proposed amendment, or cause to be mailed or electronically transmitted, to all duly organized, chartered and active Serra Clubs in the United States at least 70 days prior to its voting date. Thereafter, modification germane to the proposed amendment may be proposed by any duly organized, chartered and active Serra Club and/or any duly constituted district or region, in the United States at least 40 days prior to the voting. The Secretary of USAC shall mail or electronically transmit, or cause to be mailed or electronically transmitted, a copy of any such proposed modification changing the sense of the proposed amendment, to all duly organized, chartered and active Serra Clubs in the United at least 30 days prior to the voting date. Voting may take place either at USAC's annual meeting, by mail or by electronic means, as determined by USAC's board of directors.

Prior to the adoption of any such amendment, approval of the Serra International Board of Trustees shall be requested in compliance with the Bylaws of Serra International. This Constitution shall be amended by action of USAC's board of directors in response to written directions to do so by the Serra International Board of Trustees in order to cause the USAC Constitution to conform to the Constitution, Bylaws or guidelines of Serra International as determined by the Board of Trustees of Serra International.

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Serra International Board*

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Serra's National Council for the United States*

# BYLAWS Of SERRA'S NATIONAL COUNCIL FOR THE UNITED STATES

## ARTICLE I Board of Directors

Section 1. **Formation.** The Serra's National Council for the United States (hereinafter "USAC") board of directors shall, for the consideration of the Board of Trustees of Serra International, create a method or procedure for dividing and numbering Serra Clubs in the United States into districts and into regions and shall recommend the geographical boundaries of each numbered district and region, subject to the approval of the Serra International Board of Trustees.

The assignment of United States Serra Clubs to regions will conform as closely as possible to the regions established by the National Council of Catholic Bishops in the United States.

Section 2. **Number.** The USAC board of directors shall consist of the principal officers and regional directors. The number of regional directors shall not exceed the number of NCCB regions in the United States.

It is the intention that each region will have one representative on the USAC board of directors, but regions that do not have at least 200 Serra members shall not be entitled to a representative. In those situations, member Serra Clubs shall be part of an adjacent region for purposes of representation, which shall include the privilege of nomination and election of officers of USAC as well as voting by Serra Club, until their region has sufficient members to qualify for an elected representative.

Section 3. **Duties.** (a) USAC's board of directors shall define the policies and have full administrative authority in all matters of USAC and shall have general management control of USAC's activities, property and funds. The USAC board of directors shall also be responsible for regular communications to and from Serra International and to comply with the Constitution and Bylaws of Serra International and guidelines established by the Serra International Board from time to time.

(b) The USAC board of directors shall exercise general control and supervision over the duties of USAC's officers and the activities of its committees.

(c) The USAC board of directors shall, through its Treasurer and Finance and Budget Committee, prepare and approve a budget showing the amount of anticipated receipts and expenditures for the ensuing fiscal year, and make same available to the general membership.

Section 4. **Regular meetings.** USAC's board of directors shall meet at least once a year at a time and place that shall be determined by it. Special meetings shall be called at such other times and places as the board of directors shall determine.

Section 5. **Special meetings.** Special meetings of the board of directors may be called by the President or may be called upon the written request of five members of the board of directors, and held at such time and place as may be determined by the President, provided 15 days' prior written, telephonic or other electronic notice of such special meetings shall be given to each member of the board of directors.

Section 6. **Transaction of business by mail or other means.** The USAC board of directors may transact business and vote on resolutions by mail, telephone or other electronic means with the approval of the President. All transmitted votes shall be returned to USAC's Secretary at USAC's office within 15 days

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*Serra's National Council for the United States*

after the date of mailing or electronic transmission of the matter to be voted upon. A simple majority of the board of directors shall be decisive of any resolution, other than an amendment to the Constitution transmitted to the USAC board of directors.

Section 7. **A Meeting Quorum.** At any board of directors meeting, a majority of the members shall constitute a quorum for the transaction of business, and a majority of those present and voting at the time shall be decisive of any resolution.

Section 8. **Executive Committee.** The board of directors shall have an Executive Committee, consisting of USAC's principal officers, including its Immediate Past President who shall serve for one year after his or her term of office as President. The Executive Committee shall have all the powers of the board of directors when not in session, except the power to (a) fill vacancies of an officer or director on the board of directors, (b) change any USAC policy, or (c) make appropriations beyond the limits established by the board of directors in written USAC policy. The Executive Committee shall keep minutes of its proceedings and report the same to the board of directors. A majority of the Executive Committee shall constitute a quorum at its meetings for the transaction of business, and a majority of those present and voting at any Executive Committee meeting shall be decisive of any resolution. Meetings of the Executive Committee may be called by the President or by two other officers and held upon seven days' mailed or three days' telephonic or other electronic notice to members of this committee. The Executive Committee shall also be members of the Finance and Budget Committee.

Section 9. **Errors and Omissions.** The USAC board of directors is authorized to make any alterations resulting from scrivener's error or omission and/or such other changes that do not alter basic terms or intent of the bylaws over the duties of USAC's officers and the activities of its committees and provided that any such changes do not conflict with the Constitution and Bylaws of USAC and Serra International.

## **ARTICLE II**

### **Meetings**

Section 1. **Meetings.** USAC shall hold an annual meeting of its members. If possible, it will be held in conjunction with the Serra International Convention. National, regional or other meetings of USAC may be held at the times and places, and for the purposes authorized by the board of directors. Voting, delegates and methods of procedures shall be determined by the board of directors.

Section 2. **Rules of Procedure.** Robert's Rules of Order shall govern all meetings of USAC except to the extent that such rules conflict with the provisions of the Articles of Incorporation, the Constitution, the Bylaws, or any standing rules for meetings of USAC in effect at the time.

## **ARTICLE III**

### **Election of USAC Board Members**

Section 1. **When Held.** The election of officers and regional directors whose term of office shall expire shall be conducted annually at such a date and time determined by the board of directors.

Section 2. **Officers' Term of Office.** The President and President Elect shall serve for one year commencing at the conclusion of the USAC annual meeting. All of the remaining officers shall serve for two year terms commencing at the conclusion of the USAC annual meeting ending the previous term. Presentation of the new officers shall be made at the USAC annual meeting. The Vice President for Communications, the Vice President for Membership and the Secretary shall be elected for a two-year term in the odd-numbered years. The Vice President for Vocations, Vice President for Programs and the Treasurer shall be elected for a two-year term in the even-numbered years. The Vice Presidents for Vocations, Membership, Programs and Communications shall not succeed themselves in that office.

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Section 3. **Qualifications for Officers.** Nominees for officers of USAC must have served at least two years, as of the date they will take office, on either USAC's board of directors, as chair of a USAC standing committee, on the Serra International Board or on the Serra International Foundation Board.

Section 4. **Nominating Committee for USAC Officers.**

(a) The USAC President shall appoint two members of the board of directors whose term of office will not expire that year and two United States Serrans not serving on the USAC board of directors to serve on the Nominating Committee. The Immediate Past President of USAC will be on the Nominating Committee as well and will serve as its chair.

(b) The Nominating Committee shall, on or before December 10 of each year, propose one or more nominees for each open office for the next USAC year, to begin at the conclusion of the USAC annual meeting. This slate of officers shall be sent by such date to the Secretary of USAC at the USAC national office.

(c) The Secretary of USAC, with the assistance of USAC's staff, shall prepare a ballot, made up of the names of the nominees submitted by the Nominating Committee. The ballot shall then be mailed to the President of each Serra Club in USAC by December 15.

(d) Write-in candidates for each office shall be permitted.

(e) Each Serra Club in USAC shall cast its vote for one of the candidates for each office. The ballot shall be placed in an envelope and sealed. The President or Secretary of the Serra Club shall sign the outside of the sealed envelope for purposes of validating the Serra Club's vote.

(f) The sealed envelope containing the Serra Club's ballot and its President's or Secretary's signature on the outside of the envelope shall be mailed to USAC's national office to the attention of the Secretary of USAC by January 15.

(g) With the assistance of USAC's staff, the Secretary of USAC shall count the ballots forthwith and the candidate who has the most votes for each office shall be declared the winner of the election. The Secretary of USAC shall then notify the elected officer immediately and the results of the election shall be sent to all the Presidents of Serra Clubs in USAC. The Nominating Committee shall not be involved in the election process of other members of the USAC board of directors.

Section 5. **Regional Directors**

(a) Regional directors representing even-numbered regions shall be elected in even-numbered years for a two-year term. Regional directors representing odd-numbered regions shall be elected in odd-numbered years for a two-year term. Each may be elected to one successive term. Their term commences at the conclusion of the USAC annual meeting

(b) The outgoing regional director shall act as chair of a regional nominating committee and shall select two additional members, preferably from different districts, to serve with him or her as members of a regional nominating committee.

(c) A regional nominating committee shall on or before the 10th of December of each respective year propose a nominee or nominees for the position of regional director to serve on the USAC board of directors.

The name(s) proposed shall be submitted by that date to the Secretary of USAC at the USAC national office.

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(d) The Secretary of USAC, with the assistance of USAC's staff, shall prepare a ballot, made up of the name(s) of the nominee(s) submitted by the regional nominating committee. The ballot shall then be mailed to the President of each Serra Club in the region on or before December 15.

(e) Each Serra Club in the region shall cast its vote for only one of the candidates for the position of regional director on the ballot. The ballot shall be placed in an envelope and sealed. The President or Secretary of the Serra Club shall sign the outside of the sealed envelope for purposes of validating the Serra Club's vote.

The sealed envelope containing the Serra Club's ballot and its President's or Secretary's signature on the outside of the envelope shall be mailed to USAC's national office to the attention of the Secretary of USAC on or before January 15.

(f) With the assistance of USAC's staff, the Secretary of USAC shall count the ballots forthwith and the candidate who has the most votes shall be declared the winner of the election.

The Secretary of USAC shall then notify the elected candidate immediately and the results of the election shall be sent to all of the Presidents of Serra Clubs in the region.

(g) The USAC board of directors shall appoint a qualified person from the region to fill the vacated office of a regional director for the unexpired term. Such appointee shall be eligible for election to a full term.

If the appointed regional director does not choose to run for election of a full term, then the USAC board of directors will appoint a chair of the regional nominating committee to obtain a candidate for election as regional director.

(h) If there is a tie vote in a region for a position, there shall be a runoff election within the region. The manner of such a runoff election shall be determined by the affected region involved or by the USAC board of directors.

(i) A candidate shall have served as a Serra Club President and either a District Governor or on a national or international standing committee for two years and be a resident of the region that they will be representing.

A member of the USAC board of directors may serve concurrently on the Board of Trustees of Serra International with the approval of USAC board of directors.

Section 6. **Deputy Regional Directors.** Deputy regional directors may be appointed as need requires to serve for two years. The term of a deputy regional director shall coincide with the term of the regional director for that particular region.

#### **ARTICLE IV Duties of Board Officers**

Section 1. **President.** The President shall preside at all meetings of the USAC board of directors and meetings of its general membership. The President shall exercise general supervision over the work and activities of USAC and perform such other duties as would normally pertain to the office.

Section 2. **President Elect.**

(a) The President Elect shall perform such duties as may be assigned to him by the USAC board of directors, Executive Committee or by the President. The President Elect shall perform the duties of the

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President during the temporary absence of the President for so long as such absence continues and shall assume the office of President in the event the office becomes vacant.

(b) In the event of a temporary absence or vacancy in both the office of President and President-Elect, the Executive Committee shall designate which of the other officers shall perform the duties of the President until the vacancy is filled.

Section 3. **Vice Presidents.** Each Vice President shall be responsible for the activities of one of the following standing committees, as assigned by the President: Vocations, Programs, Membership and Communications. The activities of these committees are more specifically detailed in Article VI of these Bylaws.

Section 4. **Secretary.** The Secretary shall be responsible for recording all proceedings at meetings of the board of directors and Executive Committee as well as any national meetings and shall be responsible for mailing out notices for such meetings.

Section 5. **Treasurer.** The Treasurer shall receive all monies paid to USAC, shall deposit them in such depository as the board of directors may direct and shall disburse such funds as authorized by the board of directors. The Treasurer shall keep the accounts of USAC and render a report at USAC's annual meeting when held to the Board's meeting when held and at such other times as the President and board of directors may require. The Treasurer's accounts and books at all times should be made available to the board of directors for inspection, and to auditors who may be named by the board of directors. The Treasurer shall, if required by the board of directors, give a bond for the faithful discharge of his or her duties in an amount fixed by the board of directors. The premium for such bond shall be paid by USAC.

Section 6. **Regional Coordinators.** The regional coordinators shall be appointed by the President from the USAC principal officers. They shall be responsible for assisting, coordinating, and managing the regional director(s) assigned to them to achieve a consistent national approach to USAC activities in the clubs, districts and regions. They shall serve as a liaison between the President and the board of directors with the regional directors and deputy regional directors. They shall provide periodic reports to the President and the board of directors on the status of Serra in their assigned regions, and identify regional needs to the board of directors. They shall assist in the training and development of the regional directors, and may, in addition to the regional directors, represent USAC at meetings held within the regions.

Section 7. **Other Officers and Duties.** The board of directors may appoint other officers and assistant officers and define their duties, and may prescribe additional duties for the general officers.

Section 8. **Immediate Past President.** The Immediate Past President shall automatically fill the Immediate Past President position on the board of directors, and shall chair the Nominating Committee for USAC officers.

## **ARTICLE V Duties of Regional Directors**

Section 1. **Duties of USAC's Regional Directors** (as distinguished from USAC's Officers). In addition to the duties spelled out in Article I, Section 3 of the USAC bylaws, they shall:

- (a) Supplement communications between the USAC board of directors, the district governors and the member Serra Clubs;
- (b) Assist district governors;
- (c) Prepare and submit periodic written recommendations to the USAC board of directors, as specified;

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- (d) Perform duties as requested by the President of USAC.

**ARTICLE VI**  
**USAC Committees**

Section 1. **Standing Committees.** The following committees shall be the standing committees of USAC:

- (a) Executive
- (b) Vocations
- (c) Programs
- (d) Membership
- (e) Communications
- (f) Constitution and Bylaws
- (g) Finance and Budget
- (h) Long Range Planning
- (i) Audit
- (j) Compensation
- (k) Relationships
- (l) Structures
- (m) Meetings and Conventions
- (n) Leadership Development
- (o) Fund Development

Section 2. **Executive.** The Executive Committee will meet as called by the President to advise the President on matters on which there is no established policy; to approve expenditures as provided by board of directors' policies; to periodically review the progress of USAC between board of directors' meetings and to make recommendations to that board. The President shall be responsible for this committee.

Section 3. **Vocations.** The Vocations Committee shall study ways and means to foster, promote and affirm vocations to the ministerial priesthood and religious life of the Catholic Church and shall make recommendations to the board of directors toward this goal. The Vice President of Vocations shall be responsible for this committee.

Section 4. **Programs.** The Programs Committee shall study and recommend ways and means to help Serrans to recognize and respond to God's call to holiness. By promoting fellowship, prayer and continuing Catholic education, the Program Committee seeks to better prepare Serrans to fulfill their Christian vocation to service, especially in the Serran mission and ministry. The Vice President of Programs shall be responsible for this committee.

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Section 5. **Membership.** The Membership Committee shall study ways and means to expand Serra in the form of new Serra Clubs and new members to those existing chartered clubs, and shall make recommendations to the board of directors on these matters. The Vice President of Membership shall be responsible for this committee.

Section 6. **Communications.** The Communications Committee shall study, formulate plans and make recommendations to the board of directors for the improvement of its internal and external communications and public relations, and to implement USAC's communications with the United States Serra Clubs and Serra International. The Vice President of Communications shall be responsible for this committee.

Section 7. **Constitution and Bylaws.** The Constitution and Bylaws Committee shall advise the board of directors on the interpretation of USAC's Constitution and Bylaws, review proposed amendments and make recommendations to the Board on issues relating to the Constitution and Bylaws. The Secretary shall be responsible for this committee.

Section 8. **Finance and Budget.** The Finance and Budget Committee shall study the cost of operating USAC, prepare an annual budget and make recommendations to the board of directors on financial matters. The Treasurer shall be responsible for this committee. The members of the Executive Committee shall also be members of the Finance and Budget Committee.

Section 9. **Long Range Planning.** The Long Range Planning Committee shall study, formulate plans and make recommendations to the board of directors, for long range direction, development, structure, composition and activity of USAC and of the United States Serra Clubs. This work shall be done in communication with the Serra International Long Range Planning Committee. The President Elect shall be responsible for this committee.

Section 10. **Audit.** The Audit Committee will meet when called, at least annually, to receive and review the formal audit and the independent auditor's commentary, usually submitted as a letter to USAC's national office after the close of USAC's fiscal year. Further responsibilities include, but are not necessarily limited to:

- (a) Recommending to the USAC board of directors a Certified Public Accountant to perform the annual audit; agreeing on the scope of the proposed audit and supplementary reports; and negotiating the pricing thereof;
- (b) Having a meeting with the independent auditor at least once a year to discuss the audit report;
- (c) Notifying the USAC board of directors of any specific concerns that need to be taken to assure, to the extent feasible, that its financial reports present a fair and accurate assessment of USAC's financial situation.

The committee shall consist of at least five members who shall be appointed by the President of USAC. The President shall set their term of office not to exceed three years and he shall appoint the committee's chair.

Section 11. **Compensation.** The Compensation Committee shall be responsible for annually reviewing the salary, hourly wage and benefit structure of the employees of USAC and developing recommendations for approval by the Finance and Budget Committee. This Committee shall be Chaired by the Treasurer and also include the President, President-Elect and Immediate Past President.

Section 12. **Relationships.**

- (a) The Relationships Committee is to act as a catalyst to establish and maintain interworking relations on the local, regional and national levels between Serra Clubs in the United-States and other

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Catholic organizations involved in religious vocations work; to carry out the National Conference of Catholic Bishops' plans for developing new feeder systems and other religious vocations activities to identify candidates for vocations to the ministerial priesthood and religious life.

(b) The committee shall consist of at least three members of USAC's board of directors who shall be appointed by the President of USAC. The President shall set their term of office not to exceed three years and shall appoint the committee's chair.

**Section 13. Structures** The Structures Committee shall study national not-for-profit organizational structures, formulate plans, make recommendations to the board of directors for the organizational structure of USAC, including the establishment of districts and regions subject to the approval of the Board of Trustees of Serra International. The committee shall consist of no less than three members appointed by the President to serve for a period of three years. These terms will expire on a staggered basis. One of the committee members shall have been a past president of USAC. The majority of the committee members shall be people who have not been past presidents. The President shall be responsible for this committee during his or her tenure of office.

**Section 14. Meetings and Convention.**

(a) The Meetings and Convention Committee shall have a chair along with at least three, and not more than seven, members appointed by the President for terms of office not to exceed three years.

(b) The objectives of this committee are to guide, assist and aid the Serra leadership chairing the USAC regional and district conventions and conferences to effect uniformity and consistency in fostering, promoting, and implementing Serra's mission, objectives and goals at these conventions and conferences. The committee shall also encourage the current and immediate past regional and district convention and conference chairpersons to disseminate, exchange and share information, experience and data regarding each past and future held conventions and conferences including their financial reports for the purpose of further supporting the successes of each held future conventions and conferences.

(c) The committee shall meet as a whole each time that the USAC board of directors meets. Current and immediate past chairpersons of regional and district conventions and conferences shall be invited and encouraged to attend and participate in all of this committee's meetings.

**Section 15. Leadership Development** The Leadership Development Committee shall study, formulate plans, and make recommendations to the board of directors for the development of all leadership positions within USAC. The committee shall develop appropriate training manuals and training sessions for, but not limited to, Serra Club leadership, district governors, district governors elect, regional directors and board of directors members. The committee shall consist of no less than three members appointed by the President to serve for a period of three years; terms that will expire on a staggered basis. The committee chair shall report to the President.

**Section 16. Fund Development.** The Fund Development Committee shall be responsible for developing alternative methods of raising money for use by USAC and developing recommendations for approval by the Finance and Budget Committee. The Treasurer shall be responsible for this committee.

**Section 17. Standing Committee Appointments.** Each standing committee shall consist of not less than 3 members with such terms of office as the board of directors authorizes. The President of USAC shall promptly appoint successor members on each standing committee as the term of office of prior committee members expire.

**Section 18. Additional Committees.** Additional committees may be appointed by the President from time to time as he or she may deem necessary, with such term of office and duties as the President may prescribe.

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**ARTICLE VII  
National Chaplain**

The USAC board of directors shall select a National Chaplain for USAC to serve for a time it designates.

**ARTICLE VIII  
Revenue**

Section 1. **Dues.** (a) In addition to Serra International dues for the United States that the delegates at Serra International Convention approve, there shall be annual dues to USA Council from Serrans in the United States SERRA CLUBS. The USAC dues shall be set by USAC's Board and approved by its membership and shall remain thereafter until changed.

(b) Where both spouses of a family are members, the second member's dues shall be reduced by 50% of the dues established for a single membership.

(c) Members under 35. Members under 35 years of age shall pay 50% of the dues established for a single membership. Spouses of members under 35 years of age will pay 50% of the dues of a single membership under age 35. Initiation fees for members under 35 will be 25% of the full dues paid to Serra International.

(d) Associate members. If a member has been active in the affairs of the club for a period of at least three years, but can no longer be active because of age, health, change of occupation, or the working hours of his or her occupation, she or he may be excused from the attendance requirements of this article by the 2/3 majority vote of the club board of trustees. Prior to being excused due to either change of occupation or the working hours of his or her occupation, the member must present a written petition to the board of trustees explaining why he or she cannot meet the attendance requirements. Such a member shall be designated as an associate member. An associate member shall be entitled to all the rights and privileges of his or her club, except the right to vote and the privilege of holding club office. Serra International, USAC and club membership dues of associate members are not waived.

(e) Notice of any proposed dues or recommended changes in these dues shall be sent by the Secretary of USAC by mail, FAX or telephonic communication to all duly chartered and active United States SERRA CLUBS ninety (90) days before the dues or proposed change is to take effect.

(f) All duly chartered and active SERRA CLUBS in USAC shall have the opportunity to vote to either confirm or oppose the suggested dues or any changes in dues. Voting may take place either by mail or at a time and place that shall be determined by USAC's Board. An affirmed vote shall be at least a majority of those clubs voting.

Section 2. **Depository Funds.** The depository of funds of USAC shall be determined by its Board.

Section 3. **Dues to Serra International.** The USAC shall coordinate the allotment or payment of per capita membership dues to Serra International. The amount of the per capita dues shall be determined by Serra International's Board of Trustees, notwithstanding anything to the contrary in the Bylaws of Serra International.

Section 4. **Magazine.** USAC membership dues, except for discounted dues members, shall include a subscription to any magazine published by USAC.

**ARTICLE IX  
Accounts and Fiscal Year**

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Section 1. **Audit of Accounts.** The accounts of USAC shall be audited annually by a certified public accountant selected by the board of directors.

Section 2. **Fiscal Year.** USAC's fiscal year shall be January 1 to December 31, or as may otherwise be approved by its board of directors from time to time.

## **ARTICLE X Amendments**

### **Section 1. Who May Amend.**

(a) An amendment shall be submitted only by a duly organized chartered and active Serra Club in the United States or by a duly constituted Serra district or region in the United States, or by the USAC board of directors. The proposed amendment shall be addressed to and received by the Secretary at the national office of USAC at least sixty (60) days prior to the date that will be given to be voted upon. The Secretary of USAC shall mail or electronically transmit, or cause to be mailed or electronically transmitted, a copy of the proposed amendment, to all duly organized, chartered and active Serra Clubs in the United States and its territories and possessions at least fifty (50) days prior to its voting date. Thereafter, a modification germane to the proposed amendment may be proposed by any duly organized, chartered and active Serra Club in the United States or any duly constituted Serra district or region in the United States at least thirty (30) days prior to the voting. The Secretary of USAC shall mail or electronically transmit, or cause to be mailed or electronically transmitted, a copy of the proposed modification changing the sense of the proposed amendment, to all duly organized, chartered and active Serra Clubs in the United States and its territories and possessions at least twenty (20) days prior to the voting date. Voting may take place either by mail, electronic means or at a place that shall be determined by USAC's board of directors.

(b) Amendments shall be affirmed by a majority vote of the United States Serra Clubs voting.

(c) Prior to the enactment of any such amendment, approval of the Serra International Board of Trustees shall be sought in accordance with the Bylaws of Serra International.

Section 2. **Amendment by International Board Directive.** These Bylaws shall also be amended by action of the USAC board of directors in response to written directions to do so by the Serra International Board of Trustees in order to cause these Bylaws to conform to the Constitution, Bylaws or guidelines of Serra International as determined by the Board of Trustees of Serra International.

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**SERRA INTERNATIONAL  
APPROVED MODEL  
LOCAL CLUB BYLAWS**

**ARTICLE I**

**Name and Territorial Limits**

**Section 1.** This organization shall be known as \_\_\_\_\_, hereafter referred to as "the club". A different form of name other than "the Serra Club of \_\_\_\_" may be used provided that the name chosen clearly establishes that the organization is a member of Serra International and that the Board of Serra International approves the proposed name.

**Section 2.** The territorial limits of this club shall be within the Diocese of \_\_\_\_\_.

**ARTICLE II**

**Objectives and Purposes**

**Section 1.** The objectives and purposes of the club shall be:

- a. To foster and promote vocations to the ministerial priesthood in the Catholic Church as a particular vocation to service, and to support priests in their sacred ministry;
- b. To encourage and affirm vocations to consecrated religious life in the Catholic Church; and
- c. To assist its members to recognize and respond in their own lives to God's call to holiness in Jesus Christ and through the Holy Spirit.

**ARTICLE III**

**Membership**

**Section 1.**

- a. Membership shall be restricted to practicing Catholic lay persons and permanent deacons.
- b. An active member must be able to meet the attendance requirements for club meetings, and to perform any committee or club assignments.

**Section 2.** If a member has been active in the affairs of the club for a period of at least three years, but can no longer be active because of age or health or work requirements, he or she may be excused from the requirements of Article III, Section 1 (b) and the requirements of Article VIII, Section 1 by the unanimous vote of the Board of Trustees. Such a member shall be designated as an associate member. An associate member shall be entitled to all the rights and privileges of this club except the right to vote and the privilege of holding office. Associate members shall be required to pay Serra council, if applicable, and Serra International dues. Club dues shall be assessed as defined by club policy.

**Section 3.** Any member can propose a qualified person for membership by submitting a sponsor's recommendation form to the membership committee. The membership committee shall make an investigation of the proposed member and report the result to the Board with recommendation to accept or reject. The Board shall decide on the acceptance or rejection of the proposed member. If accepted, he or she shall then be invited to attend an orientation meeting, and after orientation at such meeting shall be invited to become a member of the club. He or she shall become such member immediately following the induction ceremony and upon payment of dues and the initiation fee.

**Section 4.** Any former member may be reinstated by the approval of not less than 50% of all of the Board of Trustees

**ARTICLE IV**

**Termination of Membership**

**Section 1.** Any member may resign his or her membership by notifying the Secretary in writing, but every member will be expected to pay all dues accrued prior to such resignation.

1 **Section 2..** The Board may expel any member from membership should he or she commit conduct reflecting discredit upon  
2 the club, inactivity, or nonpayment of dues.  
3

4 **ARTICLE V**  
5 **Board of Trustees**  
6

7 **Section 1.** The governing body of the club shall be the Board of Trustees. It shall determine the policies and exercise  
8 supervision over all officers, members and committees. Its decision can be overruled only by a two-thirds majority vote of  
9 the members present at a ~~special~~ regular club meeting called for that purpose.  
10

11 **Section 2.** The Board shall consist of the President, President elect, four Vice Presidents, Secretary, Treasurer, the  
12 immediate Past President, the President elect and at least one Trustee.  
13

14 **Section 3.** The Board shall meet at least once monthly at a time and place designated by the President. These meetings shall  
15 be at a time or place separate from regular club meetings. Not less than 50% of the members of the Board shall constitute a  
16 quorum for the transaction of business at any meeting.  
17

18 **Section 4.** Any three members of the Board shall have the right to call a meeting of the Board on five days' notice in writing  
19 to all members of the Board.  
20

21 **ARTICLE VI**  
22 **Officers and Their Duties; Elections**  
23

24 **Section 1.** The principal officers of the club shall be a President, the President elect, four Vice Presidents, a Secretary, a  
25 Treasurer and , the immediate Past President, the President elect. The Board may elect additional officers at its discretion,  
26 and such officers shall perform the duties prescribed by the Board.  
27

28 **Section 2.** The President shall preside at all meetings, appoint all committees, and shall have such further duties as  
29 ordinarily pertain to the office of the President.  
30

31 **Section 3.** The President elect shall perform such duties as assigned by the President and shall preside and take over the  
32 duties of the President in his or her absence or in the event of a vacancy in the office of the President.  
33

34 **Section 4.** The Vice President for Programs shall be in charge of all programs presented at club meetings, and shall be  
35 chairman of the program committee.  
36

37 **Section 5.** The Vice President for Membership shall be in charge of all activities affecting the club's membership including  
38 membership recruitment, retention of existing members, orientation and induction programs and shall be the chairman of the  
39 membership committee.  
40

41 **Section 6.** The Vice President for Vocations shall be responsible for all vocation activities performed by the club and shall  
42 be the chairman of the vocations committee.  
43

44 **Section 7.** The Vice President for Communications shall be responsible for internal and external communications and  
45 public relations efforts and shall be the chairman of the communications committee.  
46

47 **Section 8.** The Secretary shall record all proceedings of club meetings and meetings of the Board. He or she shall maintain  
48 a current roster of members, shall be custodian of the records, maintain the club's bylaws, and shall have such further duties  
49 as ordinarily pertain to the office of the Secretary.  
50

51 **Section 9.** The Treasurer shall collect all dues, keep the books and accounts and have custody of all funds of the club. He or  
52 she shall render periodic reports of the financial position of the club as directed by the Board, attend to the payment of all  
53 bills and obligations, and have such further duties as ordinarily pertain to the office of Treasurer.  
54

55 **Section 10.** All officers shall be elected for a term of not more than two years. Those elected for a one-year term may be  
56 re-elected for an additional year. Elections shall be held at the first meeting in [ \_\_\_\_ ] of each year. Officers and Trustees shall  
57 be inducted at the first meeting in [ \_\_\_\_ ] of each year and their term of office shall then begin and shall end when their  
58 successors have been elected and inducted. In the event of a vacancy in any office or on the Board, the Board shall have the  
59 power to fill such vacancy for the balance of the remaining term.  
60  
61

1 **Section 11.** A nominating committee appointed by the President shall make nominations for election of the principal  
2 Officers not less than one month prior to the election. This committee shall consist of at least three members and shall  
3 present its report at the last meeting of members before the election of new officers. It shall nominate one candidate for each  
4 of the principal offices. Further nominations may be made from the floor at the time of the election. Election shall be by  
5 secret ballot as to any office for which there is a contest. Each member present shall be entitled to one vote and the candidate  
6 who receives the largest number of those votes cast shall be elected. Nominees shall agree as a condition of nomination to  
7 attend the following District Leadership Conference.  
8

9 **ARTICLE VII**  
10 **Chaplain**

11  
12 **Section 1.** The club shall have a Chaplain appointed by the Ordinary of the Diocese. His duties shall be advisory on Church  
13 and spiritual matters.  
14

15  
16 **ARTICLE VIII**  
17 **Meetings and Attendance**

18  
19 **Section 1.** Regular club meetings shall be held at least semi-monthly, at such time and place as shall be determined by the  
20 Board. Every active member is expected to attend every meeting. Any active member, who fails to attend 55 percent of the  
21 meetings in any six-month period shall be so notified and placed on probation for three months. Where a club meets weekly  
22 the minimum attendance required of a member shall be reduced to 45%. If such a member meets the attendance  
23 requirements during the probationary period, he or she will be returned to regular membership. If he or she does not, he or  
24 she will be considered to have resigned. The Secretary will so notify him or her and drop the name from the roster of  
25 members. Upon written application the Board may reinstate him or her.  
26

27 **Section 2.** An active member may attend a meeting of another club in lieu of or in addition to a meeting of this club, and  
28 receive credit for attendance when so certified by an officer of the club visited. When this club is sponsoring the  
29 organization of a new club, an active member may be given credit for attendance at a regular meeting of the club in  
30 formation, in lieu of or in addition to a meeting of this club.  
31

32 **ARTICLE IX**  
33 **Relationship to Serra International, Council, Regions and Districts**

34  
35 **Section 1.** This club is a member of Serra International and shall in all things cooperate with Serra International and, where  
36 applicable, the Serra council, region and district organizations. It is the express intention of the club to maintain its  
37 relationship in good standing with Serra International and to be permanently bound by its Constitution and Bylaws.  
38

39 **Section 2.** The Board shall elect a delegate, and an alternate delegate, or, if necessary, a proxy delegate, to represent the club  
40 at the annual convention of Serra International. Such election shall take place at least 35 days in advance of the opening  
41 meeting of the annual convention. The credentials of such delegate, alternate delegate, or proxy delegate shall be evidenced  
42 by the signature of the President and the Secretary of the club and shall be mailed to Serra International not less than 30 days  
43 prior to the opening date of the convention.  
44

45 **ARTICLE X**  
46 **Revenue**

47  
48 **Section 1.** All members shall pay an initiation fee to SERRA INTERNATIONAL, which is 25% of the International dues.  
49 The annual dues shall be in an amount decided by the Board and be paid to the club Treasurer.  
50

51 **ARTICLE XI**  
52 **Committees**

53  
54 **Section 1.** The standing committees of the club shall be Program, Vocations, Membership and Communications.  
55

56 **Section 2.** In addition, there shall be such special committees as may be designated by the President, which shall serve at  
57 the will of the President. The President shall be an ex-officio member of all committees.

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**ARTICLE XII**  
**Fund-Raising to Promote the Objectives and Purposes of Serra**

**Section 1.** While no Serra Club may devote itself to fund-raising as an objective, each club, at its discretion, may conduct activities to raise funds to assist it in promoting the objectives and purposes of Serra International. All income after expenses raised from such fund raising activities shall be utilized solely for the purposes of furthering the objectives and purpose of SERRA INTERNATIONAL as determined by the board of trustees of Serra International.

**ARTICLE XIII**  
**Amendments**

**Section 1.** These bylaws may be amended only by a two-thirds vote of the active members of this club present and voting at a regular meeting. Proposed amendments shall be filed with the Secretary in writing, and a written resolution proposing such amendments shall be introduced at a regular meeting and action thereon deferred to the following meeting. Written notice is to be sent by the Secretary to all active members, incorporating a copy of the proposed resolution and advising that the same will be acted upon at the next meeting. Such amendments shall not become a part of the bylaws until the same have been submitted to and approved in writing by the board of trustees of Serra International.

These foregoing local club bylaws were adopted by a majority of two-thirds of the members present and voting at a regular meeting of the membership on, 20\_\_ to certify which witness the signature of the President and Secretary of said club, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

President: \_\_\_\_\_

Secretary \_\_\_\_\_



**THE BYLAWS  
OF**



**THE  
SERRA INTERNATIONAL FOUNDATION**

**(A Corporation organized under the  
General Not-for-Profit Corporation Act  
of the State of Illinois)**

**Revision approved on 15 January 2006**

## **ARTICLE I**

### **Objectives and Purposes**

This corporation is organized and operated to raise funds by all lawful means and to hold, invest, and disburse such funds to meet the following objectives and purposes:

- to give financial aid to programs that foster and promote vocations to the ministerial priesthood of the Catholic Church as a particular vocation to service and to support priests in their sacred ministry;
- to give financial aid to programs of formation for men and women in consecrated religious life in the Catholic Church; and
- to enhance the recognition of Serra International as the global lay apostolate for vocations in the Catholic Church.

## **ARTICLE II**

### **Members**

**Section 1. Appointment of Members.** The board of trustees of Serra International shall appoint the members of this corporation.

**Section 2. Qualifications of Members.** Each member of the corporation shall, at the time of his or her appointment, be a member in good standing of Serra International.

**Section 3. Number of Members.** This corporation shall have sixteen (16) members whose terms of office shall be as specified in Article II, Section 4 of these Bylaws.

**Section 4. Members and their Terms of Office.** The retired past president of Serra International, *ex officio*, shall be a member of this corporation for a one-year term. If such retired past president shall refuse or be unable to serve as a member of this corporation, then the board of trustees of Serra International shall appoint another person as a member of this corporation for a one-year term in place of the retired past president of Serra International. The president elect of the U.S.A. Council of Serra International (hereafter, "USAC") shall recommend, giving his or her order of preference, four (4) Serrans to be members, *ex officio*, of this corporation of which only two (2) will be eligible to be members of this corporation each for one-year terms (hereafter, "USAC One-Year Nominees"). The two USAC One-Year Nominees shall, if approved by the Board of Trustees of Serra International, be appointed to serve as members of this corporation for one-year terms but they may not be nominated as USAC One-Year Nominees for more than three consecutive one-year terms. The nominating committee of this corporation may request that the president elect of USAC recommend additional Serrans in the event that none of the four (4) USAC One-Year Nominees is nominated or approved in accordance with this Section 4. The remaining thirteen (13) members of this corporation shall serve as members for three-year terms which shall, where possible, be staggered three-year terms.

The terms of office of each of the members of this corporation shall commence on the first day of the calendar year following the date of his or her approval by the board of trustees of Serra International and shall continue until such time as his or her successor's term of office commences.

**Section 5. Vacancies and Re-appointments.** Vacancies in the membership of this corporation shall be filled by nomination by the board of trustees of this corporation and subject to approval by the board of trustees of Serra International. Members of this corporation may serve for no more than six consecutive years.

**Section 6. Removal.** The board of trustees of Serra International, by the vote of two-thirds of its members who are present at a meeting at which there is a quorum, may remove a member of this corporation, who, in the judgment of those voting for such removal, is not performing his or her duties as a member of this corporation in accordance with these Bylaws.

### **ARTICLE III Officers and Trustees**

**Section 1. Board of Trustees.** The corporation's board of trustees, which shall consist of four (4) officers and twelve (12) trustees, shall manage the affairs of this corporation. The officers of this corporation shall be a president, a president elect, a secretary and a treasurer. The same person may hold any two or more offices, except that of president and president elect.

**Section 2. Qualification of Trustees.** Each officer and trustee shall be a member in good standing of Serra International and a member of this corporation in accordance with Article II, Sections 1 and 2 of these Bylaws.

**Section 3. Assistant Officers.** The corporation's board of trustees may elect such assistant officers as it may deem necessary. Such assistant officers need not be trustees of the corporation.

**Section 4. Election and Term.** The officers of this corporation shall be elected by the board of trustees of the corporation at its regular annual meeting, to serve for a term of one year and until their respective successors have been elected and have qualified. An officer may be elected to succeed himself or herself, but no person may be elected as president of this corporation for more than two successive one-year terms.

**Section 5. Duties of Officers.** The officers of this corporation shall perform the duties that usually pertain to their respective offices, and such other duties as may be given them by resolution of the corporation's board of trustees.

## **ARTICLE IV Board Meetings**

**Section 1. Meetings: When held.** The board of trustees of this corporation shall regularly hold an annual meeting. This meeting shall be held at the same place as and within one week of the annual convention of Serra International. If the annual convention of Serra International is not held in a particular year, the president shall determine the time and place of the board's annual meeting. Additional meetings of the board of trustees of this corporation may be held, within or without the State of Illinois, at the call of the president, or at the written request of any other three (3) trustees.

**Section 2. Notice of Meetings.** Written notice of each meeting, stating the place, date and time of the meeting, shall be delivered or mailed to each officer and trustee not less than ten (10) days, nor more than forty (40) days, before the date of the meeting. An agenda shall be mailed with the notice of the meeting or shortly thereafter.

**Section 3. Quorum for Meetings.** A majority of the board of trustees of this corporation shall constitute a quorum at any meeting of such board. The act of the majority of the board of trustees present at a meeting at which there is a quorum shall be the act of the board of trustees of this corporation, unless the act of a greater number is required by the General Not-For-Profit Corporation Act of the State of Illinois.

## **Article V Board Committees**

**Section 1. Executive Committee.** The board of trustees of this corporation shall annually appoint an executive committee that shall consist of the president, the president elect, the immediate past president, the secretary, the treasurer and the chairman of the finance, budget and investment committee. The executive committee shall have all the powers of the board of trustees of this corporation when not in session, except (a) to fill vacancies on the board of trustees, the executive committee and in the officers of the corporation; (b) to change any policy established by the board of trustees; and (c) to make grants from the funds of the corporation not approved by the board of trustees. The executive committee shall keep minutes of its proceedings and provide them to the board of trustees prior to its next meeting. Meetings of the executive committee (including by telephone conference or electronic means) shall be called by the president or two members of the executive committee and held upon seven (7) days' notice to members.

**Section 2. Nominating Committee.** The nominating committee shall consist of the president, the president elect, the immediate past president and such other members as the board of trustees may select. The nominating committee shall propose one nominee for each office or for each other place to be filled on the corporation's board of trustees, for approval by the board of trustees of Serra International. The nominating committee shall observe the following principles in nominating the officers and trustees of the corporation:

- (a) That no member of nominating committee shall be eligible for nomination as an officer or trustee by the nominating committee on which he or she serves;
- (b) That no member of the corporation's board of trustees shall be nominated to serve more than six successive years.

**Section 3. Finance, Budget, and Investment Committee.** The finance, budget, and investment committee shall study the cost of operating this corporation, prepare the annual budget, and develop specific policies for the investment of the funds of the corporation and make recommendations to the board of trustees.

**Section 4. Grants Committee.** The grants committee shall study all grant applications from qualified applicants, prepare a slate of showing the grant recipients and the amount of the corporation's funds to be allocated to each of them in the following fiscal year and make recommendations to the board of trustees.

**Section 5. Additional Committees.** Additional committees may be appointed by the president, subject to the approval of the corporation's board of trustees. Such committees shall be given specific terms of reference by the president and make recommendations to the board of trustees.

## **ARTICLE V Use of Funds**

**Section 1. Investment.** The funds of this corporation, not otherwise employed for its operation, shall be invested in the manner from time to time authorized by the corporation's board of trustees, or a committee thereof, pursuant to general or specific investment policies and guidelines.

**Section 2. Compensation for Services.** The board of trustees may employ and compensate such person or persons and agency or agencies as it may deem necessary to counsel the board of trustees with respect to the raising and investment of funds.

**Section 3. Grants, Goals, and Plans.** The board of trustees shall determine annually both the amount of funds of the corporation available for grants in the following fiscal year, and the goals and plans of the corporation during the following fiscal year for raising, investing, and distributing funds. A report of funds available for grants in the following fiscal year shall be given by the president of this corporation to the board of trustees of Serra International at its first meeting of each calendar year.

**Section 4. Grants.** The distribution of the total funds available for grants in the following fiscal year, determined as provided in Article V, Section 3 of these Bylaws shall be authorized by the board of trustees of this corporation for grants which conform with the objectives and purposes of this corporation, to such organizations as the board of trustees of this corporation determines, after review by and advice from the board of trustees Serra International. Disbursement of such grants shall be by the treasurer of the corporation.

**Section 5. Grant Monitoring.** The board of trustees of this corporation, or a committee thereof, shall monitor each grant funded by this corporation during the period of the grant, and assess each grant as to its execution and its success in meeting the objectives stated in the grant application.

**ARTICLE VI  
Office**

The principal office of this corporation shall be located at the same place as the principal office of Serra International.

**ARTICLE VII  
Fiscal Year**

The fiscal year of this corporation shall begin on the first day of January of each year and end on the thirty-first day of December of that year.

**ARTICLE VIII  
Seal**

The seal of this corporation shall have inscribed thereon the name of the corporation and the words "Corporate Seal - Illinois".

**ARTICLE IX  
Dissolution**

Upon the dissolution of this corporation, the entire net assets remaining after the payment or satisfaction of any and all liabilities and obligations of the corporation shall be distributed to Serra International, if such corporation shall then exist. In the event Serra International shall not then exist, such net assets of this corporation shall be distributed to such organization or organizations organized and operated exclusively for charitable, educational, or religious purposes of the Catholic Church as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Revenue Law) as the board of trustees of this corporation shall determine.

**ARTICLE X  
Amendments**

**Section 1. Passage of Amendments.** These Bylaws may be amended by a majority vote of the officers and trustees of this corporation present at any meeting at which there is a quorum.

**Section 2. Approval of Amendments.** Prior to any amendment to these Bylaws becoming effective, it must be approved by the board of trustees of Serra International.



# **SERRA INTERNATIONAL**

## **Policy Manual**

**Issue Date: 12 January 2014**

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# 1 BOARD OF TRUSTEES

## 1.1 APPEARANCE AT BOARD MEETINGS

BOARD MEETING  
01 OCTOBER 1954  
Last Update: 22 OCTOBER 1998

Any person who desires to appear before the Board of Trustees shall file such request in writing, stating in his or her request the reason for such desire. The President of Serra International shall be the sole judge as to whether such individual shall appear.

## 1.2 ROLE AND DUTIES OF DEPUTY TRUSTEE

BOARD MEETING  
17-18 JUNE 1978  
Last Update: 02 DECEMBER 1998

The following statement regarding the role of the Deputy Trustee has been accepted in principle and referred to the Constitution and Bylaws Committee for review:

The International Committee feels that in the short term, the status quo should prevail, but that the Board should agree to the following principles for future inclusion in the Handbook for Serrans when they have had a chance to be tested.

- (1) The role and duties of a Deputy International Trustee shall be as for an International Trustee, but related to a specified part of the area not capable of being adequately covered by the International Trustee.
- (2) The Deputy Trustee will work under the direction of the International Trustee, through whom all correspondence and reports to the International Board will be directed.
- (3) The terms of office of the Deputy Trustee shall run concurrently with that of the International Trustee and shall terminate at the same time as that of the International Trustee he or she serves.
- (4) Deputy Trustees will be honored at the same time as, and in the same manner as District Governors at the International Convention following their terms of office.

## 1.3 BOARD AND INTERNATIONAL COMMITTEE EXPENSES

BOARD MEETING  
07-08 NOVEMBER 1987  
Last Update: 02 DECEMBER 1998

Members of the International Board and International Committees shall pay meal costs at their various meetings.

## **1.4 COURTESIES EXTENDED TO BOARD MEMBERS AND DISTRICT GOVERNORS**

BOARD MEETING  
11 FEBRUARY 1949  
Last Update: 02 DECEMBER 1998

It is an honor for any club to have an International Officer or District Governor and he or she should be extended the courtesies extended a regularly elected club official. Said Board Member or District Governor shall be invited to all board meetings and accorded a voice in all proceedings.

## **1.5 RELATIONSHIP OF GOVERNOR-BOARD AREA REPRESENTATIVE**

EXCERPT FROM SERRA  
INTERNATIONAL DISTRICT GOVERNOR MANUAL  
DATED JUNE 1963 and BOARD  
MEETING APRIL 1966  
Last Update: 02 DECEMBER 1998

Generally, the supervision of District Governors shall be left to that Governor's council. In the event there is no council providing supervision, the following procedure will apply. Should the Vice-President for Membership or the International Trustee recommend the dismissal with the final decision being the President: In the event the President makes a decision for dismissal, the Governor shall be requested in writing to resign. In the event the Governor does not cooperate, the President shall dismiss the Governor in writing and notify all clubs in the district of such action.

## **1.6 HOSPITALITY DURING BOARD MEETING**

BOARD MEETING  
21 JUNE 1957  
Last Update: 02 DECEMBER 1998

Any Board Member in whose community the Board shall meet shall use his or her own best judgment as to what, if any, hospitality he or she shall wish to extend.

## **1.7 MEETING AGENDA (EXECUTIVE COMMITTEE AND BOARD OF TRUSTEES)**

BOARD MEETING  
20-26 JUNE 1969  
Last Update: 02 DECEMBER 1998

All items on the agenda of the Executive Committee and the Board of Trustees meetings shall be submitted to the members of said committee and all Board Members.

## **1.8 MINUTES OF BOARD MEETINGS TO EPISCOPAL ADVISER**

BOARD MEETING  
26 JUNE 1967  
Last Update: 02 DECEMBER 1998

The minutes of the International Board Meetings shall be sent to the Episcopal Adviser of Serra International.

## **1.9 EXECUTIVE COMMITTEE MEETING MINUTES**

BOARD MEETING  
09-11 FEBRUARY 1968  
Last Update: 02 DECEMBER 1998

The minutes of the Executive Committee meetings shall be promptly shared with all members of the International Board.

## **1.10 PAST OFFICERS**

BOARD MEETING  
16-18 NOVEMBER 1966  
Last Update: 02 DECEMBER 1998

The International Board discourages the establishment of formal organizations of Past International Presidents, Past District Governors, and Past International Officers, and shall give no formal recognition to such organizations.

## **1.11 POLICY CLEARANCE**

BOARD MEETING  
05 MAY 1951  
Last Update: 02 DECEMBER 1998

All policy-making on behalf of Serra International shall be reserved to formal action at the Convention and/or the authorized Board of Trustees of Serra International. No duly-elected Committee shall ever be authorized to establish a policy of its own making without prior Board approval from Serra International.

