



The USA Council of Serra International

Handbook for Serrans

"Pray, therefore, the Lord of the harvest to send out laborers into his harvest." (Mt. 9:38)

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Introduction

A Message to Serrans

Prove to everyone with clarity and without compromise, your sincere adherence to Christ and to the Church. Prove, at home, at work in your associations, that the message of Jesus forms real men and women, capable of coping serenely with the harshness of daily life. Be available with all your strength to the construction of a civil society more worthy of mankind. Prove in your whole behavior that, with the grace of God, it is possible to put into practice in the modern world the "Sermon on the Mount" and the "Beatitudes," with all the radicalism they involve.

With these wishes I invoke the abundance of divine favors on your meritorious activity, on you all and on your dear ones, and I willingly impart my Apostolic Blessing.

- Pope John Paul II

Serrans must be leaders with big Christian vision, men and women who can bring about a great Christian social renaissance. This cannot be done by half-hearted Catholics. The first function of a Serra club is to give the Church trained resolute Catholic men and women who will stand for things Catholic, who will stand for things Christian.

Let me ask that you make a special effort to incorporate many of our younger Catholics so that we can train them, train them in the lay apostolate, train them for the day when they will have to be the leaders and carry on as lay persons with their bishops, priests and religious in another generation.

Samuel Cardinal Stritch
Episcopal Adviser, Serra International

There are vocations which manifest themselves.

They must be fostered.

There are vocations which are not conscious of themselves.

They must be awakened.

There are vocations which do not dare manifest themselves.

They must be found and encouraged.

There are vocations which are in fear of being lost.

They must be reassured.

There are vocations which meet with opposition.

They must be strengthened.

There are vocations which are paralyzed by poverty.

They must be helped financially.

Description and History of Serra International

Description

Serra International

Serra International is a voluntary organization of Serra Clubs, duly organized and chartered in accordance with the provisions of its Constitution and Bylaws. Serra is international in scope, Catholic in emphasis, and democratic in practice. In 2000, there were 768 clubs with 23,548 members in 36 countries. Serra is named after Blessed Junipero Serra, the noted Spanish Franciscan missionary priest, who played a leading part in early missionary work in Mexico and the Western United States.

Serrans, Catholic lay men and women and permanent deacons, join together in clubs to promote the objectives of Serra which have remained fundamentally the same since its founding in 1935. The objectives as ratified by the delegates at the 1968 International Convention are:

1. 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
2. To further Catholicism by encouraging its members, in fellowship, through education, to fulfill their Christian vocations to service.

Serra Clubs

Serra Clubs guide their members “to put on the mind of Christ” (Phil.2:5) and meet the challenges set forth in the Sermon on the Mount. With their focus on Jesus Christ, Serra Clubs are organized on the model of a *University of Christian Principles* (as described by Samuel Cardinal Stritch.)

Rooted in Scripture and Catholic teaching, the Serra *University of Christian Principles* assists each member to examine social structures, conditions, and problems; to acquire a deep sense of responsibility for working with others; to confront attitudes, situations, and systems which are incompatible with or hostile to the Christian message.

Volunteer Service is one of the cardinal principles of Serra and a prime factor in its success. All Serra Club members give their time and talent voluntarily to the work of Serra. The only remuneration desired by them is the satisfaction which comes from the increased success of Serra as an organization and the service which it is able to render to the Church in the many communities, dioceses, and archdioceses where local clubs are situated.

History

Serra Information Folder

The Serra Information Folder contains additional information on the theology of Serra, its history, current structure and leadership, and vocations activities. Contact the USAC Office at (312) 201-6549 or (888) 777-6681 USA only.

Serra began during the fall and winter of 1934, in Seattle, Washington. After meeting informally, four Catholic laymen, Dan Rooney, Richard Ward, Harold Haberle and Leo Sharkey, recognized the need for an association that would advance the cause of Catholicism through lasting friendships among Catholics and continuing education in their Catholic faith.

Inviting several of their friends to join with them, they formed the first Serra Club in Seattle on February 27, 1935, with the encouragement of the Most Reverend Gerald Shaughnessy, the Bishop of the Diocese of Seattle. John Janette, an early member of the Seattle club and later founder of the Serra Club of Chicago, proposed the work of fostering vocations to the priesthood. On June 12, 1935, the original purpose of the Seattle club was enlarged to include this work.