## **1.12 PUBLICATIONS OUTSIDE OF CLUB JURISDICTION**

BOARD MEETING  
30 JUNE 1955  
Last Update: 02 DECEMBER 1998

The creation of a Serra Club/Clubs for reasons beyond the established jurisdiction of a local club shall be submitted to the Board of Trustees for approval prior to completion, publication, or release.

## **1.13 REMUNERATION FOR BOARD MEMBERS**

BOARD MEETING  
14 MAY 1952  
Last Update: 02 DECEMBER 1998

No Officer or Board Member shall receive a salary from Serra International for serving in the Serra Organization.

## **1.14 SPENDING AND COMMITMENT AUTHORITY**

BOARD MEETING  
JUNE 1992  
Last Update: 02 DECEMBER 1998

The Board of Trustees will enforce spending and commitment authorities, set by the Finance Committee in June 1994, that:

- 1) Set the limits on authorizing a present or future expenditure of Serra International cash funds;

- 2) Obligates Serra International to make payments for future favors, rentals, leases, materials, services, or employments;
- 3) Are at the levels approved by the Board of Trustees of Serra International.

The Board of Trustees, Executive Committee, President, Vice Presidents, Treasurer, Executive Director, and Finance Manager were assigned spending and commitment levels.

### **1.15 SPENDING LIMITATIONS ON EXECUTIVE COMMITTEE**

BOARD MEETING  
28 JUNE 1996  
Last Update: 02 DECEMBER 1998

The Executive Committee shall be limited to no more than \$10,000 on any major expenditure (per Article I, Bylaws - Section 7, Item (c)).

### **1.16 SUBSIDIZATION OF BOARD TRAVEL TO BOARD MEETINGS**

BOARD MEETING  
23-25 JUNE 1992  
Last Update: 02 DECEMBER 1998

Board travel expenses shall be reimbursed under certain conditions so that the travel expenses of members attending meetings of the International Board or the Executive Committee shall be made more equal. Members who are residents in countries or places which are more than 3,000 miles from the place where the meetings are being held (equal to the distance between San Diego to Chicago) shall be entitled to claim 80% reimbursement of travel expenses, but not including hotel expenses. Reimbursement will be based on the lowest air fares available and only payable to the extent of the availability of funds in the annual budget. Expenses for spouses or other family members are excluded. Travel expenses for members participating in such meetings immediately before or after, or during Serra International Conventions will **NOT** be reimbursed. In exceptional circumstances, on request from members concerned, the President of Serra International in liaison with the Treasurer of Serra International and the Executive Director of Serra International may decide on additional reimbursement, including hotel expenses.

This policy should be reviewed by the Board every two years.

### **1.17 NO SUBSIDIZATION OF TRAVEL TO BOARD MEETINGS AT CONVENTIONS**

BOARD MEETING  
28 JUNE 1992  
Last Update: 02 DECEMBER 1998

Travel expenses for participating Board Members at the time of Serra Conventions will not be reimbursed.

### **1.18 TRANSLATIONS FOR BOARD MEETINGS**

BOARD MEETING  
JUNE 1992  
Last Update: 02 DECEMBER 1998

Translation fees from the area where Board meetings are held shall be the maximum allowable expense payable by Serra International.

## **1.19 INTERPRETATION AND TRANSLATIONS FOR BOARD AND COMMITTEES MEETINGS**

BOARD MEETING  
FEBRUARY 1996  
Last Update: 02 DECEMBER 1998

- A) Interpretation (in Spanish, Italian, Portuguese, and any other language approved by the Board) will be provided for International Board and International Committee meetings. Cost should not be an influence.
- B) Non-English written material for International Board and International Committee meetings will be translated into English thirty (30) days prior to the date(s) of the meeting.

## **1.20 BOARD MEMBERS SERVE AS TRUSTEES-AT-LARGE**

BOARD MEETING  
JULY 1996  
Last Update: 02 DECEMBER 1998

Serra International Board Members are to be Trustees-at-Large with no area of responsibility unless specifically designated by Serra International Board to be responsible for an area where no Serra council exists.

# **2 COMMITTEES**

## **2.1 STANDING COMMITTEES**

BOARD MEETING  
25-27 FEBRUARY 2000

The following 5 standing committees of the Board, Vocations, Membership, Programs, Communications, and Long Range Planning shall have as Vice Chairs the respective Vice Presidents of Vocations, Membership, Programs, Communications, and Long Range Planning Committee. The Executive Director shall be an ex-officio member of each committee. Each committee shall consist of:

- 1 Chairperson (3-year appointment)
- 1 Vice Chairperson (Annual appointment)
- 1 Secretary (3-year appointment)
- Corresponding Vice Presidents and President Elects of the various councils (Annual Appointment)
- Such other members as may be selected for their expertise (up to 3-year appointments)

The members of the committees shall be appointed by the Serra International Board. The Board will use its best efforts to stagger appointments to ensure continuity. The members of the Board from the various councils throughout the Serra world shall be responsible for ensuring the participation of its Vice Presidents and President Elect of their respective council.

The functionality of each committee is dependent on communication among the committee members.

Communications between the members shall be by telephone, fax, e-mail, and the Internet (chat rooms). The committees shall meet at each International Convention and such other times as may be agreed upon by the members. Meetings can take place over the Internet.

The Committee Vice Chair shall provide a written report of their respective committee at each of the regular scheduled board meetings and executive committee meetings.

The 3-year appointment of the various committee members insures continuity of and focus on the plans and goals of each committee. The incoming Vice Presidents and President elect shall reconfirm the existing goals and plans and may establish new goals and plans for their committees.

Since all bylaws and communication with Serra International are in English, all documentation produced for examination to the Serra International Board shall be expressed in the English language. To accomplish this, all committee communications are to be in English and each member of the committee shall be responsible for such translations.

The Compensation Committee shall consist of three officers: the President, the President Elect, and the Treasurer. It will be responsible for approving and overseeing staff salaries, fringe benefits, and investments, and also be the administrator of the staff pension program and plan.

## 2.2 AUDIT COMMITTEE

BOARD MEETING

JUNE 1992

Last Update: 02 DECEMBER 1998

There shall be an Audit Committee consisting of five Serrans appointed by the president and confirmed by the Board of Trustees for staggered three year terms. The initial appointment shall be for shorter terms to create the desired staggered effect.

The Committee shall meet at least two times during the 12 months period beginning with the Annual Meeting of the Members. The Committee shall review and report to the Board on the appropriateness of the Corporation's accounting policies and procedures; review the scope of the audit to be conducted by independent certified public accountants; meet with management and independent certified public accountants team to review the annual audit and any discrepancies or improprieties discovered in the audit; review recent and prospective change in accounting principles; review the adequacy of internal controls, the reliability of financial reports, and information systems; report to the Board all important changes in the Corporation's procedures or accounting practices affecting financial results, instances of fraud, abuse, conflict of interest, and defects in the system of records or controls; counsel the chief executive officer in the selection of the independent certified public accountants.

## 2.3 NOMINATING COMMITTEE RULES

BOARD MEETING

06-07 OCTOBER 1995

Last Update: 10 FEBRUARY 2010

**Under Article III, Section 2 of Serra's Bylaws**, the Board of Trustees each year appoints a Nominating Committee of nine (9) members, to propose one (1) Serran for each office or other position to be filled on the Board of Trustees, to be elected by the delegates at Serra's next International Convention. The Nominating Committee shall meet at the same time and place as the Board of Trustees at least sixty (60) days prior to the opening date of Serra's next International Convention.

The primary role of the Nominating Committee is to propose qualified and dedicated Serrans for election to the Board of Trustees. Prior to the meeting of the Nominating Committee, the Executive Director shall advise the committee chairperson of the positions on the Board of Trustees that need to be filled, including any geographical considerations, together with the names of current board members who have indicated their willingness to continue serving on the Board of Trustees if nominated.



The following rules shall govern the deliberations of the Nominating Committee:

1. The current President, President Elect, and the Executive Director, shall be asked for their evaluation of all current board members who have indicated their willingness to continue serving on the Board of Trustees. All current board members should be interviewed by the Nominating Committee.
2. The President Elect should have served in an elected position for at least two years on a previous Board of Trustees.
3. The Executive Committee of the Board of Trustees shall have continuity from year to year. To achieve this, at least four (4) members should have served on the previous Board of Trustees either as President, President Elect, Vice President, Secretary or Treasurer.
4. Every geographical area in which Serra operates should be represented on the board in order to encapsulate the widest possible consultation and sharing of views.
5. A potential board member shall have had previous experience as President of his/her Serra Club and should have also served either as a District Governor or as a member of a committee or task force of Serra International.
6. At least one hundred and eighty (180) days prior to the opening date of the next International Convention, Serra's Executive Director shall invite District Governors and all Serra Clubs to nominate suitably qualified Serrans for service on the Board of Trustees for the coming year. All nominations received at Serra headquarters shall be transmitted to the chairperson of the Nominating Committee and shall not be shared with anyone else.
7. All nominees shall have impeccable Catholic and Serran backgrounds and be firmly committed to Serra's global lay apostolate for vocations and active in its work.
8. No Serran shall solicit his or her nomination by requesting endorsement from other Serrans. If this does occur, such endorsements shall be ignored by the Nominating Committee. However, letters of support from a nominee's own Serra Club President, District Governor and Bishop are encouraged.
9. Members of the Nominating Committee should normally not solicit nominees either directly or indirectly. However, if the Nominating Committee considers the pool of nominees to be weak or limited in experience, or to be not sufficiently representative of all areas of the Serra world, it may solicit additional nominees in order to propose a balanced and experienced slate of nominees.

**ALL PROCEEDINGS AND DISCUSSIONS OF THE NOMINATING COMMITTEE SHALL BE KEPT STRICTLY CONFIDENTIAL AND SHALL NOT BE SHARED WITH OTHERS OUTSIDE OF THE COMMITTEE EITHER DURING OR AFTER THE COMMITTEE'S DELIBERATIONS.**

### 2.3.1 POLICIES REGARDING THE NOMINATING COMMITTEE FROM THE ORGANIZATIONAL STRUCTURE REVIEW COMMITTEE

BOARD MEETING  
07-08 FEBRUARY 2004

In addition to governing the organization and managing its resources to ensure that Serra survives and prospers while being responsive to a changing operating environment, the Serra International Board of Trustees has two important functions:

- Ensuring that Serra remains international in character and true to its stated objectives and purposes; and
- By democratic practices and sound policy, ensuring that all the elements of the organization remain “glued” together.

### 2.3.2 THE ROLE OF THE SERRA INTERNATIONAL NOMINATING COMMITTEE

In 1996, Serra’s Board of Trustees adopted an operating policy that the Nominating Committee shall continue to act autonomously and free from the influence of the boards of any Serra Council or of Serra International.

The Nominating Committee’s major task is to identify and nominate as Officers and Trustees of Serra’s Board of Trustees the best available talent assuring to the extent possible that all the areas of the Serra world are represented. It would be expected that Deputy Trustees be appointed to represent those areas not otherwise represented on the Board of Trustees.

### 2.3.3 CATEGORIES OF BOARD MEMBERSHIP

Candidates for election or appointment to the Board of Trustees will fall into one of the following categories as defined below:

**Nominee:** A candidate nominated by his/her District Governor or Serra Club for a position on the Board of Trustees, who is subsequently proposed by the Nominating Committee for election by the delegates.

A Nominee shall be elected to serve for a two-year term, unless he/she is selected to serve for the balance of the term of a Trustee who retires or dies or is nominated as an Officer.

**Appointee:** A candidate appointed for a one-year term upon the recommendation of the President with the approval of the Board of Trustees. An Appointee shall serve for a one-year term but he/she remains eligible for election or appointment by the defined processes in subsequent years.

### 2.3.4 THE COMPOSITION OF THE SERRA INTERNATIONAL BOARD OF TRUSTEES

The Serra International Board established the composition of the Board to be:

<u>Region/Country/Other</u>	<u>Nominees</u>	<u>Appointees</u>
Africa	1	
Australia and New Zealand	1	
Asia/North Pacific	1	
Brazil	2	
Canada	1	
Italy/Eastern Europe	2	
Mexico/Central America	1	
South America (less Brazil)	2	
United Kingdom/Western Europe	1	
United States of America	7	
Other*	1	
The Serra Foundation		1
Additional Trustees**		2
<b>TOTALS</b>	<b>20</b>	<b>3</b>

\* This position may be allocated to an emerging area of the world, but are also intended that to be used to permit the selection of an outstanding candidate from any area of the world.

\*\* These appointments are optional on the recommendation of the international president and with the approval of the Serra International Board and are for a one-year term.

## 3 CLUBS AND MEMBERSHIP

### 3.1 INTERPRETATION AND POLICY STATEMENT REGARDING MEMBERSHIP

BOARD MEETING

25 FEBRUARY 1990

Last Update: 02 DECEMBER 1998

In 1986, the delegates to the Serra International Convention amended the charter documents of Serra International to permit "practicing Catholic laywomen" to become members of Serra. The amendments were recommended by the Long Range Planning Committee and were proposed for adoption by the Board of Trustees of Serra International. Before 1986, membership in Serra was restricted to "practicing Catholic laymen and those ordained to the permanent diaconate."

Since the adoption of the amendments, the International Board has been asked whether religious sisters and brothers may become members of Serra since, under canon law, religious sisters and brothers are lay, rather than clerical, persons.

The International Board and the Long Range Planning Committee have carefully reviewed the history and purposes of Serra, the background and intent of the 1986 amendments, and the implications of the membership composition of Serra for best carrying on its work.

The International Board has concluded that both the meaning and the purpose of the 1986 amendments were to constitute Serra as an organization of non-consecrated men and women (which, by an amendment of some years ago, also includes permanent deacons) working for the ministerial priesthood and for consecrated men and women in religious life. The International Board believes that it was not the intention of the 1986 amendments to change the unique character of Serra as an organization of exclusively non-consecrated lay people (and permanent deacons).

The purpose of the amendments was to include "laywomen" as well as "laymen" in Serra. Just as before the amendments, laymen were never thought to include religious brothers, so the inclusion of laywomen was not thought or intended to include religious sisters as members of Serra.

While under canon law, religious brothers and sisters are laymen and laywomen as distinguished from ordained ministers, they differ from other laymen and laywomen because of their public vows of poverty, chastity, and obedience. They are a part of the group for whom Serra works, rather than a part of Serra.

The International Board believes that the 1986 amendments were not intended to change that basic concept. It believes that a large part of Serra's effectiveness is its nature as an organization of non-consecrated lay people (and permanent deacons) which works for vocations apart from those of its members-vocations to the ministerial priesthood and to the consecrated life of sisterhood and brotherhood. It believes that Serra can best do its work now and in future years by continuing its uniqueness as a worldwide Catholic organization with a membership separate from those it is committed to support.

### **3.2 AFFILIATION WITH CIVIC ORGANIZATIONS**

BOARD MEETING

27 JUNE 1957

Last Update: 02 DECEMBER 1998

Serra International groups shall not affiliate with other luncheon clubs, service clubs, or other groups of a non-Catholic nature.

### **3.3 25TH ANNIVERSARY OF SERRA CLUBS**

BOARD MEETING

17-19 NOVEMBER 1978

Last Update: 02 DECEMBER 1998

Serra International will honor clubs on their 25<sup>th</sup> and 50<sup>th</sup> anniversary with a Certificate of Recognition.

### **3.4 CHAPLAIN APPOINTMENT**

BOARD MEETING

28 FEBRUARY 1952

Last Update: 02 DECEMBER 1998

The appointment of a Chaplain by the Ordinary shall be sought as early as possible in the formation process of a new Serra Club.

### **3.5 CHARTER FUNCTION**

No Board Meeting or Date Modified listed

A member of the Board of Trustees shall strive to attend every charter function where it is feasible to do so. The Serra International staff shall notify the Trustee(s) in the geographical area of the details of the charter function.

### **3.6 MEMBERSHIP OF WOMEN IN SERRA CLUBS - DISCIPLINARY ACTION**

BOARD MEETING

JUNE 1992

Last Update: 02 DECEMBER 1998

The Serra International Board of Trustees adopted the following procedure as disciplinary action on local clubs whose bylaws are in conflict with Serra International's Constitution and Bylaws regarding women's membership in local clubs.

Where a local chartered Serra Club's bylaws are in conflict with Serra International's Constitution and Bylaws, particularly Article VIII, Section 1 (B) of the Serra International Bylaws, the Board shall consider taking the following appropriate action against the local Serra Club:

- 1) Withdrawing that local Serra Club's charter with an automatic 60-day revocation of this disciplinary action if that Serra Club does in fact conform its bylaws to Serra International's Bylaws, Article VIII, Section (B);
- 2) The 60 days is to commence upon the date of Serra International's notification to the local Serra Club of the Board's action of withdrawing its charter;
- 3) The notice shall advise the local Serra Club that its charter is being withdrawn for the reason that the local Serra Club's bylaws restricting women from its membership are in conflict with Serra International's Constitution and Bylaws and Serra International's policy of women being in Serra, and further advising that local Serra Club that it is not authorized to use the Serra name nor have the Serra name associated with any of that club's programs or activities.
- 4) The District Governor shall verify that the local Serra Club has complied by changing its bylaws to conform to Serra International's Bylaws and furnishing the Board with a copy of that local Club's bylaws showing that it has complied before that local Serra Club's charter will automatically be reinstated without further action of the Board. If done after the 60 days, the Board's approval at its next meeting must be obtained before that club's charter is to be reinstated.

### **3.7 OFFICIAL ATTENDANCE AT CHARTER FUNCTIONS**

BOARD MEETING

14 MAY 1952

Last Update: 02 DECEMBER 1998

A member of the Board of Trustees and a District Governor shall attend every charter function, where such function is in the purview of the affected Board Member and Governor. In the event a Board Member or representative of the Board is unable to attend, the Executive Director shall be expected to do so.

### **3.8 CHARTER WITHDRAWAL BY A DISTRICT GOVERNOR OR SERRA COUNCIL**

BOARD MEETING  
22-24 NOVEMBER 1974  
Last Update: 02 DECEMBER 1998

Under certain circumstances, a District Governor or Serra Council may seek the withdrawal of a Club Charter, and the procedure for such withdrawal is as follows:

- I. Where sufficient facts exist to justify the withdrawal, the local District Governor shall report such facts together with his recommendation to the respective Serra Council, but only after he or she has notified the Club and the Ordinary of the Diocese where the club is located. Where no Serra Council exists, the District Governor should report to the International Trustee for that country.
- II. If the Serra Council or International Trustee agrees with the District Governor's recommendations, a report and recommendation should be submitted to the Executive Director of Serra International, and shall include the comments, if any, of the Club and the Ordinary.
- III. If the International Board votes, subject to the conditions of Article VII, Section 13 of the International Bylaws to revoke the charter, the Executive Director of Serra International shall send a letter of withdrawal to the Serra Council or the International Trustee concerned, who will then forward the same to the District Governor, who will then inform the club.

### **3.9 FUNDRAISING BY SERRA CLUBS**

BOARD MEETING  
21-22 FEBRUARY 1964  
Last Update: 02 DECEMBER 1968

Serra Clubs may conduct activities to raise funds to assist it in promoting the objectives and purposes of Serra International.

### **3.10 HONORARY MEMBERSHIPS**

BOARD MEETING  
06-08 NOVEMBER 1969  
Last Update: 02 DECEMBER 1998

There shall be no honorary memberships in Serra.

### **3.11 REQUIREMENTS FOR CHARTERING 20-PERSON CLUBS**

BOARD MEETING  
25 JUNE 1977  
Last Update: 02 DECEMBER 1998

When a club in formation applies to be chartered with less than the required 25 charter members, there shall be:

- 1) A letter of approval for that club's charter by the local ordinary;
- 2) A letter of authorization by the District Governor setting forth the specific conditions for the authorization, if any;

- 3) A written request to the Board for special consideration from the requesting club in formation with less than 25 members. This request should contain the reasons and circumstances for this request; and
- 4) After review, the Serra International Membership Committee will forward its recommendations to the Board of Trustees for its consideration and vote. Any club applying to be chartered having fewer than 25 members must receive approval from a sitting Board rather than be polled by mail.

### **3.12 MEMBER WHO TRANSFERS TO AREA SERVED BY ANOTHER SERRA CLUB**

BOARD MEETING

22-24 NOVEMBER 1974

Last Update: 02 DECEMBER 1998

- A) A member of a Serra Club who transfers his or her business and domicile or a member of the military who is transferred to an area served by another Serra Club is urged to apply for membership in such other club. A letter of recommendation should be sought from his or her present club for submission to the club in the area of transfer. It is suggested that a copy of such letter be sent to the International Trustee, the District Governor, or Council Representative, and that the club in the area of transfer be requested to give priority to the applicant. The applicant is a trained, dedicated Serran and should not be lost by circumstances of domicile. Transfer would be contingent upon paying adjusted dues to his or her parent club.
- B) After acceptance into the new club, no new per capita tax or initiation fee shall be required by International, nor shall any initiation fee to the local club be demanded. Local dues for the current period and thereafter would be required to be paid by the transferring member.

### **3.13 ORGANIZATIONAL DATABASE – ELIMINATION OF DUPLICATION OF WORK**

BOARD MEETING

23 JANUARY 2005

Serra Councils, regions or districts shall not obtain information already available through *SerraOnline* about Serra Clubs in their jurisdiction relating to membership, rosters, club officers, etc. through any means other than *SerraOnline*. In accordance with Article VII, Section 16 of the Bylaws of Serra International, the *SerraOnline* system has provided a single, central database for the entire organization. Access to this central database shall be given to all Serra Councils as necessary. Serra councils, regions, or districts must use *SerraOnline* to access all data available on *SerraOnline*.

### **3.14 TRANSFER OF LOCAL MEMBERSHIP**

BOARD MEETING

28 FEBRUARY 1952

Last Update: 02 DECEMBER 1998

Every consideration shall be given to a former Serran who transfers into a new territorial district; however, that local club shall have the option of acceptance or rejection. In the event the former Serran is accepted into the new club, no new per capita tax or initiation fee shall be required by International, nor shall any initiation fee to the local club be demanded. Local dues for the current period and thereafter would be required to be paid by the transferring member, however.

### **3.15 INVITING YOUNGER PEOPLE TO SERRA MEMBERSHIP AND REDUCTION OF LOCAL DUES FOR THOSE UNDER 35**

BOARD MEETING  
17-19 NOVEMBER 1972  
Last Update: 02 DECEMBER 1998

The International Board recommends to clubs that special efforts be made to invite younger people to Serra membership, and for those under 35 years, a reduction in local club dues is recommended.

### **3.16 NON-CONFORMANCE OF CLUBS**

BOARD MEETING  
09 JULY 1949  
Last Update: 02 DECEMBER 1998

In the event that a Serra Club shall not come into conformance after work with the Governors, the Ordinary of the diocese shall be contacted directly with the request that his best judgment and counsel be given the Board of Trustees. This request shall be made because of the possibility of withdrawal of charter for non-conformance.

### **3.17 CLUB NUMBERS**

BOARD MEETING  
09 JULY 1949  
Last Update: 02 DECEMBER 1998

The club number shall be attached to the charter of all clubs.

### **3.18 OBJECTIVES AND EXTERNALS**

BOARD MEETING  
25 JULY 1951  
Last Update: 02 DECEMBER 1998

The principal purpose of Serra International is based upon the three objectives as stated in its Constitution Article II. No Serra Club shall be allowed to make any additions to the existing three objectives. No member shall be required to do more than meet those objectives in order to fulfill his or her membership requirements.

### **3.19 PRE-CHARTER PROCEDURE**

BOARD MEETING  
14 JULY 1950  
Last Update: 02 DECEMBER 1998

Until a club has been chartered, the person directly responsible for the start-up of the club shall receive copies of all correspondence and all materials in order for that person to be aware of developments within Serra.

### **3.20 PROBATIONARY PERIOD**

BOARD MEETING  
13-14 NOVEMBER 1959  
Last Update: 02 DECEMBER 1998

As a matter of policy, no incoming member of Serra shall be subject to a probationary period.

### **3.21 CLUB PRESIDENTS' ATTENDANCE AT INTERNATIONAL CONVENTIONS**

BOARD MEETING



12-13 JUNE 1990  
Last Update: 02 DECEMBER 1998

The Serra International Convention is an invaluable arena for educating members on Serra International programs for the year, current thinking in the areas of vocations, and exchange of ideas between clubs. Because this experience is so important to a club president in leading and directing club activities during the year, the Serra International Board of Trustees strongly recommends that each club send its president as the delegate to the International Convention. The Board encourages clubs, when necessary, to allocate funds to permit attendance by the president.

### **3.22 COLLABORATION BETWEEN CLUBS AND BISHOPS**

BOARD MEETING  
FEBRUARY 1996  
Last Update: 02 DECEMBER 1998

Each Serra Club should strengthen, promote, and coordinate its vocation programs with local bishops' committees, vocation directors, parish communities, etc. To do so, clubs must make a strong effort to establish cordial working relationships with the bishop of the diocese in which the Club is domiciled. All Serra Club programs should be submitted to the bishop for his approval.

### **3.23 CHAPLAINS AND SERRA CLUB BOARDS**

BOARD MEETING  
05 FEBRUARY 1955  
Last Update: 02 DECEMBER 1998

The Chaplain of every Serra Club shall be an invited guest at every club board meeting. Because of his particular relationship, said Chaplain shall be invited to work closely with the Program and Vocations Committees and participate in their deliberations as far as he is able.

## **4 CONVENTION AND DELEGATES**

### **4.1 CONVENTION COSTS**

BOARD MEETING  
19 MARCH 1953  
Last Update: 02 DECEMBER 1998

The International Convention shall have a budget which will be self-sustaining. Wherever possible, that budget will not display a profit. The Board of Trustees of Serra International will underwrite and approve the local club budget and, in the event there is a surplus, it shall be sent to the headquarters of Serra International. The Board shall continue to supervise and approve all convention programs.

### **4.2 SERRA INTERNATIONAL CONVENTION FUNDS**

BOARD MEETING  
06-08 NOVEMBER 1969  
Last Update: 02 DECEMBER 1998

To achieve the convention costs policy, convention budgets must be approved by the Serra International Board two years before a convention, i.e. July post-convention meeting of the Serra International Board 1998 approve budget of the July 2000 Serra International Convention.

Scheduled programs for the convention always have changes or cancellations and should be approved by the President of Serra International, the Executive Director of Serra International and the local club(s) chairperson.

International Convention funds are to be handled by and through the headquarters of Serra International.

#### **4.3 EXHIBITS AT CONVENTIONS**

BOARD MEETING

01-02 JANUARY 1997

Last Update: 02 DECEMBER 1998

It is the policy of Serra International that only persons or groups exhibiting Serra materials and programs, or materials for vocations promotions shall be allowed to exhibit at Convention sites.

Convention exhibitors should be consistent with the goals of Serra International as determined by the Executive Director and Convention Chairperson and approved by the host diocese.

A standard fee of USD 200.00 per exhibit table or a pre-arranged royalty based on percentage of sales is to be charged for all non-Serran exhibits.

#### **4.4 AVOIDING COMPETITION WITH INTERNATIONAL CONVENTIONS**

BOARD MEETING

08 February 2004

Upon the recommendation of the Serra International Convention Committee, a "noncompete" policy is to apply in future so that no Serra region or district shall schedule a convention in the same region or district as the International Convention for that calendar year.

#### **4.5 MINUTES OF INTERNATIONAL CONVENTION MEETINGS AND TAPE RECORDING PROCEEDINGS OF THE DELEGATES MEETING**

BOARD MEETING

06-08 NOVEMBER 1969

Last Update: 02 DECEMBER 1998

The minutes of International Convention meetings shall be carefully recorded. Proceedings of delegates' meetings (including statements from the floor) at International Conventions shall be video tape recorded and tapes held as a permanent archive. There shall be two delegates' meetings during a convention. Early in the convention there will be a brief meeting allowing the opportunity for delegates to introduce additional nominations for the International Board and to review document (agenda, budget, etc.) prior to the business meeting. The business meeting shall be held on the last day of the convention with each participant in the convention encouraged to attend. Delegates will sit in a special section.

#### **4.6 NO COLLECTIONS AT CONVENTION LITURGIES**

BOARD MEETING

01-02 FEBRUARY 1997

No collections may be taken up at convention liturgies.

## 4.7 PRESIDERS AT CONVENTION LITURGIES

BOARD MEETING  
01-02 FEBRUARY 1997

Pattern to follow for selection of presidors at convention liturgies (based on Friday-Sunday conventions):

- Thursday** (traveler's liturgy) host committee selects
- Friday** (opening liturgy) local ordinary
- Saturday** Episcopal advisor
- Sunday** selected by Serra International (preferably an international bishop)
- Monday** incoming president's bishop when possible

## 4.8 SIMULTANEOUS TRANSLATION

BOARD MEETING  
12-19 JANUARY 1986  
Last Update: 02 DECEMBER 1998

Translations shall be provided for Conventions when ten or more people from the language in consideration have registered by a specific date, dependent on the requirements of the contract with the translating company. Cost should not be a determining factor.

## 4.9 CONVENTION PRESENTATIONS

BOARD MEETING  
FEBRUARY 1996  
Last Update: 02 DECEMBER 1998

Presentations to be made at International Conventions should be submitted not later than thirty (30) days prior to the convention for translation purposes.

# 5 DISTRICTS

## 5.1 DISTRICT BYLAWS

BOARD MEETING  
12-14 NOVEMBER 1964  
Last Update: 02 DECEMBER 1998

There shall be no District bylaws. Any essential regulations for Districts shall be provided for in the International Bylaws.

## 5.2 DISTRICT CONVENTION SURPLUS AND DEFICIT FUNDS

BOARD MEETING  
07-09 FEBRUARY 1963  
Last Update: 02 DECEMBER 1998

The International Board shall not be responsible for surpluses or deficits arising from conventions conducted by Districts. Any surpluses shall be placed on a deposit in escrow for use in covering possible deficits in subsequent conventions or conferences, and shall **NOT** be used for any other purpose. Withdrawal of surplus funds shall require two duly approved signatures, the serving governor or treasurer and one additional authorized Serran. The district governor or treasurer shall make an annual report to the clubs or Serra Council concerned on the use or status of such funds.

### **5.3 DISTRICT EPISCOPAL ADVISERS**

BOARD MEETING  
12-14 NOVEMBER 1964  
Last Update: 02 DECEMBER 1998

The Serra International Board of Trustees does not authorize District Episcopal Advisers.

### **5.4 REAFFIRMATION OF POLICY REGARDING DISTRICT TREASURY**

BOARD MEETING  
06-08 NOVEMBER 1969  
Last Update: 02 DECEMBER 1998

There is no objection to district setting assessments on all clubs in the district in order to provide financial support for the district meeting and district operating costs.

### **5.5 ANNUAL OR BIENNIAL CONVENTIONS**

BOARD MEETING  
FEBRUARY 1996  
Last Update: 02 DECEMBER 1998

Each district or region or Serra Council should plan an annual or biennial meeting or convention to supplement the Serra International Convention, to further the education of members and their spouses, to enhance fellowship and to improve Serra's over-all effectiveness.

### **5.6 PARISH BASED VOCATION PROGRAMS**

BOARD MEETING  
02 JULY 1996  
Last Update: 02 DECEMBER 1998

Serra International will encourage local district and club leaders to promote and assist in the establishment and functioning of vocation programs within parishes that fall in their geographic area.

## **6 DISTRICT GOVERNORS**

### **6.1 DISTRICT AND DISTRICT GOVERNOR**

BOARD MEETING  
08-10 NOVEMBER 1962  
Last Update: 02 DECEMBER 1998

Each District Governor shall have the right to select his or her Deputy.

Except in extraordinary cases, a person shall have served as a club president before serving as a Governor.

The Governor's term of office shall begin and end at the close of the International Convention. However, nothing herein shall prevent a Governor from serving a two-year term if a district so chooses.

Retiring Governors shall be honored at the convention. A suitable certificate shall also be mailed to each retiring Governor.

## **6.2 DISTRICT GOVERNORS AND VOCATION PROGRAMS**

BOARD MEETING  
02 JULY 1996

Each Serra Club should strengthen, promote and coordinate its vocation programs with local bishops' committees, vocation directors, parish communities, etc. To do so, clubs must make a strong effort to establish cordial working relationships with the bishop of the diocese in which the club is domiciled. Each Serra Club is encouraged to work with other Catholic organizations on vocation projects.

## **6.3 REPORTING STRUCTURE FOR GOVERNORS**

BOARD MEETING  
02 JULY 1996

Line of Authority: Serra International Board - Serra Councils - Governors - Club. Each Serra Council is to determine its relationship with its district governors. Where no council exists, the district governors report to an international trustee or deputy trustee appointed by the Serra International Board.

# **7 SERRA COUNCILS**

## **7.1 GUIDELINES FOR NATIONAL OR REGIONAL COUNCILS**

BOARD MEETING  
17-18 JUNE 1978  
Last Update: 02 DECEMBER 1998

National or regional councils are authorized by the International Board to work within the boundaries of a particular country or region for the purpose of representing the Serra Movement and the clubs at the national or regional level, and for ensuring that extension work throughout the area concerned is properly planned and coordinated.

No national or regional council shall function unless its formation, constitution and operations, and any changes thereto are duly approved by the Serra International Board.

National or regional council shall be authorized to collect dues from the Serra Clubs in the nation or region for each member on the respective club roster; said dues shall only be used to defray the expenses incurred by the council in pursuance of the purposes for which the council was created.

In addition to collecting national or regional dues, the Serra Council may also be made responsible for the collection of the approved international dues from each club, and these should be sent to Serra International on a timely basis as advised by Serra International. Such Serra Councils will be responsible for ensuring that all Serra Clubs under their jurisdiction pay their respective international dues.

## **7.2 SERRA COUNCILS AND BISHOPS CONFERENCES**

BOARD MEETING  
17-18 JUNE 1978  
Last Update: 02 DECEMBER 1998

Serra International's Board and each Serra Council should endeavor to establish active working relationships with National Bishops' Conferences, etc.

## **7.3 VOCATION COMMITTEE**

BOARD MEETING  
FEBRUARY 1996  
Last Update: 02 DECEMBER 1998

The vocation committee in each Serra Council, or the International Trustee where no council is operative, should biennially evaluate the content and effectiveness of the various vocation programs sponsored and supported by SERRA. Observations and recommendations relating to such programs should be transmitted to Serra International's Vocation Committee, which committee, when appropriate, will share with Serra Clubs worldwide information relating to Serra's more successful vocation activities.

## **8 SERRA COUNCILS**

### **8.1 COMMUNICATION POLICY**

BOARD MEETING  
JUNE 1998

Vice presidents of the councils (vocations, programs, membership and communications) are to communicate with their corresponding council vice presidents where these offices exist. They may write in their native tongue. Translation is the responsibility of the recipients. Every communication is to be copied to the respective international vice presidents.

The purpose of these communications is twofold:

1. Establish a relationship and appreciation for each other in the spirit of cooperation with Serra International.
2. Share information with one another with respect to activities and programs so that each council may benefit from each other.

Communications between council presidents is to be copied to the Serra International president, who is responsible for all councils.

Each international vice president will chair a meeting of their corresponding council vice presidents at the International Convention. The international president will chair a meeting of the council presidents at the International Convention.

### **8.2 CONTROL OF EXPENDITURES BY SERRA COUNCILS**

BOARD MEETING  
10 OCTOBER 2003

Serra Councils shall not have expenditures in excess of revenues in any fiscal year.

## **8.3 REMITTANCE OF INTERNATIONAL DUES COLLECTED BY SERRA COUNCILS**

BOARD MEETING  
10 OCTOBER 2003

Serra Councils shall remit international dues to Serra International as they become due, pursuant to the Bylaws of Serra International.

If a Serra Council experiences a shortfall in cash flow and is unable to remit to Serra International all of the international dues it has collected, then the Treasurer of that Serra Council shall request in writing from the Treasurer of Serra International an accommodation from Serra International to delay payment of international dues for not more than thirty (30) days after which time the outstanding past international dues shall be paid to Serra International; and any request for an extension beyond thirty (30) days shall require the written approval of the Treasurer of Serra International.

## **9 SERRA INTERNATIONAL OFFICE AND STAFF**

### **9.1 APPROVAL OF CLUB BYLAWS**

BOARD MEETING  
7-8 OCTOBER 1955  
Last Update: 02 DECEMBER 1998

The Executive Director shall be authorized to approve proposed local club bylaws from Serra Clubs in formation and proposed changes from Serra Clubs already chartered, provided said proposed club bylaws or bylaw changes conform to International requirements. In the event there are deviations from International requirements, said proposed club bylaws or proposed changes must be referred to the Constitution and Bylaws Committee for necessary clarification or correspondence.

### **9.2 SIGNING OF CHECKS**

BOARD MEETING  
10 JULY 1954  
Last Update: 02 DECEMBER 1998

The signatory on the Serra International accounts shall be the Executive Director of Serra International. Alternative signatories are the International President and the International Treasurer.

### **9.3 SIGNING OF CHECKS MORE THAN \$5,000.00**

BOARD MEETING  
07 JULY 1995  
Last Update: 02 DECEMBER 1998

The Executive Director of Serra International shall be the proper party to sign on Serra International up to \$5,000.00. All checks in excess of \$5,000.00 require two signatures, being any two of the following three persons:

- A) The Executive Director
- B) The President
- C) The Treasurer

## **9.4 CONTROVERSIAL OR POLITICAL ACTIVITY**

BOARD MEETING  
16-18 FEBRUARY 1961  
Last Update: 02 DECEMBER 1998

No branch of Serra International, including the International Board, the District, or any Serra Club, shall take a stand or engage in any political activity.

## **9.5 DESIGNATION OF SERRA OFFICES**

BOARD MEETING  
23-26 FEBRUARY 1990  
Last Update: 02 DECEMBER 1998

Any Existing Serra office or future regional or national Serra office shall be designated as an "office of Serra International - Country/Region."

## **9.6 LISTING OF INTERNATIONAL VICE PRESIDENTS AND TRUSTEES ON THE SERRA INTERNATIONAL LETTERHEAD**

BOARD MEETING  
09-11 FEBRUARY 1967  
Last Update: 02 DECEMBER 1998

After the President's listing on the Serra letterhead, the Vice Presidents shall be listed in alphabetical order. The Trustees shall also be listed in alphabetical order to eliminate any suggestion of rank.

## **9.7 MAILING LISTS**

BOARD MEETING  
21-22 FEBRUARY 1958  
Last Update: FEBRUARY 1995

The mailing list of Serra International shall be used only for appropriate Serra purposes. There shall be no commercial use of the mailing list.

## **9.8 MODIFIED ACCRUAL SYSTEM OF ACCOUNTING**

BOARD MEETING  
19-21 NOVEMBER 1976  
Last Update: 02 DECEMBER 1998

Serra International shall maintain its accounting on a total accrual system.

## **9.9 NAME FOR SERRA USE ONLY**

BOARD MEETING  
13-14 NOVEMBER 1959  
Last Update: 02 DECEMBER 1998

The name and trademark of Serra International shall be held for the use of Serra International and chartered Serra Clubs or approved Serra Councils only.



## **9.10 AUTHORIZATION FOR USE OF NAME AND SEAL**

BOARD MEETING  
13-14 NOVEMBER 1959  
Last Update: 02 DECEMBER 1998

In protection of the trademark and copyright of Serra International, the phrase "Serra Club in formation" may be used, but the seal shall not be attached, for any clubs in formation.

## **9.11 REVISED POLICY ON OFFICIAL MAILINGS**

BOARD MEETING  
06-08 NOVEMBER 1969  
Last Update: 02 DECEMBER 1998

All official mailings from the Serra International Office shall be sent to the office of the appropriate Serra Council, International Trustee or Deputy International Trustee with instructions that these are forwarded promptly to the club concerned. It is the responsibility of the Councils, International Trustee or Deputy International Trustee to promptly advise the Serra International Office of any address changes.

## **9.12 TRAVEL EXPENSES OF SPOUSE**

BOARD MEETING  
31 JULY 1988  
Last Update: 02 DECEMBER 1998

The travel expenses of the spouse of the Executive Director or other staff shall not be paid by Serra International.

## **9.13 THE SERRAN EDITORIAL POLICY**

BOARD MEETING  
25-27 FEBRUARY 1991  
Last Update: 02 DECEMBER 1998

*THE SERRAN*, as the official magazine of Serra International, takes its editorial policy from the objectives of its publisher: to foster and promote vocations to the ministerial priesthood of the Catholic Church as a particular vocation to service and to develop appreciation of the ministerial priesthood and of all religious vocations in the Catholic Church, and to further Catholicism by encouraging its members, in fellowship, through education, to fulfill their Christian vocations to service. Articles in *THE SERRAN* attempt to help Serrans achieve those objectives. *THE SERRAN* also serves as a forum for the opinions of Serrans throughout the world and those opinions do not necessarily reflect the policies of the Serra International Board.

## **9.14 REAFFIRMATION REGARDING ADVERTISING IN THE SERRAN MAGAZINE**

BOARD MEETING  
09-11 FEBRUARY 1967  
Last Update: 02 DECEMBER 1998

The Board reaffirmed the policy which allows no advertising in the official publication, *THE SERRAN*.

## **9.15 RESTRICTIONS ON THE AUTHORITY OF THE EXECUTIVE DIRECTOR:**

BOARD MEETING  
10-12 JANUARY 2014

(a) Article IV Section 6 of Serra International (“SI”) states that the mandate of the Executive Director (“ED”) of is to “carry out the policies established by the board of trustees”, and also to “manage the executive office staff of SI”.

(b) The purpose of this policy is to place limits on the management authority of the ED of SI so that day-to-day management decisions of the ED that require the prior written authority of the Board of Trustees are clearly documented and understood.

(c) **Matters Requiring Special Consent from Board of Trustees.** No obligation of Serra International will be entered into, and no decision will be made, or any action taken, by the ED of Serra International except with the prior approval of the Board, with respect to any of the following:

- (i) any delegation of any power, right or duty of the ED;
- (ii) the creation of any subsidiary of Serra International;
- (iii) the purchase of any investments other than bank deposit instruments with Serra International’s current bankers;
- (iv) the taking of any legal proceedings whatsoever;
- (v) the sale, lease or other disposition of any of Serra International’s assets in any one transaction or series of related transactions not in the ordinary course of its business, or the granting of an option or other right in respect of such a sale, lease or disposition;
- (vi) the creation or assumption of any indebtedness of Serra International except for normal trade accounts payable incurred in the ordinary course of business;
- (vii) the creation or assumption of any lien, pledge, charge or other encumbrance on or the creation of any security interest in any of the assets of Serra International except for those incurred in the ordinary course of Serra International’s business;
- (viii) the creation or grant of any loan or guarantee or other form of indebtedness by Serra International to any person or corporate entity;
- (ix) any material change in the normal business operations of Serra International;
- (x) the making of agreements or entering into contracts with any person or corporate entity, or the incurring of any expenditures not in the ordinary course of business including equipment leases, or if made in the ordinary course of business the aggregate amounts payable by Serra International thereunder exceeds \$20,000;
- (xi) approval of annual plans for capital expenditures and any variations thereof;
- (xii) the acquisition of all or substantially all of the assets of any other company or business entity, or the entering into of any amalgamation, merger, partnership, joint venture or other combination with any other company or business entity, by Serra International;
- (xiii) the payment or declaration of any bonuses, retirement allowances or other such distributions to any officer or employee of Serra International; and,
- (xiv) any change of Serra International’s accountant or banker or lawyer or insurance provider.

## 9.16 DOCUMENT RETENTION

BOARD MEETING

10-12 January 2014

1. The board in order to maintain a proper record of the organization's activities, practices, financial records and legal responsibilities, hereby establishes a policy to maintain designated documents for specified periods of time.
2. The executive director shall determine where to keep these records and shall maintain the record of each document for the specified time.
3. These documents as well as their respective retention times may be modified by a majority vote of the board at any regular or special meeting or by a vote by email.
4. At the end of each fiscal year, the executive director will examine the list and, if necessary, will recommend any changes to the board that are deemed to be necessary or appropriate. The executive director may solicit advice and recommendations from our auditor, our accountant, our lawyer, or any other person who is able to give valuable input.
5. This policy shall continue in effect until and unless it is specifically modified or changed by the board.
6. The board has designated the following records to be included initially in this policy with a retention period for each of these documents:

## Document Retention Schedule

	Retention Period		Retention Period
Accident reports/claims (settled cases) .....	7 years	Minute books of directors, stockholders, bylaws, and charter .....	Permanently
Accounts payable ledgers and schedules .....	7 years	Notes receivable ledgers and schedules .....	7 years
Accounts receivable ledgers and schedules .....	7 years	Option records (expired) .....	7 years
Audit reports .....	Permanently	Patents and related papers .....	Permanently
Bank reconciliations .....	2 years	Payroll records and summaries .....	7 years
Bank statements .....	3 years	Personnel files (terminated) .....	7 years
Capital stock and bond records: ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc. ....	Permanently	Petty cash vouchers .....	3 years
Cash books .....	Permanently	Physical inventory tags .....	3 years
Charts of accounts .....	Permanently	Plant cost ledgers .....	7 years
Checks (canceled - see exception below) .....	7 years	Property appraisals by outside appraisers .....	Permanently
Checks (canceled for important payments, i.e. taxes, purchases of property, special contracts, etc. checks should be filed with the papers pertaining to the underlying transaction.) .....	Permanently	Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints and plans .....	Permanently
Contracts, mortgages, notes, and leases (expired) .....	7 years	Purchase orders (except purchasing department copy) .....	1 year
(still in effect) .....	Permanently	Purchase orders (purchasing department copy) .....	7 years
Correspondence (general) .....	2 years	Receiving sheets .....	1 year
Correspondence (legal and important matters only) .....	Permanently	Retirement and pension records .....	Permanently
Correspondence (routine) with customers and/or vendors .....	2 years	Requisitions .....	1 year
Deeds, mortgages, and bills of sale .....	Permanently	Sales records .....	7 years
Depreciation schedules .....	Permanently	Scrap and salvage records (inventories, sales, etc.) .....	7 years
Duplicate deposit slips .....	2 years	Stenographers' notebooks .....	1 year
Employment applications .....	3 years	Stock and bond certificates (canceled) .....	7 years
Expense analyses/expense distribution schedules .....	7 years	Stockroom withdrawal forms .....	1 year
Financial statements (year-end, other optional) .....	Permanently	Subsidiary ledgers .....	7 years
Garnishments .....	7 years	Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of income tax	
liability.....	Permanently	Time books/cards.....	7 years
General/private ledgers, year-end trial balance	Permanently	Trademark registrations and copyrights ..	Permanently
Insurance policies (expired) .....	3 years	Training manuals .....	Permanently
Insurance records, current accident reports, claims, policies, etc .....	Permanently	Voucher register and schedules.....	7 years
Internal audit reports (longer retention periods may be desirable) .....	3 years	Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses) .....	7 years
Internal reports (miscellaneous) .....	3 years	Withholding tax statements .....	7 years
Inventories of products, materials, and supplies .....	7 years		
Invoices (to customers, from vendors) .....	7 years		
Journals .....	Permanently		
Magnetic tape and tab cards .....	1 year		

## 9.17 WHISTLE BLOWERS

BOARD MEETING

10-12 January 2014

There may come a time when an employee of Serra International sincerely and reasonably believes that some approach, practice, specific action carried out by another employee, an officer, the board itself, any committee chair or member violates the law in some manner, or that a specific bylaw or constitutional provision, or policy of Serra International is in fact a violation of the law. This employee may file a written protest or complaint with the President of the Board of Trustees of Serra International. This complaint must be filed with all supporting and pertinent information relative to the complaint.

If for some reason the President is unable to receive the complaint then the complaint should be filed with the President Elect of Serra International. The employee is only protected if he or she follows the directive above in filing the complaint. The President or a committee or designated person appointed by the President must be given the opportunity to study the situation and make any necessary changes or recommendations to the board of trustees within a reasonable period of time as defined by the board. Under no circumstances will the Serra International board, officers or staff or others named in this policy retaliate against this employee who has filed the complaint assuming that this person has indeed acted on a reasonable belief that the disputed action or item was in violation of any law or public policy.

Serra International will not act against or retaliate against any employee who actually makes public or threatens to make public to the Executive Director or President any unlawful activity relative to a law, a legal statute, regulation or provision or any violations of public policy in the areas of health, safety, welfare, homeland security, environmental protection or other related important public policy considerations carried out by those mentioned in paragraph one

## 9.18 CONFLICT OF INTEREST

BOARD MEETING

10-12 January 2014

### **Article I: Purpose**

The purpose of the conflict of interest policy is to protect Serra International's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, staff member, trustee or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to non-profit and charitable organizations.

### **Article II: Definitions**

#### 1. Interested Person

Any director, principal officer, staff member, trustee or member of a committee with governing Board delegated powers, who has a direct or indirect financial interest as defined below, is an interested person.

#### 2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: a) An ownership, or investment interest in any entity with which the organization has a transaction or arrangement, b) a comprehensive arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement, or c) a potential ownership investment interest, or compensation arrangement with,

any entity or individual with which the organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict only if the appropriate governing Board or committee decides that such a conflict of interest does in fact exist.

### **Article III: Procedures**

#### **1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors, members of committees with governing delegated powers and other involved parties of the organization which are considering the proposed transaction or arrangement.

#### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person(s), that person shall leave the SI Board of Trustees meeting or their designated committee meeting while the determination of a conflict of interest is discussed and/or voted upon. The remaining Board or committee members shall decide if a conflict exists. If that person is a member of the Board or committee, he or she will not be allowed to vote in any circumstances on this action.

#### **3. Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the SI Board or their designated committee meeting, but after the presentation, that person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the SI Board or their designated committee shall, if appropriate, appoint a disinterested person or task force to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the SI Board or its designated committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to the proposed conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the SI Board or their designated committee shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in the organization's best interest, for its own benefit, and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

#### **4. Violations of the Conflict of Interest Policy**

- a. If the SI Board or their designated committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the SI Board or their designated committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Article IV: Records of Proceedings**

The minutes of the organization and all committees with Board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the SI Board's or designated committee's decision as to whether a conflict on interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Article V: Compensation**

- a. A voting member of the SI Board who receives compensation, directly, or indirectly, from Serra International for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the SI Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### **Article VI: Annual Statements**

Each director, trustee, principal officer, staff member, and member of a committee with governing Board designated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflict of interest policy
- b. Has read and understands the policy
- c. Has agreed to comply with the policy, and
- d. Understands the organization is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### **Article VII: Periodic Reviews**

To ensure the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arms.

- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in increment, impermissible private benefit or in an excess benefit transaction.
- c. Whether outside advisers are used or not in conducting these periodic reviews, it shall be understood that it is up to the organization to make this decision and it shall be clearly understood that their use does not relieve the organization of its responsibility for ensuring periodic reviews are conducted.

## **9.19 COLLECTION OF SERRA INTERNATIONAL DUES**

BOARD MEETING  
10-12 January 2014

A full-time employee shall be responsible for invoicing and collecting dues, and maintain the financial records current.

Monthly statements shall be sent to all outstanding accounts receivable.

### **Accounts >90 days:**

That Serra International shall notify the respective District Governor of all Serra Club accounts outstanding over 90 days in his/her District.

### **Accounts >180 days:**

Serra International shall notify the District Governor and the Serra Council, as applicable, of all Serra Club accounts outstanding over 180 days.

### **Accounts >270 days:**

Serra International shall notify Serra Clubs having dues in arrears over 270 days with a Notice of Pending Suspension because of non-payment of Serra International dues.

Additionally, Serra International shall notify the District Governor and the Serra Council, as applicable, of all Notices of Pending Suspension that have been issued by Serra International for their respective Districts, because of non-payment of Serra International dues.

### **Accounts >365 days:**

Serra International shall send a Notice of Suspension to all Serra Clubs with accounts receivable outstanding over 365 days, with copies to the District Governor and the Serra Council as applicable, in accordance with Article VII Section 13 of Bylaws of Serra International.

### **Accounts owing by Councils:**

Serra International shall issue a Notice of Pending Suspension of the approval of the Serra Council's status to any Serra Council that has Serra International dues outstanding for more than 1 year.

All Serra Councils shall be required to provide an annual detailed listing of all Serra Clubs in their jurisdiction, including the name of the Club, location, and contact information for all Club Officers and the Members of each Serra Club.



## **10 ADDITIONAL POLICIES**

### **10.1 DISCLAIMER**

BOARD MEETING  
07-08 JULY 1987  
Last Update: 02 DECEMBER 1998

While Serra International encourages open discussion and expression of ideas by its members, it is understood that the positions taken by individuals do not necessarily represent those of Serra International.

### **10.2 SERRA AWARDS PROGRAM**

The following guidelines regarding the Serra Awards Program were approved:

#### **THE FATHER JUNIPERO SERRA AWARD**

- 1) For the club or district that initiated the most innovative new program (either internal or external) during the past year.
- 2) For the club or district that initiated the most innovative new application of an old program (either internal or external) during the past year.

#### **THE HARRY J. O'HAIRE AWARD**

- 1) To be presented to Harry J. O'Haire at the 1976 Annual International Convention in Chicago (coinciding with his retirement) for the exemplary dedication and example he or she has consistently demonstrated for the Serra movement.
- 2) Establishment of a subsequent program to present the award annual to the Serran who has demonstrated similar dedication.

### **10.3 SERRA NEWSLETTER AWARD**

BOARD MEETING  
26-27 JUNE 1984  
Last Update: 02 DECEMBER 1998

The Board established the Serra Newsletter award, which shall be presented to the best Serra newsletter annually.

### **10.4 TRAVEL ON BEHALF OF SERRA INTERNATIONAL**

BOARD MEETING  
12-13 JUNE 1990  
Last Update: 02 DECEMBER 1998

As a volunteer organization, Serra International depends on the non-compensated travel of Serrans from the level of International officers to grass-roots members to further its purposes and to continue its growth.

## **10.5 ENVOY TO THE HOLY SEE**

BOARD MEETING  
23 JUNE 1962  
Last Update: 12 MARCH 2010

The International Board shall appoint a representative to the Holy See and that representative shall be known as “Serra’s Envoy to the Holy See” and the appointment shall be for a three-year term.

The Board has also approved the following protocol for all Serrans who wish to visit a Sacred Congregation or other entity of The Vatican. All such visits on behalf of Serra International have to be properly coordinated through Serra’s Envoy to the Holy See. No one has the right to represent himself or herself as a member of, or a representative of, Serra International without proper credentials and introduction.

## **10.6 LISTING IN THE U.S.A. OFFICIAL CATHOLIC DIRECTORY**

BOARD MEETING  
13-15 FEBRUARY 1990  
Last Update: 02 DECEMBER 1998

Serra International will cause itself to be listed in the U.S.A. Catholic Directory.

## **10.7 ATTENDANCE OF SPOUSES OF SERRANS AT DISTRICT AND INTERNATIONAL MEETINGS**

BOARD MEETING  
12-13 JUNE 1990  
Last Update: 02 DECEMBER 1998

Recognizing that spouses of Serrans from the beginning of Serra in 1935 have been an essential element in Serra operations, requiring their active participation in programs, meetings and activities for their successful accomplishment, and fully realizing that spouses may, by their own choice, choose not to be dues paying members of Serra International, nevertheless it continues to be a major policy of Serra that spouses' presence at meetings as well as all other Serra activities is essential to the mission of Serra.

## **10.8 SERRA CLUB AND SERRA COUNCIL WEB SITES**

BOARD MEETING  
23 JANUARY 2005

All Serra Web sites shall be hosted on Serra International's Web server. Serra International shall host all Serra Council and Serra Club Web sites free of charge, and provide secure access for Serra Council and Serra Club webmasters to their respective sites.

## **10.9 WEB SITE USAGE AGREEMENT**

BOARD MEETING  
13 MARCH 2010

### **PARTIES**

The parties to this agreement (hereafter, “Agreement”) are a Serran, Serra Club, Serra District, Serra Council, or Visitor (hereafter, “Users”) and Serra International (hereafter, “Serra”).

### **TERMS OF SERVICE**

Serra owns the Web site [www.serra.org](http://www.serra.org) (hereafter, “Site”) which is comprised of various Web pages and micro-sites. The Site is offered to Users conditional upon acceptance without modification of the terms,

conditions, and notices contained in this Agreement. Use of the Site by Users constitutes agreement by Users to all such terms, conditions, and notices.

### **MODIFICATION OF THESE TERMS OF USE**

Serra reserves the right to change the terms, conditions, and notices under which the Site and micro-sites are offered. To fit the immediate verbal context or the more remote total context, particular words or punctuation may be disregarded or supplied, clerical or grammatical errors may be corrected, and singular may be treated as plural or plural as singular.

### **LINKS TO THIRD PARTY SITES**

The Site may contain links to other Web sites ("Linked sites"). The Linked sites are not under the control of Serra and Serra is not responsible for the contents of any Linked site, including without limitation any link contained in a Linked site, or any changes or updates to a Linked site. Serra is not responsible for Web-casting or any other form of transmission received from any Linked site. Serra is providing these links to Linked sites to Users only as a convenience, and the inclusion of any link does not imply endorsement by Serra of the sites or any association with its operators.

### **NO UNLAWFUL OR PROHIBITED USE**

Users warrant to Serra, as a condition of their use of the Site, that they will not use the Site for any purpose that is either unlawful or prohibited by these terms, conditions, and/or notices. Users shall not use the Site in any manner which could possibly damage, disable, overload, or otherwise interfere with the use or enjoyment of the Site by any other party. Users shall neither obtain nor attempt to obtain any material or information through any means not specifically provided by the Site.

### **USE OF THE COMMUNICATION SERVICES**

The Site may contain communication services such as bulletin board services, chat areas, news groups, forums, communities, personal web pages, calendars, and/or other message or communication facilities that are designed to enable Users to communicate with other users or groups (hereafter, "Communication Services"). Users agree to use the Communication Services only to post, or send messages and material that are appropriate and applicable to the Communication Services.

By way of example, but not limited to these examples, Users warrant to Serra that:

- Users shall not, when using the Communication Services, defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity of others) or publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, infringing, obscene, indecent or unlawful topic, name, material or information.
- Users shall not upload files that contain software or other material protected by intellectual property laws (or by rights of privacy or publicity) unless Users own or control the rights thereto or have received all necessary consents.
- Users shall not upload files that contain viruses, corrupted files, or any other similar software or programs that could possible damage the operation of the computer of any other party.
- Users shall not advertise or offer to sell or buy any goods or services for any business purpose, unless such Communication Services specifically allow such messages.
- Users shall not conduct or forward surveys, contests, pyramid schemes or chain letters.
- Users shall not download any file posted by another user of the Communication Services that Users know, or reasonably should know, cannot be legally downloaded.
- Users shall not falsify or delete any author attribution, legal or other proper notices or proprietary designation or label of the origin or source of software or other material contained in a file that Users upload.

- Users shall not restrict or inhibit the use or enjoyment of the Communication Services by another user.
- Users shall not violate any code of conduct or other guidelines that may be applicable for any particular Communication Services.
- Users shall not gather or otherwise collect information about other parties, including e-mail addresses, without their consent.
- Users shall not violate any applicable laws or regulations.
- Users agree and understand that Serra is not obliged to monitor the Communication Services. Users further agree that Serra may reserve the right to review materials posted to the Communication Services and to remove, at its sole discretion, any materials or information without notice for any reason whatsoever. Users further agree that Serra may reserve the right to terminate the access of Users to any or all of the Communication Services at any time without notice for any reason whatsoever.
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Web Site Usage Agreement Revised 18 February 2009



**USA Council**

**Policy Manual**

**Supplements Serra International Policies in the  
United States**

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## **1.1 COUNCIL ROLE AND RESPONSIBILITY**

### **1.1.1 Preface**

The United States and Canada Serra Clubs petitioned the Serra International Board to become a Council and on March 3, 1994 the Council, called USACC, was approved. The Constitution and Bylaws were developed and submitted to the Serra International Board and were approved on March 3, 1994. In July 2000 the Board of Serra International approved the formation of a separate Canadian Council. The USA Council became the seventh Council formed.

### **1.1.2 Council Role**

The role of the Council is defined in Article IX (Serra Councils) of the Serra International Bylaws and in Article II (Objects and Purposes) of the Constitution of the USA Council.

### **1.1.3 Council Governance**

At the 1996 Minneapolis International Convention, the Serra International Board approved the policy of placing the local clubs and District Governors under the governance of the Councils.

### **1.1.4 Council Performance Assessment System**

The Council's Governance mission is to assist local Serra Club to be the "lay vocation arm of the Church in the United States."\* This governance requires effective leadership, teamwork and knowledge of what is going on in the regions, districts and clubs.

Position Descriptions have been developed and approved by the Council for all Council Officers, Regional Coordinators, Regional Directors, District Governors, local club officers and trustees. These Position Descriptions explain and clarify each officer's primary duties and responsibilities.

All organizations, public and private, profit or nonprofit, must periodically determine "how and if the job is being done" at all levels. Such assessment can identify strengths, areas needing assistance, and need for additional resources. Assessment guidelines will be developed for all positions.

#### **1.1.4.1 Long Range Planning Review and Assessment of the National Strategic Plan**

The USA Council Bylaws, Article VI, Section 9, requires that the Long Range Planning Committee study, formulate plans and make recommendations to the board for long range direction, development, structure, composition and activity of the USA Council and of the United States Serra Clubs. The LRPC will review and assess the approved goals and objectives of the Standing Committees which are designed to supplement, enhance and support the National Council's Strategic Plan.

#### **1.1.4.2 USA Council Planning Sequence**

The LRPC will review and assess the Council's annual plan which incorporates the approved and modified goals and objectives of the Council's Committees which are submitted each February.

Committee goals and objectives will be defined by the following categories:

1. Sustaining/Maintaining: items ongoing each year
2. Short Term: items to be completed in one to three years
3. Long Term: items requiring more that three years to complete

This assessment is to be provided prior to the Spring Incoming Executive Committee planning meeting.

#### **1.1.5 Leadership Development**

The National Council has identified seven levels of leadership in the Serra movement in the United States for which the Council has leadership training and development responsibilities.

Council Board and Regional Coordinators  
Council Executive Committee  
National Standing Committee Chairmen  
Regional Directors and Deputies  
District Officers  
Local Club Officers and Boards  
Chicago USAC Staff

Training of each group of leadership shall be provided annually to develop skills and motivation for the improvement of Serra at every level of leadership.

#### **1.1.6 Development of Chicago USAC Staff**

The Council shall be responsible for providing funds and time for the development and training of all staff personnel. The Executive Director shall devise and develop a two year training program for each member of the Staff which shall be approved by the President and President Elect.

### **1.1.7 Funding Leadership Development**

It shall be the duty of the National Council to provide funds, within its overall ability and resources, to train and develop these seven levels of Serran Leadership. The Leadership Development Committee shall annually assess the provision of such training and development and submit a written report to the Outgoing President and President Elect in early Spring of each year during the budget planning process.

### **1.1.8 Development of District Governors and District Governors Elect**

These officers are expected to attend annually one of the Council's February Planning Conferences and a Seminar, if one is held in June or in conjunction with the annual Serra International Convention. In these sessions District Governors and District Governors Elect are to be assisted and trained to provide training and development to the local club officers and Boards within their District.

### **1.1.9 Development of Local Officers and Board Members**

The National Council is responsible for developing and offering manuals, material and programs that assist in the Leadership development of these officers and Board Members. District Governors and District Governors Elect provide Incoming Presidents Conference and Spring Leadership Planning Conference.

## **1.2 BOARD EXPENSES**

### **1.2.1 Council President**

The President will receive reimbursement for annual expenses not to exceed the amount approved in the annual USA Council budget. Written requests for reimbursement will include:

- a. Activity purpose, location, travel mode
- b. Paid receipts
- c. Brief summary and results of activity

### **1.2.2 Board and Committee Expenses**

Members of the USA Council Board and committees shall pay their own meal costs at their various meetings.

### **1.2.3 Remuneration for Board Members**

No officer or Board member shall receive a salary from USA Council for serving in the Serra Organization.

### **1.2.4 Reimbursement of Travel to Board Meetings**

Board travel expenses shall not ordinarily be reimbursed; however, under certain conditions the Council Board may authorize reimbursement for the travel expenses of specific Board members attending meetings of the Board or the Executive Committee. Reimbursement will not include hotel or food expenses and will be based on the lowest coach air fares available and availability of funds in the annual budget. Expenses for spouses or other family members will not be reimbursed. In exceptional circumstances, at the request from members concerned, the Council President together with the Council Treasurer and the Council Executive Director may consider reimbursement, including hotel expenses.

This policy should be reviewed by the Board every two years.

Travel expenses for participating Board Members at the time of Serra International Conventions will not be reimbursed.

### **1.2.5 Reimbursement of Episcopal Advisor**

The Council Episcopal Advisor will receive reimbursement for travel expenses to Council meetings not to exceed the amount approved in the annual USA Council budget.

## **1.3 BOARD AND EXECUTIVE COMMITTEE MEETINGS**

### **1.3.1 Closed Session Board Meetings**

The Board shall not meet in closed session, except under special circumstances and upon special direction by the President.

### **1.3.2 Hospitality During Board Meetings**

Any Board member in whose community the Board shall meet shall use his or her own best judgment as to what, if any, hospitality he or she shall wish to extend.

### **1.3.3 Meeting Agenda - Executive, Finance and Council Board**

Agenda items of the Executive and Finance Committees and Council Board meetings shall be submitted to committee and Board members in advance of the meetings.

### **1.3.4 Executive Committee Meeting Minutes**

The minutes of the Executive Committee meetings shall be promptly shared with all members of the Council Board.

### **1.3.5 Episcopal Advisor**

The Council Episcopal Advisor shall be invited to all Council meetings. The minutes of the Council Board Meetings shall be sent to the Council Episcopal Advisor.

### **1.3.6 Board Meetings**

The USA Council will hold two Super Weekend meetings annually, with the timing and location at the discretion of the Board.

## **1.4 BOARD POLICY AND PROCEDURES**

### **1.4.1 Policy Development and Maintenance**

1. The Council Board is responsible for developing and approving all policies. Duly formed Council Committees will establish internal policies and procedures as long as these are in harmony with Council Bylaws, Policies and Procedures.
2. All Council Committees will submit a multi-year plan that outlines the Committees goals and objectives for immediate, intermediate and long range programs and activities based on the goals and objectives of the Council. These plans will be reviewed by the officer in charge of the committee and submitted to the Executive Committee for approval.

#### **1.4.1.1 Governance Role of Council Executive Committee**

The role and responsibilities of the Executive Committee are outlined in Article I, Section 8 and Article VI, Section 2 of the Council Bylaws. This committee shall have all the powers of the Board when the Board is not in session, except for the three bylaw exclusions. The President



shall be responsible for this Committee. Committee meeting procedures are outlined in Article 1, Section 8

1. The Executive Committee shall review and recommend board approval for changes needed to current Council policies, Bylaws and Constitution. This Committee may also adopt interim policies to effectively achieve needed governance. These interim policies will be submitted to the board for final concurrence and/or approval.
2. The Executive Committee shall approve procedural matters and activities found necessary for Council operation and governance. These procedures will be submitted to the board for concurrence at its usual Board meeting.
3. Every effort must be made to have the Executive Committee informed of each matter or item to be submitted for Board consideration and/or action. The Executive Committee should function in a Management Team environment because each officer is responsible for leadership, oversight, communication and assessment of a number of National Committees.
4. The Executive Committee should be in full agreement on its recommendations to the Board. If the Executive Committee is unable to resolve its position on a specific item to be presented to the Board, then it is questionable that the total Board will be able to reach an informed decision.
5. Procedural guidelines should be provided to the Standing Committee chairmen to ensure the Executive Committee is aware in advance of specific proposals or recommendations to be brought to the Board by various committees. All proposals and recommendations brought to the Executive Committee by the Standing Committees must include rationale for the proposal. When changes are proposed to existing national policy, the proposal or recommendation will provide a rationale for change and list any reference in the Constitution, By Laws or existing policy that supports the change.
6. The Officer in Charge will concur with the proposal before it is sent to the Executive Committee for consideration and approval.
7. The Executive committee may take the following steps on matters proposed to it for action or submission to the board:
  - a. Deny or disapprove with later concurrence by board
  - b. Return to appropriate Committee or staff person for further study or specific recommendation.
  - c. Table for future Executive Committee consideration
  - d. Submit to Board for approval and/or concurrence.
8. The Board may identify policies and procedures that should be reviewed, or processed by a committee or staff person, and sent to the Executive Committee for appropriate action and possible submission to the Board for future consideration.
9. The Executive Committee shall recommend matters or proposals to appropriate Committees and staff for timely review, study and recommendations for Executive Committee consideration and future Board action.
10. The Executive Committee provides the President a "sounding board" for suggested projects and activities. The counsel provided by this Committee can preclude or prevent untimely efforts and assignments by committees, individuals, and staff necessary for Council operation and governance. These procedures will be submitted committees.

### **1.4.1.2 Governance Role of Council Officers**

Each of the officers is assigned responsibility for the National Standing Committees and the national policy is to have Committee Chairs in charge of each committee. This collaborative role between the Officer and Chairs requires proper communication, delegation and guidance.

### **1.4.2 Spending Limitation on the Executive Committee**

The Council Board will enforce spending and commitment authorities set by the Finance Committee that

1. Set the limits on authorizing a present or future expenditure of Council cash funds;
2. Obligate the Council to make payments for future favors, rentals, leases, materials, services or employments;
3. Are at the levels approved by the Council Board

The Council Board, Executive Committee, President, Vice Presidents, Treasurer and Executive Director are assigned specific commitment levels.

The Executive Committee shall be limited to no more than \$10,000 on any major expenditure.

### **1.4.3 Past Officers**

The Council Board discourages the establishment of formal organizations of Past Council Presidents, Past District Governors, and Past Council Officers. Past District Governors are encouraged to become part of District Councils. The Council Board will not give formal recognition to such groups.

### **1.4.4 Approval of Club Bylaws**

The Secretary of the USA Council shall be authorized to approve proposed local club bylaws from Serra Clubs in formation and proposed changes from Serra Clubs already chartered, provided said proposed club bylaws or by law changes conform to International requirements. In the event there are deviations from International requirements, said proposed club bylaws or proposed changes must be referred to the Constitution and Bylaws Committee for necessary clarification or correspondence.

#### **1.4.4.1 Procedure for the Review of Club Bylaws Changes**

On a rotational method, among By Law Committee members, the Staff of the Council will submit to the Bylaws Committee new or revised Club Bylaws requiring review and approval.

The individual reviews and recommendations will be returned to the USAC office within 30 days of mailing. Staff will prepare a summary of the review items to the chairman and committee members. The Chairman will then arrange for a conference call of the committee members to clarify and/or approve.

The Club will then be advised of the Bylaw Committee action. The Chairman will then send a recommended copy of the USAC approved Club Bylaws to Serra International for their approval.

#### **1.4.5 Audit Committee**

There shall be an Audit Committee consisting of five Serrans appointed by the president and confirmed by the Board of the USA Council for staggered three year terms. The initial appointment shall be for shorter terms to create the desired staggered terms of office.

The Committee shall meet at least two times during the 12 month period beginning with the Annual Meeting of the Members. The Committee shall review and report to the Board on the appropriateness of the Corporation's accounting policies and procedures; review the scope of the audit to be conducted by independent certified public accountants; meet with management and independent certified public accountants team to review the annual audit and any discrepancies or improprieties discovered in the audit; review recent and prospective change in accounting principles; review the adequacy of internal controls, the reliability of financial reports, and information systems; report to the Board all important changes in the Corporation's procedures or accounting practices affecting financial results, instances of fraud, abuse, conflict of interest, and defects in the system of records or controls; counsel the chief executive officer in the selection of the independent certified public accountants.

#### **1.4.6 Controversial or Political Activity**

No Council Organization or Serran may issue, or cause to be issued, positions, statements or activities not in harmony with the local Bishop and Catholic Church. Nor will any Region, District, or Serra Club take a stand or engage in any political activity.

#### **1.4.7 Listing of USA Council Vice Presidents and Board Member on the USA Council Letterhead**

After the President's listing on the Serra letterhead, the Vice Presidents shall be listed in alphabetical order by position. The Regional Directors shall also be listed in Region order to eliminate any suggestion of rank.

#### **1.4.8 Mailing Lists**

The mailing list of the USA Council shall be used only for appropriate Serran purposes. There shall be no commercial use of the mailing list.

The Council Chicago Staff will not transfer any file of the USA Council mailing lists by electronic means.

#### **1.4.9 Name for Serra Use Only**

The name and trademark of Serra International and the USA Council shall be held for the use of Serra International, the USA Council and chartered Serra Clubs only.

#### **1.4.10 Authorization for use of Name and Seal**

In protection of the trademark and copyright of Serra International, the phrase "Serra Club in Formation" may be used, but the seal shall not be attached for any clubs in formation.

#### **1.4.11 Assistant Secretary**

For purposes of executing governmental and legal documents, the Executive Director of the USA Council will serve as Assistant Secretary. Copies of any such documents signed by the Executive Director will be forwarded to the Secretary of the Council for his or her review.

#### **1.4.12 Appointment and Tenure of Standing Committee Chairs**

1. Incoming Council Officers responsible for standing committees will select and recommend to the current President and President Elect, on or before April 15th, chair positions becoming vacant in June, with a nominee to fill the vacancy.
2. The current President, along with the President Elect, will confirm the selection and formally appoint the chair by April 30th for a two year term preferably staggered the Council Officer's term.
3. Chairs who have demonstrated an outstanding leadership role may be appointed for a second two year term with the approval of the incoming President Elect and Council Officer.
4. No Chair will serve more than two successive 2 year terms, unless there are highly extenuating circumstances.
5. In the event a committee chair is unable, for any reason, to complete their current term the Council Officer will:
  - a. Determine that a replacement chair is needed
  - b. Select the most qualified replacement
  - c. Advise the President who will confirm, appoint and notify the replacement to fulfill the unexpired term of the current chair.

### **1.4.13 Staggered Terms for Vice Presidents and Committee Chairs**

In order to provide continuity, it will be the policy to follow terms outlined in policy 1.4.12, so the Council Officers and Committee Chairs will be staggered.

Simultaneous changes in the assignments to the positions of Council Officers and Committee Chairs shall be avoided to provide continued productivity in committee operations. Should a Vice President move up to the position of President Elect, nominations for the position of Vice President should take into consideration the effectiveness of the Committee Chairman because the Committee Chairman provides the “bridge” to the new Council Officer.

In the event a committee chair is unable, for any reason, to complete his or her current term, the Council Officer will follow policy 1.4.12 (5), for the Benefit of USAC consistency.

### **1.4.14 Regarding Dual Service on More than One Board**

The USA Council strongly recommends that Council Board members, with the exception of the Council designees to the Serra International and Foundation Boards, serve on only one board.

### **1.4.15 Committee Internal Policies and Procedures**

Each committee, based on the committee’s long range plan, specific By Laws and national policy, will develop written policies and procedures. These policies and procedures will guide the committee chairman and its members and any internal sub-committee that might be formed.. These guides will focus on and explain how the committee will function and operate so that its members can effectively contribute to the mission of the committee and Council. The chairman will appoint a temporary chair in event of absence or health problems.

These internal policies and procedures should be in harmony with the Policy 1.4.1 and explain how committee proposals, programs, recommendations and proposed policies are to be processed and forwarded for appropriate action. Team work is an essential ingredient to this process.

The Committee’s Policies and Procedures, and any subsequent changes or additions, will be approved by the Council Officer assigned to this committee to assure they are in concert with the Council’s Policies and Procedures

#### **1.4.15.1 Collaborative Efforts with another Standing Committee**

The Committee Chairman will provide instructions for effecting timely cooperative efforts when two or more committees are involved in a special project/activity.. The officers in charge shall

concur with these joint efforts and be kept informed of the process and proposed action. Consensus between the multiple chairmen will determine the person responsible for any presentation of program or policy to be made to the Executive Committee or Board.

#### **1.4.15.2 Budget Process**

The Committee Chairman, after discussions with the Committee members and with concurrence and planning with the Council officer, will submit a proposed budget to the Council's Executive Director for the forthcoming year. The new budget request should reflect current budget expenses, projections and expenditures. The Chairman will monitor committee expenditures based on the Executive Director's periodic fiscal reports.

#### **1.4.15.3 National Staff Support Services**

The Committee Chairman, in consultation with the Council officer, should consider the expertise and availability of the Council staff to assist the Committee. Requests for staff support should be submitted timely and in writing to the Executive Director with a copy to the he officer in charge.

#### **1.4.15.4 Committee Proposals for Changes to Existing Policies or for New Policies**

When changes are proposed to existing national policy, or a proposal for a new national policy, the proposal or recommendation will provide a rationale for the change and list any references in the Council Constitution, By Laws, or existing policy that supports or requires the change. The proposal should include the benefits or clarification to be gained by the change or new policy.

The Board Officer responsible for the committee will concur with the proposal before it is sent to the Executive Committee for consideration and approval.

#### **1.4.16 Conflict of Interest Policy**

Members of the Board of the USA Council will perform their roles and responsibilities and arrange their personal and professional affairs in such a manner that 1) public confidence and trust in the USA Council are always maintained; and 2) Board members' honesty, integrity, fairness and good faith are always apparent to themselves and others.

##### **1.4.16.1 Definition of Conflict of Interest**

One of the fiduciary responsibilities of a Board member is the duty of loyalty to nonprofit organization that they serve. The duty requires that Board members disclose potential or actual

conflict-of-interest situations. These are situations where a Board member might appear to be, or is actually, taking advantage of their role as a Board member for his/her own personal gain. These situations can compromise a Board member's best judgment for the USA Council when carrying out his/her roles and responsibilities as a Board member.

#### **1.4.16.2 General Types of Situations That Pose Potential, or Actual, Conflict of Interest**

- a. Where decision-making roles and responsibilities regarding oneself, other organizations or other persons that might, or actually do, conflict or compete with those of the USA Council.
- b. Where a Board Member might appear to be, or actually is, taking advantage of their role as a Board member to make specific Board decisions, the result of which will enhance the member's personal financial situation.

#### **1.4.16.3 Disclosure of Potential or Actual, Conflict-of-Interest Situations**

All Board members are responsible for disclosing potential, or actual, conflict of interest. Disclosure will include: the type of potential, the nature of the activity or situation, description of major parties involved, potential financial interests and rewards for the Board member, any possible violations of laws and regulations and of the USA Council's plans and policies, and any other information which the Board member feels necessary in order for the Board of the USA Council to evaluate the disclosure.

#### **1.4.16.4 Commitments of Each Board Member**

- a. Annually sign the conflict of interest policy.
- b. Report any apparent or real conflict of interest.
- c. Excuse themselves from any Board deliberations and decisions that might directly or indirectly benefit their family, their personal business or themselves.
- d. Annually disclose to members the nature of their current business services or employment, and a list of organizations with which I am directly affiliated and/or have a financially vested interest.
- e. A member will not engage in a business relationship with another Board member or a staff member unless previously permitted by a majority of Board members.

#### **1.4.16.5 Guidelines to Address Potential or Actual, Conflict-of-Interest Situations**

Upon full disclosure by the Board member:

- a. Board members decide if there is a potential, or actual, conflict-of-interest situation by reaching at least a 2/3's majority vote of all Board members.
- b. The Board member associated with the potential, or actual, conflict-of-interest situation can first pose a suitable response to the situation. Suitable responses might include:
  1. Abstaining from Board decisions regarding the situation.
  2. Removal of the Board member from the situation
  3. To quit the Board of the USA Council
- c. Board members select suitable response by reaching at least a 2/3's majority vote. It is ultimately up the Board member to decide what he/she wants to do. However, inaction can be cause for dismissal from the Board.
- d. Board discussion and voting results are recorded in the Board meeting minutes.

## **1.5 FISCAL MATTERS**

### **1.5.1 Signing of Checks**

The signatory on the USA Council accounts shall be the Executive Director of USA Council. Alternative signatories are the USA Council President and the USA Council Treasurer.

### **1.5.2 Signing of Checks More than \$10,000.00**

The Executive Director of the USA Council shall be the proper party to sign for USA Council checks or wire transfers up to \$10,000.00. All checks in excess of \$10,000.00 require two signatures, being any two of the following three persons:

- a. The Executive Director
- b. The President
- c. The Treasurer

### **1.5.3 Administrator of the Pension Plan**

The Executive Director shall be Administrator of the Pension Plan.

### **1.5.4 Accrual System of Accounting**

The USA Council shall maintain its accounting on a total accrual system.



## **1.5.5 Travel on Behalf of the USA Council**

As a volunteer organization, the Council has depended on the non-compensated travel of Serrans, from the Council Board to members of the local Serra clubs, to further Serra's purposes and continued growth. Council, with Board approval, may financially assist Board members working on special interest programs.

## **1.5.6 Grants and Foundations**

### **1.5.6.1 Serra International Foundation**

The Council will follow prescribed guidelines in requesting grants and financial assistance from the Serra International Foundation. The Council Board will provide guidance to the Executive Director in the formal presentation of grant requests and reports.

### **1.5.6.2 Other Foundations**

The Council will approve requests for grants prepared by the Executive Director that seek financial assistance from other national, regional and local foundations. These funds will be requested to fulfill the Council's mission and objectives.

## **1.5.7 Accounts Receivable Write-Off Procedures and Authority**

It is the policy of the USA Council to ensure all available means of collecting Accounts Receivable have been exhausted before write-off procedures are initiated. This procedure applies to all forms of Accounts Receivable, including Per Capita and Merchandise.

If a receivable is deemed to be uncollectible, the following approvals are required before the item may be written off.

Method to identify Accounts Receivable pending "write-off" against budgeted reserves:

1. Reserves of 50% shall be taken against all accounts receivable over 1 year old, and
2. 100% of all accounts receivable over 18 months old."

Amount	Requires Approval Of
\$250.00 or less	Executive Director
\$251.00 to \$750.00	Treasurer
\$751.00 and above	Finance Committee

- a. A listing of all write-offs for the current month is to be included with the monthly financial statements.

- b. If an item is written off, the following accounting treatment applies:
- c. Invoices written off that are dated during the current year will be treated as a reduction of the appropriate revenue account.
- d. Invoices written off that are dated prior to the current year will be treated as a bad debt and written off against the appropriate reserve account.

### **1.5.7.1 Collection of Serra International/USA Council Dues**

The staff shall be responsible for invoicing and collecting dues, and maintain the financial records current. Monthly statements shall be sent to all outstanding accounts receivable.

1. Accounts >90 days:
  - a. That Serra International shall notify the respective District Governor of all Serra Club accounts outstanding over 90 days in his/her District.
2. Accounts >180 days:
  - a. Serra International shall notify the District Governor and the Serra Council, as applicable, of all Serra Club accounts outstanding over 180 days.
3. Accounts >270 days:
  - a. Serra International shall notify Serra Clubs having dues in arrears over 270 days with a Notice of Pending Suspension because of non-payment of Serra International dues.
  - b. Additionally, Serra International shall notify the District Governor and the Serra Council, as applicable, of all Notices of Pending Suspension that have been issued by Serra International for their respective Districts, because of non-payment of Serra International dues.
4. Accounts >365 days:
  - a. Serra International shall send a Notice of Suspension to all Serra Clubs with accounts receivable outstanding over 365 days, with copies to the District Governor and the Serra Council as applicable, in accordance with Article VII Section 13 of Bylaws of Serra International.
5. Accounts owing by Councils:
  - a. Serra International shall issue a Notice of Pending Suspension of the approval of the Serra Council's status to any Serra Council that has Serra International dues outstanding for more than 1 year.
  - b. All Serra Councils shall be required to provide an annual detailed listing of all Serra Clubs in their jurisdiction, including the name of the Club, location, and contact information for all Club Officers and the Members of each Serra Club.

### **1.5.8 Fund Raising Activities**

Fund raising activities should primarily serve to produce additional revenues for the USA Council programs while increasing the awareness of Serra and USA Council. Ways and Means revenue programs presented to USA Council that involves the use of the Serra name, logo, and organization shall be approved by the USA Council Board prior to the initiation of said programs.

### **1.5.9 Use of Funds Raised by Fund Raising Activities**

All funds produced through USAC Fund Development Committee efforts shall be directed to a specific program or activity. Initial priority shall be directed for vocational activity. As a 501 (c)(3) organization, the USA is required to honor donor specific contributions.

### **1.5.10 Unsolicited Funds**

Twenty percent of the total amount of all unsolicited gifts of over \$5,000.00 will be credited to the Bishop Britt Vocation Fund the remainder shall be credited to the General Fund as a Gift and recorded as ordinary income.

## **1.6 PUBLICATIONS OF THE USA COUNCIL**

### **1.6.1 Serran and serraUSA Magazine**

*The Serran*, is the official magazine of Serra International and *the serraUSA* is the official magazine of the USA Council. *serraUSA* takes its editorial policy from the objectives of the Council: to foster and promote vocations to the ministerial priesthood of the Catholic Church as a particular vocation to service and to develop appreciation of the ministerial priesthood and of all consecrated religious in the Catholic Church; and to further Catholicism by encouraging its members, in fellowship, through education, to fulfill their Christian vocations to service. Articles in *The Serran* and the *serraUSA* attempt to help Serrans achieve those objectives.

### **1.6.2 Advertising in the Council Publications**

The Council Board approves the use and placement of revenue-producing advertising in Council publications such as the *serraUSA* Magazine. The dual purpose of such advertisement is to provide needed funds for USAC and increase awareness of the Serra movement in the United States.

#### **1.6.2.1 Committee Decision on Potential Advertisements.**

An ad hoc committee to be comprised, at a minimum, of the Editors of such publications, the Executive Director and the President Elect shall determine the appropriateness of such advertisement.

### **1.6.3 Serra Leader**

The Serra Leader is a quarterly newsletter. The purpose of this newsletter is to inform all levels of Council leadership (Council board, district governors, district governors elect, all club officers, trustees, club chaplain, USA Serra International officers and trustees, USA Foundation board members, and fall district/regional convention chairmen) of news, activities and other items of information that may be of importance to everyday Council, district and club operations. Copies of the Serra Leader are also sent to all Council Presidents around the world.

### **1.6.4 Disclaimer**

While the USA Council encourages open discussion and expression of ideas by its members, and in all of its publications, it is understood that the positions taken by individuals do not necessarily represent those of the USA Council.

## **1.7 EPISCOPAL ADVISOR**

### **1.7.1 Episcopal Advisor**

An Episcopal Advisor selected by the Board of the USA Council shall serve for a period of three years and may succeed himself.

### **1.7.2 Selection of the Episcopal Advisor**

An ad-hoc committee shall be appointed by the President of the USA Council to propose a nominee for Episcopal Advisor.

### **1.7.3 Expenses of the Episcopal Advisor**

The annual budget of the USA Council will provide funds to reimburse the Episcopal Advisor for out of pocket costs of travel, food and lodging to the meetings of the Council, both regular and special.

## **1.8 COUNCIL NOMINATING COMMITTEE**

### **1.8.1 Committee Composition**

Article III. Section 4 of USAC By-Laws establishes the composition of this additional Council Committee. Current USAC President shall appoint five members to serve as a nominating committee:

1. Two Board Members whose term will not expire in the current year
2. Two non-Board members from the general USAC Membership
3. Immediate Past President of USAC, who shall be appointed as Chair of the Nominating Committee
4. Nominating Committee members shall be announced to USAC membership.

The current President will formally appoint these five members on or before October 1, designating the Past President as the Chair. The Chair will contact each member and clarify the role and duties of the members serving on the nominating committee. They will also be instructed on how the committee will process nominees for each open office to be filled by a slate of candidates.

#### **1.8.1.1 Non Eligibility of Committee Members for Nomination.**

1. Members of the USAC Council Board, except for the two members of the Nominating Committee, cannot be a part of the selection process, nor may they campaign for any one person.
2. Nominating Committee members shall not be eligible for nomination as an officer or Board Member on the USAC or Serra International Board.

#### **1.8.1.2 Nominating Procedure and Confidentiality in Selection Process**

1. USAC Nominating Committee Members shall not solicit nominees either directly or indirectly. If, however, the Committee considers the pool of candidates to have limited experience or do not provide sufficient representation for the Council, it may solicit names through the Chair in order to present a balanced slate.
2. Nominees are to be considered from all Regions of USAC. It is important to have a board that represents all of the geographical areas of the United States.
3. Candidates for USA Council Offices will initially be interviewed on their willingness and ability to serve, on their commitment to perform the duties specified in the Position Description and their agreement to attend the Board meetings during their time in office.
4. Each candidate will receive a position description detailing the responsibilities of office which the candidate is asked to undertake. Interview can be by phone or in person.
5. The names of candidates who agree to the duties and responsibilities will be submitted to the Chair with both positive and negative questions that may have arisen in the first interview. The Chair will then contact the candidate.

6. The Nominating Committee must concur on the slate of officers prior to submitting slate to the Secretary.
7. On or before December 15, the USAC Nominating Committee shall propose one or more nominees for each open office for the next fiscal year. The proposed slate will be submitted to the USAC Secretary and the USAC Board by the January Super Weekend for confirmation.
8. The Secretary will prepare a ballot of the nominees from the Nominating Committee slate and mail ballot to each local club President no later than February 1.
9. All proceedings and discussion of the Nominating Committee shall be kept strictly confidential and shall not be discussed outside of the Nominating Committee.

### **1.8.2 Designees and Nominees to the Serra International Board.**

The USAC Nominating Committee's duties to propose candidates for service on the Serra International Board shall include naming five or more persons as nominees. The Committee shall also submit the name of one designated person who will represent USAC on the International Board. These nominees and designee will be submitted to the International Nominating Committee after approval of the USAC Executive Committee no later than December 15th of each year.

In selecting these nominees, the committee should consider the following:

1. Give special emphasis to selecting nominees in USAC regions not currently represented on the Serra International Board.
2. Select candidates who have a good working knowledge of the USA Council Board, its goals and objectives, its policies and procedures.
3. Select candidates who have a strong list of accomplishments or activity at the Club, District, and Regional levels.
4. If the USAC Immediate Past President is unable to serve as the designee, the Nominating Committee will contact other Past Presidents for consideration. The names of substitutes proposed by the Committee shall be sent to the Executive Committee for its concurrence prior to the December 15th deadline.
5. Contact nominees regarding their availability.
6. Regional Directors in their first year of a two year term can not be considered.

### **1.8.3 Annual Time Frame for the Nominating Committee for Officers of the USA Council Board**

The time frame for the Nominating Committee for Officer of the USA Council Board shall be as follows:

- a. The President shall appoint the Nominating Committee by no later than July 1 of each year.

- b. The Chairman of the Nominating Committee will submit the Committee's slate of Officers to the President by no later than September 15th of each year.
- c. Ballots shall be mailed to all clubs on or before October 20th of each year.
- d. The clubs shall return the completed ballot to the Chicago Office of the USA Council by no later than November 15th of each year.

## **1.9 THE EXECUTIVE DIRECTOR OF SERRA'S NATIONAL COUNCIL FOR THE UNITED STATES**

### **1.9.1 Conduct:**

- a. The Executive Director shall carry out the policies established by the board of trustees of Serra International and Serra's National Council for the United States. In the event these policies are in conflict, the Executive Director shall work with the Boards of Serra International and Serra's National Council for the United States to resolve this matter amicably.
- b. The Executive Director shall manage the operations of Serra's National Council for the United States and its employees.

### **1.9.2 Restrictions on the Executive Director's Authority:**

The purpose of this policy is to place limits on the management authority of the Executive Director to clarify that certain management decisions require approval from a simple majority of the Board of Trustees of Serra's National Council for the United States.

### **1.9.3 Matters Requiring Special Consent from Board of Trustees.**

- » No obligation shall be entered into, and no decision will be made, or any action taken with respect to any of the following by the Executive Director without the approval of a simple majority of the Board of Trustees of Serra's National Council for the United States, Inc:
  - » the purchase of any investments;
  - » the taking of any legal proceedings whatsoever;
  - » the sale, lease or other disposition of any Council assets in any one transaction or series of related transactions not performed in the ordinary course of its business, or the granting of an option or other right in respect to such a sale, lease or disposition;
  - » the creation or assumption of any indebtedness of the Council except for normal trade accounts payable incurred in the ordinary course of business;
  - » the creation or assumption of any lien, pledge, charge or other encumbrance on or the creation of any security interest in any of the assets of the Council except for those incurred in the ordinary course of Serra International's business;

- » the creation or grant of any loan or guarantee or other form of indebtedness by the Council to any person or corporate entity;
- » the making of agreements or entering into contracts with any person or corporate entity, or the incurring of any expenditures not in the ordinary course of business including equipment leases, or if made in the ordinary course of business the aggregate amounts payable by the Council there under exceeds \$5,000;
- » approval of annual plans for capital expenditures and any variations thereof;
- » the payment or declaration of any bonuses, retirement allowances or other such distributions to any employee of the Council; and, any change of Council's accountant or banker or lawyer or insurance provider.

### **1.9.4 Executive Director Employment Agreement**

("Agreement") is made between The Serra's National Council for the United States, Inc., an Illinois nonprofit corporation (hereinafter "Serra US" or the "Employer") and Serra International, a Washington nonprofit corporation.

#### RECITALS

Whereas, Serra International has hired John Liston as its Executive Director ("Executive") to, among other things, administer and manage Serra International's operations, programs and personnel.

Whereas, Employer desires to retain Executive's services as Employer's Executive Director, and Serra International desires to provide its Executive to Employer and Serra International coextensively full time.

Therefore, in consideration of the foregoing and the mutual promises contained in this Agreement, the parties agree as follows:

- 1.1 Executive's Duties. Employer will employ Executive as its Executive Director. Executive shall exercise general supervisory responsibility and management authority over Serra US's office staff and shall perform such other duties commensurate with his position as may reasonably be assigned to him from time to time by Employer Board of Directors. Executive's authority and duties will be governed by the "Limitations on the Executive Director's Authority" document (attached hereto as Exhibit A) and the Constitution, Bylaws, and Policies of Serra US.
- 2.1 Term. The term of this Agreement shall run concurrently with Executive's term as Executive Director of Serra International.
- 3.1 Compensation. Executive's salary and other compensation shall be paid by Serra International. In exchange for the services provided by the Executive, Serra US will pay Serra International a "Service Fee," to be negotiated between Serra International and the Employer on an annual basis.
- 4.1 Termination. Either Party, as well as the Executive Director himself, may terminate this contract provided that 30 days written notice is given to all Parties.
- 5.1 Entire Agreement. This Agreement and the exhibit attached hereto, contains the entire agreement of the parties and it may be changed only by a subsequent written agreement



signed by both parties. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its choice of law principles. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue to be full force without being invalid or invalidated in any way.

Serra International

Serra's National Council for the United States, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **2.1 REGIONS AND REGIONAL DIRECTOR**

### **2.1.1 Regional Boundaries**

The Council will compare to the regional structure of the United States Conference of Catholic Bishops in the United States. However, the Council may authorize certain Serra Clubs to merge with other clubs outside the formal regional boundaries to meet specific needs and location of these clubs. The Council through its organizational structure will be aware of such situations and needs.

### **2.1.2 Regional Directors**

Article 1, Section 2 of the USAC Bylaws specifies the general duties of the Regional Directors. The Director's primary responsibility is to provide Serra governance and assistance to the Region. The Director's secondary responsibility is to serve on the National Council Board. Both responsibilities require attendance at the Council's February Planning Conference, the Council's Fall and Winter Super Weekends and where possible, the annual Serra International Convention.

#### **2.1.2.1 Regional Director not to hold District/Club offices**

Regional Director will not concurrently hold District and/or local club officer position. Such concurrent positions will adversely affect the governance integrity and create organizational confusion and possible conflict.

### **2.1.3 Regional Director Expenses**

The USA Council Board recommends that an annual contribution of \$2.00 be made by each Serran in the region to partially offset the out-of-pocket expense of the Regional Director while he or she is performing the duties of the office. The District Governors will remind each of the Club Presidents of this contribution annually in June.

This contribution will cover out-of-pocket expenses directly related to regional activities. These funds will also be used by the Regional Director to offset costs and expenses related to Super Weekends, Regional Fall Conventions and attendance at the Regional Directors and District Governors Planning Conferences.

It is recommended the Treasurer of the Regional Director's club be the custodian of these funds. This eliminates the need for establishing a separate account and provides independent accountability.

### **2.1.4. Accountability of Contributions Received.**

The Regional Director shall in June provide a written summary to all District Governors showing how the funds received were used. This will permit the Governors to explain to the clubs how their contributed funds were spent. In the event the Regional Director does not conduct a Regional Fall Convention and does not use any of the contributions to cover his or her out-of-pocket expenses, then the Director shall:

1. Transfer the funds to the incoming Regional director and,
2. Advise the District Governors that there will be no contributions for the following year.

The purpose of this contribution is to cover the out-of-pocket expenses related to the Director's regional responsibilities and not to create or enlarge a Regional Treasury.

The Regional Director will send a copy of the fiscal summary to the Regional Coordinator.

### **2.1.5. Dismissal of a Regional Director**

In the USA Council structure, the Regional Coordinator had direct line authority to the Regional Director. Guidance is provided by the Regional Coordinator who may instigate action for dismissal under the following guide lines.

1. Failure to fulfill the office of Regional Director - nonfeasance
2. Incapacity to perform the duties of the Regional Director
3. Failure to be a member in good-standing of a duly organized, chartered and active Serra Club or a Member-at-large.
4. Malfeasance

5. Bringing public scandal upon Serra and/or the Catholic Church.

When recommending dismissal, the Regional Coordinator's written recommendation will be submitted to the USAC Council President. The Council President shall study the recommendation and within 30 days shall render a decision. If the Regional Director is to be dismissed, the USAC Council President shall, in writing, advise:

1. The Regional Director in question to resign and turn the administration of the region to the Regional Director elect or to a Deputy Regional Director
2. Any Deputy Regional Director who will not be assigned the administration of the region, but who served the Regional Director who has been dismissed, that he or she is immediately relieved of that appointment.
3. The Regional Director elect/Deputy Regional Director who has been assigned the Charge of the Region to seek the assistance of the Regional Coordinator
4. The Regional Coordinator to inform the USA Council of the action.
5. The Regional Coordinator to inform the Bishop(s) of that area of the change.