The founders searched for a name for the new club. John Bray, also a charter member of the Seattle club, proposed the name of "Serra" after Father Junipero Serra, a Spanish Franciscan missionary in the Western United States. Father Serra is referred to as the "Apostle of California." He founded "El Camino Real," the celebrated missions of San Diego, San Carlos, San Antonio, San Gabriel, San Luis Obispo, San Francisco, San Juan Capistrano, Santa Clara, and San Buenaventura. The new Serra Club became a living memorial to the spirit of this humble missionary.

During the first four years, new clubs were formed in Spokane, Portland, Tacoma, and San Francisco, under the leadership and direction of members of the Serra Club of Seattle. At this point it was apparent that there was need for unified direction and coordination of their programs. On July 2, 1938, delegates from the five clubs voted to form Serra International, adopting as their common goals the original aims of the founders of the first Serra Club. T.V. Sheehan of Seattle was elected first president. Bishop Gerald Shaughnessy became first chaplain, serving until 1946.

In 1946, the Board of Trustees of Serra International along with Samuel Cardinal Stritch, then Archbishop of Chicago and newly-invited Serra Episcopal Advisor, decided to open a central office in Chicago with full-time personnel to aid in the overall management of Serra International. This decision was ratified at the International Convention in Chicago in April 1947. An Executive Director was appointed by the Board of Trustees.

Serra grew extensively throughout the world during the 1950s. Clubs were formed in Canada, Mexico, Peru, England, and Italy. To support vocations work, the Serra International Foundation was established. On May 6, 1951, at the request of Cardinal Stritch, then Serra's Episcopal Adviser, Serra International was aggregated to the Pontifical Work for Priestly Vocations because it had been closely identified with the promotion of vocations to the priesthood and religious from its beginnings in the 1930s.

During the 1960s, brisk worldwide expansion spread the word of Serra to Spain, Venezuela, Brazil, Hong Kong, the Philippines, and Australia. As a testament to its vital role in the Catholic church at the international level, Serra participated in the First International Vocation Congress in

Rome in 1962. Serra's continued success in the 1970s was reflected in the establishment of National Councils in Great Britain and Brazil and the admission of permanent deacons as members. In addition, Serra became a member organization of the National Catholic Vocations Conference.

In the 1980s, Serra formed National Councils in Spain, Italy, Mexico, and the Philippines and expanded into Africa, New Zealand, Ghana, Nigeria, and Switzerland. Serra participated in the Second International Vocation Congress in 1981. At the 1986 International Convention in Milwaukee, WI, the Constitution and Bylaws were amended to admit women as members.

With the ongoing, long-range planning process called "Vision 2000" which began in 1991, Serra moves forward toward the millennium. Serrans around the world have accepted the challenge to become the "Vocations Arm of the Church." In the U.S. and Canada, a National Council, formed in 1994, serves the specific and diverse needs of Serrans with many ethnic and linguistic backgrounds. With the political changes in Eastern Europe, Serra Clubs were chartered in Hungary, Croatia, and Slovenia. In June, 2000, Canada formed its own council.

Church Vocations

But how shall they call on him in whom they have not believed? And how can they believe unless they have heard of him? And how can they hear unless there is someone to preach?

Romans 11:14

The Church needs men and women who are willing to dedicate themselves to the mission of Jesus through Church vocations. The decline in many countries in the number of candidates for priesthood and religious life is well known while the leadership needs of the church increase.

Serrans believe that all men and women are called to holiness. Response to this call takes many forms: all are important and necessary for the building up of God's Kingdom. Serra has had a primary focus of encouraging others to consider Church vocations. Likewise, Serrans support men and women already in Church ministry. They see prayer and work for Church vocations as part of their own Christian vocations to service.

International Structure

To operate efficiently, the Serra International Constitution and Bylaws provide for a carefully defined organizational structure. Led by an International Board of Trustees which includes the Principal Officers,

Serra also draws upon the services of an Episcopal Advisor, volunteer Standing Committees, the Serra International Foundation, and a full-time Executive Director and paid staff (see *Appendix A -- Serra International Organizational Chart.*)

Principal Officers

Responsibilities

*For information on the duties of the International Officers, see Article IV, **Duties of International Officers** in the Serra International Constitution and Bylaws.*

Composition

- President
- President-Elect
- four Vice Presidents
- Secretary
- Treasurer
- Immediate Past President

Terms of Office

The President, President-Elect, and Vice Presidents are elected for one-year terms at the International Convention while the Secretary and Treasurer both are elected for two years.