In the event the Regional Director who is to be dismissed fails to cooperate, the USA Council President shall formally dismiss the Regional Director and notify all the clubs in the Region of the action and follow the five steps outlined above.

### **2.1.6 Training for Regional and District Convention/Conference Planners**

The USA Council has delegated to the Leadership Development Committee the responsibility to develop and conduct annual training for conventions planners on how to plan and conduct a regional/district convention.

### **2.1.7 Regional Directors Nominating Committee**

The Immediate Past Regional Director shall be the chairman of the regional nominating committee and by no later than August 1, of the current Regional Directors final term in office, shall select Serrans from the region to serve on the regional nominating committee to select the incoming Regional Director nominee or nominees.

- a. Committee meetings can be held by any of the following processes; meeting of members at a central location; email or conference calls
- b. Nomination forms, along with a position description for the position of Regional Director, should be sent to all clubs in the Region and to the District Governors soliciting nominations for Regional Director.
- c. Nomination should be received by the committee on or before September 15, with the nominee(s) after consulting the nominee(s) and given approval for their names to be placed in nomination.
- d. Ballots shall be mailed to all clubs no later than October 20th.

- e. The clubs shall return the completed ballot to the Chicago Office of the USA Council by no later than November 15th of each year.

## **3.1 DISTRICTS**

### **3.1.1 District Bylaws**

There shall be no District Bylaws. District Councils may design and implement Operating Procedures and Guidelines as long as they are in harmony with Council Bylaws and Policies.

### **3.1.2 District Convention Surplus and Deficit Funds**

The USA Council Board shall not be responsible for surplus or deficit arising from district, national or regional conventions or conferences. Each Region, District or area will establish a written policy on the establishment and maintenance of a convention operating fund and how surpluses and deficits will be handled. The district governor, regional director, or convention treasurer shall make an annual report to the clubs and national council on the use and status of convention operating funds, including any surpluses or deficits generated.

### **3.1.3 District Episcopal Advisors**

The USA Council Board does not authorize District Episcopal Advisors.

### **3.1.4 District Treasury**

Districts may establish District funds from contributions from the clubs in the District and from available grants to provide financial support for District/Regional Conventions and District/Regional operating costs.

### **3.1.5 Regional or District Conventions or Meetings**

Each district or region should plan an annual meeting or convention to supplement the Serra International Convention, to further the education of members and their spouses, to enhance fellowship, and to improve Serra's over-all effectiveness.

### **3.1.6 Governance Role of District Governor/Office of Governor**

The Governor is the primary person responsible for governing the District. The Governor-elect, immediate past Governor, appointed Deputy Governors and the Chairman of the District Council also fulfill governance responsibilities as designated by the District Governor. Governors and Elects shall not concurrently hold an elected office in a local club within the district while serving their District term of office.

The Governor will make every effort to preclude possible "conflict of interest" in designating or delegating duties to the Immediate Past Governor and/or deputies who might also be in a local club officer or trustee position. A model of operating Guidelines for the Office of Governor has been developed and placed in the Governor's Manual.

The Governor shall be elected from among the clubs in the District. Except in extraordinary cases, a person shall have served as a club president before serving as Governor.

The Governor's term of office may be one or two years depending on District policy. The term of office will begin with induction ceremonies at the International Convention, or July 1 if not inducted at the Convention. The Governor must attend one of the National Council's February Planning Conferences during his/her term of office.

### **3.1.6.1 Governor Elect**

Each District will elect a Governor-Elect. The preferred procedure is for clubs in the District to submit nominees to the District Council. The District Council will elect the Governor Elect no later than at the Spring Leadership Planning Conference. The Governor Elect's term will begin in June. It is essential for the Governor-Elect to be involved and included in the various District programs and activities. The term of office for Governors Elect may be one or two years depending upon District Policy. Governors Elect are encouraged to attend the National Council's February Planning Conference.

### **3.1.6.2 Deputy Governors**

Governors have the right to appoint Deputy Governors to assist in the proper conduct and management of the District. Such Deputies have no automatic succession rights and extreme care must be taken to avoid any conflicts in duties or responsibilities of the Governor Elect. The Deputy Governor's term ends with the term of the appointing Governor.

### **3.1.6.3 Qualifications of District Governors, Elects and Deputies**

Nominees for these positions must have served as a club President. In extraordinary cases, a nominee who has not been a club President may be considered for Governor if recommended by the Regional Director.

#### **3.1.6.4 Induction of Incoming Governors**

Governors are requested to attend the Induction Ceremony held for Incoming Governors at the International Convention. If an incoming Governor is not inducted at the Convention, then the Regional Director will plan for an appropriate ceremony in the Governor's home club at a convenient time. A Governor's pin is provided at such events.

#### **3.1.6.5 Retirement Ceremony for Outgoing Governors**

Governors who are completing their term of office are honored at the Annual Brunch at the International Convention. If the outgoing governor does not attend such a ceremony, then the current Governor, with the assistance of the Regional Director, will recognize the outgoing Governor in an appropriate ceremony at the District/Regional Fall Convention. A Council Certificate shall be provided to each retiring Governor.

#### **3.1.7 District Governors and Vocation Programs**

Each Serra Club should strengthen, promote and coordinate its vocation programs with the local bishops' committees, vocation directors, parish communities, etc. To do so, clubs must make a strong effort to establish cordial working relationships with the bishop of the diocese in which the club is domiciled. Each Serra Club is encouraged to work with other Catholic organizations on vocation projects.

#### **3.1.8 Reporting Structure for Governors**

Line of Authority: Serra International Board - USA Council - Regional Directors - Governors - Club.

#### **3.1.9 Dismissal of a District Governor**

In the USA Council structure, the Regional Director has direct line authority to the District Governor. Generally, local guidance of District Governors is by the District Council. If the District does not have a Council, or if the Council fails to act on reasonable request, the guidance of the District Governor will be provided by the Regional Director of the Region in which the District is located who may instigate action for dismissal. If the District has a District Council and just cause for dismissal exists, the District Council will recommend to the Regional Director that the District Governor be dismissed from office. Causes for dismissal shall be:

- a. Failure to fulfill the office of Governor - nonfeasance
- b. Incapacity to perform the duties of Governor

- c. Failure to be a member in good-standing of a duly organized, chartered and active Serra Club
- d. Malfeasance
- e. Bringing public scandal upon Serra and/or the Catholic Church

When recommending dismissal, the District Council's written recommendation will be submitted to the Regional Director. The Regional Director will independently verify the facts and will forward a written recommendation, along with the District Council recommendation, if any, to the Regional Coordinator. Within two weeks of receipt of the Council and Regional Director's recommendations, the Regional Coordinator will submit both of these recommendations along with his own to the USA Council President. The Council President shall study the recommendation and within 30 days shall render a decision. If the Governor is to be dismissed, the USA Council President shall, in writing, advise:

1. The Serra International Membership Vice President
2. The Governor in question to resign and to turn the administration of the district over to the Governor Elect. If there is no Governor Elect, temporary administration of the District is assigned to the Regional Director until a District Governor has been elected or appointed.
3. Any Deputy or Assistant District Governors serving the dismissed Governor that they are immediately relieved of their appointment. These Serrans are eligible for reappointment by the new Governor.
4. The Governor Elect of the National Council's action and time table and suggest that the incoming Governor seek the assistance of the Regional Director.
5. The diocesan bishop(s) of that district of the change.

In the event the Governor who is to be dismissed fails to cooperate, the USA Council President shall formally dismiss the Governor and notify all the clubs in the District of the action and follow the five steps outlined above.

### **3.1.10 District Governors Expenses**

The USA Council Board recommends that an annual contribution of \$3.00 be made by each Serran in the district to partially offset out-of-pocket expense while performing the duties of office. The District Governor will remind each of the Club Presidents of this contribution annually in June.

This contribution will cover out-of-pocket expenses directly related to district activities. These funds will be used for out-of-pocket expenses related to conducting a District Fall Convention and to cover out-of-pocket expenses incurred by the Governor or Governor Elect in performance of District duties. Such travel will include visiting local clubs and attending Council development conferences for District Governors and Governors Elect, regional or district conventions and the Regional Directors and District Governors Planning Conferences.

It is recommended the Treasurer of the District Governor's club be the custodian of these funds. This eliminates the need for establishing a separate account and provides independent accountability.

### **3.1.10.1 Accountability of Contributions Received.**

District Governors who receive contributions from each active Serran shall provide a written summary of how these funds were expended for District expenses and activities. This written summary shall be sent to each club President on or before June 1.

The remaining balance of any funds received from these contributions shall be transferred to the Incoming Governor. If the incoming governor does not plan to fund a Fall Conference and does not plan to use these funds in performing the duties of the Governor's office, then these funds will be held in escrow and the clubs informed that contributions for the Governor from the clubs will not be made this year.

These contributions are not to establish or enlarge an ongoing District Treasury.

### **3.1.11 Not Used**

### **3.1.12 District Councils USA Council**

Each District shall have a District Council composed of club presidents and past governors who wish to be active on the Council. The Council's primary objective is advisory and organized to assist and advise the Office of Governor in activities and areas associated with the accomplishment of the goals and objectives of Serra International and the USA Council.

The Governor shall be the Chairman of the Council and may designate certain support duties to the Governor-elect, the Immediate Past Governor and any Deputy Governor. The Governor may have the Council elect a Vice Chairman who will assist the Governor in work with the club presidents and past governors. This Vice Chairman's term of office can be established by District policy. The Governor and Governor-elect shall be voting members; however, Deputy Governors shall have no voting rights on Council actions. District guides have been provided to assist in Council deliberations and actions. These guides are found in the Governor's Manual.

### **3.1.13 Objectives of the Meetings and Conventions Committee**

The objective of the Meetings and Conventions Committee is to guide, assist and aid USA Officers, Regional Directors, District Governors and chairpersons of the Regional and District Conventions in order to foster, promote and implement Serra's mission and goals effectively at conventions and conferences.



The committee shall encourage the sharing of information among current and past convention planners as outlined by the Region/District Conventions Manual.

### **3.1.14 National Committee Presentations at Regional/District Conventions**

Each of the four major USA Council Standing Committees (Vocations, Membership, Communications and Programs) can make a presentation at any USA District or Regional Convention. To participate in a convention, a committee must make its request to the Convention Chair at least one year prior to the convention. The convention organizing committee will accommodate the request if it is made timely. The amount of time allocated, the method and format of the presentation, and specific speakers are negotiable between the interested parties.

### **3.1.15 District Nominating Committee**

During the last year of the term of office the District Governor in consultation with the District Council, if one exists, shall appoint a district nominating committee and by no later than August 1.

- a. Committee meetings can be held by any of the following processes; meeting of members at a central location; email or conference calls
- b. Nomination forms, along with a position description for the position of District Governor and District Governor Elect, should be sent to all clubs in the District and to the District Governors soliciting nominations for District Governor.
- c. Nomination should be received by the committee on or before September 15, with the nominee(s) after consulting the nominee(s) and given approval for their names to be placed in nomination.
- d. Ballots shall be mailed to all clubs no later than October 20th
- e. The clubs shall return the completed ballot to the Chicago Office of the USA Council by no later than November 15th of each year.

## **4.1 CLUBS**

### **4.1.1 Courtesies Extended to Board Members and District Governors**

It is beneficial for any club to be visited by a Council Officer, Regional Director or District Governor and he or she should be extended the courtesies given an elected club official. Said Council member, Regional Director or District Governor shall be invited to all board meetings and accorded a voice in all proceedings.

### **4.1.2 Anniversary of Serra Clubs**

The USA Council will honor clubs on their 1st, 10th, 25th and 50th anniversary with letters of congratulations from the Executive Director, President, Immediate Past President and President Elect.

### **4.1.3 Chaplain Appointment**

The appointment of a priest by the Diocesan Bishop shall be sought as early as possible in the formation process of a new Serra Club.

### **4.1.4 Charter Night Celebrations**

Members of the Council Board, in conjunction with the regional Director and District Governor, will consider the feasibility of attending club charter functions. Council staff shall notify all Council Officers and District Governors of details of charter functions.

### **4.1.5 Charter Withdrawal**

Under certain circumstances a Club Charter may be withdrawn, and the procedure for such withdrawal is as follows:

- a. Where sufficient facts exist to justify the withdrawal, the local District Governor shall report such facts together with his recommendation to the Council, but only after he or she has notified the Club and the Bishop of the Diocese where the club is located.
- b. If the Council or the Regional Director agrees with the District Governor's recommendations, a report and recommendation should be submitted to the Executive Director of Serra International, and shall include the comments, if any, of the Club and the Bishop.

### **4.1.6 Affiliation with Civic Organizations**

Serra International groups shall not affiliate with other luncheon clubs, service clubs, or other groups of a non-Catholic nature.

### **4.1.7 Fund Raising by Serra Clubs**

Serra Clubs may raise funds to promote the objectives and purposes of the Council and Serra International.

#### **4.1.8 Non-Conformance of Clubs**

In the event that a Serra Club shall not come into conformance after work with the Governors, the Ordinary of the diocese shall be contacted directly with the request that his or her best judgment and counsel be given the Board of Trustees. This request shall be made because of the possibility of withdrawal of charter for non-conformance.

#### **4.1.9 Objectives and Externals**

The principal purpose of Serra International is based upon the two objectives as stated in its Constitution under Article II. No Serra Club in formation shall be allowed to make any additions to the existing two objectives. No member shall be required to do more than meet those objectives in order to fulfill his or her membership requirements. Each Serran is expected to fulfill attendance requirements as set by the Bylaws.

#### **4.1.10 Club Presidents' Attendance at International Conventions**

The Serra International Convention is an invaluable arena for educating members on Serra International programs for the year, current thinking in the areas of vocations, and exchange of ideas between clubs. Because this experience is so important to a club president in leading and directing club activities during the year, the Board of the USA Council strongly recommends that each club send its president as the delegate to the International Convention. The Board encourages clubs, where necessary, to allocate funds to assist the President in attending the International Convention.

#### **4.1.11 Collaboration Between Club And Bishops**

Each Serra Club should strengthen, promote and coordinate its vocation programs with local bishops' committees, vocation directors, parish communities, etc. Clubs will establish working relationships with the Diocesan Bishop and will obtain approval by the Bishop or Vocation Director of the overall plan for Vocation Programs and Internal Programs to be conducted in the year.

#### **4.1.12 Chaplains and Local Boards**

The Chaplain of every Serra Club shall be an invited guest at every club Board meeting. Because of his particular relationship, said Chaplain shall be invited to work closely with the Program and Vocations Committees and participate in their deliberations as far as he is able.

#### **4.1.13 Parish Vocation Committees/Activities**

The USA Council will encourage local district and club leaders to promote and assist in the establishment and functioning of vocation programs within parishes that fall in their geographic area.

#### **4.1.14 Club Nominating Committee**

The Club President shall appoint a club nominating committee for election of the principal officers by no later than October 1 of each year.

- a. Committee meetings can be held by any of the following processes; meeting of members at a central location; email or conference calls
- b. Nomination forms, along with a position description for the all the positions to be elect shall be made available to all club members when soliciting nominations for the club officers.
- c. Nomination should be received by the committee on or before October 15, with the nominee(s) after consulting the nominee(s) and given approval for their names to be placed in nomination.
- d. Election shall be held no later than November 1st
- e. The clubs shall notify the District Governor of the new club officers name, address, telephone numbers, and email of all officers even if being reelected by no later than November 15th of each year.

### **5.1 MEMBERSHIP**

#### **5.1.1 Interpretation and Policy Statement Regarding Membership**

Vowed religious, sisters and brothers, are not permitted to be members

The International Board has concluded that both the meaning and the purpose of the 1986 amendments were to constitute Serra as an organization of non-consecrated men and women working for the ministerial priesthood and for vowed men and women in religious life.

#### **5.1.2 Membership of Women in Serra Clubs - Disciplinary Action**

The Board of Trustees of Serra International adopted the following procedure as disciplinary action on local clubs whose Bylaws are in conflict with Serra International's Constitution and Bylaws regarding women membership in local clubs.

Where a local chartered Serra Club's Bylaws are in conflict with Serra International's Constitution and Bylaws, particularly Article VIII, Section 1 (B) of the Serra International Bylaws, the Board shall consider taking the following appropriate action against the local Serra Club:

1. Advise the Bishop and District Governor that the local club is in violation of Serra International and USA Council Bylaws.
2. The club has 60 days to bring their Bylaws into conformance, and
3. Failure to effect the needed changes in Bylaws and membership procedures will result in a revocation of the club charter.
4. The 60 day period will begin with the date of written notification to the local Serra Club Board of Trustees and membership of the possible disciplinary action and loss of charter.
5. The notice shall advise the local Serra Club that its charter is being withdrawn for the reason that the local Serra Club's Bylaws restricting women from membership are in conflict with Serra International's Constitution and Bylaws and Serra International's policy of women as members of Serra, and further advising that the local Serra Club is not authorized to use the Serra name or logo nor have the Serra name associated with any of that club's programs or activities.
6. If during the 60 day notification period the District Governor reports that the local club has complied by changing its Bylaws to conform to Serra International Bylaws and furnishes a copy of the revised Bylaws, then no further action shall be taken. If the club complies AFTER the 60 day period, and the charter is automatically revoked, the Serra International Board at its next meeting will take action to reinstate the club's charter. This action will then be communicated in writing to the Council Board for notification of all parties concerned.

### **5.1.3 Honorary Memberships**

There shall be no honorary memberships in Serra International, the Council, or Clubs.

### **5.1.4 Member Who Transfers to Area Served by Another Serra Club**

A member of a Serra Club who transfers his or her business and domicile or a member of the military who is transferred to an area served by another Serra Club is urged to apply for membership in such other club. A letter of recommendation should be sought from his or her present club for submission to the club in the area of transfer. It is suggested that a copy of such letter be sent to the District Governor, and the club in the area of transfer be requested to give priority to the applicant. The applicant is a trained, dedicated Serran and should not be adversely affected by such a transfer.

### **5.1.5 Transfer of Local Membership**

Every consideration shall be given to a former Serran who transfers into a new territorial district; however, that local club shall have the option of acceptance or rejection. In the event the former Serran is accepted into the new club, no new per capita tax or initiation fee shall be required by International, nor shall any initiation fee to the local club be demanded. Local dues for the current period and thereafter would be required to be paid by the transferring member, however.

### **5.1.6 Attendance of Spouse of Serrans at District, Regional, Super Weekend Meetings**

Recognizing that spouses of Serrans from the beginning of Serra in 1935 have been an essential element in Serra operations and realizing that spouses may, by their own choice, choose not to be dues-paying members of Serra International, it continues to be a major policy of Serra to encourage spouses' presence at Serra meetings and activities.

### **5.1.7 Membership-At-Large - Removal of Club Charter**

Whenever a charter of any club is revoked, any qualified active members of such club may be permitted to transfer to another club within the same or any nearby community, without regard to the territorial limits of the latter club. Where another club does not exist in the foregoing area, the Regional Director, after recommendation by the District Governor, may recommend that these members be designated as Members-at-Large.

Members-at-Large shall be under the immediate direction and supervision of the District Governor and shall pay dues, district and regional, and district and regional assessments as required by the Bylaws and Policies of the USA Council. Such members shall have all the rights and privileges of membership of Serra International.

### **5.1.8 Membership-at-Large - Former Members**

Whenever an active member relocates to an area where no Serra Club exists, such a member may be entitled to be designated as a Member-at-Large. The Regional Director, after recommendation by the District Governor, may recommend that these members be designated as Members-at-Large.

Members-at-Large shall be under the immediate direction and supervision of the District Governor and shall pay dues, district and regional dues, and district and regional assessments as required by the Bylaws and Policies of the USA Council. Such members shall have all the rights and privileges of membership of Serra International.

### **5.1.9 Membership-at-Large - New Members**

A person may be designated by the Regional Director as a Member-at-Large if the prospective member resides in an area where there is no Serra Club.

The District Governor of the District, or if no District exists, the District Governor of an adjacent District, will provide for the required education as prescribed by the USA Council of these members in the Objects and Purposes of Serra and will assist in forming a new club in the area.

Members-at-Large shall be under the immediate direction and supervision of the District Governor and shall pay dues, district and regional dues, and regional and district assessments as required by the Bylaws and Policies of the USA Council. Such members shall have all the rights and privileges of membership of Serra International.

## **6.1 OTHER ORGANIZATIONS**

### **6.1.1 Communication with Other Serra Councils**

The USA Council, at the direction of Serra International, will develop and maintain communications with the other Serra Councils. The Council Board will recommend specific objectives for the President and Executive Committee on verbal and written communications.

### **6.1.2 Other National/Regional Vocation Organizations**

The Council will identify those organizations with Vocation programs and objectives, and propose the creation or maintenance of cooperative and collaborative efforts by the National, Regional, District and local Serra Clubs.

### **6.1.3 Council Relationship Committee**

The Council will establish a Relationships Committee whose purpose shall be to establish a working relationship with other National Vocation Organizations. This standing committee will cooperate, endorse, and collaborate with these organizations and will inform the Council members of these organizations. The Council will support, maintain and evaluate those efforts and activities of the Relationships Committee.

# **USA Council of Serra International**

## **Club Policy Manual**





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## **1.1 CLUB ROLE AND RESPONSIBILITY**

### **1.1.1 Serra Clubs**

Article VII, Sections 1 - 10 deal specifically with club formation, naming, chartering, incorporation, officers, trustees, appointment of the chaplain and club elections.

### **1.1.2 Club Role**

The role of the Council is defined in Article IX (Serra Councils) of the Serra International Bylaws and in Article II (Objects and Purposes) of the Constitution of the USA Council.

### **1.1.3 Club Governance**

The Club Board of Trustees (or "Trustees") is the governing body of the club. The duties of the Board of Trustees are specified in Article V of the club's bylaws.

### **1.1.4 Club Planning Sequence**

The Club Trustees II review and assess the Club's annual plan which incorporates the approved and modified goals and objectives of the Club which are submitted each February.

The Club's goals and objectives will be defined by the following categories:

1. Sustaining/Maintaining: items ongoing each year
2. Short Term: items to be completed in one to three years
3. Long Term: items requiring more that three years to complete

### **1.1.5 Leadership Development**

The National Council has identified seven levels of leadership in the Serra movement in the United States for which the Council has leadership training and development responsibilities.

1. Council Board and Regional Coordinators
2. Council Executive Committee
3. National Standing Committee Chairmen
4. Regional Directors and Deputies
5. District Officers
6. Local Club Officers and Boards
7. Chicago USAC Staff

Training of each group local club leadership shall be provided annually by the District Governor to develop skills and motivation for the improvement of the training program for each member of the Staff which shall be approved by the President and President Elect.

### 1.1.6 Development of Local Officers and Board Members

The National Council is responsible for developing and offering manuals, material and programs that assist in the Leadership development of these officers and Board Members. District Governors and District Governors Elect provide Incoming Presidents Conference and Spring Leadership Planning Conference.

## **1.2 TRUSTEES EXPENSES**

### **1.2.1 Club President**

The President will receive reimbursement for annual expenses not to exceed the amount approved in the annual club budget. Written requests for reimbursement will include:

- a. Activity purpose, location, travel mode
- b. Paid receipts
- c. Brief summary and results of activity

### **1.2.2 Trustees and Committee Expenses**

Club Trustees and committees shall pay meal costs at their various meetings.

### **1.2.3 Remuneration for Trustees**

No Club Officer or Trustee shall receive a salary from the club.

### **1.2.4 Reimbursement of Travel to Board Meetings**

Trustee travel expenses shall not ordinarily be reimbursed; however, under certain conditions the Club Trustees may authorize reimbursement for the travel expenses of specific Trustees attending meetings. Reimbursement will not include hotel or food expenses and will be based on the lowest transportation costs and availability of funds in the annual budget. Expenses for spouses or other family members will not be reimbursed.

This policy should be reviewed by the Board every two years.

Travel expenses for participating Trustees at the time of Serra International Conventions will not be reimbursed.

### **1.2.5 Reimbursement of the Club Chaplain**

The Club Chaplain will receive reimbursement for travel expenses to the Serra International Convention but not to exceed the amount approved in the annual club budget.

### **1.3 TRUSTEE MEETINGS**

#### **1.3.1 Closed Session Trustee Meetings**

The Trustees shall not meet in **closed session**, except under special circumstances and upon special direction by the President.

#### **1.3.2 Meeting Agenda**

Agenda items of the Trustee meeting shall be submitted to the Trustees in advance of the meetings.

#### **1.3.3 Trustee Meeting Minutes**

The minutes of the Trustee meetings shall be promptly shared with all members of the club.

#### **1.3.4 Club Chaplain**

The Club Chaplain shall be invited to all Trustee meetings. The minutes of the Trustee Meetings shall be sent to the Club Chaplain..

## **1.4 TRUSTEES POLICY AND PROCEDURES**

### **1.4.1 Policy Development and Maintenance**

1. The Club Trustees are responsible for developing and approving all policies. Duly formed club will establish internal policies and procedures as long as these are in harmony with Council Bylaws, Policies and Procedures.
2. All Club Committees will submit a multi-year plan that outlines the Committees goals and objectives for immediate, intermediate and long range programs and activities based on the goals and objectives of the Club. These plans will be reviewed by the officer in charge of the committee and submitted to the Executive Committee for approval.

### **1.4.2 Governance Role of Club Board of Trustees**

1. The role and responsibilities of the Trustees are outlined in Article V, of the Club Bylaws. The President shall be responsible for this Committee.
2. The Trustees shall review and recommend board approval for changes needed to current Council policies, Bylaws and Constitution. The Trustees may also adopt interim policies to effectively achieve needed governance.
3. The Trustees shall approve procedural matters and activities found necessary for Council operation and governance.
4. Procedural guidelines should be provided to the club committee chairmen to ensure the Trustees are aware in advance of specific proposals or recommendations to be brought to the Trustees by various committees. All proposals and recommendations brought to the Trustees by the committee chairmen must include rationale for the proposal.

### **1.4.3 Spending Limitation on the Executive Committee**

The Trustees will enforce spending and commitment authorities set by the Board of Trustees

1. Set the limits on authorizing a present or future expenditure of Club cash funds;
2. Obligate the Club to make payments for future favors, rentals, leases, materials, services or employments;
3. Are at the levels approved by the Club Board of Trustees.



#### **1.4.4 Audit Committee**

There shall be an Audit Committee consisting of five Serrans appointed by the president and confirmed by the Board of Trustees for staggered three year terms. The initial appointment shall be for shorter terms to create the desired staggered terms of office.

The Committee shall meet at least two times during the 12 month period beginning with the Annual Meeting of the Members. The Committee shall review and report to the Board on the appropriateness of the Corporation's accounting policies and procedures; review the scope of the audit to be conducted by independent certified public accountants; meet with management and independent certified public accountants team to review the annual audit and any discrepancies or improprieties discovered in the audit; review recent and prospective change in accounting principles; review the adequacy of internal controls, the reliability of financial reports, and information systems; report to the Board all important changes in the Corporation's procedures or accounting practices affecting financial results, instances of fraud, abuse, conflict of interest, and defects in the system of records or controls; counsel the chief executive officer in the selection of the independent certified public accountants.

#### **1.4.5 Controversial or Political Activity**

No Club Trustees or Serran may issue, or cause to be issued, positions, statements or activities not in harmony with the local Bishop and Catholic Church. Nor will any Club take a stand or engage in any political activity.

#### **1.4.6 Mailing Lists**

The mailing list of the club shall be used only for appropriate Serran purposes. There shall be no commercial use of the mailing list.

#### **1.4.7 Name for Serra Use Only**

The name and trademark of Serra International and the USA Council shall be held for the use of Serra International, the USA Council and chartered Serra Clubs only.

#### **1.4.8 Authorization for use of Name and Seal**

In protection of the trademark and copyright of Serra International, the phrase "Serra Club in Formation" may be used, but the seal shall not be attached for any clubs in formation.

#### **1.4.9 Committee Internal Policies and Procedures**

Each committee, based on the committee's long range plan, specific By Laws and national policy, will develop written policies and procedures. These policies and procedures will guide the committee chairman and its members and any internal sub-committee that might be formed.. These guides will focus on and explain how the committee

will function and operate so that its members can effectively contribute to the mission of the committee and Club. The chairman will appoint a temporary chair in event of absence or health problems.

#### **1.4.10 Budget Process**

The Committee Chairman, after discussions with the Committee members will submit a proposed budget to the Club's President or the forthcoming year. The new budget request should reflect current budget expenses, projections and expenditures.

#### **1.4.11 National Staff Support Services**

The Committee Chairman should consider the expertise and availability of the Council staff to assist the Committee. Requests for staff support should be submitted timely and in writing to the Executive Director with a copy to the he officer in charge.

#### **1.4.12 Committee Proposals for Changes to Existing Policies or for New Policies**

When changes are proposed to existing club policy, or a proposal for a new club policy, the proposal or recommendation will provide a rationale for the change and list any references in the Club By Laws, or existing policy that supports or requires the change. The proposal should include the benefits or clarification to be gained by the change or new policy.

The Board Officer responsible for the committee will concur with the proposal before it is sent to the Executive Committee for consideration and approval.

## **1.5 FISCAL MATTERS**

### **1.5.1 Signing of Checks**

The signatory on the club accounts shall be the Treasurer. Alternative signatories are the Club President and the Club Past President.

### **1.5.2 Signing of Checks More than \$500.00**

The Treasurer of the club shall be the proper party to sign for club checks or wire transfers up to \$500.00. All checks in excess of \$500.00 require two signatures, being any two of the following three persons:

1. The Treasurer
2. The President
3. The Club Past President.

### **1.5.3 Fund Raising Activities**

Fund raising activities should primarily serve to produce additional revenues for the Club programs while increasing the awareness of Serra and USA Council. Fund Development revenue programs presented to Club that involve the use of the Serra name, logo, and organization shall be approved by the USA Council Board prior to the initiation of said programs.

### **1.5.4 Use of Funds Raised by Fund Raising Activities**

All funds produced through the Club Fund Development efforts shall be directed to a specific program or activity. Initial priority shall be directed for vocational activity. As a 501 (c)(3) organization, the USA is required to honor donor specific contributions.

## **1.6 Publications of the Club**

### **1.6.1 Club Newsletter**

The club newsletter is the official publication of club and takes its editorial policy from the objectives of the Council: to foster and promote vocations to the ministerial priesthood of the Catholic Church as a particular vocation to **service** and to develop appreciation of the ministerial priesthood and of all consecrated religious in the Catholic Church; and to further Catholicism by encouraging its members, in fellowship, through education, to fulfill their Christian vocations to service. Articles in club newsletter help the club achieve those objectives.

### **1.6.2 Disclaimer**

While the Club encourages open discussion and expression of ideas by its members, and in all of its publications, it is understood that the positions taken by individuals do not necessarily represent those of the Club.

## **1.7 CLUB CHAPLAIN**

### **1.7.1 Club Chaplain**

A Club Chaplain shall be appointed by the Diocesan Bishop and shall serve for a period of three years and may succeed himself.

### **1.7.2 Selection of the Episcopal Advisor**

An ad-hoc committee shall be appointed by the Club President shall propose a nominee for Club Chaplain

### **1.7.3 Duties of the Club Chaplain**

The duties of the Club Chaplain shall be advisory on Church and spiritual matters.

### **1.7.4 Expenses of the Club Chaplain**

The annual budget of the club will provide funds to reimburse the Club Chaplain for out of pocket costs of travel, food and lodging to the meetings of the Council, both regular and special.

## **1.8 CLUB NOMINATING COMMITTEE**

### **1.8.1 Committee Composition**

A nominating committee appointed by the President shall make nominations for election of the principal Officers not less than one month prior to the election. This committee shall consist of at least three members and shall present its report at the last meeting of members before the election of new officers. It shall nominate one candidate for each of the principal offices. Further nominations may be made from the floor at the time of the election. Election shall be by secret ballot as to any office for which there is a contest. Each member present shall be entitled to one vote and the candidate who receives the largest number of those votes cast shall be elected. Nominees shall agree as a condition of nomination to attend the following District Leadership Conference.

### **1.8.2 Non Eligibility of Committee Members for Nomination.**

1. Members of the Club Board cannot be a part of the selection process, nor may they campaign for any one person.
2. Nominating Committee members shall not be eligible for nomination as an officer or Board Member of the club.

### **1.8.3 Nominating Procedure and Confidentiality in Selection Process**

1. The Club Nominating Committee Members shall not solicit nominees either directly or indirectly.
2. Candidates for Club offices will initially be interviewed on their willingness and ability to serve, on their commitment to perform the duties specified in the Position Description and their agreement to attend the Board Meetings during their time in office.
3. Each candidate will receive a position description detailing the responsibilities of office which the candidate is asked to undertake. Interview can be by phone or in person.
4. The names of candidates who agree to the duties and responsibilities will be submitted to the Chair with both positive and negative questions that may have arisen in the first interview. The Chair will then contact the candidate.
5. The Nominating Committee must concur on the slate of officers prior to submitting slate to the Secretary.
6. On or before December 15, the Club Nominating Committee shall propose one or more nominees for each open office for the next fiscal year. The proposed slate will be submitted to the Club Secretary.
7. The Secretary will prepare a ballot of the nominees from the Nominating Committee slate and mail the ballot to each club member prior to December 31.
8. All proceedings and discussion of the Nominating Committee shall be kept strictly confidential and shall not be discussed outside of the Nominating Committee.

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## **2.1 REGIONS**

### **2.1.1 Regional Director Expenses**

The Club shall pay an annual contribution of \$2.00 be made by each Serran in the club to partially offset the out-of-pocket expense of the Regional Director while he or she is performing the duties of the office..

This contribution will cover out-of-pocket expenses directly related to regional activities. These funds will also be used by the Regional Director to offset costs and expenses related to Regional Fall Conventions and attendance at the Regional Directors and District Governors Planning Conferences.

### **2.1.3. Accountability of Contributions Received.**

The Regional Director shall in June provide a written summary to all District Governors showing how the funds received were used. This will permit the Governors to explain to the clubs how their contributed funds were spent. In the event the Regional Director does not conduct a Regional Fall Convention and does not use any of the contributions to cover his or her out-of-pocket expenses, then the Director shall:

1. Transfer the funds to the incoming Regional director and,
2. Advise the District Governors that there will be no contributions for the following year.

## **3.1 DISTRICTS**

### **3.1.1 Reporting Structure for Governors**

Line of Authority: Serra International Board - USA Council - Regional Directors - Governors - Club.

### **3.1.2 District Governors Expenses**

The club shall pay an annual contribution of \$3.00 be made by each Serran in the district to partially offset out-of-pocket expense while performing the duties of office.

This contribution will cover out-of-pocket expenses directly related to district activities. These funds will be used for out-of-pocket expenses related to conducting a District Fall Convention and to cover out-of-pocket expenses incurred by the Governor or Governor Elect in performance of District duties. Such travel will include visiting local clubs and attending Council development conferences for District Governors and Governors Elect, regional or district conventions and the Regional Directors and District Governors Planning Conferences.

### **3.1.3 Accountability of Contributions Received.**

District Governors who receive contributions from each active Serran shall provide a written summary of how these funds were expended for District expenses and activities. This written summary shall be sent to each club President on or before June 1.

The remaining balance of any funds received from these contributions shall be transferred to the Incoming Governor. If the incoming governor does not plan to fund a Fall Conference and does not plan to use these funds in performing the duties of the Governor's office, then these funds will be held in escrow and the clubs informed that contributions for the Governor from the clubs will not be made this year.

These contributions are not to establish or enlarge an ongoing District Treasury.



## **4.1 CLUBS**

### **4.1.1 Courtesies Extended to Board Members and District Governors**

It is beneficial for any club to be visited by a Council Officer, Regional Director or District Governor and he or she should be extended the courtesies given an elected club official. Said Council member, Regional Director or District Governor shall be invited to all board meetings and accorded a voice in all proceedings.

### **4.1.2 Anniversary of Serra Clubs**

The USA Council will honor clubs on their 1<sup>st</sup>, 10<sup>th</sup>, 25<sup>th</sup> and 50<sup>th</sup> anniversary with letters of congratulations from the Executive Director, President, Immediate Past President and President Elect.

### **4.1.3 Charter Night and Anniversary Celebrations**

Members of the Council Board, in conjunction with the regional Director and District Governor, will be invited to attend club charter functions and anniversary celebrations.

### **4.1.4 Affiliation with Civic Organizations**

Serra International groups shall not affiliate with other luncheon clubs, service clubs, or other groups of a non-Catholic nature.

### **4.1.5 Objectives and Externals**

The principal purpose of Serra International is based upon the objectives as stated in its Constitution under Article II. No Serra Club in formation shall be allowed to make any additions to the existing two objectives. No member shall be required to do more than meet those objectives in order to fulfill his or her membership requirements. Each Serran is expected to fulfill attendance requirements as set by the Bylaws.

### **4.1.6 Club Presidents' Attendance at International Conventions**

The Serra International Convention is an invaluable arena for educating members on Serra International programs for the year, current thinking in the areas of vocations, and exchange of ideas between clubs. Because this experience is so important to a club president in leading and directing club activities during the year, the Board of the USA Council strongly recommends that each club send its president as the delegate to the International Convention. The Board encourages clubs, where necessary, to allocate funds to assist the President in attending the International Convention.

#### **4.1.7 Collaboration Between Club and Bishops**

Each Serra Club should strengthen, promote and coordinate its vocation programs with local bishops' committees, vocation directors, parish communities, etc. Clubs will establish working relationships with the Diocesan Bishop and will obtain approval by the Bishop or Vocation Director of the overall plan for Vocation Programs and Internal Programs to be conducted in the year.

#### **4.1.8 Parish Vocation Committees/Activities**

The club leaders are encouraged to promote and assist in the establishment and functioning of vocation programs within parishes that fall in their geographic area.

## **5.1 MEMBERSHIP**

### **5.1.1 Interpretation and Policy Statement Regarding Membership**

Vowed religious, sisters and brothers, are not permitted to be members

The International Board has concluded that both the meaning and the purpose of the 1986 amendments were to constitute Serra as an organization of non-consecrated men and women working for the ministerial priesthood and for vowed men and women in religious life.

### **5.1.2 Honorary Memberships**

There shall be no honorary memberships in Serra International, the Council, or Clubs.

### **5.1.3 Member Who Transfers to Area Served by Another Serra Club**

A member of a Serra Club who transfers his or her business and domicile or a member of the military who is transferred to an area served by another Serra Club is urged to apply for membership in such other club. A letter of recommendation should be sought from his or her present club for submission to the club in the area of transfer. It is suggested that a copy of such letter be sent to the District Governor, and the club in the area of transfer be requested to give priority to the applicant. The applicant is a trained, dedicated Serran and should not be adversely affected by such a transfer.

### **5.1.4 Transfer of Local Membership**

Every consideration shall be given to a former Serran who transfers into a new territorial district; however, that local club shall have the option of acceptance or rejection. In the event the former Serran is accepted into the new club, no new per capita tax or initiation fee shall be required by International, nor shall any initiation fee to the local club be demanded. Local dues for the current period and thereafter would be required to be paid by the transferring member, however.

### **5.1.5 Attendance of Spouse of Serrans at District, Regional, Super Weekend Meetings**

Recognizing that spouses of Serrans from the beginning of Serra in 1935 have been an essential element in Serra operations and realizing that spouses may, by their own choice, choose not to be dues-paying members of Serra International, it continues to be a major policy of Serra to encourage spouses' presence at Serra meetings and activities.

### **5.1.6 Membership-At-Large - Removal of Club Charter**

Whenever a charter of any club is revoked, any qualified active members of such club may be permitted to transfer to another club within the same or any nearby community, without regard to the territorial limits of the latter club. Where another club does not exist in the foregoing area, the Regional Director, after recommendation by the District Governor, may recommend that these members be designated as Members-at-Large.

Members-at-Large shall be under the immediate direction and supervision of the District Governor and shall pay dues, district and regional, and district and regional assessments as required by the Bylaws and Policies of the USA Council. Such members shall have all the rights and privileges of membership of Serra International.

#### **5.1.7 Membership-at-Large - Former Members**

Whenever an active member relocates to an area where no Serra Club exists, such a member may be entitled to be designated as a Member-at-Large. The Regional Director, after recommendation by the District Governor, may recommend that these members be designated as Members-at-Large.

Members-at-Large shall be under the immediate direction and supervision of the District Governor and shall pay dues, district and regional dues, and district and regional assessments as required by the Bylaws and Policies of the USA Council. Such members shall have all the rights and privileges of membership of Serra International.

#### **5.1.8 Membership-at-Large - New Members**

A person may be designated by the Regional Director as a Member-at-Large if the prospective member resides in an area where there is no Serra Club.

The District Governor of the District, or if no District exists, the District Governor of an adjacent District, will provide for the required education as prescribed by the USA Council of these members in the Objects and Purposes of Serra and will assist in forming a new club in the area.

Members-at-Large shall be under the immediate direction and supervision of the District Governor and shall pay dues, district and regional dues, and regional and district assessments as required by the Bylaws and Policies of the USA Council. Such members shall have all the rights and privileges of membership of Serra International.

## USA Council of Serra International

### Position Description for Club President

**Position Title:** President

**Reports To:** Club Board of Trustees

**Position:** Presides at Club and Board meetings; appoints committee chairs and members; represents the Club at all inter-club meetings and activities and district meetings. Promotes and assists in the development of all Club leadership; co-authors agenda for membership and Club Board meetings; evaluates the performance of Club Officers and designated committee chairs. Performs such other duties that pertains to the Office of the President or such other duties as the Board of Trustees may assign, or a may be required by the Club's By Laws. Collaborate with other district or diocesan Serra Clubs. Is a member of Governors's District Council.

**Principal Responsibilities:**

2. Prepare agenda with the assistance of the club secretary
3. Conducts each meeting according to suggested Serra procedures or club policies
4. Appoints all committee chairs with advice from the Board of Trustees
5. Serves as ex-officio member of all committees
6. Coordinates work of committees
7. Helps chairpersons identify and understand their responsibilities
8. Insures timely implementation of USA Council and Serra International Board action
9. Calls special meetings if necessary in accordance with Club's policies
10. Participates in District Council meetings and actions.
11. Effects working relationship with diocesan vocation leaders and organizations
12. Takes appropriate action on recommendations from the District Governors
13. Induct new officers at the first meeting following term of office
14. Attends and actively participates in the District Spring Leadership Planning Conference
15. Inducts new Club members and provides for new members orientation and training
16. Works with the nominating committee to recruit new board members
17. Periodically reviews board members roles and responsibilities to assist them in assignments and performance
18. Oversees creation and implementation of written Club policies and procedures
19. Supports cooperative efforts with other District or Diocesan Serra Clubs.

**Position Requirements:**

1. Served as a Club Officer
2. Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
3. Thorough knowledge of the USA Council Constitution, By Laws, Polices
4. Knowledgeable of related church and religious leaders, groups and organizations
5. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Understands dynamics of organizational elements and structures
2. Knowledge of current Catholic Church issues
3. Demonstrated ability to communicate clearly and concisely orally and in writing
4. Aware of planning, directing and monitoring skills

## USA Council of Serra International

### Position Description for Club President Elect

**Position Title:** President Elect

**Reports To:** President and Club Board of Trustees

**Position:** Attends and participates in all Club, Trustee and Committee meetings and functions as designated by the Club President; assists, supports and consult upon request with the President and Immediate Past President. At the request of the President represents the President and the Club at designated meetings, conferences and conventions. Presides at Club and Board of Trustee meetings in the absence of the Club President. Shall perform such duties as may be assigned to him by the President and/or Board of Trustees.

**Principal Responsibilities:**

5. Attend all Club and Board of Trustee meetings
6. Serves on the Club Board of Trustees
7. At the request of the President serves on specific committees
8. In partnership with the President insures timely implementation of USA Council and Serra International Board action
9. Understands the President's responsibilities and performs these duties in the President's absence
10. Attends and actively participates at the Spring Leadership Planning Conference
11. Attend Regional and District Conventions as requested by the President
12. Provides advice to the current President when requested
13. Participates in budget preparation for the next fiscal year
14. Develops working relationship with diocesan vocation organizations
15. Identify potential Officers, chairs and committee members
16. Perform such other duties as may be assigned by the President and Board of Trustees

**Position Requirements:**

1. Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
2. Thorough knowledge of the USA Council Constitution, By Laws, Polices
3. Knowledgeable of related church and religious leaders, groups and organizations
4. Have served as a Club
5. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Understands dynamics of organizational elements and structures
2. Knowledge of current Catholic Church issues
3. Demonstrated ability to communicate clearly and concisely orally and in writing
4. Aware of planning, directing and monitoring skills

**USA Council of Serra International****Position Description for the Club Immediate Past President**

**Position Title:** Immediate Past President

**Reports To:** President and Club Board of Trustees

**Position:** Attends all Club, Committee and Board meetings and functions; assists, supports and consults upon request with the President and President Elect. At the request of the President, represents the President and the Club at designated meetings, conferences and conventions.

**Principal Responsibilities:**

5. Attend all Club and Board of Trustee meetings
6. Serves on the Club Board of Trustees
7. Insures that positions, statements, concerns presented or espoused at meetings, conferences and on programs corresponds to the position of the President and Clubs Board of Trustees
8. At the request of the President serves on specific committees
9. Attends and actively participates at the Spring Leadership Planning Conference
10. Provide advice to the current President when requested
11. Perform such other duties as may be assigned by the President and Board of Trustees

**Position Requirements:**

1. Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
2. Thorough knowledge of the USA Council Constitution, By Laws, Polices
3. Knowledgeable of related church and religious leaders, groups and organizations
4. Have served as a Club President
5. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Understands dynamics of organizational elements and structures
2. Knowledge of current Catholic Church issues
3. Demonstrated ability to communicate clearly and concisely orally and in writing
4. Aware of planning, directing and monitoring skills

## USA Council of Serra International

### Position Description for the Club Vice President of Vocations

**Position Title:** Vice President of Vocations

**Reports To:** President

**Position:** Attend all Club, Board of Trustees and Committee meetings and functions; serves as the Chair of the Club Vocations Committee; establishes comprehensive Club vocation programs that meet the needs of the local diocese and encourages the formation of diocesan, deanery or parish vocation committees.

**Principal Responsibilities:**

5. Attend all Club and Board of Trustee meetings
6. Serve on the Club Board of Trustees
7. Serve as the Chairperson of the Vocations Committee
8. Assist and attends Regional and District Conventions as appropriate
9. Represents the Club vocation efforts with Bishop, Vocation Directors and other organizations involved in vocation ministry.
10. Establish comprehensive vocation programs for use by the club
11. Develop a long range plan for the Vocations Committee
12. Attend and actively participates at the Spring Leadership Planning Conferences
13. Assist the President Elect in the preparation of the budget.
14. Participate as vital part of the Club leadership
15. Perform such other duties as may be assigned by the President and/or the Board of Trustees

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Be knowledgeable of the requirements of vocation ministry
3. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing



## USA Council of Serra International

### Position Description for the Vice President of Membership

**Position Title:** Vice President of Membership

**Reports To:** President

**Position:** Attend all Club, Board of Trustees and Committee meetings and functions; ; serves as the Chair of the Club Membership Committee; formulate plans and develops programs that help the club retain and increase membership; assist in forming new Serra Clubs.

**Principal Responsibilities:**

3. Attend all Club and Board of Trustee meetings
4. Serve on the Club Board of Trustees
5. Serve as the Chairperson of the Membership Committee
6. Assist and attends Regional and District Conventions as appropriate
7. Develop effective programs for club use to retain and increase club membership
8. Develop a long range plan for the Membership Committee
9. Maintain contact and a working relationship with the Membership Coordinator of the USA Council
10. Develop and implements a new member induction and orientation program
11. Attend and actively participates at the Spring Leadership Planning Conferences
12. Assist the President Elect in the preparation of the budget.
13. Participate as vital part of the Club leadership
14. Perform such other duties as may be assigned by the President and/or the Board of Trustees

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

## USA Council of Serra International

### Position Description for the Club Vice President of Communications

**Position Title:** Vice President of Communications

**Reports To:** President

**Position:** Attend all Board and Committee meetings and functions; serves as the Chair of the Club Communications Committee; formulate plans and make recommendations to the Board of Trustees for the improvement of internal and external communications and public relations; implement the USA Council's communications plan within the club and diocese.

**Principal Responsibilities:**

3. Attend all Club and Board of Trustee meetings
4. Serve on the Club Board of Trustees
5. Serve as the Chairperson of the Communications Committee
6. Assist and attend Regional and District Conventions as appropriate
7. Establish comprehensive communication programs for use by the clubs
8. Develop a long range plan for the Communications Committee
9. Attend and actively participates in the Spring Leadership Planning Conference
10. Assists the President Elect in the preparation of the budget.
11. Participate as vital part of the Club leadership
12. Perform such other duties as may be assigned by the President and/or the Board of Trustees

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

## USA Council of Serra International

### Position Description for the Club Vice President of Programs

**Position Title:** Vice President of Programs

**Reports To:** President

**Position:** Attend all Club, Board of Trustees and Committee meetings and functions; serves as the Chair of the Club Program Committee; formulate plans and develops programs that help the clubs members become aware of the current teaching of the Bishops; encyclicals and episcopal statements.

**Principal Responsibilities:**

3. Attend all Club and Board of Trustee meetings
4. Serve on the Club Board of Trustees
5. Serve as the Chairperson of the Program Committee
6. Assist and attends Regional and District Conventions as appropriate
7. Become and remain aware of programs developed by the USA Council Program Committee
8. Develop effective programs for club use that contain the current teaching of the Bishops, encyclicals and episcopal statements
9. Develop a long range plan for the Program Committee
10. Attend and actively participates at the Spring Leadership Planning Conferences
11. Assists the President Elect in the preparation of the budget.
12. Participate as vital part of the Club leadership
13. Perform such other duties as may be assigned by the President and/or the Board of Trustees
14. Monitors and assesses the impact of Council programs provided for local club use

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

**USA Council of Serra International****Position Description for Club Treasurer**

**Position Title:** Treasurer

**Reports To:** President

**Position:** Attend all Club, Board of Trustees and Committee meetings and functions; responsible for collection of club dues; payment for bills and the preparation of periodic financial statements. Assists in the preparation of the annual budget.

**Principal Responsibilities:**

3. Attend all Club and Board of Trustees meetings
4. Serve on the Board of Trustees
5. Serve as financial officer of the club
6. Collect all dues and fees from club members and remit to USA Council on a timely basis
7. Maintain accurate financial records of the club
8. Assist the President-Elect in preparing the annual budget
9. Attend and actively participates at the Spring Leadership Planning Conferences
10. Participate as a vital part of the Club leadership
11. Perform such other duties as ordinarily pertain to the office of Treasurer
12. Perform such other duties as may be assigned by the President and/or the Board of Trustees.

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

## USA Council of Serra International

### Position Description for Club Secretary

**Position Title:** Secretary

**Reports To:** President

**Position:** Attend all Club, Board of Trustees and Committee meetings and functions; responsible for recording all proceedings at meetings of the Club and Board of Trustees; responsible for all elections of officers; maintains accurate roster of members and is responsible for mailing of all necessary meeting notices.

**Principal Responsibilities:**

1. Attend all Club and Board of Trustees meetings
2. Serve on the Club Board of Trustees
3. Maintain all board records and ensure their accuracy and safety
4. Review board minutes
5. Assume responsibilities of the president in the absence of the Club President, President-Elect, and Vice Presidents
6. Provide notice of meetings of the Club and/or of a committee when such notice is required
7. Assists the President in preparation of meeting agendas
8. Administer the election process of Officers
9. Maintain a current roster of members
10. Maintain the By Laws, Amendments and Policy Manual for the Club
11. Maintain the permanent club history
12. Attend and actively participates at the Spring Leadership Planning Conferences
13. Participate as a vital part of the Club leadership
14. Perform such other duties as may be assigned by the President and/or the Board of Trustees

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

## USA Council of Serra International

### Position Description for Club Trustees

**Position Title:** Club Trustees

**Reports To:** Club Membership

**Position:** Attend all Club and Board meetings; responsible for the overall policy-making, governing and coordination of club activities; approves all bills and conducts all ordinary business; determines annual tasks for the club; approves the club annual budget; fills any officer vacancy.

**Principal Responsibilities:**

3. Attend all Club and Board meetings
4. Participates at the Spring Leadership Planning Conference and Fall Convention
5. Acquires understanding of Serra International and USAC Bylaws and Policy Manuals as they affect the club's Bylaws and Policy Manuals
6. Periodically reviews Club Bylaws and Policies in relationship to club operation and performance
7. Assumes a vital part of club leadership
8. Serves on one or more committees and evaluates effectiveness
9. Perform other duties as assigned by the president

**In association with the Board Officers, the Trustees assists and participates in the following:**

1. Coordination and prioritization of the club's long range plans
2. Identification and approval of essential club tasks and functions
3. Review and approval of the annual club budget
4. Filling of Board and committee vacancies
5. Suspension, removal, or expulsion of Board members and club members according to club policies and procedures
6. Review and effect changes to club Bylaws, amendments and Policy Manual
7. Election and orientation of club delegate to the International Convention

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

## USA Council of Serra International

### Position Description for the Club Chaplain

**Position Title:** Club Chaplain

**Reports to:** President

**Position:** Attend all Board Meetings. Provides communication linkage with the USA Council Episcopal Advisor. Periodically assesses the Club in the accomplishment of its mission and objective as related to the spiritual, vocational and ethical activities of the officers and committees. Communicates with Ordinary of the Diocese and the Diocesan Vocation Directors to strengthen and improve the relationships with the Club. When requested, represents the Club in meetings, conferences and/or conventions. In concert with the President and Club Trustees, provides guidance and suggestion to improve the Club's vocation activities. Attends training for the club Chaplains.

#### **Principal Responsibilities:**

3. Attends all Board meetings and Annual Serra International Conventions
4. Attends, when possible, Regional and district Convention
5. Provides suggestions and guidance to the Club furthering the Club's external relationship with other organizations involved in vocation ministry
6. Provides suggested initiative to implement USCCB vocation programs
7. Gives consultation and guidance to the Vice President of Vocations on specific programs and activities affecting local Serra Clubs.
8. Gives guidance to the Vice President of Programs in the use of effective programs that have been developed for club use that contain the current teaching of the Bishops, encyclicals and episcopal statements
9. Makes himself aware of the activities of all of the standing committees of the Club and provides spiritual oversight
10. Responds to requests from Club Officers for counsel and guidance in matters and relationships affecting the club

#### **Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Ability to work collaboratively with club officers and members

#### **Desirable Knowledge, Skills and Abilities:**

1. Ability to communicate clearly and concisely orally and in writing

## USA Council of Serra International

### Position Description for Club Foundation Representative

**Position Title:** Foundation Representative

**Reports To:** President

**Position:** Attend all Club, Board of Trustees and Committee meetings and functions; Responsible for educating club members about the Foundation; promotes the Foundation's annual appeal and other giving programs; and, serves as the club's communication liaison with the Foundation.

#### **Principal Responsibilities:**

1. Attend all Club meetings
2. Be knowledgeable about the Foundation gifts and grants
3. Educate club members about the Foundation
4. Maintain club records on members current year Foundation gifts
5. Promotes the Foundation's annual appeal and other giving programs
6. Serve as the communication liaison with the Foundation
7. Supply and display Foundation brochures and materials
8. Attend and actively participates at the Spring Leadership Planning Conferences
9. Participate as a vital part of the Club leadership
10. Perform such other duties as may be assigned by the President and/or the Board of Trustees

#### **Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes; the Serra International Foundation and the USA Council and its Objectives and Purposes
2. Ability to work collaboratively with volunteers

#### **Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing



# District Council Operating Procedures

## I. *Name and Territorial Limits*

Section 1 This organization shall be known as "District Council" or Council.

Section 2 The territorial limits of this Council shall be the area served by the District Governor.

## II. *Objectives*

The Council is organized to assist and advise the Office of the Governor in activities and areas associated with the accomplishments of the goals and objectives of Serra International and USA Council.

## III. *Duties and Activities*

Section 1 The duties of the Council shall be to assist the Office of the Governor and the District in reaching stated objectives. Such activities shall include, but not be limited to:

- A. Identifying and screening nominees for the position of governor elect.
- B. Selecting the governor elect through a voting process at the SPLC.
- C. Encouraging attendance at SPLC and participating in the agenda and program.
- D. Upon request by the Office of the Governor, effect extension of Serra by the recruitment of new members and the formation of new clubs.
- E. Serves as liaison between club boards, Office of the Governor, and USAC regional directors.
- F. Assist Office of the Governor with clubs needing help and direction.
- G. Assist in identifying, creating, and presenting district awards.
- H. Assist with programs at District/Regional Conventions.
- I. Initiate and/or assist in any other activities which help to increase awareness of Serra and its work.

## IV. *Members of the District Council shall be:*

- Club presidents
- All past district governors willing to participate
- Serrans living within the district boundaries who have held or currently hold Serra International officer or trustee positions and USAC Council positions.

## **V. *Officers and Duties***

- Section 1 The Governor will be the chairman of the Council. The Governor may appoint a Council coordinator to assist the Governor in the functions and activities of the Council
- Section 2 The Council Chair may appoint Ad Hoc Committees to study, develop and propose action/solutions to items affecting the district
- Section 3 The Chair shall preside over all Council meetings and Council activities
- Section 4 The Chair will retain and properly maintain Council policy/procedure files and give these files to the incoming District Governor
- Section 5 The secretary of the Council shall provide written minutes/summaries of all Council meetings. In the secretary's absence, the Governor shall designate an acting secretary

## **VI. *Election***

- Section 1 Council Committee Chairs shall serve for a period of two years. No chairman may serve more than two consecutive terms. Only past governors will be considered as nominees for the Council Chair positions.
- Section 2 The name of the Committee Chairs shall be publicized no later than June 15<sup>th</sup> to the Council members and clubs.

## **VII. *Meetings and Attendance***

- Section 1 The Council shall meet:
- A. At the Fall District/Regional Convention
  - B. At the International Convention
  - C. At the Spring Leadership Planning Conference
- Additional meetings shall be called by the Governor as needed, with at least 21 days written or oral notice to all Council members.
- Section 2 Inability of a member to attend a scheduled meeting must be communicated promptly. With knowledge of such inability, the Governor may consider rescheduling, if appropriate.
- Section 3 The Governor shall furnish an agenda to each member in advance of meeting.
- Section 4 A past governor may decline membership in the Council by written notification to the Governor.

## **VIII. *Voting Process***

- Section 1 All Council actions requiring approval shall be voted and passed by a simple majority of Council members present. No absentee provisions are possible since it is necessary to conduct the business of the Council with members who are present.
- Section 2 Club presidents may appoint a club officer/members to cast the club's vote in the event the president is unable to attend.
- Section 3 Only past governors who are present at the meeting shall vote.
- Section 4 The district governor and governor elect shall be voting members.

## **IX. *Amendments***

- Section 1 The Operating Procedures may be amended by a simple majority of members present at any duly called and notified meeting. Copies of items to be amended should be sent to each Council member 30 days in advance.

# USA Council of Serra International

## Position Description for President of the Board

**Position Title:** President

**Reports To:** USA Council Board

**Position:** Presides at Annual Council Meeting; plans and presides at Council Board and Executive Committee meetings; appoints committee chairs and members; represents the Council at designated strategic conferences, conventions, and meetings. Promotes and assists in the development of all Council leadership; co-authors agenda for Board and Executive Committee meetings; directly supervises Executive Director's performance and evaluates the performance of Council Officers and designated committee chairs. Serves as the reviewer for performance evaluation of paid staff positions. Provides general overview of the work and overview of the work and activities of the Council. Maintains liaison and communication with Serra International, Serra International Foundation, other Serra International Councils and designated national and other organizations that affect or impact on the USA Council mission, goals and objectives. Performs such other duties that pertains to the Office of the President or as directed by the Board.

### **Principal Responsibilities:**

1. Oversees board and executive committee meetings and facilitates board discussion
2. Serves as ex-officio member of all committees
3. In concert with the Executive Director and others, insures timely implementation of Board action
4. Calls special meetings if necessary in accordance with Council policies and procedures
5. Motivates board members and committee chairs in the timely execution of schedules, assignments and activities
6. Effects working relationship with national vocation leaders and organizations
7. Takes appropriate action on recommendations for the dismissal of District Governors and Club charter revocations
8. Represents the Council as spokesperson
9. Plans agenda for all meetings with the Executive Director and insures time frames
10. Appoints all committee chairs with advice from the Executive Director
11. Provides for new board members and committee chair orientation and training
12. Co-authors with the Executive Director the agenda for board meetings
13. Oversees searches for new Executive Director
14. Rates Executive Director's performance evaluation and appraisal according to Council polices and procedures
15. Works with the nominating committee to recruit new board members
16. Periodically reviews board members roles and responsibilities to assist them in assignments and performance
17. Oversees creation and implementation of written Council policies and procedures

### **Position Requirements:**

1. Served as a Club President; District Governor and a member of the Council Board and an officer of the Council
2. Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
3. Thorough knowledge of the USA Council Constitution, By Laws, Polices

**Position Description**

**Board President**

**Page 2**

4. Knowledgeable of related church and religious leaders, groups and organizations
5. Knowledgeable of the Executive Director's duties and responsibilities
6. Knowledge of financial statements
7. Paid supervisory or managerial experience
8. Ability to work collaboratively with volunteers and paid staff
9. Ability to work collaboratively with personnel in an office or structured environment

**Desirable Knowledge, Skills and Abilities:**

1. Understands dynamics of organizational elements and structures
2. Knowledge of current Catholic Church issues
3. Demonstrated ability to communicate clearly and concisely orally and in writing
4. Aware of planning, directing and monitoring skills

# USA Council of Serra International

## Position Description for President Elect of the Board

**Position Title:** President Elect

**Reports To:** President and USA Council Board

**Position:** Attends and participates in all board and committee meetings and functions; serve as the liaison between the Long Range Planning Committee & Board; serve as an active member of the Finance, Executive and Compensation Committees. Represents the President at designated meetings and conferences and conventions. Participates in the evaluation process of the Executive Director, Council Officers and designated chairs. Shall perform such duties as may be assigned to him by the President and/or Board.

### **Principal Responsibilities:**

1. Attend all Board and committee meeting and functions
2. Oversee Long Range Planning Committee meetings
3. Serve as ex-officio member of all committees
4. In partnership with the President insures implementation of board actions
5. Attend the annual International Convention
6. Attend Regional and District Conventions as requested by the President
7. Participates where indicated in Regional Director/District Governor Planning Conferences, Seminars, and other sessions.
8. Participates in budget preparation for the next fiscal year
9. Establish a working relationship with USA Council staff
10. Develops working relationship with vocation and church organizations
11. Identify potential Officers, chairs and committee members

### **Position Requirements:**

1. Paid supervisory or managerial experience
2. Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
3. Thorough knowledge of the USA Council Constitution, By Laws, Polices
4. Knowledgeable of related church and religious leaders, groups and organizations
5. Have served as a Club President; District Governor and a minimum of two Council Board positions
6. Knowledgeable of the Executive Director's duties and responsibilities
7. Knowledge of financial statements
8. Ability to work collaboratively with volunteers and paid staff
9. Ability to work collaboratively with personnel in an office or structured environment

### **Desirable Knowledge, Skills and Abilities:**

1. Understands dynamics of organizational elements and structures
2. Knowledge of current Catholic Church issues
3. Demonstrated ability to communicate clearly and concisely orally and in writing
4. Aware of planning, directing and monitoring skills

# USA Council of Serra International

## Position Description for the Immediate Past President of the Board

**Position Title:** Immediate Past President

**Reports To:** President and USA Council Board

**Position:** Attends all Board and Committee meetings and functions as designated by the President and the Board; assists, supports and consults upon request with the President and President Elect. At the request of the President, represents the President and the Council at designated meetings, conferences and conventions. Serves as the reviewer of the Executive Director's performance evaluation and appraisal. Serves as the Council's representative on the Board of Serra International.

### **Principal Responsibilities:**

1. Attend all board meetings
2. Serves on the Executive and Finance Committees
3. Insures that positions, statements, concerns presented or espoused at meetings, conferences and on programs corresponds to the position of the President and Board
4. Performs the role of reviewer of the Executive Director's performance and appraisal in accordance with Council policies and procedures.
5. At the request of the President serves on specific committees
6. Provide advice to the current President when requested
7. Perform such other duties as may be assigned by the President and Board

### **Position Requirements:**

1. Paid supervisory or managerial experience
2. Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
3. Thorough knowledge of the USA Council Constitution, By Laws, Polices
4. Knowledgeable of related church and religious leaders, groups and organizations
5. Have served as a Club President; District Governor and a minimum of two Council Board positions
6. Knowledgeable of the Executive Director's duties and responsibilities
7. Knowledge of financial statements
8. Ability to work collaboratively with volunteers and paid staff
9. Ability to work collaboratively with personnel in an office or structured environment

### **Desirable Knowledge, Skills and Abilities:**

1. Understands dynamics of organizational elements and structures
2. Knowledge of current Catholic Church issues
3. Demonstrated ability to communicate clearly and concisely orally and in writing
4. Aware of planning, directing and monitoring skills

## USA Council of Serra International

### Position Description for the Vice President of Communications

**Position Title:** Vice President of Communications

**Reports To:** President

**Position:** Attend all Board and Committee meetings and functions; serves as an active member of the Executive and Finance Committees; is responsible for the operations of the Communications Committee of the USA Council; formulates plans and recommendations to the Board for the improvement of internal and external communications and public relations; implement the USA Council's communications with the clubs, districts and regions.

#### **Principal Responsibilities:**

1. Attend all Board meetings
2. Serves on the Executive and Finance Committees
3. Serves as the member of the Communications Committee
4. Attend Regional and District Conventions as appropriate
5. Establish comprehensive communication programs for use by the Council and clubs
6. Maintain contact with the Communications Coordinator of the USA Council
7. Develop a long range plan for the Communications Committee
8. Assists the President Elect in the preparation of the budget
9. Understand the responsibilities of the Board president and able to perform these duties in the president's absence
10. Participate as vital part of the Board leadership
11. Perform such other duties as may be assigned by the President of the USA Council

#### **Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes.
2. Have served one term on the USA Board, or served two years as a chairman of a USAC standing committee, or have served at least two years on the Serra International or Serra International Board.
3. Knowledge of financial statements
4. Ability to work collaboratively with volunteers and paid staff

#### **Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing



# USA Council of Serra International

## Position Description for the Vice President of Membership

**Position Title:** Vice President of Membership

**Reports To:** President

**Position:** Attend all Board and Committee meetings and functions; serves as an active member of the Executive, and Finance Committees; is responsible for the Membership Committee of the USA Council; formulate plans and develops programs that help the clubs increase membership; develop plans to form new Serra Clubs and expand Serra to new dioceses and where Serra is under represented.

### **Principal Responsibilities:**

1. Attend all Board meetings
2. Serves on the Executive and Finance Committees
3. Serves as a member of the Membership Committee
4. Attends Regional and District Conventions as appropriate
5. Develops effective programs for club use to increase club membership
6. Develop effective programs to expand Serra to new dioceses and where under represented
7. Maintain contact and a working relationship with the Membership Coordinator of the USA Council
8. Develop a long range plan for the Membership Committee
9. Assists the President Elect in the preparation of the budget.
10. Understand the responsibilities of the board president and able to perform these duties in the president's absence
11. Participate as vital part of the Board leadership
12. Perform such other duties as may be assigned by the President of the USA Council

### **Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Have served one term on the USA Board, or served two years as a chairman of a USAC standing committee, or have served at least two years on the Serra International or Serra International Board.
3. Knowledge of financial statements
4. Ability to work collaboratively with volunteers and paid staff

### **Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

# USA Council of Serra International

## Position Description for the Vice President of Programs

**Position Title:** Vice President of Programs

**Reports To:** President

**Position:** Attend all Board and Committee meetings and functions; serves as an active member of the Executive, and Finance Committees; is responsible for the operations of the Program Committee of the USA Council; formulate plans and develops programs that help the clubs and member Serrans become aware of the current teaching of the Bishops; encyclicals and episcopal statements.

### **Principal Responsibilities:**

1. Attend all Board meetings
2. Serves on the Executive and Finance Committees
3. Serves as a member of Program Committee
4. Assists and attends Regional and District Conventions as appropriate
5. Develop effective programs for club use that contain the current teaching of the Bishops, encyclicals and episcopal statements
6. Develop a long range plan for the Program Committee
7. Assists the President Elect in the preparation of the budget.
8. Understand the responsibilities of the board president and able to perform these duties in the president's absence
9. Participate as vital part of the Board leadership
10. Perform such other duties as may be assigned by the President of the USA Council
11. Monitors and assesses the impact of Council programs provided for local club use

### **Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Have served one term on the USA Board, or served two years as a chairman of a USAC standing committee, or have served at least two years on the Serra International or Serra International Board.
3. Knowledge of financial statements
4. Ability to work collaboratively with volunteers and paid staff

### **Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

# USA Council of Serra International

## Position Description for the Vice President of Vocations

**Position Title:** Vice President of Vocations

**Reports To:** President

**Position:** Attend all Board and Committee meetings and functions; serves as an active member of the Executive, Finance and Relationship Committees; is responsible for the operations of Vocations Committee; establishes comprehensive vocation programs for USA Council and clubs.

### **Principal Responsibilities:**

1. Attend all Board meetings
2. Serves on the Executive, Finance and Relationship Committees
3. Oversees the operations of the Vocations Committee
4. Serves as member of the Vocations Committee
5. Assists and attends Regional and District Conventions as appropriate
6. Represents USA Council vocation efforts with Bishop, Vocation Directors and other organizations involved in vocation ministry.
7. Establish comprehensive vocation programs for use by the clubs
8. Develops a long range plan for the Vocations Committee
9. Collaborate with the USCCB, Bishops' Vocation Committee and other US Vocation organizations
10. Assists the President Elect in the preparation of the budget.
11. Participate as vital part of the Board leadership
12. Perform such other duties as may be assigned by the President of the USA Council

### **Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Have served one term on the USA Board, or served two years as a chairman of a USAC standing committee, or have served at least two years on the Serra International or Serra International Board.
3. Be knowledgeable of the requirements of vocation ministry
4. Establish, along with, the Executive Director and the Relationships Committee and working relationship with other national vocation organizations
5. Knowledge of financial statements
6. Ability to work collaboratively with volunteers and paid staff

### **Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

# USA Council of Serra International

## Position Description for Secretary of the Board

**Position Title:** Secretary

**Reports To:** President

**Position:** Attend all Board and Committee meetings and functions; serves as the liaison or chair of the By Laws Committee; serves as an active member of the Finance and Executive Committees. Responsible for recording all proceedings at meetings of the Board and Executive Committee as well as any national meetings and is responsible for all elections of officer and Regional Directors. Responsible for mailing of all necessary meeting notices.

### **Principal Responsibilities:**

1. Attend all board meetings
2. Serve on the Executive and Finance Committees
3. Maintain all board records and ensure their accuracy and safety
4. Review board minutes
5. Assume responsibilities of the president in the absence of the board president, president-elect, and vice presidents
6. Provide notice of meetings of the board and/or of a committee when such notice is required
7. Administer the election process of Officers and Regional Directors
8. Act as the liaison or chair of the By Laws Committee with the Board and Executive Committee
9. Maintain the By Laws, Amendments and Policy Manual for the USA Council
10. Prepare and timely file amendments to the Serra International By Laws with the Secretary of Serra International.

### **Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Have served one term on the USA Board, or served two years as a chairman of a USAC standing committee, or have served at least two years on the Serra International or Serra International Board.
3. Knowledge of financial statements
4. Ability to work collaboratively with volunteers and paid staff

### **Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

**Position Description for Treasurer of the Board**

**Position Title:** Treasurer

**Reports To:** President

**Position:** Attend all Board and Committee meetings and functions; serves as the Chairperson of the Finance and Compensation Committees; serves as an active member of the Executive and Audit Committees. Responsible for collection of club dues; payment for bills and the preparation of periodic financial statements. Assists in the preparation of the annual budget.

**Principal Responsibilities:**

1. Attend all board meetings
2. Serve on the Executive and Audit Committees
3. Serve as financial officer of the organization and as chairperson of the Finance Committee
4. Serve as the chairperson of the Compensation Committee
5. Knowledge of the organization and personal commitment to its goals and objectives
6. Understand financial accounting for nonprofit organizations
7. Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
8. Work with the Executive Director and the Finance Manager to ensure that appropriate financial reports are made available on a timely basis
9. Responsible for the collection of all club dues, payment of all bills and maintains all accounts in accordance with GAAP
10. Assists the President-Elect and the Executive Director in preparing the annual budget and presenting the budget to the board for approval
11. Review the annual audit and answer board members' questions about the audit.
12. Perform such other duties as ordinarily pertain to the office of Treasurer
13. Perform such other duties as may be assigned by the President of the USA Council.

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Have served one term on the USA Board, or served two years as a chairman of a USAC standing committee, or have served at least two years on the Serra International or Serra International Board.
3. Knowledge of financial accounting for not for profits; GAAP for not for profits
4. Ability to work collaboratively with volunteers and paid staff

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

# USA Council of Serra International

## Position Description for the Episcopal Advisor

**Position Title:** Episcopal Advisor

**Reports To:** President

**Position:** Attends all Board Meetings. Provides communication linkage with the USA Council Episcopal Liaison for Canada, Episcopal Advisor of Serra International, and the Episcopal Advisors of other National Councils. Periodically assesses the Council in the accomplishment of its mission and objective as related to the spiritual, vocational and ethical activities of the officers and committees of the USA Council. Represents the USA Council on the NCCB Bishops Vocation Committee. Communicates with Regional Bishops and Vocation Directors to strengthen and improve the relationships with the USA Council. When requested, represents the Council in meetings, conferences and/or conventions. In concert with the President, Executive Committee and Executive Administrator, provides guidance and suggestion to improve the Council's vocation activities. Provide guidance and training to the club Chaplains.

### **Principal Responsibilities:**

1. Attends all Board meetings and Annual Serra International Conventions
2. Attends, when possible, Regional and district Convention
3. Provides suggestions and guidance to the Chairperson of the Relationships Committee in furthering the Committee's external relationship with other organizations involved in vocation ministry
4. Provides suggested initiative to implement NCCB vocation programs
5. Gives consultation and guidance to the Vice President of Vocations and Vocations Committee Chair on specific programs and activities affecting local Serra Clubs.
6. Gives guidance to the Vice President of Programs in the development of effective programs for club use that contain the current teaching of the Bishops, encyclicals and episcopal statements
7. Makes himself aware of the activities of all of the standing committees of the USA Council and provides spiritual oversight
8. Responds to requests from Council Officer for counsel and guidance in matters and relationships affecting the Bishops of the United States and Canada
9. Offers specific assistance in the formation of the role of Chaplain in local Serra Clubs and provides necessary training
10. Submits reimbursement requests along with receipts for costs associated with the attendance at meetings, conferences and conventions.

### **Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Have at least one Serra Club within the Diocese/Archdiocese
3. Ability to work collaboratively with volunteers and paid staff

### **Desirable Knowledge, Skills and Abilities:**

1. Ability to communicate clearly and concisely orally and in writing

Prepared: June 25, 1999

C:\Council\Position\Episcopal Advisor

# USA Council of Serra International

## Position Description for Regional Coordinator

**Position Title:** Regional Coordinator

**Reports To:** President and USA Council Board

**Position:** This appointee (or elected Serran) is responsible for assisting, coordinating and managing the Regional Directors assigned to him/her. With the other Regional Coordinator(s), a consistent national approach to the USA Council activities is achieved in the clubs, districts and regions. A voting member of the USA Council Board, he/she participates in all board meetings and functions, serves as liaison between the President and the Board with the Regional Directors and Deputy Regional Directors. Periodically provides reports to the President and the Board on the status of Serra in his/her assigned regions. Identifies regional needs to the Board. Assists in the training and development of the Regional Directors. Along with the Regional Directors may represent the USA Council at meetings held within the regions. Performance is evaluated annually by the President.

### **Principal Responsibilities:**

1. Attend all Board and committee meeting and functions
2. Maintains written and verbal communications with the Regional Director and Deputy Regional Director
3. Meets with the Regional Directors individually or as a group during Super Weekends, during the February/March District Governors Planning and Training Conferences, conventions and at other appropriate meetings
4. Assists the Regional Directors in learning their Regions while developing a coordinated approach or plan to their assignments prior to the September Super Weekend
5. Keeps the President and the USA Council Board informed of the status of the Regions; and the resources/activities needed to strengthen/assist in the Regions, Districts and clubs.
6. Informs the Council Leadership Development Committee of the development needs, program and resources within the Regions
7. When appropriate, represents the Council at meetings, conferences and conventions held in the region
8. Assists the Regional Directors plan for the formal induction of the incoming District Governors who are not inducted at the International Convention
9. Utilizes all existing reports and data to assist and strengthen Regions, Districts and Clubs within the Region
10. Reviews Regional and District reports to determine status/needs of the USA Council operations. Develops a profile on each region, and prepares a consolidated report for the USA Council Board.
11. Attend the annual International Convention
12. Participates where indicated in Regional Director/District Governor Planning Conferences, Seminars, and other sessions.
13. Participates in budget preparation for the next fiscal year
14. Establish a working relationship with USA Council staff
15. Identify potential Officers, chairs and committee members
16. Performs other duties as assigned by the President of the USA Council Board

## **Regional Coordinator**

### **Position Description**

**Page 2**

#### **Position Requirements:**

1. Prior service as a District Governor, Regional Director or USA Council President
2. Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
3. Thorough knowledge of the USA Council Constitution, By Laws, Polices
4. Basic knowledge of Serra assets, organization and leadership with the assigned regions
5. Knowledgeable of related church and religious leaders, groups and organizations
6. Knowledgeable of the Executive Director's duties and responsibilities
7. Ability to work collaboratively with volunteers and paid staff

#### **Desirable Knowledge, Skills and Abilities:**

1. Understands dynamics of organizational elements and structures
2. Knowledge of current Catholic Church issues
3. Demonstrated ability to communicate clearly and concisely orally and in writing
4. Aware of planning, directing and monitoring skills



# USA Council of Serra International

## Position Description for Regional Director

**Position Title:** Regional Director  
**Reports To:** Regional Coordinator

**Position:** This elected position is for a two year term and may be re-elected for one consecutive term. Attends all Board meetings and functions; serves as an active member of the Board and on at least one standing committee; supplements the communications between the USAC Board and District Governors; assists the District Governor; prepares and submit periodic written reports and recommendations to the USAC Board, as specified and performs duties as requested by the Regional Coordinator The Director's primary responsibility is to provide Serra governance and assistance to the Region. The secondary responsibility is to serve on the National Council Board. May appoint Deputy Regional Directors to assist in the Regional governance plan. Care should be taken that the role of the Regional Director Elect is not adversely affected by Deputy appointments.

### **Principal Responsibilities:**

1. Guides, assists and oversees the performance of the District Governors in the Region
2. Attends all USA Council Board meetings and participates as a voting member of the Board and participates as a vital part of the Board Leadership and serves on at least one standing committee
3. Represents the USA Council at meetings, conferences, conventions and chartering of new clubs within the the Region
4. Oversees an adjacent Region if that Region has less than 200 members and, at the direction of the Regional Coordinator, performs designated duties for the unrepresented region until the need no longer exists.
5. Establish and maintain contact with the Regional Bishop and Regional Vocation Collaborators
6. Provides timely reports as determined by the USA Council Board
7. Monitors and mentors the performance of any Regional Director Elect and appointed Deputy Regional Directors
8. Installs those District Governors who were not installed at the Annual USA Council meeting
9. Maintains continual communications with the District Governors and the Regional Coordinators
10. Reviews and monitors District and Club reports and insures that the Council has the names of Governor Elects and Club Officers
11. Has direct responsibility for the planning and implementation of the Regional and/or multi-District Fall Conventions. Has indirect responsibility and provides assistance to those District Governors who plan and conduct single Fall District Conventions.
12. Attends the Fall Regional and/or multi-District Fall Convention
13. Attends Regional Director/District Governor Training session each year while serving as a Regional Director
14. Annually accounts for receipt and disbursement of fees provided for Regional expenses
15. Performs such other duties as may be assigned by the Regional Coordinator

### **Position Requirements:**

1. Thorough knowledge of Serra its Objects and Purposes and the USA Council and it Objectives and Purposes
2. Have been a Club President and either a District Governor, or on a national or international standing committee for two years and be a resident of the region that they will be representing.
3. Ability to work collaboratively with volunteers and paid staff
4. Is aware of the basic structures and Serrans in the Districts and Clubs within the region

### **Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

# USA Council of Serra International

## Position Description for Regional Director Elect

**Position Title:** Regional Director Elect

**Reports To:** Regional Director

**Position:** This elected position is for a one or two year term and assists in the governance of the Region. If the Regional Director is unable to complete the term of office, then the Regional Director Elect becomes the Regional Director for the unexpired term. This person then assumes his or her regular term as Regional Director. The Regional Director Elect attends and Board meetings and functions. Serves as an active member of at least one standing committee. Assists the Regional Director in his or her assigned duties.

### **Principal Responsibilities:**

1. Maintains communication with and reports to the Regional Director.
2. Becomes familiar with the duties of the Regional Director
3. Performs the duties as assigned by the Regional Director
4. Attends Council Board Meetings
5. Assists in mentoring and monitoring activities of any appointed Deputies
6. Serves on at least one standing committee
7. Represents the USA Council at meetings, conferences, conventions and chartering of new clubs within the Region when assigned
8. As assigned installs District Governors
9. Maintains continual communications with the assigned District Governors
10. Provides timely reports to the Regional Director
11. Reviews and monitors the reports of the assigned District and Club reports and insures that the Regional Director is informed of Governor Elects and Club Officers
12. Assists the Regional Director in overseeing of the planning and conduct of the Regional and/or multi-District Fall Conventions.
13. Attends the Fall Regional and/or multi-District Fall Convention
14. As requested by the Regional Director establishes and maintains contact with the Regional Bishop and Regional Vocation Collaborators
15. Participate as a vital part of the Regional Leadership
16. Attends Regional Director/District Governor Training session each year while serving as a Regional Director Elect.
17. Performs such other duties as may be assigned by the Regional Director

### **Position Requirements:**

1. Thorough knowledge of Serra its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Have been a Club President and either a District Governor, or on a national or international standing committee for two years and be a resident of the region that they will be representing.
3. Ability to work collaboratively with volunteers and paid staff
4. Obtains a working knowledge of structure and Serrans in Districts and Clubs

### **Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

# USA Council of Serra International

## Position Description for Deputy Regional Director

**Position Title:** Deputy Regional Director

**Reports To:** Regional Director and Regional Director Elect

**Position:** This appointed position by the Regional Director ends with the completion of the Regional Director's term. Deputy positions have no succession rights. Regional Deputies shall have no voting rights except those assigned, in the absence of Regional Director or Regional Director Elect, and in writing. The Regional Deputy will assist and supplement the Regional Director in the performance of the Regional Director's duties as assigned.

### **Principal Responsibilities:**

1. Become familiar with the duties of the Regional Director
2. Maintains contact with the Regional Director
3. Performs the duties as assigned by the Regional Director
4. Attends Council Board Meetings
5. Serves on at least one standing committee
6. Represents the USA Council at meetings, conferences, conventions and chartering of new clubs within the Region when assigned
7. As assigned by the Regional Director installs District Governors
5. Maintains continual communications with the assigned District Governors
8. Provides timely reports to the Regional Director
9. Reviews and monitors the reports of the assigned District and Club reports and insures that the Regional Director is informed of Governor Elects and Club Officers
10. Assists the Regional Director in overseeing of the planning and conduct of the Regional and/or multi-District Fall Conventions. Has indirect responsibility and provides assistance to those assigned District Governors who plan and conduct single Fall District Conventions.
11. Attends the Fall Regional and/or multi-District Fall Convention
12. As requested by the Regional Director establishes and maintains contact with the Regional Bishop and Regional Vocation Collaborators
13. Participates as a vital part of the Regional Leadership
14. Attends Regional Director/District Governor Training session each year while serving as a Deputy Regional Director
15. Performs such other duties as may be assigned by the Regional Director

### **Position Requirements:**

1. Thorough knowledge of Serra its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Have been a Club President and either a District Governor, or on a national or international standing committee for two years and be a resident of the region that they will be representing.
3. Ability to work collaboratively with volunteers and paid staff
4. As assigned, acquires a working knowledge of specific Districts and Clubs the Deputy is delegated to assist and serve.

### **Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

## USA Council of Serra International

### Position Description for District Governor

**Position Title:** District Governor

**Reports To:** Regional Director and District Council

**Position:** Promotes district wide membership growth; starts clubs within the district; attends charter nights for new clubs and anniversary nights for existing clubs; responsible for Incoming Presidents Seminar, planning Spring Leadership Planning Conferences, district council meetings and the fall district convention; visits each club within the district a least annually; communicates with the clubs in the district through personal contact, newsletters or phone calls; performs administration functions as assigned in the district; and assures that each club with the district is actively involved in vocation work and contributes to the spirituality of the club members.

#### **Principal Responsibilities:**

1. Maintains contact with Diocesan Bishop or Bishops and the vocation office/offices
2. Visits each club in the district at least annually to analyze strengths and weaknesses
3. Attends important club functions, including, club chartering, anniversaries and officer installation
4. Recommends clubs in the district for Serra International and USA Council awards
5. Encourages each club to contribute to Serra International Foundation
6. Ensures that each club has identified officers for the current fiscal year
7. Communicates with clubs in the district through personal visits, newsletters or phone calls
8. Maintains regular contact with the Regional Director and the USA Council office
9. Is primarily responsible for the SLPC, District Council meetings and the Fall District Convention
10. Identifies potential candidates for District Governor Elect, Regional Director, USA Council Board Officers, Serra International and Serra International Trustees
11. Promotes membership growth within the district
12. Starts or maintains clubs in formation and identifies future growth opportunities
13. Encourages attendance at the Serra International Annual Convention and ensures each club has a delegate or proxy
14. Assures that each club is active in vocation work and contributes to the spirituality of its members
15. Annually accounts for receipt and disbursement of fees provided for District Expense
16. Submits required reports to the Regional Director and USA Council Office
17. Supervises timely payment of per capita dues to the USA Council Office.

#### **Position Requirements:**

1. Be a member in good standing
2. Served as a Club Officer especially as a Club President
3. Have enough time to available to fulfill the responsibilities of the office
4. Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
5. Thorough knowledge of the USA Council Constitution, By Laws, Polices
6. Ability to work collaboratively with volunteers

#### **Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Demonstrated ability to communicate clearly and concisely orally and in writing
3. Aware of planning, directing and monitoring skills

Revised: February 2006

C:\Council\Board Position Descriptions\District Governors

## USA Council of Serra International

### Position Description for District Governor Elect

**Position Title:** District Governor Elect

**Reports To:** District Governor

**Position:** This elected position is for a one or two year term and assists in the governance of the District. If the Governor is unable to complete the term of office established by the District Council, then the Governor Elect becomes the Governor for the unexpired term. This person then assumes his/her regular term as Governor. The Governor Elect participates in visiting clubs, in training and development programs for club officers, club trustees and Serra Club members. Accepts assignments and activities from the Governor which promotes the development and strengthening of the District and its clubs.

#### **Principal Responsibilities:**

1. Maintains communication with the Governor and assists in the completion of the District Plan
2. Visits clubs designated by the Governor to determine needed support and assistance
3. Represents the Governor at Regional/District/Club meetings and functions
4. Accepts monitoring responsibilities as assigned for certain club reports, activities and programs and timely submission of Per Capita dues to the USA Council office and makes recommendations to the District Governor
5. Assists the Governor and assumes a major role in planning, conducting and instructing at the Incoming Club Presidents Seminar and the Spring Leadership Conference.
6. Provides input for a single District Fall Convention or a Fall Regional Convention.
7. Attends and participates in the District Council meetings as a voting member
8. Assists the clubs in membership growth and starting new clubs
9. Becomes aware of the clubs status in vocations, programs and communication efforts
10. As requested by the District Governor assists and guides the Deputy Governor
11. Attends the Serra International Convention and promotes Serran contributions to the Serra International Foundation
12. Attends the annual Planning and Training Conference for Regional Directors and District Governors
13. Develops relationships with club officers in preparation for assuming the role of the District Governor
14. Acquires knowledge of the status of Club Bylaws, Policy Manuals and other administrative tools that strengthen the clubs.

#### **Position Requirements:**

1. Be a member in good standing
2. Served as a Club Officer especially as a Club President
3. Have enough time to available to fulfill the responsibilities of the office
4. Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
5. Thorough knowledge of the USA Council Constitution, By Laws, Polices
6. Ability to work collaboratively with volunteers

#### **Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Demonstrated ability to communicate clearly and concisely orally and in writing
3. Aware of planning, directing and monitoring skills

## USA Council of Serra International

### Position Description for Deputy District Governor

**Position Title:** Deputy District Governor

**Reports To:** Governor or Governor Elect

**Position** Appointed by current Governor to assist in governance of the District. The term of office ends with conclusion of Governor's term. This non-elected position has no automatic succession rights and cannot vote on District Council matters. Deputies are usually assigned to a specific geographical area or to fulfill certain tasks or functions that assist clubs or the District. Care must be exercised that role of the Deputy does not conflict with the line authority of the Governor Elect or the efforts of the Immediate Past Governor.

#### **Principle Responsibilities:**

1. Visits designated clubs or club officers to address areas of need or assistance.
2. Participates in projects or activities that support the District objectives such as (but not limited to) membership, internal programs that support and encourage Serran spirituality, improved communications, effective club awareness and affirmation vocation programs.
3. Assist in administrative functions such as timely completion of club and District reports, clubs' timely payment of per capita dues to the Council office, Regional Director and Governor
4. Participates in the planning & conduct of District training and development programs including Incoming Club President's Seminar, the Spring Leadership Planning Conference and the District or Regional Fall Convention.
5. Performs other tasks as assigned by the Governor
6. Accepts role of team member in Office of Governor

#### **Position Requirements:**

1. Be a member in good standing
2. Served as a Club Officer, especially as a Club President
3. Have time to fulfill assignments and duties of the office
4. Acquires knowledge of Serra, its various Constitutions, bylaws, and polices
5. Ability to work collaboratively with volunteers

#### **Desirable Knowledge, Skills and Abilities**

1. Knowledge of current Catholic Church issues
2. Demonstrated ability to communicate clearly concisely; orally and in writing
3. Aware of planning, directing and monitoring skills.

Revised: September 12, 2006

C:\Council\Board Position Descriptions\Deputy District Governor

## USA Council of Serra International

### Position Description for Club President

**Position Title:** President

**Reports To:** Club Board of Trustees

**Position:** Presides at Club and Board meetings; appoints committee chairs and members; represents the Club at all inter-club meetings and activities and district meetings. Promotes and assists in the development of all Club leadership; co-authors agenda for membership and Club Board meetings; evaluates the performance of Club Officers and designated committee chairs. Performs such other duties that pertains to the Office of the President or such other duties as the Board of Trustees may assign, or a may be required by the Club's By Laws. Collaborate with other district or diocesan Serra Clubs. Is a member of Governors's District Council.

#### **Principal Responsibilities:**

1. Prepare agenda with the assistance of the club secretary
2. Conducts each meeting according to suggested Serra procedures or club policies
3. Appoints all committee chairs with advice from the Board of Trustees
4. Serves as ex-officio member of all committees
5. Coordinates work of committees
6. Helps chairpersons identify and understand their responsibilities
7. Insures timely implementation of USA Council and Serra International Board action
8. Calls special meetings if necessary in accordance with Club's policies
9. Participates in District Council meetings and actions.
10. Effects working relationship with diocesan vocation leaders and organizations
11. Takes appropriate action on recommendations from the District Governors
12. Induct new officers at the first meeting following term of office
13. Attends and actively participates in the District Spring Leadership Planning Conference
14. Inducts new Club members and provides for new members orientation and training
15. Works with the nominating committee to recruit new board members
16. Periodically reviews board members roles and responsibilities to assist them in assignments and performance
17. Oversees creation and implementation of written Club policies and procedures
18. Supports cooperative efforts with other District or Diocesan Serra Clubs.

#### **Position Requirements:**

1. Served as a Club Officer
2. Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
3. Thorough knowledge of the USA Council Constitution, By Laws, Polices
4. Knowledgeable of related church and religious leaders, groups and organizations
5. Ability to work collaboratively with volunteers

#### **Desirable Knowledge, Skills and Abilities:**

1. Understands dynamics of organizational elements and structures
2. Knowledge of current Catholic Church issues
3. Demonstrated ability to communicate clearly and concisely orally and in writing
4. Aware of planning, directing and monitoring skills

## USA Council of Serra International

### Position Description for Club President Elect

**Position Title:** President Elect

**Reports To:** President and Club Board of Trustees

**Position:** Attends and participates in all Club, Trustee and Committee meetings and functions as designated by the Club President; assists, supports and consult upon request with the President and Immediate Past President. At the request of the President represents the President and the Club at designated meetings, conferences and conventions. Presides at Club and Board of Trustee meetings in the absence of the Club President. Shall perform such duties as may be assigned to him by the President and/or Board of Trustees.

#### **Principal Responsibilities:**

1. Attend all Club and Board of Trustee meetings
2. Serves on the Club Board of Trustees
3. At the request of the President serves on specific committees
4. In partnership with the President insures timely implementation of USA Council and Serra International Board action
5. Understands the President's responsibilities and performs these duties in the President's absence
6. Attends and actively participates at the Spring Leadership Planning Conference
7. Attend Regional and District Conventions as requested by the President
8. Provides advice to the current President when requested
9. Participates in budget preparation for the next fiscal year
10. Develops working relationship with diocesan vocation organizations
11. Identify potential Officers, chairs and committee members
12. Perform such other duties as may be assigned by the President and Board of Trustees

#### **Position Requirements:**

1. Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
2. Thorough knowledge of the USA Council Constitution, By Laws, Polices
3. Knowledgeable of related church and religious leaders, groups and organizations
4. Have served as a Club
5. Ability to work collaboratively with volunteers

#### **Desirable Knowledge, Skills and Abilities:**

1. Understands dynamics of organizational elements and structures
2. Knowledge of current Catholic Church issues
3. Demonstrated ability to communicate clearly and concisely orally and in writing
4. Aware of planning, directing and monitoring skills



**USA Council of Serra International****Position Description for the Club Immediate Past President**

**Position Title:** Immediate Past President

**Reports To:** President and Club Board of Trustees

**Position:** Attends all Club, Committee and Board meetings and functions; assists, supports and consults upon request with the President and President Elect. At the request of the President, represents the President and the Club at designated meetings, conferences and conventions.

**Principal Responsibilities:**

1. Attend all Club and Board of Trustee meetings
2. Serves on the Club Board of Trustees
3. Insures that positions, statements, concerns presented or espoused at meetings, conferences and on programs corresponds to the position of the President and Clubs Board of Trustees
4. At the request of the President serves on specific committees
5. Attends and actively participates at the Spring Leadership Planning Conference
6. Provide advice to the current President when requested
7. Perform such other duties as may be assigned by the President and Board of Trustees

**Position Requirements:**

1. Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
2. Thorough knowledge of the USA Council Constitution, By Laws, Polices
3. Knowledgeable of related church and religious leaders, groups and organizations
4. Have served as a Club President
5. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Understands dynamics of organizational elements and structures
2. Knowledge of current Catholic Church issues
3. Demonstrated ability to communicate clearly and concisely orally and in writing
4. Aware of planning, directing and monitoring skills

## USA Council of Serra International

### Position Description for the Club Vice President of Vocations

**Position Title:** Vice President of Vocations

**Reports To:** President

**Position:** Attend all Club, Board of Trustees and Committee meetings and functions; serves as the Chair of the Club Vocations Committee; establishes comprehensive Club vocation programs that meet the needs of the local diocese and encourages the formation of diocesan, deanery or parish vocation committees.

**Principal Responsibilities:**

1. Attend all Club and Board of Trustee meetings
2. Serve on the Club Board of Trustees
3. Serve as the Chairperson of the Vocations Committee
4. Assist and attends Regional and District Conventions as appropriate
5. Represents the Club vocation efforts with Bishop, Vocation Directors and other organizations involved in vocation ministry.
6. Establish comprehensive vocation programs for use by the club
7. Develop a long range plan for the Vocations Committee
8. Attend and actively participates at the Spring Leadership Planning Conferences
9. Assist the President Elect in the preparation of the budget.
10. Participate as vital part of the Club leadership
11. Perform such other duties as may be assigned by the President and/or the Board of Trustees

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Be knowledgeable of the requirements of vocation ministry
3. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

**USA Council of Serra International****Position Description for the Vice President of Membership**

**Position Title:** Vice President of Membership

**Reports To:** President

**Position:** Attend all Club, Board of Trustees and Committee meetings and functions; ; serves as the Chair of the Club Membership Committee; formulate plans and develops programs that help the club retain and increase membership; assist in forming new Serra Clubs.

**Principal Responsibilities:**

1. Attend all Club and Board of Trustee meetings
2. Serve on the Club Board of Trustees
3. Serve as the Chairperson of the Membership Committee
4. Assist and attends Regional and District Conventions as appropriate
5. Develop effective programs for club use to retain and increase club membership
6. Develop a long range plan for the Membership Committee
7. Maintain contact and a working relationship with the Membership Coordinator of the USA Council
8. Develop and implements a new member induction and orientation program
9. Attend and actively participates at the Spring Leadership Planning Conferences
10. Assist the President Elect in the preparation of the budget.
11. Participate as vital part of the Club leadership
12. Perform such other duties as may be assigned by the President and/or the Board of Trustees

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

**USA Council of Serra International****Position Description for the Club Vice President of Communications**

**Position Title:** Vice President of Communications

**Reports To:** President

**Position:** Attend all Board and Committee meetings and functions; serves as the Chair of the Club Communications Committee; formulate plans and make recommendations to the Board of Trustees for the improvement of internal and external communications and public relations; implement the USA Council's communications plan within the club and diocese.