Board of Trustees

Responsibility of Board of Trustees

- general control and supervision of Serra International

Responsibilities of Trustees

- serve as liaison and consultant to the district governors when no national council exists in their area
- assist district governors in whatever way possible
- delegate to and work with Deputy Trustee in areas where a Board member requests one and the International Board appoints one

Composition

- eleven area trustees
- eight principal officers
- immediate Past President
- such additional trustees, not to exceed three, as from time to time may be determined by the Board of Trustees.

Terms of Office

All trustees, principal officers, and the immediate past president serve on the Board of Trustees concurrently for the duration of their elected office.

Episcopal Advisor

Responsibilities

- lead Serrans in the development of their spiritual life and vocation
- counsel and advise the International Board on general policies and the principles of faith

Term of Office

The International Board of Trustees invites a member of the hierarchy to serve as Episcopal Advisor for a term of three years.

Standing Committees

Responsibilities

- develop and promote programs for the year in their respective areas of responsibility
- adhere to Serra objectives and board policies
- work in close harmony with national, district and club committees

*For details on the specific responsibilities
of the nine Standing Committees,
see Article V, **International Committees**, Sections 1-10.*

Standing Committees

- Vocations
- Internal Program
- Constitution and Bylaws
- Membership
- Finance and Budget
- Long Range Planning
- Communications
- Audit
- International Convention

Terms of Office

Nine Standing Committees, each consisting of no less than three members, are appointed by the President, with the approval of the Board of Trustees. In addition, the President may appoint special committees as needed.

Serra International Foundation

(See Appendix B - Foundation Organizational Chart)

Responsibilities

- provide financial support to Serra International
- raise, invest and disburse funds so as to provide the means to carry out the objectives of Serra International

Terms of Operation

- At a meeting of the Board of Trustees of Serra International on October 25, 1951, the Serra International Foundation was created and incorporated in Illinois as a not-for-profit corporation.
- The Foundation obtains its funds from private and corporate sources and those who wish to advance the objectives of Serra International around the world.

Executive Director

Responsibilities

- works closely with the International Board of Trustees
- manages the day to day functioning of the International Office
- oversees the International Convention, publications and committees

Terms of Office

The Executive Director is appointed by and responsible to the Board of Trustees.

International Activities

To further its objectives and conduct its business, Serra International holds regular committee and general meetings and publishes the *SERRAN* Magazine.

Tax Status

The United States Treasury Department, on September 7, 1949, declared Serra International and its subsidiary clubs, and on January 27, 1953, the Serra International Foundation, to be tax-exempt corporations. Contributions to the Serra International Foundation, to Serra International, or to any of its chartered affiliates, are fully deductible (in the United States) as charitable contributions for donors, within the limits prescribed by law.

Delegates, Alternates and Proxies

According to the Serra International Constitution and Bylaws, each duly-chartered and active club is allowed one vote on all matters decided at the Delegates' Meeting at the International Convention. Matters before the delegates include approving the International Budget for the coming year, voting on any amendments to the Constitution and Bylaws, and electing the new International Officers.

A delegate is the duly elected member of the club who will cast the club's vote on matters before the delegates. An alternate also is elected by the club. The alternate only votes if the delegate is unable to do so.

If no one from the club will attend the Convention, a proxy may be designated. A proxy must be a Serran from a club that is in the same district as the club to be represented.

Amendments

To amend the International Constitution and Bylaws, any duly organized, chartered and active Serra Club or a duly constituted district or the board of trustees may submit any recommendations for changes in the International Constitution and Bylaws to the International Office at least ninety (90) days prior to the opening date of the International Convention.

To amend the Local Club Bylaws, refer to the article of the local club bylaws concerning amendments. The Board of Trustees of Serra International has the right to approve all amendments to club bylaws before they may be adopted locally.