**Principal Responsibilities:**

1. Attend all Club and Board of Trustee meetings
2. Serve on the Club Board of Trustees
3. Serve as the Chairperson of the Communications Committee
4. Assist and attend Regional and District Conventions as appropriate
5. Establish comprehensive communication programs for use by the clubs
6. Develop a long range plan for the Communications Committee
7. Attend and actively participates in the Spring Leadership Planning Conference
8. Assists the President Elect in the preparation of the budget.
9. Participate as vital part of the Club leadership
10. Perform such other duties as may be assigned by the President and/or the Board of Trustees

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

**USA Council of Serra International****Position Description for the Club Vice President of Programs**

**Position Title:** Vice President of Programs

**Reports To:** President

**Position:** Attend all Club, Board of Trustees and Committee meetings and functions; serves as the Chair of the Club Program Committee; formulate plans and develops programs that help the clubs members become aware of the current teaching of the Bishops; encyclicals and episcopal statements.

**Principal Responsibilities:**

1. Attend all Club and Board of Trustee meetings
2. Serve on the Club Board of Trustees
3. Serve as the Chairperson of the Program Committee
4. Assist and attends Regional and District Conventions as appropriate
5. Become and remain aware of programs developed by the USA Council Program Committee
6. Develop effective programs for club use that contain the current teaching of the Bishops, encyclicals and episcopal statements
7. Develop a long range plan for the Program Committee
8. Attend and actively participates at the Spring Leadership Planning Conferences
9. Assists the President Elect in the preparation of the budget.
10. Participate as vital part of the Club leadership
11. Perform such other duties as may be assigned by the President and/or the Board of Trustees
12. Monitors and assesses the impact of Council programs provided for local club use

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

**USA Council of Serra International****Position Description for Club Treasurer**

**Position Title:** Treasurer

**Reports To:** President

**Position:** Attend all Club, Board of Trustees and Committee meetings and functions; responsible for collection of club dues; payment for bills and the preparation of periodic financial statements. Assists in the preparation of the annual budget.

**Principal Responsibilities:**

1. Attend all Club and Board of Trustees meetings
2. Serve on the Board of Trustees
3. Serve as financial officer of the club
4. Collect all dues and fees from club members and remit to USA Council on a timely basis
5. Maintain accurate financial records of the club
6. Assist the President-Elect in preparing the annual budget
7. Attend and actively participates at the Spring Leadership Planning Conferences
8. Participate as a vital part of the Club leadership
9. Perform such other duties as ordinarily pertain to the office of Treasurer
10. Perform such other duties as may be assigned by the President and/or the Board of Trustees.

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

**USA Council of Serra International****Position Description for Club Trustees**

**Position Title:** Club Trustees

**Reports To:** Club Membership

**Position:** Attend all Club and Board meetings; responsible for the overall policy-making, governing and coordination of club activities; approves all bills and conducts all ordinary business; determines annual tasks for the club; approves the club annual budget; fills any officer vacancy.

**Principal Responsibilities:**

1. Attend all Club and Board meetings
2. Participates at the Spring Leadership Planning Conference and Fall Convention
3. Acquires understanding of Serra International and USAC Bylaws and Policy Manuals as they affect the club's Bylaws and Policy Manuals
4. Periodically reviews Club Bylaws and Policies in relationship to club operation and performance
5. Assumes a vital part of club leadership
6. Serves on one or more committees and evaluates effectiveness
7. Perform other duties as assigned by the president

**In association with the Board Officers, the Trustees assists and participates in the following:**

1. Coordination and prioritization of the club's long range plans
2. Identification and approval of essential club tasks and functions
3. Review and approval of the annual club budget
4. Filling of Board and committee vacancies
5. Suspension, removal, or expulsion of Board members and club members according to club policies and procedures
6. Review and effect changes to club Bylaws, amendments and Policy Manual
7. Election and orientation of club delegate to the International Convention

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

## USA Council of Serra International

### Position Description for the Club Chaplain

**Position Title:** Club Chaplain

**Reports to:** President

**Position:** Attend all Board Meetings. Provides communication linkage with the USA Council Episcopal Advisor. Periodically assesses the Club in the accomplishment of its mission and objective as related to the spiritual, vocational and ethical activities of the officers and committees. Communicates with Ordinary of the Diocese and the Diocesan Vocation Directors to strengthen and improve the relationships with the Club. When requested, represents the Club in meetings, conferences and/or conventions. In concert with the President and Club Trustees, provides guidance and suggestion to improve the Club's vocation activities. Attends training for the club Chaplains.

**Principal Responsibilities:**

1. Attends all Board meetings and Annual Serra International Conventions
2. Attends, when possible, Regional and district Convention
3. Provides suggestions and guidance to the Club furthering the Club's external relationship with other organizations involved in vocation ministry
4. Provides suggested initiative to implement USCCB vocation programs
5. Gives consultation and guidance to the Vice President of Vocations on specific programs and activities affecting local Serra Clubs.
6. Gives guidance to the Vice President of Programs in the use of effective programs that have been developed for club use that contain the current teaching of the Bishops, encyclicals and episcopal statements
7. Makes himself aware of the activities of all of the standing committees of the Club and provides spiritual oversight
8. Responds to requests from Club Officers for counsel and guidance in matters and relationships affecting the club

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Ability to work collaboratively with club officers and members

**Desirable Knowledge, Skills and Abilities:**

1. Ability to communicate clearly and concisely orally and in writing



**USA Council of Serra International**

**Vision and Mission Statement**

**2008-2009**

**USA Council Vision Statement**

Our vision is to:

To have all people respond to God's call to their vocation in life

**USA Council Mission Statement**

Our mission is to:

To foster, affirm and promote vocations to ministry in the Catholic Church

# **USA Council of Serra International**



## **Region/District Convention Manual**

**USA Council of Serra International  
Region/District Convention Manual  
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# USA Council of Serra International Region/District Convention Manual

## I. Purpose of the Regional/District Convention:

The purpose is to bring together USA Council Serrans, spouses, guests, and priests and religious so they can mutually work for Vocations through prayer, training, fellowship, and sharing. There will be an increased awareness among leaders and members of ways to accomplish our mission. A major goal should be to attract as many Serrans as possible. The location, program and cost of the Convention should be positive factors in encouraging attendance.

## II. Objectives and Goals of the Serra Convention:

There are many reasons for having a convention; some of the reasons are shown below. Review the list and include several in the Convention goals. Form objectives, which are important to your Region. Three to five objectives are sufficient, linked to the theme of the convention. Objectives are statements of achievement, such as, "Participants will be able to form and support Parish Vocation Committees."

Spiritual growth	Increase communication skills	Share information	Learn to collaborate with other vocation organizations
Training and education	Leadership development	Motivate to excellence	Build community

The Keynote address, programs, and workshops are to help the participants carry out the mission of Serra.

## III. Types of Conventions:

Two types of conventions have evolved to meet the needs of Serrans in the USA Council:

### Regional Conventions

Regional Conventions are the responsibility of the Regional Director (RD). The RD appoints a Regional Committee for Planning Conventions. A Host District Governor monitors the work of the Host Club and Convention Timetable. The Host Club appoints the Convention Chair. The Regional Director should never be the Convention Chairman because he or she will have many other duties and may not live near the convention location. The Regional Committee for Convention Planning (RCCP) will provide guidance and support as needed.

### District Conventions

The District Governor, under the guidance of his or her Regional Director, is directly responsible for the District convention and will designate a Host Club that will appoint a Convention Chairperson (Chair). The District Governor should never be the Convention Chair because he or she will have many other duties and may not live near the convention location. The Regional Committee for Convention Planning will provide guidance and

support as needed.

#### **IV. Regional Director's Role in Fall Regional Conventions**

##### Long Range Planning:

Maintain a 5-year schedule of Host District Governors and Host Clubs for future Conventions. At the Convention add a new host District and Club to the schedule.

##### General Duties:

The leadership role of the RD is to provide continuity and consistency for this annual event. The responsibilities of the Regional Director (RD) include:

- ✓ Be familiar with the Regional Convention Manual and attend available training for Convention Planning.
- ✓ Monitor the progress of the Convention Committees to assure a quality Convention each year in the region.
- ✓ Appoint and monitor a Regional Committee for Convention Planning.
- ✓ Encourage all District Governors (DG) to promote the Convention at Incoming Presidents Seminar, Spring Leadership Planning Conference and District Council meetings, and DG annual visits to Serra Club and Board Meetings.
- ✓ Work with the DG to develop a plan to have every Serra Club represented at the Convention.
- ✓ At the Fall Convention, RD will conduct a meeting with all DGs.
- ✓ Encourage each District Governor to have a District Council Meeting during the Convention.

The annual Regional Convention is one of many responsibilities of the Regional Director. The Serra USAC Convention Committee recommends that the Regional Director establish a Regional Committee for Convention Planning. For this responsibility, appoint a three or four person group with experience in planning Serra Conventions. This group will be familiar with the Serra USA Council Regional Convention Manual and carry out the above list of responsibilities as delegated by the RD. The responsibility of the Committee will be to provide support for Host District Governor and Host Club Convention Chair and Convention Committee.

#### **V. Regional Committee for Convention Planning**

The Regional Convention is a vital element in supporting Club and District leadership, and motivating Serrans to accomplish the mission and ministry of Serra. The members of the Regional Committee for Convention Planning (RCCP) are selected from the Districts and Clubs in the region. The Regional Director has the responsibility to appoint a Committee of qualified Serrans to serve as resource to those who will host a Regional Convention. Serrans who serve on the RCCP will be appointed for three years on a rotating basis for the sake of continuity.

The names of Serrans serving on this Committee are to be given to the Chairman of the Serra USAC Convention Committee. The Serra USA Council Convention Committee is working on a training program for members of the RCCP.

The RCCP:

- ✓ Is a support group and is not to assume direct responsibility for planning the

Convention.

- ✓ Will meet with Host Committee when Convention Chairman is selected, 36 months before event.
- ✓ Will offer guidance and assistance in planning conventions within the region.
- ✓ Will develop a data file of bishops and vocation directors for use of the Convention Committees.
- ✓ Will maintain the 5-year schedule of Host Districts and Host Clubs for future conventions.

## Proposed Convention Time Table

	<u>Months in Advance</u>
Name Convention Chairman	36
Survey Convention Locations	36
Selection of Convention location*	36
Name Host Club or Host District	36
Name Committee Chair, Treasurer, Secretary and Subcommittees	36
Meet with Ordinary, who will invite other bishops in region	36
Select Convention dates after consultation with bishop's office	36
Notify USAC Office and Chair of USAC Convention Committee	36
Develop Program and Select Speakers	24
Establish Convention Program	18
Establish Budget and Registration Fee	18
Set registration dates and deadlines	18
First notice to Club Presidents, District Governors, Regional Directors	18
Confirm that letters of invitation have been sent to region ordinaries	18
Invite USAC President or designee to give A State of Serra USAC Address	18
Pre-planning with diocesan Office of Worship	12
Announce Convention and distribute flyer at previous convention	12
Obtain Commitments and Firm up	
<input type="checkbox"/> Program–Speakers–Topics–Workshops	
<input type="checkbox"/> Social–Meals	12
Plan liturgies: readings, celebrants, music	10
Second notice to Club Presidents, district governors, regional dir.	10
Press release to Serra USA publications	10
Mail announcement of date and location and theme to Serrans	6
Confirm liturgical music, musicians, and liturgical ministers	6
Print Program and Registration Forms	6
Mail Program and Registrations	4
Confirm all required volunteers	
<input type="checkbox"/> Fill all committee positions	
<input type="checkbox"/> Receive workshop outlines from facilitators	3
Finalize agenda	3
Print Worship Aid	3
Press release to Diocesan Newspaper	3
Press release to Secular Newspaper	2
<b>After Convention</b>	
Pay bills–Thank you letters	Immediately

**Complete Convention Recap Report Forms within the month following Convention**

(\*Thirty-six months is necessary and recommended in order to arrange for a contract and location to meet Convention goals.)



## **VI. Convention Chair**

The person selected for this position must be appointed early in the planning phase. He or she should be familiar with previous Serra Conventions and live near the Convention location and be a member of the Host Club.

Notify the Regional Director and the SERRA USA Council office by mail or e-mail: Name, address, phone and e-mail for the Chair. The convention Chair should not be a Club President, District Governor or Regional Director.

The Convention Chair prepares an agenda and meets regularly with the other Convention Subcommittee Chair, setting time frames for assignments and completion of tasks. This person must keep the District Governor and Regional Director aware of progress and problems.

The Chair may also be asked to be a second signature on any checks that pay for convention expenses. The Convention Chair may discharge/release other Committee Chairs when those Chairs are unable or unwilling to complete their assigned duties and tasks. In most cases, the Convention Chairman will inform each committee Chair of the duties and responsibilities in writing immediately after his or her appointment.

All Job Description and suggested duties are shown in this Manual. Some of the skills needed by the Convention Chair are:

Planning      Evaluating      Directing  
Supervising                      Communicating

Develop a convention program agenda in collaboration with Subcommittee Chairs. A sample convention agenda is shown on page 10. Review reports and budget of previous convention with the current Subcommittee Chairs.

**Checklist for Convention Chairman**

	<b>Date Initiated</b>	<b>Date Completed</b>
<b>General Duties</b>		
Notify the District Governor of your Convention:	_/_/_	_/_/_
Convention Chair:		
Name:		
Address:		
Phone:		
FAX:		
E-mail		
Contact the Regional Committee for Convention Planning Chair for support and training	_/_/_	_/_/_
Appoint or select Sub-Committee Chairs	_/_/_	_/_/_
Review previous Convention Reports for information that will help the planning process	_/_/_	_/_/_
Meet with Ordinary	_/_/_	_/_/_
Select Convention Dates	_/_/_	_/_/_
Meet with Convention Sub-Committees	_/_/_	_/_/_
Establish Convention Program	_/_/_	_/_/_
Establish Budget and Registration Fees	_/_/_	_/_/_
Continually monitor the Sub-Committees timelines and provide assistance as needed to keep the planning process on schedule	_/_/_	_/_/_
Select location:	_/_/_	_/_/_
Hotel Facility	_/_/_	_/_/_
Lodging costs: Single Room: \$    Double Room: \$	_/_/_	_/_/_
Continental breakfast:	_/_/_	_/_/_
Banquet facilities:	_/_/_	_/_/_
Times: Check in:    Check out:	_/_/_	_/_/_
Time Hotel facilities available to guests:	_/_/_	_/_/_
Parking facilities:	_/_/_	_/_/_
Arrange for a room for Hospitality	_/_/_	_/_/_
Arrange Reception Cash bar	_/_/_	_/_/_
Selection of Convention Location:	_/_/_	_/_/_
Contract for Convention with hotel:	_/_/_	_/_/_
Retreat house or other religious facility:	_/_/_	_/_/_
Lodging costs: Single Room: \$    Double Room: \$	_/_/_	_/_/_
Adequate Accommodations for planned number of guests:	_/_/_	_/_/_
Information regarding meals and if included in lodging cost:	_/_/_	_/_/_
Times: Check in:    Check out:	_/_/_	_/_/_
Contract for Convention with facility:	_/_/_	_/_/_

## **VII. Convention Master of Ceremonies**

The Convention Chair will select a Convention Master of Ceremonies and should not attempt to perform this function. The Chair has many other duties he/she must perform.

The Master of Ceremonies (MC) will set the tone for a diverse gathering of Serrans, spouses, guests, Priests, religious and others. The MC will often blend humor with an attention to details, maintain time discipline and be fully briefed on the total program and major participants. The MC should not be the District Governor or the Regional Director.

## **VIII. Host Club:**

Each Region will select the Host District and Club 5 years in advance to allow pre-planning to be completed. If a Host District rotation system is used, the District Governor will know well in advance and work within the District to select the Host Club.

Serrans in other clubs should be encouraged to participate as facilitators of workshops, speakers, or liturgical ministers. Involvement of many Serrans from multiple clubs will increase the attendance.

## **IX. Involvement of the Local Ordinary:**

Before the date for the convention has been chosen, a meeting should be held with the Ordinary of the diocese where the Convention is to take place. The following points can be considered for this meeting:

- ✓ Availability of the Bishop or his designee during the days or evenings of the Convention.
- ✓ Invite Ordinary to be one of the keynote Speakers, give the Homily at a Liturgy, or speak at the Saturday Banquet.
- ✓ Bring information, include theme and logo, to show the Bishop the initial planning for the convention, and determine if the Bishop has specific suggestions.
- ✓ Consult Bishop on prospective Keynote or other Speakers. Speakers should be acceptable with Ordinary and Regional Director or District Governor and Convention Chair.
- ✓ Ask the Bishop or his Office of Worship or his designee to review all liturgical plans.
- ✓ Do not begin the process of contacting speakers until consultation with Bishop.
- ✓ Always follow up the visit with a thank you letter, and confirm items discussed.
- ✓ Ask the Bishop to invite other regional bishops and tell the committee about their involvement as speakers or in liturgy. (See the Appendix for sample letter.)

**X. Convention Timing:**

Conventions should be held annually, and in the fall season. The convention date should be set 36 months prior to the convention, after consultation with the Host Ordinary's availability. A proposed convention timetable is shown on page 5.

Convention Sub-committee Chairs should be selected 36 months prior to the convention. Meetings should be held with all Subcommittees to discuss timing, committee duties and responsibilities. A suggested assignment of duties and responsibilities, including those shared with other committees, are shown in this manual.

### Sample Convention Program (Agenda)

#### FRIDAY

- 1:00 p.m. - 5:00 p.m. Registration  
5:30 p.m. Travelers Mass or Evening Prayer  
6:30 p.m. Social Hour - Generally cash bar  
7:30 p.m. - 10:00 p.m. Dinner with social or entertainment.  
*(Can include entertainment or Social) (If at a facility other than Hotel, a social time can follow with sing a long, snacks and goodwill or cash bar.)*

#### SATURDAY

- 6:30 a.m. - 8:00 a.m. Continental Breakfast if in Hotel, or breakfast at another facility.  
8:00 a.m. Opening Prayer – Welcome and  
*Facility Information, confirm room numbers for Workshops*  
8:15 a.m. Keynote Speaker  
9:00 a.m. Questions and Answers  
9:15 a.m. Workshops  
*USAC Four Major Committees facilitators or other Workshops*  
10:15 a.m. Break  
11:00 a.m. Repeat Workshops shown at 9:00 a.m.  
12:00 p.m. Lunch  
*Possible speaker suggestions include Representative from USAC, President, President Elect, Immediate Past President or Executive Director, District Governor on State of Serra.*  
1:30 p.m. Vocation Panel with Questions and Answers  
2:30 p.m. Serra International Foundation  
2:45 p.m. Break  
3:00 p.m. Workshops (Repeat Morning Workshops or add others)  
4:00 p.m. Meeting of District Advisory Council  
5:00 p.m. Break before Mass  
5:30 p.m. Mass  
7:00 p.m. Banquet and speaker or social time.
- #### SUNDAY
- 8:30 a.m. Mass or prayer service  
9:00 a.m. Continental Breakfast  
10:00 a.m. If available - panel with Seminarians and/or novice  
11:00 a.m. Foundation, Club, District and Region Awards.  
11:45 a.m. Announce the Dates, Host Club for the next Regional Convention  
12:00 p.m. Closing Prayer

## **XI. Convention Location:**

The Convention Chair, Governor and/or Regional Director should visit prospective locations 36 months prior to the convention and selection should be made as early as possible. A contract should be negotiated no later than 36 months prior to the convention date.

Items to be considered during the selection of the location:

- ✓ Availability, including handicap availability, and travel time for majority of Serrans.
- ✓ Set up of rooms during the convention, which could include VCR, TV, overhead projector, seating arrangements, clean up, etc
- ✓ Food service facilities available for continental breakfast, refreshments at breaks and banquet
- ✓ Adequate meeting rooms - are these meeting rooms provided at no cost or is this a separate cost
- ✓ Location accessible to out of town traffic and secure parking available
- ✓ Provide free transportation to and from the airport for Bishops and dignitaries.
- ✓ Other in house services for guests, i.e., restaurants, shops, swimming pool, exercise facilities
- ✓ Facility has experience handling conventions the usual size of your convention.
- ✓ Will the hotel allow you to bring in hospitality food and beverages?
- ✓ Ask about their policy on complementary rooms based on total convention rooms booked for the event.
- ✓ What is the cancellation contingency?
- ✓ Obtain a sample hotel contract for your use in planning and for convention records.

Smaller conventions may consider Retreat Centers or other Religious Houses where meals are included in the cost. Conventions held at Retreat Centers or Religious Houses can often provide lower Registration fees, meals and vehicle parking expense.

## **XII. Convention Theme and Logo:**

The Committee selects a convention theme, with concurrence from the Local Ordinary. Theme considerations are:

- ✓ Past or future Serra International Convention theme
- ✓ USAC theme for the year
- ✓ A passage chosen from the bible, gospel reading, for the Sunday of the weekend

Develop/design a logo that would visually depict the convention theme the logo will be used throughout the convention. The logo should be utilized on all stationery, registration forms, liturgy booklet, workbooks, and other materials used at the convention.

### **XIII. Funding the Convention:**

The financial goal is for each convention to at least break even and forward seed money to the next year's convention committee. It is not to be a "fund raising event for the Host Club or Host District." Every opportunity must be taken to ensure that the Host Club/District does not incur any debt as a result of the Convention.

The USA Council Board recommends that each region, district or area establish a written policy on the establishment and maintenance of a convention operating fund and how surpluses and deficits from conventions will be handled.

The Convention Chairman will issue the final financial report along with the Convention Host Convention Committee Report. The major source of funds resulting from the Convention is the Registration fees. It is desirable to keep the cost of registration, hotel and meals at a minimum to enable all Serrans to attend. These registration fees should also be accounted for and are included in the overall final report on the convention.

After the payment of all convention expenses, the balance is to be sent to the next year's Convention Committee. A Regional policy is to be established to assure disbursement of the funds. This policy should also include a method to cover any convention shortfall.

### **XIV. Registration Fee:**

After consideration of the funds received from the Region Convention Assessment and the monies received from the previous year's convention, the Registration Fee should be established to cover all convention costs, including the amount to be set as "seed" money for next year's convention. The cost estimates used to calculate the Registration fees should be based on the requirements of each of the planning committees compared with previous year convention report and experience. Care should be taken when determining the attendance projection. Cost estimates should recognize the likelihood of increase in expenses due to inflation or location.

#### **Cost factors:**

- ✓ Typical expenses include these items in preparation for Convention, the Honorariums, nametags, convention packet, liturgy booklets; copy costs, mailing costs, etc.
- ✓ It is usual and customary to invite the President and Executive Director of the United States Council to the convention and pay for their registration and lodging.
- ✓ It is also customary to pay bishops lodging and registration, a bishop celebrant or bishop speaker's travel, registration and lodging, and a non-Serran speaker's registration and lodging. See XIV. D. For guidelines on honorariums.
- ✓ The number and cost of meals included in the registration fee is a big factor in the total registration fee. Review the contract with the hotel related to meals for an off site event. Some hotels require the hotel catering service provide the meals with these events.
- ✓ Decide if the registration fee for non-Serran spouse will be the full fee or partial fee.
- ✓ Registration fee for One Day attendees should be higher than actual cost of one

- day to cover a fair portion of the shared expenses of the Convention.
- ✓ Some committees offer a reduced registration fee for priests and members of religious communities.

## **XV. Convention Treasurer:**

The Convention Treasurer should be a person other than the Host Club treasurer. Advice from a CPA in setting up bank accounts to avoid tax problems is encouraged.

The Pre-Convention duties of the Treasurer include the following:

- ✓ A convention bank account is suggested with checks signed by Treasurer and possibly countersigned by one other person, such as Chair, Subcommittee Chair.
- ✓ Obtain the State Sales Tax Exemption letter from the Host Club Treasurer. If the Host Club does not have a State Sales Tax Exemption Letter, contact the USA Council Office. Please note: the process of obtaining a new Sales Tax Exemption may take up to six months.
- ✓ Establish the Budget and Registration fees. Record all incoming funds and outgoing expenses.
- ✓ Prepare frequent financial reports that show all committees' projected vs. actual expenses.
- ✓ Prepare frequent reconciliations of registrations and fees received, and communicate closely with the Registration Committee Chair.
- ✓ The Treasurer should inform committee Chairs that all outstanding expenses should be submitted on a timely basis to expedite paying all bills in preparation for closing Convention Accounts.

To maintain proper control over receipts and expenditures the following basic items should be considered:

- ✓ To track all financial transactions, a receipt should be given each time cash or checks are received. It is recommended that a carbonless duplicate receipt book be obtained.
- ✓ All expenditures should be supported by a purchase order approved by the Convention Committee Chair.

The Post Convention duties of the Treasurer include:

- ✓ Preparation of final Income and Expense Statements and Balance Sheet
- ✓ Preparation of a list of names of all paid attendees, which includes number of Serrans, Spouses and other guests (Bishops, speakers, religious, seminarians)
- ✓ Preparation of checks for Honorariums and delivery to the Convention Secretary for mailing with the "Thank You Letters."
- ✓ Musicians and others may ask for payment the day of service.
- ✓ Close the Convention Checking Account as soon as all checks have cleared and forward the remaining balance to the next year's Convention Committee Chair.

The following criteria should be used for determining the honoraria for Bishops, Speakers, Religious, Council Board Officers and Staff Members:

- ✓ When speaker is a Cardinal, Bishop, Archabbot or Abbot the hotel, registration and traveling expenses should be paid and a monetary stipend should be offered.
- ✓ When the invited speaker is a Priest, Sister or Brother the hotel, registration and traveling expenses should be paid, along with a monetary stipend. If the invited speaker is the USA Council President or designee, or USAC Executive Director, the hotel and registration costs should be paid.



- ✓ Facilitators who are not Serrans should also be presented a minimum stipend. Honorariums should be included with thank you letters.
- ✓ When all convention expenses are paid, original seed money and the remaining balance in the convention checking account are sent to the next Convention Host Committee.

### Checklist for Convention Treasurer

	Date Initiated	Date Completed
<b>Pre Convention duties:</b>		
Apply for 501c3 Not for Profit Tax Number or obtain copy of Tax ID from Serra USAC Office.	_/_/_	_/_/_
Set up Convention Bank Account	_/_/_	_/_/_
Set up Convention Budget for Committees	_/_/_	_/_/_
Establish Fees:		
<input type="checkbox"/> Serran Registration Fee: \$		
<input type="checkbox"/> Spouse or guest Fee: \$		
<input type="checkbox"/> Fee for One Day Attendees: \$	_/_/_	_/_/_
Establish Method to Track incoming and outgoing funds and expenses.	_/_/_	_/_/_
Record receipts and expenses	_/_/_	_/_/_
Account for reservations/registrations	_/_/_	_/_/_
Prepare regular reports for Host Committee Meetings	_/_/_	_/_/_
Post Convention:	_/_/_	_/_/_
Inform committee Chairs, of outstanding expenses in preparation for closing Accounts:	_/_/_	_/_/_
Balance Sheet prepared for the Convention	_/_/_	_/_/_
Final Report includes list of names of all paid attendees		
<input type="checkbox"/> Number of Serrans:		
<input type="checkbox"/> Number of Spouses/guests:		
<input type="checkbox"/> Number of Speakers:		
<input type="radio"/> Priests:		
<input type="radio"/> Religious:		
<input type="radio"/> Seminarians:		
<input type="radio"/> Others:	_/_/_	_/_/_
Confirm Checks for Honoraria	_/_/_	_/_/_
Confirm Thank You Letters sent	_/_/_	_/_/_
Send Convention Bank Balance to next year's Convention Chair	_/_/_	_/_/_

## **XVI. Convention Secretary:**

The Convention Secretary should be appointed by Convention Chair and, ideally, would not be the Host Club Secretary. The Pre-Convention duties of the Secretary include the following:

- ✓ Letters of invitation to the Ordinary (after he has placed the convention date on his calendar)
- ✓ Minutes of Committee Meetings, distributed within a week following the meeting. This can aid in surfacing any problems that may have been brought up at the meeting and enable the Chair to follow up on action items to keep committees on the time lines.
- ✓ Letters of confirmation to all speakers, facilitators, and invited guests
- ✓ Letters to all Ordinaries in the Region 18 months prior to convention
- ✓ Determine, with the bishop, who will send these letters. The Regional Director, the Bishop, or the Convention Chairman can do it. (See sample letters in the appendix)

The Post Convention duties include the following:

- ✓ Thank you letters to all Bishops and Abbots and speakers.
- ✓ Mailing of stipends and honorariums. Checks for honorariums should be received from Treasurer as soon as possible after the convention.
- ✓ Thank you letters to all committee members.
- ✓ Thank You Letters to the organizations and businesses that donated materials. The Registration Committee and other Subcommittees develop this information.
- ✓ Recap of Convention, complete the Convention Summary, include names and addresses of attendees, and forward the report to Convention Chair, the next year's Convention Chair, Host District Governor, Regional Director, and USAC Chair of Meetings and Conventions Committee.

### Checklist for Convention Secretary

	<b>Date Initiated</b>	<b>Date Completed</b>
<b>Pre convention duties</b>		
Order Stationery and envelopes (coordinate these supplies with Committee Chairs)	_ / _ / _	_ / _ / _
Letters of Invitation to the Ordinary	_ / _ / _	_ / _ / _
Agenda of Committee Meetings	_ / _ / _	_ / _ / _
Minutes of Committee Meetings	_ / _ / _	_ / _ / _
Letters of confirmation:	_ / _ / _	_ / _ / _
<input type="checkbox"/> Speakers	_ / _ / _	_ / _ / _
<input type="checkbox"/> Facilitators	_ / _ / _	_ / _ / _
<input type="checkbox"/> Invited guests	_ / _ / _	_ / _ / _
<input type="checkbox"/> Clergy	_ / _ / _	_ / _ / _
<input type="checkbox"/> Religious	_ / _ / _	_ / _ / _
<b>Post Convention Secretary duties:</b>		
Thank you letters to:		
<input type="checkbox"/> Diocesan Bishop	_ / _ / _	_ / _ / _
<input type="checkbox"/> Other Bishops	_ / _ / _	_ / _ / _
<input type="checkbox"/> Keynote Speakers	_ / _ / _	_ / _ / _
<input type="checkbox"/> Other Speakers	_ / _ / _	_ / _ / _
<input type="checkbox"/> Mass Celebrants	_ / _ / _	_ / _ / _
<input type="checkbox"/> Mass Participants	_ / _ / _	_ / _ / _
<input type="checkbox"/> Facilitators	_ / _ / _	_ / _ / _
<input type="checkbox"/> Committee Chairman	_ / _ / _	_ / _ / _
<input type="checkbox"/> Host Club	_ / _ / _	_ / _ / _
<input type="checkbox"/> Others Convention participants	_ / _ / _	_ / _ / _
Get Honorariums from Treasurer to be included in thank you letters for those receiving them.	_ / _ / _	_ / _ / _
Convention Recap Report	_ / _ / _	_ / _ / _
Recap of Convention, copies of all worksheets, fill out Convention Summary and forward to Convention Chair, District Governor, Regional Director, RCCP, and Chair of the USAC Meetings and Conventions Committee.		

## **XVII. Convention Subcommittees:**

The effective use of committees is essential to the success of the convention. When selecting people to serve in committee positions, their expertise should be considered. The Host Club should seek input from all Districts.

If a Regional Convention cannot be held, and therefore, the Convention is a Multi-District or a District convention, the chairs and committee members should represent all of the clubs in the District/s. The Convention Chair should avoid one-person committees; should avoid membership on multiple committees and should avoid overburdening the Host District or Host Club. Involvement of many Clubs and Districts is an effective way of increasing the attendance at the convention.

The following is a list of the committees:

- ✓ Publicity Committee
- ✓ Registration Committee
- ✓ Program Committee
- ✓ Workshops Committee
- ✓ Liturgy Committee
- ✓ Hospitality Committee
- ✓ Facilities and Transportation Committee
- ✓ District/Region/Serra Club Awards

Checklists for the Committee Chairs are presented following their Committee responsibilities.

## **XVIII. Publicity Committee**

This committee must encourage maximum attendance from all clubs in the Region. The Governors and Regional Director will include Convention information in their newsletters and encourage club newsletter editors to support the Convention.

The USA Council Office will provide the names and addresses of all Club Presidents and Serrans in the Region or District either on a disk or labels. The committee should request a new set of labels for each mailing in order to insure mailings are sent to current members. Allow at least two weeks to obtain the labels or disk.

Pre Convention duties include:

- ✓ Preparation of a publicity piece, that includes the theme and logo that would be distributed at the prior year's Regional Convention.
- ✓ Preparation of a motivational presentation to be given at the prior year's Regional Convention inviting Serrans to attend the next scheduled convention.
- ✓ Mailing of preliminary information to all Club Presidents and their newsletter editors, District Governors and Regional Directors 18 months in advance of the convention.
- ✓ Mailing of final Information, including names of Keynote Speaker(s) and Workshops Facilitators, 6 months in advance, should be sent out to all club

- members in District and Region.
- ✓ Notification sent to the USA Council Office and the Chairman of the Council's Meeting and Convention Committee of the dates of the convention 36 months prior to the convention.
  - ✓ Develop Press Releases for publication, during the 6 months prior to the convention, in the serraUSA - Magazine and the Serra Leader - quarterly publication, Club, District and Region Newsletters Editors.
  - ✓ About 3 months prior to the Convention prepare Press Release for publication in the diocesan newspaper. Notify the editor about the involvement of the local ordinary and ask for coverage of the Convention.
  - ✓ Mail convention registration and invitation to all Serrans in the Region and District 6 to 7 months in advance Mail convention advance information and registration forms to Diocesan Vocation Offices in the Region 6 months prior to the Convention.

### Checklist for Publicity Committee

	Date Initiated	Date Completed
Publicity		
Prepare marketing materials and coordinate Convention Publicity <u>18 months</u> in advance	_/_/_	_/_/_
Develop/Design Logo that follows the Convention Theme.	_/_/_	_/_/_
Gather information from other Sub-committees on		
<input type="checkbox"/> Location – Maps to hotel		
<input type="checkbox"/> Costs of registration–Other events for the marketing flyer	_/_/_	_/_/_
Prepare marketing flyer for distribution <u>one year</u> prior to your Convention		
<input type="checkbox"/> At the Regional Convention		
<input type="checkbox"/> At Incoming President Seminars the year prior to the Convention	_/_/_	_/_/_
Update Flyer with more current information for distribution		
<input type="checkbox"/> Spring Leadership Planning Conferences–District Governor's		
<input type="checkbox"/> Diocesan Vocation Office in the Region	_/_/_	_/_/_
Advance information to District/Region Newsletter <u>18 months</u> prior to the Convention	_/_/_	_/_/_
Encourage Club Chaplains to participate in Region Convention by sending letters of invitation and information on the Chaplains' Workshop and Clergy Hospitality gathering.	_/_/_	_/_/_
Establish a publicity link with each Club in the Region	_/_/_	_/_/_
The RCCP can assist in setting up a program that recruits one Serran in each Club to promote the annual Convention This individual will be encouraged to have several members of their Club attend the Convention		
Final information to all Club Newsletter Editors <u>6 months</u> prior to the Convention	_/_/_	_/_/_
Invitations to Serrans in Region/District with Registration Form including		
<input type="checkbox"/> Dates–Convention Schedule–Hotel room rate		
<input type="checkbox"/> Methods of hotel registration for Serrans and guests	_/_/_	_/_/_
Other Information on Convention with registration:		
<input type="checkbox"/> Bio's on Speaker–Workshops–Other events that will attract a large number of Serrans	_/_/_	_/_/_
6 months prior - send information to USAC/Serran Magazine	_/_/_	_/_/_
3 months prior - send information to Catholic/Diocesan Press	_/_/_	_/_/_
2 months prior - information to secular newspaper	_/_/_	_/_/_
Mail follow up Registration form with information on		
<input type="checkbox"/> Speakers Location		
<input type="checkbox"/> Theme		
<input type="checkbox"/> Fees/Facility	_/_/_	_/_/_

## **XIX. Registration Committee:**

The work of the Registration Committee requires effective and accurate record keeping. Additionally, this Committee needs people with good communication and people skills. It is the first Committee that attendees of the convention will contact and will be the group that attendees see at the Registration Table, therefore, it is very important that the first impression be favorable.

Pre Convention duties include:

- ✓ Work with the Publicity Committee to design the registration form to correspond to the database format to facilitate tracking registration information, count for each meal, and other support information. (In this age of more computer literate Serrans, consider setting up a process for on-line registration.)
- ✓ Receive and process the registrations.
- ✓ Mail acknowledgments/confirmation and information packages to registrants.
- ✓ Prepare Name Tags that are readable: first names should be at least 1" tall.
- ✓ Prepare a list of Convention attendees and report totals at Committee meetings.
- ✓ Prepare Emergency Medical Information - Nearest hospital or emergency facility.
- ✓ Location of nearest Catholic Church and Schedule of Masses
- ✓ Coordinate the printing of the Convention Schedule and Program
- ✓ Make room/lodging assignments if not at a hotel
- ✓ Order Materials from the USA Council as needed.
- ✓ Order materials from the Serra International Foundation or delegate this to the person making the Foundation presentation.
- ✓ Obtain other materials to be included in the convention folder or tote bags
- ✓ Assembly of convention folders or tote bags
- ✓ Prepare placards/or sheet in tote bag, listing organizations and businesses that donated materials
- ✓ Recruit and assign sufficient persons to staff the registration area.

During the Convention:

- ✓ Confirm registration staff has necessary support and assure Serrans get the feeling of being warmly welcomed. Committee members should be available to staff the registration desk, greet the arriving Serrans and provide directions.

Other duties include:

- ✓ Distribution of the convention folder or tote bags
- ✓ Register Serrans who had not pre-registered. Work out procedures for handling registration for those who are not pre-registered.

Post Convention:

- ✓ Preparation of "Thank You Letters" for the organizations and businesses that donated materials, to be mailed by the Convention Secretary



### Checklist for Registration Committee

	Date Initiated	Date Completed
<b>Registration Responsibilities</b>		
Assist in preparation of the Registration Forms with Publicity Committee	_/_/_	_/_/_
Coordinate items to be printed with Publicity and other Committee Chairs	_/_/_	_/_/_
Set up registration data tracking process using		
<input type="checkbox"/> Computer based system		
<input type="checkbox"/> Hard copy forms	_/_/_	_/_/_
Report total registrations at Committee Meetings	_/_/_	_/_/_
Recruit and Schedule volunteers to Staff Registration Desk:		
<input type="checkbox"/> 1 <sup>st</sup> Day		
<input type="checkbox"/> 2 <sup>nd</sup> Day	_/_/_	_/_/_
Make list of Honoraria:		
<input type="checkbox"/> Who/amount	_/_/_	_/_/_
Buy and print nametags	_/_/_	_/_/_
Buy nametag holders	_/_/_	_/_/_
Collect items for Convention packet List of Registered Attendees	_/_/_	_/_/_
Prepare Convention folder/tote bag Include: List of eating facilities and location Medical information in the area Room Assignments, if not at a Hotel	_/_/_	_/_/_
Prepare and print Program/agenda of the event	_/_/_	_/_/_
Select a Printing Company	_/_/_	_/_/_
Determine the number and type of Awards to be distributed during the Convention: Pins, Plaques, or Recognition certificates	_/_/_	_/_/_
Equipment and supplies needed:		
<input type="checkbox"/> Computers		
<input type="checkbox"/> Schedule use of copy machine either from a retail outlet, parish, or a Serran's business	_/_/_	_/_/_
Buy or solicit donation of:		
<input type="checkbox"/> Copy paper (white and colored)		
<input type="checkbox"/> Pens or pencils		
<input type="checkbox"/> Lined writing paper	_/_/_	_/_/_
Get bids from and select Printer:		
<input type="checkbox"/> Envelopes		
<input type="checkbox"/> Letterhead/stationery	_/_/_	_/_/_
Convention Folders/Packet:		
<input type="checkbox"/> Prayers or cards		
<input type="checkbox"/> Agenda		
<input type="checkbox"/> Letter from Bishop		
<input type="checkbox"/> Serra International Foundation information	_/_/_	_/_/_

## **XX. Program Committee**

The principal function of the Program Committee will be to develop and implement the program portions of the Convention Committee. Collaborate with the Convention Chair and other Sub-committee Chairs to select the Convention Theme.

The Convention Program Committee should be selected and organized as early as possible but no later than 36 months prior to the planned convention. The local ordinary is a good source of potential “Keynote” or major speakers for the convention. Some Conventions have multiple Keynote speakers or Panels to add to the Convention Program.

Pre-Convention duties include:

- ✓ Obtaining speakers for the convention. All speakers or panelist should be informed of the Convention Theme and presented with topics on the theme. Ask speaker, his or her, normal and expected stipend. The Keynote Speaker(s) should be dynamic and passionate.
- ✓ Once the topics are selected the Committee Chair or Secretary sends a letter to each speaker/panelist to confirm the date, place, time, topic, audio-visual aids needed, stipend and other considerations, such as complimentary lodging if it is part of the Convention arrangements.
- ✓ In addition to the local ordinary, there are several sources to contact for excellent Keynote presenters:
- ✓ Regional Committee for Convention Planning, and the USA Council Office for a list of their most sought after speakers and vocation collaborators.
- ✓ Others include Bishops, Vocations Directors, theologians, and leaders of other organizations involved in vocation ministry.
- ✓ Give the names and addresses of the presenter(s) panelist to Secretary, Treasurer, and Registration Chair to be included in the convention records of attendees and to provide information for sending Thank You letters and Honorariums or stipends.

### Checklist for Program Committee

	<b>Date Initiated</b>	<b>Date Completed</b>
<b>Speakers for Program and Panelist</b>		
Collaborate with the Convention Chair and other Subcommittee Chairs to select the Convention Theme.	_/_/_	_/_/_
Develop a list of potential Speakers	_/_/_	_/_/_
Select Keynote Speaker(s)*	_/_/_	_/_/_
Contact Speakers – verbal	_/_/_	_/_/_
Confirm verbal contact in writing	_/_/_	_/_/_
Inform Secretary the names of Speakers and Facilitators regarding confirmation letters for Speakers, also addresses for Thank you letters	_/_/_	_/_/_
Inform Treasurer about Honorariums to be included in thank you letters	_/_/_	_/_/_
Keep the Convention Chair informed on the Keynote Speaker and subject of the presentation. Communications with keynote speaker, or panels of seminarians/novices or clergy, are to be given the same support as shown above		
Suggested list for Convention Speakers or Keynote Speaker(s):		
<input type="checkbox"/> Seminarians and Novices for Panel relative to Convention topic	_/_/_	_/_/_
<input type="checkbox"/> Officer or representative (USAC President or designee)	_/_/_	_/_/_
<input type="checkbox"/> USAC Regional Director	_/_/_	_/_/_
<input type="checkbox"/> USAC Committee representative	_/_/_	_/_/_
<input type="checkbox"/> District Governor	_/_/_	_/_/_
Other Collaborators/Speakers on related Vocations topics related to the Convention Theme:		
<input type="checkbox"/> Knights of Columbus	_/_/_	_/_/_
<input type="checkbox"/> Knights of Peter Claver	_/_/_	_/_/_
<input type="checkbox"/> National Council of Catholic Women. Etc.	_/_/_	_/_/_

\*Speaker contact: Program Chairman should begin the process of contacting Keynote Speaker 24 months prior to the Convention. All speakers should be informed of the Convention Theme and presented with topics related to the theme. Once the topic for a talk has been selected by speaker(s), confirmation letter should be sent. This communication clarifies the speakers' role and gives them sufficient time to prepare their talk. Inquire to audio/visual support need for the presentation.

## **XXI. Workshops Committee**

The USA Council recommends that a minimum of two hours be allocated to workshops. Each of the USA Council Standing Committees has committee members available to present workshops for their areas. The Workshops Committee Chair should contact the Regional Committee for Convention Planning, USA Council's Chair of the Meetings and Conventions Committee for assistance.

Presenters should be made aware of their time limitations and allow for follow up questions. Confirm with presenters of the Workshop what support they need for presentations: overhead projectors, flip charts, projection screens, etc. The hotel may charge for each presentation support item they provide.

Workshop topics include:

- ✓ Leadership Development:
  - Methods of leadership,
  - Motivating/leading volunteers,
  - Recruitment of volunteers,
  - Using the committee structure.
- ✓ Programs:
  - Effective use of USAC internal program materials
  - How to use the USAC Prepared Programs Planning a series of programs on a theme, not 5 vocation stories in a row
- ✓ Membership:
  - New club extension teams,
  - Membership drives,
  - Retention of members,
  - Use of exit interview to improve your club
- ✓ Vocations:
  - Parish vocation committee formation,
  - How Serra Clubs support parish vocation committees,
  - Current vocation trends,
  - Collaboration with diocesan vocation programs,
  - Affirmation programs
- ✓ Communication:
  - Improve club newsletters;
  - Develop club webpage and on-line support,
  - Use of e-mail to improve communications with and participation of members
- ✓ Club Chaplains:
  - Offer program for Serra Club Chaplains.

Potential Workshop Presenters and Facilitators:

- ✓ USA Council Committee Members
- ✓ Competent Serrans from other clubs in the District or Region
- ✓ Ask all District Governors to recommend their best presenters and quality programs to make the event truly regional in nature.

- ✓ Catholic educators lay and ordained.
- ✓ Experienced Serra Club Chaplain for Chaplains' Workshop.

### Checklist for Workshops Committee

	Date Initiated	Date Completed
<b>Workshop Committee duties</b>		
Select the number and type of Workshops	_/_/_	_/_/_
Develop a list of Workshop Facilitators	_/_/_	_/_/_
Select Facilitators for each Workshop	_/_/_	_/_/_
Confirm Facilitators and Topics	_/_/_	_/_/_
Check out facility for workshop needs	_/_/_	_/_/_
Suggested Workshops topics:		
Leadership –		
<input type="checkbox"/> Presidents/President-elects Goals & Planning.		
<input type="checkbox"/> Motivating Volunteers to participate.		
<input type="checkbox"/> Making sense of Serra Reporting forms.	_/_/_	_/_/_
Programs –		
<input type="checkbox"/> How good Club Programs fulfill the Serran commitment to grow in Catholic faith.		
<input type="checkbox"/> How to use the USAC Prepared Programs Planning a series of programs on a theme, not 5 vocation stories in a row.	_/_/_	_/_/_
Membership –		
<input type="checkbox"/> Extension Teams help form new Club Membership programs that get results.		
<input type="checkbox"/> How to retain members All members and involved in committees		
<input type="checkbox"/> Use Exit Interview to improve your Club.	_/_/_	_/_/_
Vocations –		
<input type="checkbox"/> Form & support Parish Vocations Committee		
<input type="checkbox"/> Current vocation trends.		
<input type="checkbox"/> Vocation Retreats for young adults sponsored by Vocation Office or Bishop.		
<input type="checkbox"/> Vocation Awareness Affirmation programs.	_/_/_	_/_/_
Communication –		
<input type="checkbox"/> Club Newsletters best communication.		
<input type="checkbox"/> Serra Websites – on line Club information.		
<input type="checkbox"/> Effective Use of E-mail/communications.		
<input type="checkbox"/> Improving members understanding of club activities through good communications.	_/_/_	_/_/_
Contact competent Serrans from other clubs in the District or Region for specific Workshop tasks.	_/_/_	_/_/_
Facilitators can also be members of USAC National Committees. A very knowledgeable club member could be considered. Committee to monitor facilitators' preparation for their workshop and meet with them individually or as a group prior to the Convention. Check out facility for all workshop meetings and needs: i.e. overheads, VCR, Television, flip charts, easels, etc		

## **XXII. Liturgy Committee:**

The quality and prayerfulness of the liturgies reflect on the host Bishop and the diocese. The Liturgy Committee Chair should meet and discuss the liturgical requirements of the convention with the Director of the host diocese Liturgy Office. The Bishop may wish to include his master of ceremonies.

Pre Convention duties include:

- ✓ Plan the types of liturgies that will be used during the convention, such as:
  - Friday night travelers Mass
  - Beginning of Adoration in Eucharistic chapel, if not following Mass
  - Friday Evening Prayer
  - Saturday morning Prayer
  - Saturday night Mass
  - Sunday Morning Prayer
  - Plan the adoration chapel and schedule.
- ✓ Schedule celebrants for Eucharist and presiders for other Prayer Services in advance and confirm in writing. Confirm with celebrant whether Mass of the day or other Scripture readings will be used. Coordinate Psalm, hymns and Prayers of the Faithful with the readings.
  - Request each priest to bring his own alb and stole. Obtain vestments for all priests or ask those participating in the liturgies to bring their vestments.
  - Designate a place for priests to vest.
- ✓ Schedule competent musicians for each liturgy
  - Work with instrumentalists and singers on psalm selection in advance.
- ✓ Contact Serrans to serve as Cantor, servers, readers, extraordinary ministers, usher/greeters, gift bearers, involving as many clubs as possible.
  - Send readings and prayers of the faithful to readers in advance of convention
- ✓ Determine liturgy requirements for mass; refer to check list on page 27
  - Prepare an Order of Worship booklet - Work with Diocesan Office of Liturgy to prepare Worship Booklet. It should include music and an outline of the Mass. You may prefer one booklet or separate booklets for Mass and prayer services. Be aware of copyright laws.
  - Inform the Facilities and Transportation committee of the specific facilities requirements and locations of liturgies.