Annual International Convention

Description

The International Convention is an opportunity for Serrans to:

- share in the fellowship and inspiration, as well as acquire a clearer vision of the purposes and broad relationships of Serra
- strengthen their dedication to their organization through the convention program and contact with representatives of clubs from around the world
- advance the internationality of Serra
- stimulate better club work by establishing common policies, standards and program emphases

In addition, the International Convention is:

- self-supporting (convention operating expenses are covered by registration fees)
- held at a time and in a place officially determined by the International Board of Trustees
- where the business of Serra International (approving the International budget, electing International Officers, amending the International Constitution and Bylaws) takes place

The SERRAN Magazine

Description

The SERRAN Magazine is:

- the official publication of Serra International
- the official source of local and district as well as International news and inspiration on every phase of Serra organization and activity
- published four times a year in June, August, December and March

Additional Structures

National Councils

Serra International recognizes the beneficial role that a National Council can provide by representing the clubs at the national level and ensuring more effective extension work within the country. The formation, constitution, and operations of National Councils are governed by Article IX of the International Bylaws. All National Councils must be approved by the Board of Trustees of Serra International.

Serra has National Councils in Great Britain, Brazil, Spain, Italy, Mexico, the Philippines, Canada, the USA, and SCANZPAC, which covers Australia, New Zealand and the Pacific. Serra International maintains offices in several countries to support the work of Serra there.

The USA Council

The USA Council (USAC) was organized in 2000. (See Appendix C - USA Council Organization Chart.) The United States has been divided into 13 regions corresponding with the 13-region structure of the USCCB (United States Conference of Catholic Bishops). Each region has a Regional Director. To permit better communications, the United States is divided into two areas, East and West, with one half of the regional directors reporting to one Regional Coordinator and one half to the other. The district governors within each region report to the USA Council through the regional directors.

Appendix D is an organizational chart that shows the standing committees of the USA Council. Appendix E shows the reporting chain for each committee.

The USA Council has a small professional staff located in Chicago, Ill. This staff is headed by an Executive Director who is responsible to the Council Board through the Council President. The principal function of the professional staff is shown in Appendix F. The Chicago staff maintains all the club records, membership data, provides advice and support for all clubs in the United States, and is the direct day-to-day contact for all clubs in the U.S.A. They can be reached at 888.777.6681 or serraus@serraus.org.

serraUSA magazine

Description

- serraUSA magazine is:
- the official publication of the USA Council of Serra International
- the official source of news, tips and information for Serra at every level in the USA
- as of January 2002, published twice a year in February and October

District Governor

(Serra clubs are legally federated into geographical districts. As of 2000, there are 68 districts in the United States Council, each headed by a district governor.)

Where a national council exists, the district governor reports to the national council. Where there is no national council, the district governor reports to the designated Serra International Trustee.

Responsibilities

- meet with all clubs and their members annually
- maintain contact with the Ordinary and Vocation office
- communicate with clubs through personal contact, regular letters, and District meetings
- maintain regular contact with the national council or Area Trustee where no council exists
- promote district-wide membership growth
- start or maintain a club-in-formation and identifies new areas for future growth
- encourage attendance at International Convention and District/Regional Convention
- develop and train club leaders
- supervise election of Governor-Elect

Term of Office

A two-year term is recommended. However, each district makes the decision regarding the length of term. The term of office begins at the conclusion of the Serra International convention that follows his or her election. In the event of the resignation, illness or death of the Governor, the Governor-elect succeeds to the office and completes the Governor's full term.

District Councils

The coordination of the affairs of the district may be provided by a District Council. A District Council is composed of the district governor, governor-elect, immediate past-governor, deputy district governor, and club presidents of that district.

The USAC Office

The USAC Office houses the professional staff who keep the organization functioning on a day-to-day basis. The offices are located at 65 East Wacker Place, Suite 802, Chicago, IL 60601. The phone numbers are: (312) 201-6549, (888) 777-6681; FAX (312) 201-6548, (888) 777-6803 USA only. The staff:

- prepares timely, informative and educational literature
- updates manuals and literature as needed
- publishes *THE SERRAN* Magazine publishes the **serraUSA** magazine
- provides information and assistance as requested
- organizes various meetings including the parts of the International Convention
- works with other vocation-related national organizations to further the objectives of Serra International
- maintains the databases for USAC membership and clubs

As a resource, the office:

- mails out audio visual aids and written material for club meetings
- sells Serran merchandise

Charter Status

Serra International requires that new clubs charter with no fewer than 25 members. At its discretion, the Board of Trustees may authorize a charter for a new club that has less than 25 members. (See Article VII, **Serra Clubs**, Section 12 for more information on minimum active membership.)