During the Convention:

- ✓ Work with Liturgy Office to practice movement and use of microphones with all involved in liturgy to build confidence of those participating in liturgies.
- ✓ Greet celebrants and prayer service presiders and assist them as required
- ✓ Insure that usher/greeters understand their duties and are in place before liturgies
- ✓ Insure that readers, gift bearers and other liturgy participants are in place before the liturgy.
- ✓ Maintain adoration chapel/prayer room, if one is being provided.

The Post Convention Duties include:

- ✓ Return all borrowed items
- ✓ Send thank you letters and stipends, where appropriate, to diocesan personnel and musicians involved in liturgy. (Musicians may request payment at time of service.) The Secretary may assist in the mailing of the letters.



### Checklist for Liturgy Committee

	Date Initiated	Date Completed
<b>Liturgy Committee Duties</b>		
Contact Diocesan Worship/Liturgy	_/_/_	_/_/_
Contact Mass Celebrant(s) confirm in writing.	_/_/_	_/_/_
Select Musicians	_/_/_	_/_/_
<u>Contact Serrans to serve for each liturgy as: needed</u> <u>(consider Serrans in other Districts)</u>		
<input type="checkbox"/> Cantors		
<input type="checkbox"/> Altar		
<input type="checkbox"/> Servers		
<input type="checkbox"/> Readers		
<input type="checkbox"/> Eucharistic ministers		
<input type="checkbox"/> Gift bearers		
<input type="checkbox"/> Ushers/Greeters		
(Involve as many clubs as possible)	_/_/_	_/_/_
Send readings	_/_/_	_/_/_
Prepare Prayers of the Faithful, Send to readers in advance of convention	_/_/_	_/_/_
Friday night service one of <u>the following:</u>		
<input type="checkbox"/> Travelers Mass at the Hotel or other facility		
<input type="checkbox"/> Followed by opening of the Adoration Chapel		
<input type="checkbox"/> Prayer service		
<input type="checkbox"/> Rosary	_/_/_	_/_/_
Priest Vestments (stoles only?)	_/_/_	_/_/_
Priest vesting room	_/_/_	_/_/_
Room completely set up for Mass if not in Church		
<u>Liturgy Requirements if not in Church:</u>		
<input type="checkbox"/> Altar		
<input type="checkbox"/> Hosts and wines		
<input type="checkbox"/> Chalice and Paten		
<input type="checkbox"/> Crucifix and Candles		
<input type="checkbox"/> Sacramentary and Lectionary		
<input type="checkbox"/> Altar cloths		
<input type="checkbox"/> Cruets other vessels		
<input type="checkbox"/> Order of Worship Booklet		
The worship aide should include readings, music, components of the Mass(s)	_/_/_	_/_/_
Committee should be knowledgeable regarding Liturgies. Rosary, and Prayer services and how they complement a convention program. Should be able to converse with religious about the components and needs of Mass, Adoration Chapel, and other forms of prayer services.		

### **XXIII. Hospitality Committee:**

The purpose of this committee is to provide the convention participants an enjoyable convention experience. The Convention Chair may assign the duties of negotiating the meals and break refreshments to this committee.

The Pre-Convention duties of this committee include:

- ✓ Implementation of the Convention Theme and Logo in terms of decorations, table arrangements and signs
- ✓ Recruit and assign Hosts/Hostesses for all functions, i.e., welcoming reception, banquet, and brunch.
- ✓ Have host liquor insurance or an event policy as required by diocese or local liquor laws.
- ✓ Plan all social activities, such as: Friday night social in a private facility and, where permitted, purchase wine, beer, snacks, obtain volunteer bartenders
- ✓ Plan entertainment.
- ✓ The provider of the services should present a contract for the Convention Chairman to sign prior to the event, called "Banquet Event Order" (some hotels refer to these as "BEOs"). These BEOs should include all events; dinners, morning and afternoon break refreshments.
- ✓ Chaplain/Clergy hospitality room

During the Convention:

- ✓ Confirm volunteers for Hospitality are in the assigned places.
- ✓ Coordinate activities assigned to the Hospitality Committee.
- ✓ Provide set up and support for priest/chaplain hospitality room.

Post Convention duties:

- ✓ Clean up facilities if a retreat house or private facility was used
- ✓ Send thank you letters to the volunteers who worked on the Hospitality Committee. The Secretary can assist in mailing thank you letters.

### Checklist for Hospitality Committee

	<b>Date Initiated</b>	<b>Date Completed</b>
<b>Hospitality</b>		
Determine the activities for Hospitality	_ / _ / _	_ / _ / _
Recruit and assign volunteers for the various activities:		
<input type="checkbox"/> Hosts/Hostesses		
<input type="checkbox"/> Greeters		
Give volunteers the information needed to assist the attendees	_ / _ / _	_ / _ / _
Social Activities Schedule	_ / _ / _	_ / _ / _
Friday night social - Time	_ / _ / _	_ / _ / _
Hospitality Room/Determine how beverages will be handled (Cash Bar, free, or free will offering)	_ / _ / _	_ / _ / _
Hospitality Room for Clergy	_ / _ / _	_ / _ / _
If a private facility and allowed: Purchase of wine, beer, snacks Secure Bartender	_ / _ / _	_ / _ / _
Entertainment - sing a long	_ / _ / _	_ / _ / _
Music (recorder), Choir, etc.	_ / _ / _	_ / _ / _
Clean up crew - if a private facility	_ / _ / _	_ / _ / _
Timing of Reception prior to dinner(s)	_ / _ / _	_ / _ / _
<b>Food Service</b>		
Check Convention Hotel/Facility- Meet the Staff providing the services during the convention	_ / _ / _	_ / _ / _
Friday evening meal - Included or on one's own	_ / _ / _	_ / _ / _
Saturday breakfast (Continental Breakfast?)	_ / _ / _	_ / _ / _
Break between Keynote address and workshops	_ / _ / _	_ / _ / _
Saturday lunch (Included or on their own)	_ / _ / _	_ / _ / _
Afternoon Break	_ / _ / _	_ / _ / _
Saturday Banquet/Menu	_ / _ / _	_ / _ / _
Sunday breakfast (Included or on their own)	_ / _ / _	_ / _ / _
Contracts agreed upon/signed	_ / _ / _	_ / _ / _

Cost, quality, and quantity are important considerations for having a successful convention. It is also vital that breaks be considered with coffee, tea, juice or soft drink. This committee can be included in the Hospitality or Entertainment Committee. The major requirements are with the facility providing the food being served, times of service and method of service, i.e. sit down dinner or a buffet, and should be spelled out in writing on the contract. A signed contract for all food service, referred to, as BEO's by hotels, is very necessary so both the Convention Committee and Hotel are aware of what is expected, and members and guests attending will be well informed ahead of time.

## **XXIV. Facilities and Transportation Committee:**

The purpose of this committee is to provide for transportation services required for the convention. Coordination with the other subcommittees is essential to perform this function.

Pre-Convention duties include:

- ✓ Obtain list of Bishops, Speakers, USA Council Committee members and Board Officers, that will require transportation assistance. Prepare a list of arrival times and need for transportation from the airport, train station, or bus depot to the Convention location.
- ✓ Recruit and assign drivers to handle the transportation assignments.
- ✓ If the Eucharistic Liturgies are going to be held at a location other than the convention location, determine need for transportation and arrange for drivers or busses. Be sensitive to the need to provide transportation to those Serrans who have difficulty walking and provide transportation even if the distance to the liturgy site is reasonably close to the convention location.
- ✓ Obtain signage requirements from each of the other committees and obtain professional appearing signs and methods of display.
- ✓ Obtain equipment needed by each of the other committees, such as computers, copiers, overhead projectors, multi media projectors, screens, projector stands, and microphones. Negotiate equipment orders with the convention venues and sign Banquet Event Orders (BEO's).

During the Convention

- ✓ Post signs for workshop at the assigned rooms.
- ✓ Confirm rooms are set up as required for workshops with podiums, projectors, equipment, etc.
- ✓ Confirm chairs, tables, microphones are set up as required for the liturgies, banquets and brunches.
- ✓ Some bishops and other dignitaries may need to return to the airport, train station, or bus depot prior to the end of the convention. Coordinate these additional trips as needed.

Post Convention duties include:

- ✓ Make arrangements for transportation of dignitaries to the hotel
- ✓ Return borrowed equipment to the lender.
- ✓ Package and store reusable equipment and signs or give to next year's Convention Committee.

### Checklist for Facilities and Transportation Committee

<b>Convention Expenses</b>	<b>Initiated Date</b>	<b>Date Completed</b>
Complete lists of dignitaries and arrival times	_ / _ / _	_ / _ / _
Recruit and assign drivers	_ / _ / _	_ / _ / _
Determine need for transportation to Liturgies	_ / _ / _	_ / _ / _
Determine signage requirements	_ / _ / _	_ / _ / _
Determine equipment requirements	_ / _ / _	_ / _ / _
Post Signs	_ / _ / _	_ / _ / _
Arrange for set up of meeting rooms	_ / _ / _	_ / _ / _
Arrange for set up Head Table for Banquet	_ / _ / _	_ / _ / _
Pick up dignitaries from Airport	_ / _ / _	_ / _ / _
Return dignitaries to Airport	_ / _ / _	_ / _ / _
Pick up borrowed equipment	_ / _ / _	_ / _ / _
Return borrowed equipment	_ / _ / _	_ / _ / _
Package and store reusable equipment and signs	_ / _ / _	_ / _ / _
Room Assignments, if not at a Hotel	_ / _ / _	_ / _ / _
Program (If assigned)	_ / _ / _	_ / _ / _
Printing (If assigned)	_ / _ / _	_ / _ / _

**Post Convention Duties:**

If private facility or retreat house is the location, provide clean up of facilities as required in the Convention Contract

## **XXV. Awards**

Peer recognition and awards for each organization are detailed below. These award programs are for Serra International, the Serra International Foundation, the USA Council, and local area Serra Club awards as determined by region and district.

**Serra International Board:** Recognition of achievement and outstanding contribution to the Serra movement has been primarily on the International Board level.

The International Board gives the following awards:

- ✓ Harry J. O'Hare Award
- ✓ Archbishop William E. Cousins – Outstanding Chaplain Award
- ✓ Fr. Serra Award for Promoting Vocations
- ✓ Fr. Serra Award for Furthering Catholicism

Serra International sends the requirements in the Bellringer to all club presidents and governors in the fall of each year. Governors are expected to promote these awards and to encourage clubs to apply for these awards. Serra International will present these awards at the annual Serra International Convention.

**Serra International Foundation (SIF):** Serra International Board and the USA Councils encourage the clubs to contribute to the Serra International Foundation and qualify for one of the five SIF awards. The awards offered vary from time to time.

**Serra International Foundation:** The Foundation will recognize and present these awards beginning at the Serra International and throughout the district/regional conventions schedule.

The Currents awards are:

- ✓ Majorca Banner Club (\$10,000.00 and up)
- ✓ Carmel Banner Club (\$5,000.00–\$9,999.00)
- ✓ Padre Club (\$3,000.00–\$4,999.00)
- ✓ Mission Club (\$2,000.00–\$2,999.00)
- ✓ Banner Club (\$1,000.00–\$1,999.00)

Club Presidents, Club Representatives and individual members can become member of the Century Club for contributions of \$100.00 or more.

**USA Council Awards:** As part of its continuing emphasis to recognize efforts of energetic and productive Serrans and clubs, the USA Council established the following awards:

- ✓ **Annual Outstanding USA Council Serran Award:** This award recognizes the Outstanding Serran in the United States. The USA Council will present this award when the outstanding Serran is identified at the annual USA Council meeting.
- ✓ **Outstanding Newsletter Award** is presented to Serra clubs for excellence in communications via outstanding club newsletters. All you need to do is send 3

copies EACH of 2 CONSECUTIVE newsletters published since May 1, 2004 to: Anne de Courtenay, USA Council of Serra International, 65 E. Wacker Place Ste. 802, Chicago IL 60601, by April 30, 2005.

- ✓ “Spirit of Serra” Award is presented to the secular media who produce vocation affirming book publications, newsprint and television programs that significantly assist in the achievement of the goals and mission of Serra.
- ✓ Distinguished Governor Award. This annual award is approved and presented by the Regional Director to those District Governors that meet the established requirements. District Council, and immediate Past District Governor or the Regional Director may submit nomination. Nominations for the previous year must be submitted on or before May 1. The Regional Director will take the appropriate action and inform the District Governor if an award is to be made. The Regional Director at the Fall District or Regional Convention will personally give the award.
- ✓ Distinguished President. The District Governor presents this annual award to those Club Presidents in the District that meet the established requirements. Local club Board of Trustees, the District Council or the District Governor, may submit nominations. Nominations for the previous year must be submitted on or before May 1. The District Governor will alert the Club President of the granting of the award. The District Governor at the Fall District or Regional Convention will personally give the award.
- ✓ Honor Club. This annual award is approved and presented by the District Governor to those clubs in the District that meet the established requirements. Nominations for the previous year must be submitted on or before May 1. The District Governor will take the appropriate action and inform the Club President of the granting of the award. The District Governor at the Fall District or Regional Convention will personally give the award.
- ✓ Club Membership Campaign Awards: These awards may be achieved three times a year. The USA Council sponsors a membership campaign for Serra Clubs in the United States throughout the year. As Serra Clubs that meet the goals in campaign during the year and qualify for an award, the Serra clubs are identified and the awards are prepared to be presented at the district/regional conventions by either the Regional Director or District Governor. Information on the Membership Campaigns is published on the Serra USA Council webpage. Check the web page and Leader Newsletter for details on current programs.
- ✓ Serra Club 25th and 50th Anniversary Banners: The USA Council recognizes and presents 25th and 50th anniversary banners to those Serra clubs celebrating these anniversaries of their charter. The Regional Director or District Governor will present the banners at the district/regional convention.
- ✓ Serran Years of Service Lapel Pins: The USA Council recognizes and presents to those individual Serrans celebrating 50-years of service a lapel pin. The Regional Director or District Governor will present the 50-year pin at the district/regional

convention.

In addition, the USA Council encourages Serra Clubs to enthusiastically emphasize and recognize the great contribution their peers have made and will continue to make to Serra and their Serra club by adopting a program of peer recognition.

The USA Council prepares each year a listing of those Serrans that are celebrating their 10th and 25th year or service to Serra that is sent to the each Serra club. The USA Council also has available 10 and 25 year service pins available in the USA Council merchandise catalog. These items are available from the USA Council Office in Chicago by calling toll-free 1-888-777-6681.

District/Regional Awards: The USA Council Meetings and Convention Committee also enthusiastically encourages district and regions to adopt a program of peer recognition for the efforts of Serrans and Serra clubs that actively advance the mission of and objectives of the Serra movement at the district and regional level. The appendix includes the suggested nominations forms and criteria that may be used to identify and recognize Chaplains, Serrans, and Serra clubs. The award nomination form due dates are subject to local scheduling.

- District/Regional Best Chaplain Award
- District/Regional Membership Award
- District/Regional Newsletter Award
- District/Regional Vocations Award
- District/Regional Affirmation Award
- District/Regional Internal Programs Award
- District/Regional Outstanding Club Award
- District/Regional Outstanding Serran Award



## Appendix

### Sample Letter:

(Arch/diocese letterhead - Letter to all Bishop in the Region from the local ordinary of Host Clubs)

**<DATE>**

**Bishop's Name  
Address  
City, State, ZIP**

**Dear Your Excellency:**

**The Serra Club of <NAME> will host the Serra International, USA Council (District <#>/Region <#>) Convention. It is my honor to invite you to the annual convention to be held <DATE> at the <LOCATION>.**

**The purpose of the convention is to bring together USA Council Serrans in (District <#>/Region <#>), spouses, bishops, guests, priests and religious so they can mutually work for Vocations through prayer, training, fellowship, and sharing. There will be an increased awareness among leaders and members of ways to accomplish the mission and ministry of Serra International.**

**The theme is <THEME>. You are invited to be a guest of the (District <#>/Region <#>) Convention Committee for this event. The Serrans are looking forward to a wonderful gathering of their members who continually provide support to diocesan vocations programs, and appreciation for our priests and religious.**

**I am looking forward to the Serra Convention and encourage you to join us for this event.**

**Yours in Christ,  
+**

Sample Confirmation Letter

<DATE>

Name  
Address  
City, State, ZIP

Dear Name

The purpose of this letter is to confirm our discussion regarding your acceptance to be the <Keynote Speaker, Facilitator, and/or Guest> at the (District <#>/Region <#>) Convention. It is my honor to invite you to be <Keynote Speaker, Facilitator, Guest> the annual convention to be held <DATE> at the <LOCATION>.

The purpose of the convention is to bring together USA Council Serrans in (District <#>/Region <#>), spouses, bishops, guests, priests and religious so they can mutually work for Vocations through prayer, training, fellowship, and sharing. There will be an increased awareness among leaders and members of ways to accomplish the mission and ministry of Serra International.

The theme is <THEME>. You are invited to be a guest of the (District <#>/Region <#>) Convention Committee for this event. The Serrans are looking forward to a wonderful gathering of their members who continually provide support to diocesan vocations programs, and appreciation for our priests and religious.

I am looking forward to the Serra Convention and I look forward to meeting you at this wonderful event.

Yours in Christ,  
+

Sample Thank you

<DATE>

Name  
Address  
City, State, ZIP

Dear Name:

The purpose of this letter is to warmly express our appreciation and thanks to you for joining the Serra Club of <NAME> the host of the Serra International, USA Council (District <#>/Region <#>) Convention. It was my honor to invite you to the annual convention to be held <DATE> at the <LOCATION> as <Keynote Speaker, Facilitator, Guest>.

We believe we met our objective and the purpose of the convention to bring together USA Council Serrans in (District <#>/Region <#>), spouses, bishops, guests, priests and religious so they can mutually work for Vocations through prayer, training, fellowship, and sharing.

Thank you for your contribution and support to increase our awareness and ways to accomplish the mission and ministry of Serra International. We look forward to our continued and strengthened collaboration and work with in the coming years.

Yours in Christ,  
+

<b>USA Council of Serra International          Region/District Convention          Serra Best Chaplain Award</b>	
Serra Club of	
Chaplain	
<b>Purpose:</b> To recognize a Serra Chaplain for his support of and contribution to his club and its members <b>Criteria:</b>	
Does your chaplain regularly attend the meetings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of meetings attended during the time period	
Does your chaplain provide spiritual insights/quickening at the club meetings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your chaplain provide suggestions and guidance to the club on its various programs and activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your chaplain provide other support to the club and its members?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment in detail	
Does your chaplain celebrate Mass on special or scheduled occasions?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments	
Has your chaplain attended or participated in a District/Region Convention or the Serra International Convention?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain	
Does your chaplain participate in Vocation Events, such as: Pilgrimage, vocation walks Catholic Vocations Retreats, Vocation panels, etc.?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other information on your chaplain for consideration	
The chaplain who best meets the above characteristics or otherwise significantly contributes to the purposes and goals of Serra is eligible for the chaplain award at the <u>District/Region</u> Convention. Deadline for this nomination to be submitted for awards is July 30. No late entries will be considered	

**USA Council  
Region/District Convention  
Serra Membership Activities Award**

Serra Club of \_\_\_\_\_

District \_\_\_\_\_

**Membership VP**

**Purpose:** To recognize the Membership VP that has done the most to maintain and increase its own membership and to contribute to the overall growth of Serra in their own Club and in District.

**Criteria:**

- 10% net membership gain for fiscal year Jun 1 through May 31
  - Total Membership May 31 \_\_\_\_\_
  - Total Membership Jun 1: \_\_\_\_\_
  - Difference: \_\_\_\_\_
  - Percent change: \_\_\_\_\_  Yes  No
- Largest percentage of new members for fiscal year Jun 1 through May 31 (regardless of net membership gain or loss): \_\_\_\_\_  Yes  No
- Developed new, innovative, effective recruitment programs  Yes  No
- Participated in the USA Council Membership Campaign/Drive  Yes  No
- Promoted membership diversity  Yes  No
- Coordinated/encouraged/participated in organizing new Serra clubs  Yes  No
- Attended and/or encouraged the attendance and participation in:
  - District Spring Leadership Planning Conferences
  - Serra International Conventions
  - District/Regional Conventions  Yes  No

Additional Comments:

The Membership VP that has best met the above criteria will be the recipient of the membership activity's award, at the District/Region Convention. Nominees should be encouraged to attend the convention. Deadline for this nomination to be submitted for awards are July 30. No late entries will be considered.

<b>USA Council Region/District Convention Serra Newsletter Award</b>	
Serra Club Of	District
Newsletter Editor:	
Purpose: To recognize the Newsletter Editor that has consistently maintained internal communications between the board, committees, members, other District clubs, and USA Council. Criteria: The newsletter provides comprehensive reports on the club's bi-monthly meetings including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Bi-monthly meetings recap and one month's information and highlights of:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Membership</li> <li><input type="checkbox"/> Affirmations\Vocations</li> <li><input type="checkbox"/> Programs/events</li> <li><input type="checkbox"/> Highlights of Members</li> <li><input type="checkbox"/> Other Club Activities</li> <li><input type="checkbox"/> District News</li> <li><input type="checkbox"/> Serra Foundation</li> </ul> </li> </ul>	
The newsletter is consistently well written, easy to read, and free of grammatical and factual error	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment	<input type="checkbox"/> Yes <input type="checkbox"/> No
The newsletter is sent on a timely basis and mailed to all members, presidents, secretaries, Governor, Governor elect, Region Director, USAC, others designated by the District Governor <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	
Details The newsletter displays creativity and innovation in its coverage and graphic design. Two concurrent newsletters must be submitted along with these criteria. "Newsletters not submitted at time of nomination will not be considered for award." <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	
Did Newsletter editor attend and report on Serra International Convention? <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	
Did Newsletter editor attend and report on the District/Region Convention <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	
The Newsletter Editor, who may be the Club Secretary or VP of Communications, that best met the criteria, will be the recipient of the Newsletter Award at the District/Region Convention. Nominees should be in attendance at the convention. Deadline for this nomination to be submitted for awards is July 30. No late entries will be considered.	

**USA Council  
Region/District Convention  
Serra Vocations Award**

Serra Club Of

District

VP Vocations

**Purpose:** To recognize the Vocations VP, that has aided the club with the best and most active vocations committee during the time period, in supporting, encouraging, and promoting vocations to the priesthood and religious life. To bring about religious vocation awareness among candidates, families, peers, parish communities, and other support groups.

**Criteria:**

The Vocations VP has actively participated with the vocations committee regarding clear goals and objectives, including USAC Vocation goals, in the time period mentioned.

Yes  No

Were the Vocations VP and members of your club, active participants in the following:

- Setting up Vocation Committees in assigned parishes
- Vocations V.P. played an active role in any District Retreat
- USAC Vocations Committee's parish activities part of the vocations plans for your club
- Took advantage of the National Vocations Awareness week
- World Day of Prayer and other Vocation recognized days
- Encourage members to become involved in setting up parish vocation committees
- Attended District / Region Convention and participated in vocations panel or workshop
- Sponsored four or more vocations activities during the year
- Are routine announcements, concerning vocations, appearing in parish bulletins, club newsletters, etc

Yes  No

List the goals of Vocation Committee show those accomplished due to the work of the Vocations VP and committee.

How many parishes assigned to your club have active Parish Vocation Committees? Name the parishes (Use backside of form for additional space to list parishes)

Contact with other organizations to work together for vocations

Vocations VP that best meets the above criteria will be the recipient of the Vocations Award, at the District/Region Convention. Nominees should be in attendance at the convention. Deadline for this nomination to be submitted for awards is July 30. No late entries will be considered

**USA Council  
Region/District Convention  
Serra Vocations Affirmation Award**

Serra Club Of	District
<b>VP Vocations</b>	
<p><b>Purpose:</b> To recognize the Serra Club, that has had the best and most active affirmation program or Affirmation Subcommittee during the time period. The programs can be in the support and affirming of Seminarians, Priest, Religious, or those in a discernment programs.</p> <p><b>Criteria:</b></p> <p>Is your Club active in the clergy/religious affirmations work? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>How are the clergy and other religious recognized on birthdays, and ordination anniversaries? Explain</p>	
<p>Does your club affirm your own chaplain? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Example</p>	
<p>Is your club in contact with clergy/religious in parishes without Serra Membership? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Explain</p>	
<p>Does your Affirmation Subcommittee Chair encourage activities just for clergy/religious in your area with dinners, lunches, picnics, etc.? Describe the activity <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>	
<p>Do the seminarians assigned to your club, get support and affirmations from members? Describe <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>	
<p>Are seminarians invited to club activities? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Does your club affirm club members by either newsletter, telephone, or at meetings? Describe <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>	
<p>Were members of your club in attendance at ordinations to the Priesthood, Deaconate, or other celebrations of Priests and religious? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>The Affirmations Subcommittee Chair or Vocations V.P. that has best met the above criteria during the above period will be the recipient of the Affirmations Award at the District/Region Convention Nominees should be in attendance at the Convention Deadline for this nomination to be submitted for awards is July 30. No late entries will be considered</p>	



**USA Council  
Region/District Convention  
Serra Internal Programs Award**

Serra Club Of

District

VP Programs

Purpose: To recognize the Programs VP, that has aided the club with the most informative, varied, educational, and exciting programs during the time period. These programs have aided the membership in their spiritual and educational growth.

Criteria:

What was your Club Theme?

Were USAC Programs utilized in your club If no, please explain programs?

Yes  No

Were speakers given a topic in keeping with the club theme? If no explain

Yes  No

Are speakers scheduled at least 60 days prior to a meeting? If no explain

Yes  No

Were the speakers announced in the newsletter in advance of meetings

Yes  No

As Program VP were

Letters of confirmation sent to speaker, president, and secretary

Speakers provided with an honorarium or gift

Thank You card or letter sent after presentation

Were both genders and ethnic groups invited as speakers

Were Days of Reconciliation, Retreats, and Masses etc. in Program Schedule?

% In attendance from total club membership how many members in your club

Yes  No

Explain:

How many attended Club District Regional Exterior Programs?

Was the club receptive to implement suggestions or challenges of speakers?

Yes  No

Give details:

The Program VP that has best met the above criteria, during the time period, will be the recipient of the Programs award at the District/Region Convention. Nominee should attend the Convention. Deadline for this nomination to be submitted for awards is July 30. No late entries will be considered.

**USA Council  
Region/District Convention  
Serra Outstanding Club Award**

Serra Club Of \_\_\_\_\_

District \_\_\_\_\_

Purpose: To foster and promote vocations to the ministerial priesthood of the Catholic Church as a particular vocation to service and to develop appreciation of the ministerial priesthood and all religious vocations in the Catholic Church, and to further Catholicism by encouraging its members in fellowship through education, to fulfill their Christian vocations of service.

Criteria:

The club must have received at least one or more awards for the current year, membership, vocations, programs, affirmations, newsletter, chaplain, or outstanding Serran

Yes  No

Did your club plan and organize a district event during this period:

- Joint District Luncheon
- Reception for Seminarians, Religious, Reception for Newly Ordained
- District/Region Convention

Explain \_\_\_\_\_

Yes  No

Did your club support the Serra International Foundation for Vocations by contributing to Year End Solicitations:

- Banner Club \$1,000 -- \$1,999
- Mission Club \$2,000 -- \$2,999
- Padre Club \$3,000 – \$4,999.00
- Carmel Banner Club \$5,000.00 – \$9,999.00
- Majorca Banner Club \$10,000 and up

Yes  No

Club membership must have contributed at least 35% of total contributions

Yes  No

Number of members active in Serra International or United States Council Committees?

Names of members & committee: \_\_\_\_\_

Yes  No

Perform at least 4 vocation service activities during the fiscal year? (One each from list or list others)

31 Clubs, All-School Mass for Vocations, Daily Vocation Prayers, Petition Family Prayer, Traveling Chalice/Prayer, Rosary, Eucharistic Adoration, Holy Hour for Vocations

School Vocation Panels

Yes  No

Pay USAC and Serra International dues on time

Pay District and Regional dues

Submit required reports to District Governor, Regional Director & USAC office within 30 days of due date

Yes  No

Additional information about your club you would like to submit for consideration. \_\_\_\_\_

The club that has best met the above criteria during the stated time period will be the recipient of the Outstanding Club Award at the Region/District Convention. President of nominated club must be in attendance. Deadline for this nomination to be submitted for awards is July 30.

<b>USA Council  Region/District Convention  Serra Outstanding Serran Award</b>	
Serra Club Of	District
Serran	
Purpose: To recognize the Serran within District/Region who embodies the mission of Serra with outstanding contributions to the cause of Serra, working in their own club, district, region and USAC or Serra International, and the fostering and promotion of vocations to the Priesthood and religious life. Criteria: Did the Serran attend and participate in the majority of scheduled club meetings? If no explain <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> What offices has Serran held as a member along with current office; include USA Council and Serra International?	
Did the Serran attended and participate in the District/Region Convention? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Name year(s)attended	
Has the Serran attended the International Conventions? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> When and where did Serran attend?	
Does the Serran work with Club President, Club Board, and District Governor? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Describe involvement	
What contributions to their own Serra Club has been made by the nominee?  Did the Serran attend ordinations this past year, and in past years? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If no explain What committee(s) within the club is this Serran currently actively involved?	
Please comment on other attributes to be considered for Outstanding Serran, such as involvement in parish committees, or parish activities.	
The Outstanding Serran who best met the above criteria during the stated time period will be the recipient of the Outstanding Serran Award at the District/Region Convention. Nominated Serran must be in attendance at the convention to receive the award. Deadline for this nomination to be submitted for awards is July 30. No late entries will be considered.	

### Participants' Evaluation of the Regional Convention

The planners of this convention set the following objectives. Please mark YES or NO to indicate if you think the objective was achieved.

By the conclusion of this conference, participants should have:  
(Sample objectives only. Replace with your own.)

- Been afforded the opportunity for spiritual growth.
- Learned several ways to communicate Serran objectives to non-Serrans.
- Understood the importance of excellent educational programs at Serra meetings.
- Had the opportunity to share ideas with other Serrans in at least two of the following areas: vocations, membership, programs, communications
- Facilities and amenities Was the convention site easily accessible? Were the rooms comfortable and adequate for the program? Was the worship space conducive to prayer?

Speakers and workshops

Mark 1 for POOR, 2 for SATISFACTORY and 3 for GOOD

- |  |  |
|--|--|
| <input type="checkbox"/> Keynote speaker         | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> |
| <input type="checkbox"/> Speaker                 | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> |
| <input type="checkbox"/> Panel participants      | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> |
| <input type="checkbox"/> Vocations Workshop      | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> |
| <input type="checkbox"/> Membership Workshop     | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> |
| <input type="checkbox"/> Programs Workshop       | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> |
| <input type="checkbox"/> Communications Workshop | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> |

Any suggestions to improve the next convention?

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### **Regional/District Host Committee Report**

The final responsibility of the Convention Chair is to have the Host Committee Report completed. Future Host Committees will benefit from your experience and suggestions to improve the work of each Sub-committee.

Collect reports from:

Convention Treasurer include

- Final Income and Expense
- Statements and Balance Sheet
- Total of all paid attendees
- Number of Serrans
- Spouses
- Guests (Bishops, Speakers, religious, seminarians)

Convention Secretary:

- Include names and addresses of attendees.

Publicity Committee

Registration Committee

Program Committee

Workshops Committee

Liturgy Committee

Hospitality Committee

Facilities and Transportation Committee

Notes:

Send the Recap of Convention Report to next year's Convention Chair, Host District Governor, Region Director and the Serra USAC Meetings and Conventions Chair

### Regional/District Convention Manual Survey

This manual has been assembled to provide assistance to Convention Planning Committees in the Serra USA Council. The Council Convention and Meeting Committee desire to continue to make improvements to this manual. We ask the Convention and each Sub-committee Chair to evaluate the section related to their position and offer constructive observation to be included in the next revision. (Make as many copies of this Survey as necessary for your Committee)

Did you use the Regional/District Convention Manual?  Yes  No

Did you receive the Manual when you were asked to serve on the Convention Committee?  Yes  No

Did you download the Manual from the Serra USA Council Webpage?  Yes  No

Were other resources provided for the work of your committee? List other sources of assistance  Yes  No

Is there an active Regional Committee for Convention Planning (RCCP)?  Yes  No

Circle the number that represents your evaluation on a scale of 1 to 5.  
(1= not helpful / 5 = very helpful.)

Was your position description helpful? 1  2  3  4  5

Was your Committee Checklist and timeline useful? 1  2  3  4  5

Was the assistance offered by the RCCP helpful? 1  2  3  4  5

How would you rank the overall usefulness of the Manual? 1  2  3  4  5

Other comments about your experience in planning the Convention 1  2  3  4  5

Recommendations to improve the Manual:

Return this Survey to:  
USA Council of Serra International  
Attn: Conventions and Meetings Committee  
65 E Wacker Place, Suite 802 Chicago IL 60601-7203

# USA Council of Serra International

## Audit Guide For the Club Audit Committees<sup>1</sup>

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- Reasons for a Good System of Internal Control
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### Introduction

There is almost no literature to guide the audit committee of the small nonprofit organization (NPO) in the performance of its function. Articles and other publications on the audit of NPOs are written for the practicing accountant in terms the lay person would have difficulty understanding. This guide is intended to assist the audit committees of Serra Clubs to perform limited review of their organizations' financial statements. The audit committee cannot replace the CPA in the audit of an NPO, and perhaps the material in this guide will convey the importance of securing professional assistance. Nevertheless, for every Serra Club that has adequate funds to retain the services of a CPA, there are scores of Serra Clubs that lack the funds for an outside audit. This guide should help the Serra Clubs board of directors (trustees) control financial activities until they reach the stage when a professional audit is possible. It will also emphasize the importance of internal controls in safeguarding the assets of the Serra Club.

### Selecting the Audit Committee

The audit committee can play a critical role in maintaining the integrity of the Serra Club's financial reporting. Volunteers should be selected from the board or general membership with the following qualities needed for serving on this committee:

- A familiarity with how organization activities are reflected in the financial statements;
- Some understanding of the auditing process; or
- Lacking the above, at least a natural curiosity and an inquiring mind.

Consideration should be given to individuals with experience in business such as bankers, internal auditors, retired CPA's, corporate officers, etc.

In order to avoid collusion, The Audit Committee should not include anyone who has had access to cash receipts or cash disbursements, i.e., the Treasurer, Fund Raising Committee chairman, etc.

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<sup>1</sup> Adapted from "The Audit Guide for Audit Committees of Small Nonprofit Organizations." A publication of the Virginia Society of Certified Public Accountants: researched and written by Irwin Berger, CPA

### **Task of the Audit Committee**

The audit committee should be concerned with the following things, at a minimum, however, The following material won't tell you how to eliminate the need for an audit by a CPA, and it may even make the need for such an audit more obvious.

- The adequacy of internal control (a system in which the operating or recording function can be broken down into elements that are performed by different people, each checking the work of the others)
- the accuracy of the records and the reports to the governing body (usually the board of directors)
- the proper authorization of activities and expenditures
- the determination of the physical existence of assets
- a review of the tax-exempt status and identification of any activities that may endanger it
- ascertaining that payroll taxes, licenses, sales taxes, other taxes and corporate reports are properly filed in a timely manner.

In developing the audit program, the adequacy of the internal accounting controls is an influencing factor. For example, if all disbursements of the Serra Club are authorized separately by the board, recorded in the minutes by the secretary, supported with invoices approved by the president, and paid by checks signed by the treasurer and one other officer, the number of these transactions to be reviewed can be minimized.

However, the committee would be required to satisfy itself that the internal control procedures outlined above actually were being followed.

When a Serra Club does not have a good system of internal control, it is extremely difficult to determine that all transactions have been properly recorded. Under these circumstances, substantive tests should be performed. Treasurers of NPO's have been known to cover fraud by inflating their income by failing to record all liabilities. Checking cash disbursements in the months following the end of the period might uncover this manipulation.

Confirmation of balances with creditors also would identify unrecorded liabilities. Tests of bank reconciliations, reviews of minutes, comparisons of current and previous financial reports and of the period's transactions with the budget are examples of substantive procedures that can prove evidence of the completeness of financial statement account balances.

### **Audit Program**

The procedure followed by the audit committee (the audit program) will vary with the volume of income and the complexity of its operations.

The committee should develop a written plan for each account balance or class of transaction selected for examination. The plan should indicate the relationship to the financial statement assertions and audit objectives. Clearly, most clubs only assets will be the cash in the bank or, perhaps, some savings instrument. If, however, a Serra Club maintains an inventory of merchandise for sale, the audit program would include a verification of the inventory balance. If the club has equipment that is owned by the club but used by a club officer, a computer, for instance, the audit committee will want to verify that the equipment exists.



### **Internal Controls**

The adequacy of internal controls should be of primary concern to the audit committee. Lack or inadequacy of internal controls can make the task of even the CPA auditor extremely difficult and, in some cases, almost impossible. Volunteers often are so dedicated to the mission of the Serra Club that they feel that running the organization in a businesslike fashion may not be compatible with this mission.

Common sense must be applied in considering internal controls as well as the other areas being reviewed by the audit committee. The standard is that there should be a separation of duties where possible. In large organizations this standard can usually be followed very easily. However, in a Serra Club a separation of duties is not always possible. Accordingly, internal control procedures should be developed for this purpose. It would be a good practice to include in the Club Policy Manual the internal control procedures developed.

If the Serra Club received all of its funds from one source, dues, for instance, internal control of receipts would be a simple matter. A review of receipts would involve verification with the sole source of these funds. If the only expenses were paying the Serra International and USA Council per capita dues internal control and a review of these items would not present any difficulty. But if funds were received from donors and special events then internal control of receipts becomes critical. Whatever the situation, internal control must be examined and improved if found lacking.

### **Reasons for a Good System of Internal Control**

- To prevent loss through theft
- To prevent an "honest" Serra Members from making a mistake that can ruin his or her life
- To assist the board of directors in their responsibility of the board to safeguard the assets of the Serra Club
- To assure that all transactions are properly authorized and recorded

### **Suggested Controls for Cash Disbursements:**

The basic rule is that every check that is issued must have a piece of paper (invoice, deposit, cash receipt, letter request, etc) supporting it, i.e., disbursements must have a paper trail. The Treasurer cannot initiate expenditures on his own authority, he or she must receive direction from the President or Vice President. In the case of reoccurring expenditures that are included in the budget, the club may establish a policy, (and include it in the Club Policy Manual) that the Treasurer can make these payments up to the budgeted amount.

- Checks should be pre numbered and used in sequence.
- Checks should be prepared by the Treasurer after receiving a properly approved supporting document.
- Checks should be prepared from original vendor invoices with a notation that the materials or services have actually been received. In a larger organization disbursements would require attached copies of purchase orders, invoices and receiving reports. Checks should not be prepared from vendor statements.
- Cash payments should not be made, unless the club has established an imprest petty cash fund.
- The semi-annual per capita invoice and attached club roster should be reviewed and signed by the Club Secretary to verify that all club members are listed on the roster
- Checks should be entered in the disbursement journal exactly as they have been prepared.
- The board of directors should authorize all check signers.
- Signing of blank checks should not be permitted.

- An officer other than the Treasurer should receive the unopened bank statement before turning it over to the Treasurer for reconciliation.
- A monthly bank reconciliation should be included with the Financial Statements given to the board of directors.

### **Suggested Controls for Cash Receipts:**

As with disbursements, each receipt should be supported by a piece of paper. For purposes of this paper cash receipts really refers in most cases to checks received. In order to provide continuity from year to year and to provide controls over cash receipts the club should open a Post Office Box and all incoming mail should go this box. The Club Policy Manual should include a requirement that the Treasurers should give a pre-numbered receipt for each cash receipt. Treasurers must avoid the practice of saying that the check received is the receipt. The cash receipts journal should include a column for the cash receipt number.

- Incoming mail should be opened and listed by persons other than those with access to cash receipts journals and accounts receivable records. and any cash received, i.e., the Treasurer.
- A person with no access to cash should compare cash receipts records and authenticate deposit slips with mail listing.
- Checks should be stamped "For Deposit Only" by the person opening the mail. Or by the Treasurer when payments are made directly to him, e.g., at a club meeting.
- Pre-numbered receipts should be given for all money received, dues, contributions, meals, etc.
- Cash receipts should be entered into the cash receipt journal with a reference to the deposit made.
- Receipts of checks and cash should be deposited on a timely basis, normally no later than one week after receipt. Minimum deposit time should be specified in the Policy Manual.
- The club board should authorize bank accounts and the signers of checks annually.
- Bonding is not necessary because all of the Serra Clubs in the United States are covered by the Crime Insurance Policies maintained by the USA Council.

### **Proper Authorization of Activities and Expenditures**

The budget and the board of directors's minutes are the usual source of verification of the Serra Club's activities in a broad sense. Additionally, the Club's Bylaws and Policy Manual should be reviewed to determine that all activities comply and that the designated individuals are performing their proper functions. A review or test of specific transactions should be included in the audit program.

### **Determination of the Physical Existence of Assets**

Verification of bank balances, an actual count of securities owned and a count of merchandise are some of these procedures. If the club has money on deposit with the (Arch)Diocese, the audit committee should request a verification of the amount.

### **Ascertaining that Bills are Paid and Reports are Filed on a Timely Basis**

A Serra Club has the same obligation to pay bills and file tax returns and reports as a for-profit organization. The Treasurer should pay all bills, minimally, within 30 days of receipt. Per capita dues are payable in accordance with the provisions of the Bylaws of Serra which specify (Article X, Section 4) that "Fifty per cent of International dues are payable on July 15 and the balance on January 15 in the same fiscal year."

The IRS requires that a Form 990, Return of Organization Exempt From Income Tax, be filed only if gross receipts each year are normally more than \$25,000. The USA Council will prepare and file these returns for any club who is required to file the return. The Council will file any reports required by the individual states.

**Conclusion**

The preceding material is only a limited discussion of the complex requirements to perform an audit of a Serra Club. But it is hoped that this guide will aid the audit committee to perform its review of the organization's financial statements and operations in a relevant manner. The committee should satisfy itself that income and expenditures are being classified in a consistent manner; otherwise comparisons of financial reports over the years will have limited significance.



# **Regional Director**

# **Manual**

# USA Council of Serra International

## Regional Director's Manual

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## Section 1

### USA Council of Serra International

#### I. History:

The United States and Canada Serra Clubs petitioned the Serra International Board to become a council and on March 3, 1994 the USA and Canada Council (USACC) was approved. At the Serra International Convention in 1996 the Serra International Board approved the policy of placing local Serra Clubs and District Governors under the governance of the councils. In July of 2000 Serra Clubs in Canada formed their own council with the approval of the Serra International Board. This action and the approval of other councils throughout the world now brings the total to ten Serra Councils as a part of Serra International.

Great Britain	Italy	USA	Thailand	Brazil
Mexico	Australia	Spain	Philippines	Canada

#### II. Council's Role

The primary purpose of the USAC organization is to adequately assist/promote the local Serra clubs in the United States. The Council's Constitution and By-Laws were developed and approved by the Serra International Board. Copies of these are contained in the USA Council Resource Manual. The duties of the Council's officers and committees are contained in Article IV of the Council's Bylaws. Detailed position descriptions for each of the Council's officers are contained in the USA Council Resource Manual.

The USA Council serves to give support and vital information to local Serra clubs and assist the clubs to be the "Lay Vocations Arm of the Church in the United States." This is primarily accomplished by the USA Council's Executive Committee and Regional Directors who make up this board. The Regional Directors reports to their assigned Regional Coordinator. Position descriptions have been developed and approved by the Council for all Council officers, Regional Coordinators, Regional Directors, and District Governors. The position descriptions are found in Section 2 of this manual and/or in the USA Council Resource Manual. The assignment of Serra Districts and Regions will conform as closely as possible to the alignments established by the United States Council of Catholic Bishops.

#### III Organizational Structure

The Board and officers of the Council, together with the professional staff in Chicago provide an organizational structure to serve all Serrans in USAC. The Council Board consists of nine officers and 14 Regional Directors. See Exhibit 1-1.

**Regions/Districts/Clubs** These elements are considered to be the field or operational part of the USA Council.

1. **Regional Coordinators.** Two Regional Coordinators direct, assist and monitor the efforts of the 14 Regional Directors. The Eastern Regional Coordinator works with Regions 1, 2, 3, 4, 5, 6, 7, and 14. The Western Regional Coordinator works with Regions 8, 9, 10, 11, 12, and 13. Regional Coordinators are appointed for specific terms and serve in an advisory capacity to the executive committee. The position description of the Regional Coordinator is contained in the Resource Manual.
2. **Regional Directors** Each of the 14 Regional Directors is elected by the clubs in their region. The position description for the Regional Director is contained in the Resource Manual and in Section 2 of this manual. This position description outlines

the basic role and responsibilities and are supplemented by the Council's Constitution, By-Laws and approved policies. The Regional Director may appoint deputies during their term of office to assist them in fulfilling the needs of the Serra clubs and District Governors in that region. The Regional Directors are responsible for assisting and advising Governors in the region.

3. **District Governor** The role and responsibilities of the District Governor are varied. Skills needed to be an effective governor are communicating, motivating, training and supporting Club officers, following-up on schedules and completing reports. The USA Council has adopted the concept of the "Office of District Governor" to convey how this "bridge" and teamwork would function between the Council and the local Clubs. A Governors' Manual was developed and is updated to assist the Governor in fulfilling his or her mission. This manual identifies specific actions listed in the Job Description and describes the effective use of Office of Governor to:
  - a. Serve Clubs in the district
  - b. Provide consistency, and continuity in assisting the local Serra Clubs that transcends the term of office.
  - c. Involve the immediate past governor, governor elect, deputies, district council and special committees to be available to assist the governor
4. **Local Serra clubs** The clubs are the most important parts of the national organization. It is from the clubs that vocation awareness and vocation affirmation programs are organized. Local club members "provide the hands on approach" to provide the ministries needed by our Church in the United States.
5. **Support Services** Support services are provided to the Council Officers, Regional Directors, District Governors and clubs by the Council's professional staff. An organization chart for the USA Council's Chicago Office is contained on Exhibit 1-2.

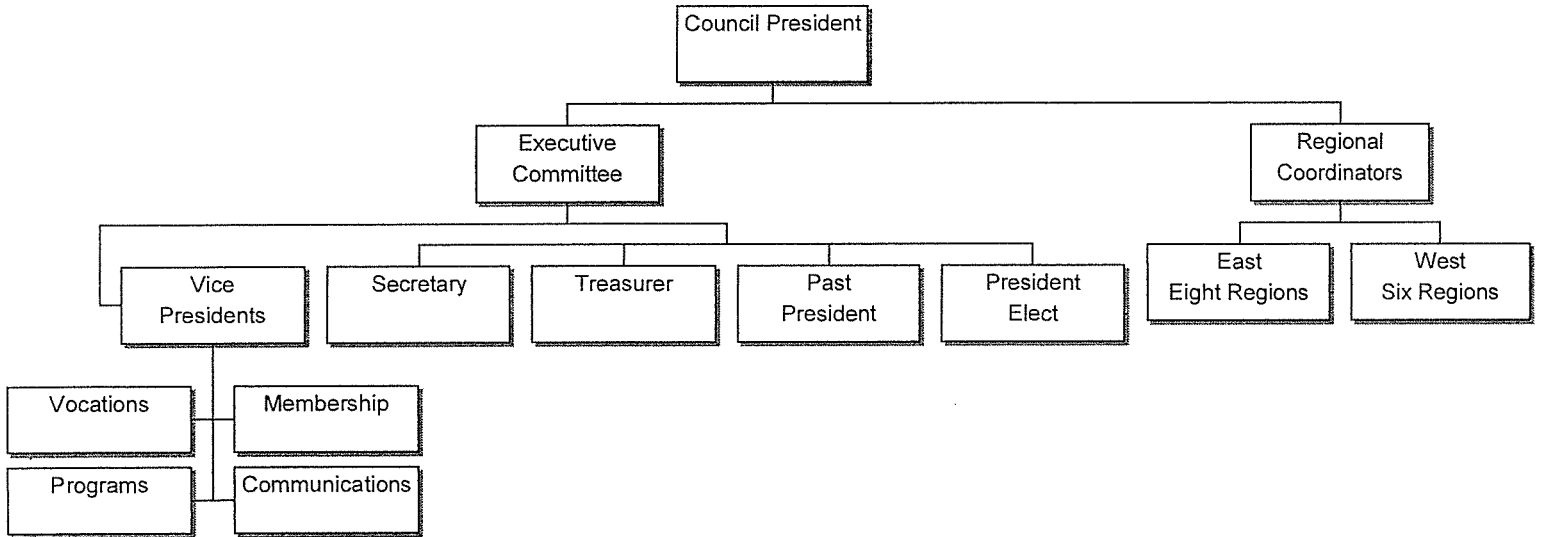
#### **IV. Council's Board and Committees:**

There are four Council Vice Presidents, each assigned to a standing committee. It is their role to coordinate communications and actions from the Board to the committees as well as Committees to the Council Board of Directors. The USA Council has 15 Standing Committees that meet twice a year at Super Weekends to aid District Governors with their direct contact to Serra Clubs. Specific training and development programs are offered to all levels of Serra leadership in the US. Other ad hoc Council committees can be established by the Council President to offer information and suggestions to the National Council Board. Regional Directors are required to be members of one or more of the 15 Standing Committees. District Governors as well as all Serrans are encouraged to become a member of a USA Council Committee. Exhibit 1-3 shows the Board's organizational structure.

#### **V. Meetings**

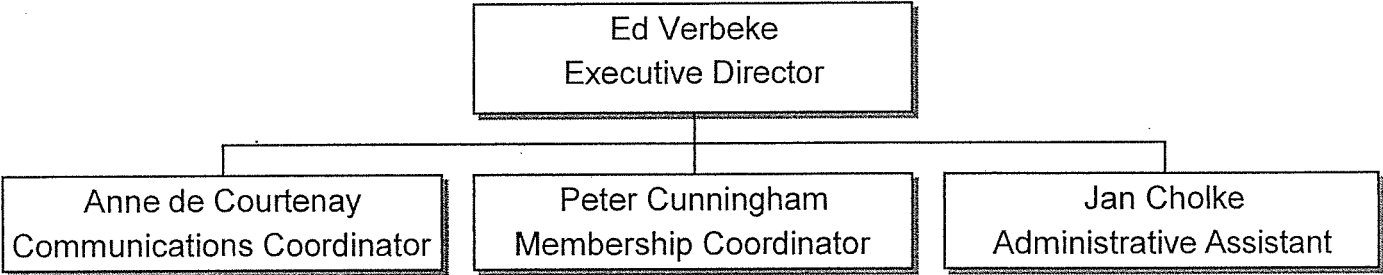
Super Weekends have been established to bring together all the resources of the USA Council twice a year so the Council Board can hear and review accomplishments, ideas and proposals from the Council Committees, as well as approve or disapprove resolutions or proposals from Board Members.

# USA Council of Serra International Council Board





# USA Council of Serra International Office Organization



## Section 2

### Managing the Region

#### I. Purpose

This section will help Regional Directors guide and assist those District Governors in a region to become more effective.

This section clarifies your role and responsibilities as a USA Council board member, your role in the regional/district conventions, and your interaction with the Regional Coordinator.

#### II. Governance

Exhibit 2-1 identifies the Regional Director reporting to one of the two Regional Coordinators and receiving reports from the District Governors in that region.

A. **Regional Directors:** The role of the Regional Director is two-fold. The primary responsibility is to provide governance and assistance to the region and the secondary responsibility is to serve on the USA Council Board.

##### 1. The Region

The primary responsibility of the Director is to monitor, guide and assist the District Governors in that Region.

##### 2. USA Council Board

The secondary responsibility of the Director is to serve on the USA Council Board and on at least one standing committee. In this role, the Director can serve as a conduit for communications through the District Governors from the local Serra clubs to the Board and from the Board back to the local clubs. The Director also delivers district reports prepared by the Governors to the Board.

B. **Regional Coordinators:** The immediate past USA Council President and the USA Council President-Elect serve as the Regional Coordinators. Regions 1, 2, 3, 4, 5, 6, 7 and 14 report to the eastern coordinator and regions 8, 9, 10, 11, 12 and 13 report to the western coordinator.

The Coordinator's job description and specific responsibilities can be found in the USA Council Resource Manual under the Position Description tab. It is the responsibility of the director to provide a summary of the region's events to the coordinator in a timely fashion.

#### III. Regional Structure

A. **Current Director:** This person is responsible for managing the Region. The Director keeps in contact with each of the Governors within the Region. The communication is two-way. The Director should report activities at the Council level as well as activities within neighboring districts to the Governors. A Regional Newsletter could be used for this purpose.

The Director is responsible for assuring that Governors visit the clubs in the District at least once annually and prepare and disseminate the club visit reports. The Director can offer assistance to Governors in his efforts to work with those clubs that he has identified as being a weak club. See Exhibit 2-2

- B. Regional Director-Elect:** This person is preparing for the position of director. Serving as Director-Elect will provide an opportunity to learn the duties and responsibilities of the Director. This person can also serve as Director in the absence of the current Director. The director-elect should always act in concert with the current director. See Exhibit 2-3
- C. Immediate Past Regional Director:** This person can assist, advise, and act as a mentor for the current director. The immediate past director should always act in concert with the current director. The Past Regional Director is chairman of the Regional Director Nominating Committee.
- D. Deputy Regional Director:** Deputies are appointed by the Regional Director to assist in a region that either:
  1. Covers a large geographic area
  2. Has a large number of District Governors
  3. Contains adverse travel conditions
  4. Have complex membership problems

The position is an appointed position and does not have succession rights. Care should be taken to avoid conflicts of duties and responsibilities with the Regional Director-Elect. The term of the deputy director ends with the term of the regional director. The deputy director should always act in concert with the current director. See Exhibit 2-4.

#### **IV. Responsibilities**

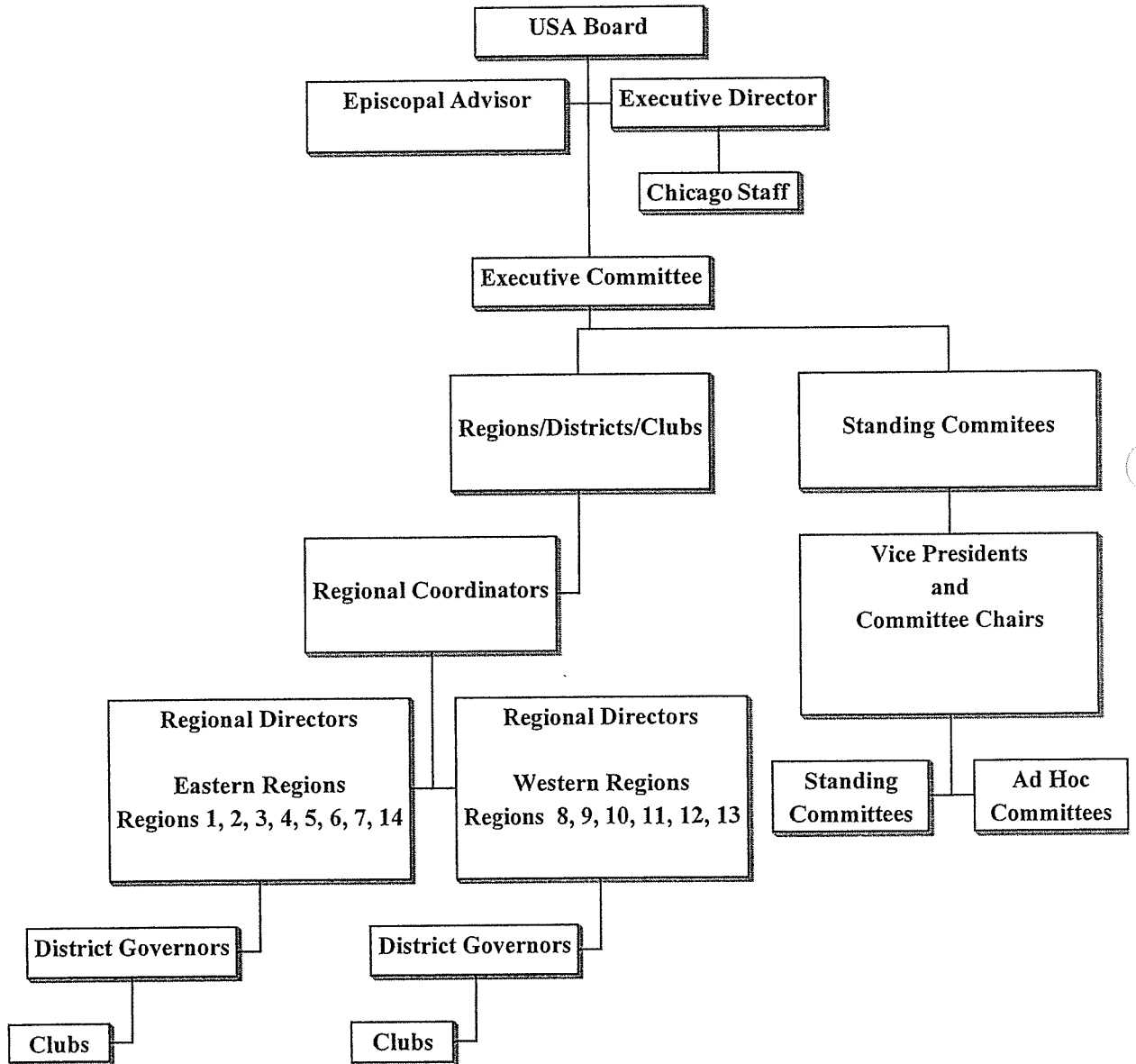
Specific responsibilities for the Regional Director can be found in the USA Council Resource Manual under the Position Description tab. Among the many responsibilities that are outlined are the role of the director in the fall conventions and participation in the February Regional Director/District Governor Planning Conference.

- A. Conventions:** The Director has direct responsibility for the planning and implementation of the Regional Convention. The Director has indirect responsibility to assist Governors with District Conventions. This provides the Director with an opportunity to meet with the Governors who serve within the region.
- B. Regional Director/District Planning Conference:** The Directors' attendance at the annual February Planning Conference provides a unique opportunity to meet and work with all the governors in the region and to coordinate his or her plans with the current and incoming Coordinators. The Directors and Governors jointly discuss and plan using the 15 month calendar to include the important dates shown on Exhibit 2-5 and 2-6. These discussions permit the Directors to evaluate how their presence or assistance will benefit the Governor.

V. **Regional Accountability**

The USA Council Board recommends that an annual contribution of \$2.00 be made by each Serran within the region. The funds are to partially offset expenses related to activities performed by the Director while executing the duties of the office. At the end of June, a reporting of expenses should be made to the Governors within the Region and to the appropriate Coordinator. Any remaining monies should be passed onto the new Regional Director.

# USA Council of Serra International Organization Chart



## USA Council of Serra International

Position Description for Regional Director

**Position Title:** Regional Director

**Reports To:** Regional Coordinator

**Position:** This elected position is for a two-year term and may be re-elected for one consecutive term. Attends Board meetings and Board functions; serves as an active member of the Board and on at least one standing committee; supplements the communications between the USAC Board and District Governors; assists the District Governor; prepares and submits periodic written reports and recommendations to the USAC Board, as specified and performs duties as requested by the Regional Coordinator. The Director's primary responsibility is to provide Serra governance and assistance to the Region. The secondary responsibility is to serve on the National Council Board. May appoint Deputy Regional Directors to assist in the Regional governance plan. Care should be taken that the role of the Regional Director Elect does not conflict with the role of Deputy Regional Directors.

**Principal Responsibilities:**

1. Guides, assists and oversees the performance of the District Governors in the Region
2. Attends all USA Council Board meetings and participates as a voting member of the Board, participates as a vital part of the Board Leadership and serves on at least one standing committee
3. Represents the USA Council at meetings, conferences, conventions and chartering of new clubs within the Region
4. Oversees an adjacent Region if that Region has less than 200 members and, at the direction of the Regional Coordinator, performs designated duties for the unrepresented region until the need no longer exists
5. Establishes and maintains contact with the Regional Bishop and Regional Vocation Collaborators
6. Provides timely reports as determined by the USA Council Board
7. Monitors and mentors the performance of any Regional Director Elect and appointed Deputy Regional Directors
8. Installs those District Governors who were not installed at the Annual USA Council meeting
9. Maintains continual communications with the District Governors and the Regional Coordinators
10. Reviews and monitors District and Club reports and insures that the Council has the names of Governor Elects and Club Officers
11. Has direct responsibility for the planning and implementation of the Regional and/or multi-District Fall Conventions. Has indirect responsibility and provides assistance to those District Governors who plan and conduct single Fall District Conventions
12. Attends the Fall Regional and/or multi-District Fall Convention
13. Attends the annual Regional Director/District Governor Training session
14. Annually accounts for receipt and disbursement of fees provided for Regional expenses
15. Performs such other duties as may be assigned by the Regional Coordinator

**Position Requirements:**

1. Thorough knowledge of Serra, its Objectives and Purposes, and the USA Council and its Objectives and Purposes
2. Has been a Club President and either a District Governor, or on a national or international standing committee for two years and be a resident of the region that he or she will be representing.
3. Ability to work collaboratively with volunteers and paid staff
4. Is aware of the basic structures
5. Is knowledgeable about the Serrans in the Districts and Clubs within the region

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

## USA Council of Serra International

Position Description for Regional Director Elect

**Position Title:** Regional Director Elect

**Reports To:** Regional Director

**Position:** This elected position is for a one-or two-year term and assists in the governance of the Region. If the Regional Director is unable to complete the term of office, then the Regional Director Elect becomes the Regional Director for the unexpired term. This person then assumes his or her regular term as Regional Director. The Regional Director Elect attends Board meetings and functions; serves as an active member of at least one standing committee and assists the Regional Director in his or her assigned duties.

**Principal Responsibilities:**

1. Maintains communication with and reports to the Regional Director
2. Becomes familiar with the duties of the Regional Director
3. Performs the duties as assigned by the Regional Director
4. Attends Council Board Meetings
5. Assists in mentoring and monitoring activities of any appointed Deputies
6. Serves on at least one USA Council standing committee
7. Represents the USA Council at meetings, conferences, conventions and chartering of new clubs within the Region when assigned
8. As assigned installs District Governors
9. Maintains communications with the assigned District Governors
10. Provides timely reports to the Regional Director
11. Reviews and monitors the reports of the assigned District and Club reports and insures that the Regional Director is informed of Governor Elects and Club Officers
12. Assists the Regional Director in overseeing the planning and conduct of the Regional-and/or multi-District Fall Conventions.
13. Attends the Fall Regional and/or multi-District Fall Convention
14. As requested by the Regional Director establishes and maintains contact with the Regional Bishop and Regional Vocation Collaborators
15. Participates as a vital part of the Regional Leadership
16. Attends Regional Director/District Governor Training session each year while serving as a Regional Director Elect.
17. Performs such other duties as may be assigned by the Regional Director

**Position Requirements:**

1. Thorough knowledge of Serra, its Objectives and Purposes, and the USA Council and its Objectives and Purposes
2. Has been a Club President and either a District Governor, or on a national or international standing committee for two years and be a resident of the region that he or she will be representing
3. Ability to work collaboratively with volunteers and paid staff
4. Obtains a working knowledge of structure and Serrans in Districts and Clubs in that region

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing

## USA Council of Serra International

Position Description for Deputy Regional Director

**Position Title:** Deputy Regional Director

**Reports To:** Regional Director and Regional Director Elect

**Position:** This appointed position by the Regional Director coincides with the Regional Director's term. Deputy positions have no succession rights. Regional Deputies shall have no voting rights except those assigned and exercised in the absence of Regional Director or Regional Director Elect in writing. The Regional Deputy will assist and supplement the Regional Director in the performance of the Regional Director's duties.

**Principal Responsibilities:**

1. Become familiar with the duties of the Regional Director
2. Maintains contact with the Regional Director
3. Performs the duties as assigned by the Regional Director
4. Attends Council Board Meetings
5. Serves on at least one USA Council standing committee
6. Represents the USA Council at meetings, conferences, conventions and chartering of new clubs within the Region when assigned
7. As assigned by the Regional Director installs District Governors
5. Maintains continual communications with the assigned District Governors
8. Provides timely reports to the Regional Director
9. Reviews and monitors the reports of the assigned District and Club reports and insures that the Regional Director is informed of Governor Elects and Club Officers
10. Assists the Regional Director in overseeing the planning and conduct of the Regional and/or multi-District Fall Conventions. Has indirect responsibility and provides assistance to those assigned District Governors who plan and conduct single Fall District Conventions
11. Attends the Fall Regional and/or multi-District Fall Convention
12. As requested by the Regional Director establishes and maintains contact with the Regional Bishop and Regional Vocation Collaborators
13. Participates as a vital part of the Regional Leadership
14. Attends Regional Director/District Governor Training session each year while serving as a Deputy Regional Director
15. Performs such other duties as may be assigned by the Regional Director

**Position Requirements:**

1. Thorough knowledge of Serra, its Objectives and Purposes, and the USA Council and its Objectives and Purposes
2. Has been a Club President and either a District Governor, or on a national or international standing committee for two years and be a resident of the region that he or she will be representing
3. Ability to work collaboratively with volunteers and paid staff
4. As assigned, acquires a working knowledge of specific Districts and Clubs the Deputy is delegated to serve

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing





# USA Council 15-Month Planning Calendar

## DISTRICT/REGION



<b>March</b> Incoming President Seminars SLPC	<b>June</b> Schedule Club Visits serraUSA Annual Meeting Super Weekend	<b>September</b> Regional Director Nominations Due USA Council Ballots to Clubs	<b>December</b> Regional Director Mid-year Report Due District Governor Club Visit Report Due SI Board Nominations Due	<b>March</b> Incoming President Seminars SLPC World Day of Prayer for Vocations
<b>April</b> SI Awards Due	<b>July</b> Feast Day Junipero Serra Regional/District Award Nominees Due	<b>October</b> Priesthood Sunday	<b>January</b> National Vocations Awareness Week Super Weekend	<b>April</b> SI Awards Due World Day of Prayer for Vocations
<b>May</b> USAC Awards Due Year End Reports Due Club Officer Report Due	<b>August</b> Club Visits Begin Fall District/Regional Conventions Begin	<b>November</b> District Governor Nominations Due Club Visits End Fall District/Regional Conventions End	<b>February</b> World of Prayer Consecrated Life serraUSA Planning Conference	<b>May</b> USAC Awards Due Year End Reports Due Club Officer Report Due
<b>Misc.</b>	<b>To do:</b>			<b>On-going activities:</b>

## 15 Month Summary of Meeting and Events

### January 2009

1. January 11-16 National Vocation Awareness Week
2. January 8 USA Council Finance Committee Meeting
3. January 9 USA Council Board Meeting
4. January 9 USA Council Regional Coordinator and Regional Directors Meeting
5. January 9 USA Council Chairmen Training
4. January 10-11 Super Weekend

### February 2009

1. February 8 World Day of Prayer for Consecrated Life
2. February 20-22 Regional Directors and District Governors Planning and Training
3. February 1-29 Incoming Presidents Meetings

### March 2009

1. March 3 **Serra Leader** Copy Due to USAC
2. March 6 *serraUSA* Copy Due to USAC
3. March 12-15 Incoming Executive Planning Meeting
4. March 1- 31 SLPC Meetings
5. March 1-31 Incoming Presidents Meeting

### April 2009

1. USA Council Outstanding Newsletter Award Nominees Due
2. April 30 Harry J. O'Haire Outstanding Contribution to Serra International Award Nominations Due
3. April 30 Archbishop Cousins Outstanding Chaplain Award Nominations Due at Serra International
4. April 30 Junipero Serra Promotion of Vocation Award Nominations Due at Serra International
5. April 30 Juniper Serra Furthering Catholicism Award Nominations Due at Serra International
6. April 1-30 SLPC Meetings

### May 2009

1. May 1 Year-end Presidents and Vice Presidents Reports Due
2. May 3 World Day of Prayer for Vocations
2. May 1 USA Council Annual Outstanding Serran Award Nominations Due
3. May 1 USA Council "Spirit of Serra" Award Nominations Due
4. May 1 USA Council Distinguished District Governor Award Nominations Due
5. May 1 USA Council Distinguished Serra Club President Award Nominations Due
6. May 15 District Governors submit year-end reports to Regional Directors
7. May 22 District Governor SLPC Reports Due to
8. May 29 Regional Director's Report received by Regional Coordinators
9. May 29 Incoming President's Report Due

**USA Council**  
**15 Month Calendar**  
**Page 2**

**June 2009**

1. June 1 Committee Website Revisions Due to USAC
2. June 4 *serraUSA* Copy Due to USAC
3. June 5 **Serra Leader** Copy Due to USAC
4. June 8 District Governor completes scheduling club visits

**July 2009**

1. July 1 Feast Day of Blessed Junipero Serra
2. July 2 USA Council Committees set goals
3. July 2 USA Council Nominating Committee Appointed
4. July 16 Serra International Convention Registrations Due
5. July 30 Regional/District Award Nominees Due - Best Chaplain; Membership Activities; Newsletter; Vocations; Vocations Affirmation; Internal Programs; Outstanding Club; Outstanding Serra

**August 2009**

1. Serra Intentional Board Meeting
2. Serra International Convention
3. USA Council Finance Committee Meeting
4. USA Council Board Meeting
5. USA Council Committee Meetings
8. USA Council Super Weekend
9. USA Council Annual Meeting and Installation of Council Board and District Governors

**September 2009**

1. September 3 *serraUSA* Copy Due to USAC
2. September 4 **Serra Leader** Copy Due to USAC
3. September 7 Nominations for Regional Directors Due
4. September 18 USA Council Ballots Submitted to Clubs
6. September 1-30 District Governor Conducts Club Visits

**October 2009**

1. October 1-31 District Governor Conducts Club Visits
2. October 25 Priesthood Sunday

**November 2009**

1. November 1 Nominations for District Governor Due
2. November 69 Ballots Returned from Clubs for Council Officers and Regional Directors
3. November 14-15 USCCB Hospitality Suite, Baltimore, MD

**December 2009**

1. December 4 USAC Committee Chairs Appointed
2. December 18 Clubs Report Names of incoming Club Officers
3. December 18 District Governors Submit Club Visitation Reports
2. December 21 Regional Director's Mid-Year Reports Due to USAC
2. December 28 Serra International Board Nominees Submitted
3. December 28 Serra International Nominating Committee Nominees Submitted

**January 2010**

1. January 10-15 National Vocation Awareness Week
2. January 7 USA Council Finance Committee Meeting
3. January 8 USA Council Board Meeting
4. January 8 USA Council Regional Coordinator and Regional Directors Meeting
5. January 8 USA Council Chairmen Training
6. January 9-10 Super Weekend

**February 2010**

1. February 7 World Day of Prayer for Consecrated Life
2. February 19-11 Regional Directors and District Governors Planning and Training
3. February 1-28 Incoming Presidents Meetings

**March 2010**

1. March 3 **Serra Leader** Copy Due to USAC
2. March 4 **serraUSA** Copy Due to USAC
3. March 11-14 Incoming Executive Planning Meeting
4. March 1- 31 SLPC Meetings
5. March 1-31 Incoming Presidents Meeting

## Section 3

### The USA Council Board

1. **Purpose:**

In this Section, you will find described the USA Council's Board and how their activities directly affect the Regional Director's governance of his/her region. A goal will be to help all parts of USAC - clubs, districts, Regions, national committees and Chicago staff - understand and appreciate the importance of units functioning as part of a national "body."

2. **National US Serra Council**

In Section 1 of this manual, the creation of the Council was outlined with reference made to the bylaws and policy manual which are required by the Federal Internal Revenue Service to retain the 501 c (3) status of a non-profit, voluntary organization such as the USA Council of Serra. The Council bylaws list 15 specific objectives. In 1996, the Serra International Board officially delegated the governance of clubs and Districts in the United States to USAC. The Council has been organized to provide a National Board consisting of elected officers and Regional Directors to guide and assist the District and clubs. The Council has an Episcopal Advisor plus 15 Standing committees to assist in this national effort.

3. **Composition of the National Board:**

The Council Board consists of the Principal Officers and Regional Directors. The Principal Officers comprise the Executive Committee: President, President-elect, Vice Presidents of Programs, Membership, Vocations, and Communications, the Secretary, Treasurer and Immediate Past President. In addition to the primary responsibility of providing Serra governance and assistance to the Region, the Regional Director serves on the National Council Board as an active member of the Board and serves on at least one standing committee. (See committee list in USA Council Constitution Article VI, Sec. 1 and Exhibit 3-1 Organization Chart)

4. **Board Meetings:**

The Board officially meets twice a year, referred to as Super Weekends, usually in September and January. If the International Convention is held in North America, the Board meets prior to the convention; if the Serra International Convention is held outside North America the Board meets again during the Summer. The Regional Directors attendance and participation on the Board is the link between the Board and Governors as well as reporting to the Board the region's performance with written and verbal reports as necessary.

5. **Purpose of the Board:**

The purpose of the board is to advise the USAC President in the managerial, supervisory, and investigatory role on matters of reaching the objectives and purposes of Serra International as referenced in 1.1.2 (Council Role) of the USA Council Policy Manual Revised August 29, 2006. The secondary role of the board is to exercise administrative authority of USAC activities, property and funds, and to prepare and approve a budget. The board also exercises control and supervision over the duties of USAC's officers and committees.(Article I, Section 3., USAC Bylaws revised October 7, 2005)

6. **Board Training:**

The Council has annual leadership training and development responsibilities over seven levels of leadership to develop skills and motivation for the improvement of Serra. (USAC Policy Manual 1.1.5)

The seven levels of leadership are:

- a. Council Board and Regional Coordinators.
- b. Council Executive Committee
- c. National Standing Committee Chairman
- d. Regional Directors and Deputies
- e. District Officers
- f. Local Club Officers and Boards
- g. Chicago USAC Staff

7. **Role of the Executive Committee:**

The duties of the Executive Committee are included in the Policy Manual 1.4.1.1 and include the following:

- a.. Has powers of the Board when the Board is not in session.
- b. Recommends approval for changes to policies, bylaws and Constitution.
- c. Approves procedural matters.
- d. Functions as a management team coordinating National committee actions.
- e. Screens all matters prior to Board action.
- f. Recommends matters or proposals to committees for review prior to Board action.

8. **Standing Committees:**

Standing Committees meet at the request of the corresponding Council Officer or the Committee Chair and as a whole each time that the USAC Council Board meets. The collaborative role between the Officer and Chairs requires proper communication, delegation and guidance. (USAC Policy Manual 1.4.1.2)

9. **Regions:**

Section 2 of this manual explains the Regional structures and how Districts and Clubs can be assisted.

10. **Districts:**

Regional Directors should insure District Governors and Governors-elect attend annually one of the Council's annual Planning Conferences and a Seminar, if one is held in the summer or in conjunction with the annual Serra International Convention. In these sessions District Governors and Governors-elect are assisted and trained to provide training and development to the local club officers and Boards within their District. (USAC Policy Manual 1.1.8)

**11. Local Club Officers and Board Members**

The National Council is responsible for developing and offering manuals, material, and programs that assist in the leadership development of local club officers and Board Members. District Governors and District Governors-elect are required to provide the training for the Incoming Presidents Conference and Spring Leadership Planning Conference. (USAC Policy Manual 1.1.9)

**12. Chicago USAC Full Time Staff**

USAC has a professional staff located in Chicago headed by an Executive Director who is responsible to the Council Board through the Council President. The Chicago staff maintains all the club records, membership data, provides advice and support for all levels of leadership in the U.S.A. The Staff:

- a. Prepares timely, informative and educational literature
- b. Updates manuals and literature as needed
- c. Publishes the **serraUSA** magazine
- d. Publishes the **Serra Leader**
- e. Maintains the Council's website [www.serraus.org](http://www.serraus.org)
- f. Provides information and assistance as requested
- g. Organizes various meetings including the USA Council parts of the International Convention
- f. Works with other vocation-related national organizations to further the objectives of Serra International
- g. Maintains the databases for USAC membership and clubs
- h. Sells Serra merchandise

They can be reached at 888-777-6681 or [serraus@serraus.org](mailto:serraus@serraus.org). Refer to Exhibit 3-1.

**13. Other commitments of Board members**

- a. Communicate with USAC, District Governors, and Clubs.
- b. Assist the District Governors
- c. Submit written reports and recommendations
- d. Represent Serra as spokesperson.
- e. Perform other responsibilities as defined in individual Position Descriptions
- f. Perform duties as requested by the President.
- g. Assist in effecting collaborative efforts with other national and regional vocation organizations

## Section 4

### Assisting the Governors

#### I. Purpose

This section of the manual identifies the Regional Director's role and responsibilities in assisting and guiding the District Governors who are the primary leaders responsible for governing those Serra clubs in their Districts. The Director must be knowledgeable not only of the Regional Directors Position Description but of the role and responsibilities of the Office of Governor. This knowledge will enable the Director to encourage teamwork and demonstrate commitment, communication, consistency and continuity.

#### II. Duties of the Regional Director

Section 2 of this manual, Managing the Region, states the fact that the Director's primary responsibility is to assist and guide District Governors and strengthen those assets contained in the region's geographical boundaries.. The Director is a manager who works with the Governor in a collaborative, collegial manner. The Director has both direct and indirect management roles.

#### III. Regional Director's Direct Responsibilities

##### A. Guiding and Directing the Deputy Regional Directors

The Regional Director is responsible for guiding and directing the assignments and activities especially training. The Regional Director coordinates the training activities in the region with the District Governors. He or she encourages and promotes the attendance of the governor at the Governors' training sessions. He or she plans and organizes training for Governors who did not attend the National Directors/Governors Planning Conference.

1. The Regional Director insures and confirms that each Governor annually organizes the Incoming Club Presidents Seminar and SLPC outlined in the Governor's Manual. The Regional Director, Regional Director Elect and Deputy Region Director may participate, when requested, in these programs. The Regional Director can contribute to the content and the programs by sharing the Councils viewpoints, objectives, goals, resources and assistance that can be provided by the Council's Standing Committees.
2. Scheduling – The Regional Director encourages timely planning and communication of the Governors' training programs to the clubs and any presenters who will assist in the training. The annual incoming Presidents' Seminar is offered at least 4-6 weeks before the SLPC. The SLPC is often held in April or by the first week in May.
3. Content – The Governor has a complete program outline, agenda and materials for all the training programs contained in the District Governor's Manual and on the Council's website [www.serraus.org](http://www.serraus.org). These programs and materials can be modified



to meet local conditions. The national Leadership Development Committee together with other standing committees provides the materials, program content, schedules and time frame. The Governor has complete responsibility for these programs and often will delegate major portions of the SLPC to the Governor Elect.

**B. Support for Training and Development Planning.**

The Director encourages and explains the benefits of the Governor's participation in the February planning conference and conducts a training session for all Governors who are unable to attend this conference.

**C. District Council.** The Regional Director reminds all Governors of the requirement to organize a District Council which can help plan, communicate and carry out District initiatives and activities.

1. Meetings are held at least twice per year and more often when necessary.
2. Membership: Diocesan Vocation Director, Presidents of all clubs, Past Governors. USAC Officers in District, Past USAC officers, Governors-elect
3. Plans district activities; receives reports on each club's activities.

**D. Attendance Requirements.**

The Regional Director should be represented at all important functions and events in the region such as:

1. District Council Meetings
2. Regional Conventions
3. Ordinations
4. Bishop Luncheons/Dinners
5. Charter Presentations
6. Christmas Parties

**E. Collaboration**

The Regional Director collaborates with USAC Board, Regional Coordinator, Regional Bishop and Regional Vocation Director.

**F. Conducting Regional Conventions**

The Council's Meetings and Conventions Committee has developed a comprehensive District or Regional Conventions Manual for use in planning and conducting a regional or district convention. The Meetings and Conventions Committee has experience and will assist the Regional Director and Convention Chairman as requested.

1. Designation of Host Club and District. The Regional Director schedules the convention and approves the host club, district and location. He or she attends and supervises the planning of the convention and assists the host club and Governor in forming committees required to plan and organize the convention. The Regional Director attends and participates in the convention on a planned basis.
2. Emphasis on important USAC topics such as: The Parish Contact Program, Priesthood Sunday, National Vocation Awareness Week, World Day of Prayer for Vocations, World Day for Consecrated Life.
3. Use of workshops. Workshops are offered to engage and instruct the attendees in conducting those major activities necessary to every club. The Standing Committees are available to assist and conduct these workshops. The use of and involvement of

competent facilitators from different clubs and districts will show that this is a total district convention.

4. Financial Reports. The Regional Director will receive the Convention Chairman's report as described in the Convention Manual after the convention. The content of this report includes the income, expenses and surplus remaining after the convention.

#### **G. Timely review and submission of reports**

1. Receives and critiques Governor's visit reports.
2. Reminds the Governors of the requirement to make club visits and submit reports.
3. The Regional Director prepares a summary of the activities and action of the USA Council Board and of Standing Committee activities that relate or affect the local clubs.

#### **H. Super Weekends**

The Regional Director should encourage participation in the Super Weekends by the District Governors. He or she should report on the activities of the USAC Committees and USAC Board to the Governors and see that they take appropriate action. The Regional Director should encourage the Governors' and Presidents' participation in the two regular Super Weekends and joining one of the USAC Committees.

#### **I. USAC Board Participation**

The Regional Director serves on the USAC Board of Directors. He or she attends all meetings of the Council Board of Directors.

#### **J. Regional Director Visits**

The Regional Directors should use the opportunities to meet many Serrans and club officers when invited to different District programs and events. Personal contacts are best means of communicating Serran objectives, mission and ministry.

#### **K. Membership Planning**

The Regional Director should support the Governor in assisting each club in developing an appropriate and effective membership plan. The Regional Director can share various recruitment and retention programs and encourage effective information and orientation programs that explain the mission and ministry of Serra.

#### **L. Extension Committee**

All Districts should have extension committees to work on forming new clubs. Programs and materials are available on the website: [www.serraus.org](http://www.serraus.org). The Regional Director will encourage the District Governors to take the lead and meet regularly with the extension committee to plan and organize activities.

#### **M. Continuing Leadership**

The Regional Director, in seeking continuity and consistency in the districts should assist the Governors in the timely finding of replacements and election of District Governor Elect. Past Regional Directors are responsible for the Regional Nominating Committee for the office of the Regional Director-elect.

#### **N. Finances**

1. The Regional Director assists the District Governors in planning, budgeting and fund raising. Reviews financial reports and advises Governors.
2. The Regional Director submits reports to the Regional Coordinator on the Region's use of funds received from clubs.
3. The Regional Director will encourage the District Governors in monitoring timely collection and remittance of per capita dues payments to the USA Council and the Serra International Board.
4. The Regional Director will periodically share information with the region on fiscal matters of interest to districts and clubs.

#### **O. Contacts**

1. The Regional Director introduces himself or herself to the Regional Bishop, informs him of Serra activities in the region and maintains contact with him.
2. The Regional Director establishes contact with Bishops and Vocation Directors where there is no Serra club in their diocese and when not in conflict with District Governors and Club Presidents' club extension activities.
3. Identifies and establish contact with USA Council Vocation Collaborators in the Region.

#### **IV. Director's Indirect Responsibilities**

- A. Supporting and advising Governors on effective planning and development programs involving club officers and Board members.
- B. Encourages and assists, where requested, those Districts that have a single-District Fall Convention.
- C. Reminds and monitors submission of required reports and dues payments .

## Section 5

### Installation of District Governor

#### I. Purpose

The purpose of the installation of the District Governor is to formally affirm the commitment of the newly elected Governor to serve Serra by upholding and supporting its vision and mission statement. Inherent in this purpose is the responsibility of establishing rapport and positive relationships with the clubs within the district and its officers.

#### II. Teamwork in Serra

The Regional Director and Governors form a team to assist the club officers and Board members in the Region. Few local Serrans have opportunities to understand or appreciate the organizational structure and commitment of the United States Serra Council.

#### III. Installation of District Governors

District Governors will be installed at the incoming Governors's Home Club by the Regional Director as soon as possible after the Governor's assumption of office (usually in June).

#### IV. Induction Procedures

An Installation Ceremony has been developed by USAC and a copy of this program is included in this section. It allows different individuals to be involved in the ceremony. A scripture reading could be read by the incoming Governor. Members of the clergy could take part as appropriate. See Exhibit 5-1.

## Installation of District Governors

**Presider:** Would the district governor to be installed please stand?

(Name) the Serrans of your district have elected you to represent them in working with the clubs in your district and with your regional director. You have assumed the extra duty of encouraging all of the Serrans in your district to fulfill their ministry of promoting vocations to the priesthood and religious life, as well as their own vocation ministry..

**Presider:** I ask that you state your intentions before your brother and sister Serrans gathered here:

Do you accept the objectives and purposes of Serra International?

**Governor:** I do.

**Presider:** Will you take part in the Serra programs and activities in your district that are designed to accomplish Serra's mission?

**Governor:** I will.

**Presider:** Will you always work to be a person of faith, while you continue to strive to fulfill your own Christian vocation?

**Governor:** I will.

**Presider:** Brother and sister Serrans, I present your new district governor.

*(Applause)*

### Prayer of Blessing:

**Presider:** Almighty God, we give you thanks for the many and varied ways you build up your Church. Bless the Council board members and district governors. Grant that through their vision and direction they may be of service to this Council and bring honor and glory to your name. Grant this through Christ our Lord.

**All:** Amen.

### Concluding Rite:

**Presider:** Lord, bless your people and fill them with zeal. By your love, strengthen them to do your will. We ask this through Christ our Lord.

**All:** Amen.

**Presider:** And may almighty God bless you all, the Father, and the Son, and the Holy Spirit.

**All:** Amen.

## Section 6

### Fall Conventions

#### I. Purpose

This section will clarify the importance of District or Regional Conventions and their relationships to:

1. The national Serra mission and ministry
2. Role of the Regional Director
3. Contributions of the host District and host Club
4. Need to serve all Serrans in the Region

#### II. History of Fall Conventions

**A. Prior to 1994:** In the 1980s and early 1990s, most Fall Conventions consisted of single District gatherings often under the auspices of the Serra International Board and International Membership Committee. Some Conventions tried to pattern the program after the previous International Convention with three main speakers, Mass and Benediction liturgies, sit-down dinners, golf outings, visits to Shrines or other religious programs or activities, and workshops. Others felt the Convention should be a religious retreat. Studies and surveys showed little consistency and continuity and a reduced attendance by clubs outside of the host club city.

**B. Formation of US Council-1994.** Prior to the official formation of the Council, U.S. Serrans on the International Membership Committee studied reports and information on Fall Conventions and the International Conventions for the previous seven years. Some Districts were combining with adjacent Districts to encourage better attendance, obtain funds to pay for more recognized speakers and establish a larger pool of qualified Serrans to be part of the programs. Separate programs for spouses and minor children were beginning to disappear. Attendance at seven International Conventions held in the US showed only six percent U.S. Serrans attending; a similar drop in Fall Convention attendance was also noted.

Because the Council was divided into regions that followed the regional structure of the US Bishops, the National Diocesan Vocation Directors and the Religious Vocation Directors, the newly formed Serra Council determined to:

- a. Encourage more regional-styled conventions to serve all local Serrans
- b. Support these Regional Conventions where possible
- c. Not hold separate annual or bi-annual National Conventions
- d. Request the National Meetings and Convention Standing Committee to bring together Regional and District Fall Convention planning groups

At the 1996 International Convention in Minneapolis, the International Board officially gave administrative and program responsibilities of the local Clubs and Districts to Serra Councils throughout the world. With this authority, USAC began to offer training programs to the Regional Directors and District Governors to stimulate and encourage Fall Convention programs that would interest and assist all Serrans in a given Region and District.

### III. Responsibility for Fall Conventions

- A. Single District Convention:** The USAC Policy Manual explains that the District Governor is the primary person responsible for a District Convention. The Regional Director offers assistance and help of the Region and National council on a “request basis.”
- B. Multi-District or Regional Convention:** The USAC Policy Manual explains that the Regional Director will delegate authority for the planning and conduct of the Regional Convention but the Regional Director will retain responsibility for the inclusion of regional resources into the overall program and for the content of the Regional Convention

Note: In both Single-District and Regional Conventions, the responsible person must make a written accounting of the income and disbursements associated with the convention within a reasonable time after the convention.

### IV. Fall Convention Goals

- A. District Goals:** Each Fall Convention provides the District Governor(s) with the fifth opportunity to support the Governors education and development of the local club officers, Boards of Trustees, Serrans and spouses. The other four opportunities are.
1. The 5-6 hour, 1 day Incoming Club President’s Seminar (February or March)
  2. The one-day Spring Leadership Planning Conference for all club officers (April or May)
  3. Governor’s club visits
  4. District Council meetings

**B. Regional Goals:**

As in all large and complex organizations, especially in national voluntary organizations, it is essential for local club officers and Serrans to be aware that they are members of a larger body. Meeting Serrans from other clubs and districts enables many to gain a broad and proper perspective not only of the skill, resources and contributions of other Serrans but also to provide an appreciation of the Serran mission and ministry. The Director has the responsibility and opportunity to introduce this broad and beneficial vision of Serra.

### V. Fall Convention Manual

In 1998 and 1999, Regional Directors and District Governors attending the National Councils February Planning Conferences in Atlanta and Las Vegas requested the National Council to develop a Convention manual to assist in the proper planning and conduct of a convention. There was concern some Conventions were concentrating only on the host club’s resources, personnel, or local programs. The failure to consider the needs and resources of other clubs in the Region/District was adversely affecting attendance. Some convention programs were using 12-15 speakers or presenters from the host club area. Some did not offer workshops to assist local clubs and Serrans. Only local club Serrans were involved in liturgies and other activities at the Convention

In 2000, the Council asked its Structures Committee to draft a Convention Manual. This Committee worked diligently and after several drafts submitted a Manual to the Council Board for approval and distribution in 2001. Comments and suggestions for changes were

then submitted to the Meetings and Convention committee. In 2003, a revised Manual was approved and distributed.

## VI Manual Content and Structure

The Convention Manual is available in the USAC webpage, [www.serraus.org](http://www.serraus.org). It presents a step-by-step process giving rationale and responsibilities at each level involved in the Convention. For Regional Conventions it recommends the Regional Director appoint a Regional Committee for Convention Planning (RCCP.) Members of this Committee are selected from Districts and clubs in the region. Several Members of the Host District and Host club meet with this committee to provide advice and counsel and assist in specifying how regional Serrans and resources can best be used by the local planning group. The RCCP does not plan or conduct the Convention.

Specific guidelines in the Manual propose and describe the duties of:

- A. Convention chairman, and
- B. Convention subcommittees, and provide
- C. Advance planning timetables

Copies of the Manual should be provided to all Serrans actively engaged in Convention Planning. The Regional Director, or a designated person from the RCCP will periodically monitor the progress of the Host District/Host club Planning Committee.

A copy of the Convention Manual is available on request from the Chicago Office.



## Section 7

### Reporting Requirements

#### I. Requirements:

The Council is required to send two reports to Serra International annually. One of these reports is due before January 1 and the other prior to May 31. These reports are summarized from the Regional Directors reports and condensed for submission to Serra International. A third report is required for the September Super Weekend, if one is held. Copies of these reports are included in the "Board Book."

#### II. Information Provided:

As soon as possible following the two billing periods, June to November and December to May, membership information is summarized and tables and charts by the Membership Coordinator are prepared for the Regional Directors to use in preparing the statistical portion of the Regional Director's report. Copies of these statistical reports are sent to the Regional Directors.

The Regional Director should be in contact with the District Governors in the Region and should be receiving periodic reports. The Regional Director should be receiving a copy of the following reports and should follow up on a timely basis on those reports not received:

- A. Nominating Report for the District Governor. The District Council should establish the due date for nominations for District Governor for the clubs in the District. The USA Council has suggested guidelines for electing a District Governor in Policy 3.1.15. This policy requires that the District notify the Chicago Office of the USA Council by no later than November 15<sup>th</sup> of each year of the name of elected District Governor.
- B. Governor's SLPC Conference Report. Report form 11-G-1 contained in the Resource Manual should be completed immediately following the SLPC. Item seven of this report requests a summary of the Participant's Evaluations of the SLPC. The report and summary should be submitted to the Regional Director and the Council's Chicago Office as soon as possible following the SLPC but no later than May 15.
- C. Governor's Reports to the Regional Director. The Governor should summarize the semiannual reports received from the Club Presidents and submit their consolidated report by December 30 and June 20 to the Regional Director. In addition to reporting on the activities and health of the clubs in the District, the District Governor should report on any clubs in formation and any potential for forming clubs in the District.
- D. Governor's Club Visit Report. Report 11-G-2 contained in the Resource Manual may be used to summarize the results of the Governor's club visit. The purpose of this report is to report the activities and health of the club. Alternatively, the Governor may wish to submit and email or fax the report on the club visit. This narrative report should cover as a minimum the items contained on Report 11-G-2.

- E. **District/Regional Convention Reports** Report form 11-D-1 contained in the Resource Manual is a report that should be completed as soon as possible following a District or Regional Convention. A copy of this report should be sent to the Chairman of the USA Council Meetings and Conventions Committee, the District Governor, Regional Director and the Chairman of the next District or Regional Convention

### III. **Regional Director Reports**

- A. **Nominating Report for the Regional Director** The USA Council Bylaws, Article III - Section 5 specifies how the Regional Directors will be elected. The USA Council has established guidelines for electing a Regional Director in Policy 2.2. This policy establishes the time line for nomination and election of the Regional Director. In summary, Regional Directors are elected by vote of the clubs within the Region - even numbered Regions in odd numbered years and odd numbered Regions in even numbered years. The Immediate Past Regional Director serves as the chair of the Regional Nominating Committee and selects two additional members from different Districts to serve with him or her on the Nominating Committee. This committee should be formed by no later than July 1 and should complete the nomination process by no later than September 5. The clubs are to return their completed ballots to the Chicago USAC Office by no later than November 9. Any club or district can submit a Regional Director Nominating Form to the Regional Nominating Committee.
- B. **Regional Director's Reports to the Regional Coordinator.** The Regional Director should summarize the semiannual reports received from the District Governors and submit these reports by January 5 and June 25 to the Regional Coordinator. In addition to reporting on the activities and health of the clubs in the Region, the Regional Director should report on any clubs in formation and any potential for forming clubs in the Region. A copy of these semiannual reports should be submitted to the Council's Executive Director.
- C. **Content of the Regional Director's Report.** The purposes of the Regional Director's Report is to inform the Regional Coordinator and the Council Board of the status of the Region. This report should be in a narrative form and, at a minimum, should cover the following points and questions:
1. The first portion of this report should be an overall summary of the status of the region. This portion of the report becomes the basis for the summary report submitted to Serra International. Following the summary, the director should respond to the following questions.
  2. Do you have a Regional Director Elect?
  3. Do you have a Deputy Regional Director?
  4. Regarding the Districts:
    - 1) Does each District have a District Governor? If not, which ones do not?
    - 2) How are the District Governors performing? Be specific by district.
    - 3) Have all of the District Governors attended the February Training and Planning Session?
    - 4) Does each District have a District Governor Elect? Which do not?
    - 5) Does each District have a District Council? Which does not?

5. Have you met with each District Governor this year? Cite dates and district numbers.
6. Following should be a comprehensive summary of the status of the membership in the Region.
  - 1) Did the clubs conduct a membership campaign? Which did not?
  - 2) How many clubs in formation are there in each District? Cite locations.
  - 3) Are any clubs in danger of closing? What action has been taken to assist these clubs? Cite clubs by name. Specify action taken.
7. Were vocation programs conducted in the region? Are there any vocation programs worthy of mention? Cite specifics.
8. Have you received copies of the required four reports from each District Governor? See Paragraph II above. Which ones are missing.
9. Are your clubs current in their per capita dues payments? (This information is included in the Financial Statements sent to you each month.) Have you advised the Governors to contact those clubs that are in arrears in their dues? Cite specifics.



# USA Council 15-Month Planning Calendar

## DISTRICT/REGION \_\_\_\_\_



<b>March</b> Incoming President Seminars  SLPC	<b>June</b> Schedule Club Visits serraUSA Annual Meeting Super Weekend	<b>September</b> Regional Director Nominations Due USA Council Ballots to Clubs	<b>December</b> Regional Director Mid-year Report Due District Governor Club Visit Report Due SI Board Nominations Due	<b>March</b> Incoming President Seminars  SLPC
<b>April</b> SI Awards Due World Day of Prayer for Vocations	<b>July</b> Feast Day Junipero Serra Regional/District Award Nominees Due	<b>October</b> Priesthood Sunday	<b>January</b> National Vocations Awareness Week Super Weekend serraUSA Planning Conference	<b>April</b> SI Awards Due World Day of Prayer for Vocations
<b>May</b> USAC Awards Due Year End Reports Due Club Officer Report Due	<b>August</b> Club Visits Begin Fall District/Regional Conferences Begin	<b>November</b> District Governor Nominations Due Club Visits End Fall District/Regional Conferences End	<b>February</b> World of Prayer Consecrated Life	<b>May</b> USAC Awards Due Year End Reports Due Club Officer Report Due
Misc.	To do:		On-going activities:	



# USA Council 15-Month Planning Calendar

**DISTRICT/REGION \_\_\_\_\_**



March	June	September	December	March
April	July	October	January	April
May	August	November	February	May
Misc.	To do:		On-going activities:	