Purpose

To ensure effective continuity, balance, and co-ordination of policies, programs, activities, and relations throughout the district and its clubs.

Objectives

- To seek to attain the objectives of Serra International within the district and through the clubs of the district.
- To cooperate with Serra International in organizing new clubs and educating and strengthening existing clubs within the district.
- To further Catholicism through an increase of fellowship and cooperative effort of the clubs within the district.
- To promote participation of the clubs of the district in the general purposes, programs and policies of the district, the national council, and of Serra International.

Activities

- meet quarterly as a District Council to coordinate activities for and throughout the district
- hold annual fall district/regional convention for all members of clubs within the district
- plan Spring District Leadership Planning Conference in April or May for the training of new club officers

Serra Clubs

The basic unit of Serra International is the Serra Club. The Serra Club is the primary presence of Serra International in the local community. Serra’s international, national, area and district structures exist to assist the Serra Club in functioning as efficiently as possible in the local community. Each Serra Club is governed by a Board of Trustees.

Serra Clubs meet weekly or semi-monthly, preferably at mealtimes, typically lasting approximately 75 to 90 minutes. The president presides at these meetings. The meetings are planned in advance with the cooperation of the various committees and subcommittees which are described below. The focus of the meeting is primarily on the program to be presented. Most club business is handled outside of the regular club meeting either through posted notices or the club newsletter. A typical clubmeeting would look like this:

Gathering and hospitality	15 minutes
Opening prayer, meal or refreshments	20 minutes
Special announcements	2 to 3 minutes
Chaplain’s message	3 to 5 minutes
Program presentation	30 minutes
Discussion	15 minutes
Adjourn with prayer	

Club Leadership

The Serra Club presents an excellent opportunity for the training and development of skills in leadership. An effective leader is interested in the growth of the members as well as in club accomplishments. A leader

creates in the group an atmosphere of ease, cooperation, and good fellowship where everyone works as a team to further the objectives of Serra International.

The best clubs are clubs in which the members are engaged, interested, and active, where every member assumes some responsibility in the club. Serra officers and committee chairpersons are always aware of members' skills and interests, using these resources for the good of the club.

In addition, good Serra leaders are constantly identifying and training their own successors. The best legacy that a club office can leave is a well-trained successor who is able to assume the responsibilities of leadership with ease.

Club Board of Trustees

The Board of Trustees is the overall policy-making, governing, and coordinating body of the club. It has general control over all officers, members, committees, and budgets, approves all bills, and conducts all ordinary business. Its decisions are final unless overruled by a two-thirds majority of the active members present and voting at a regular meeting of the club.

The Club Board of Trustees meets at least once each month, preferably at a time and place separate from the regular club meetings. The members of the Board of Trustees are elected annually as provided in each club's Bylaws.

Responsibilities

- determine tasks and functions for the year
- assign appropriate responsibilities to the members, committees, and subcommittees
- establish the club budget
- oversee election of the club's delegate to the International Convention and district meetings
- arrange regular meetings with all committee and subcommittee chairpersons
- insure that each club officer performs his or her assigned duties
- insure that required reports are sent promptly to the district governor, governor-elect, and/or deputy governor
- determine the amount of the annual burse given to the diocese or archdiocese, and the time and manner for presentation to the Ordinary
- may fill any vacancy in the office of a vice president, the secretary, the treasurer, or trustee for any unexpired term of such office
- is responsible for preparing, adopting and amending local club bylaws as needed or required

Composition

- Club Officers
 - President
 - President-elect
 - Four Vice Presidents

Disciplinary Action

Any club that fails to conform to the Constitution and Bylaws of Serra International, or fails otherwise to conform to the required standards of Serra clubs, may have its charter and membership suspended or revoked or may otherwise be disciplined by a two-thirds (2/3) vote of the entire Board of Trustees.

- Secretary
- Treasurer
- Club Trustees
 - Immediate Past-President

Qualifications

- understanding of and dedication to:
 - Serra's objectives
 - the Catholic Church and its role in human society
 - the needs of the group, the community, and the diocese or archdiocese in which the club functions
 - the Constitution and Bylaws of Serra International
- Constitution, bylaws and policies of the USA Council and of the local club
- consistent attendance at meetings and participation in club programs
- ability to get along and deal impartially with club members
- ability to lead justly and delegate responsibility
- dependably carry out club responsibilities
- have a calm, confident manner
- be an articulate speaker

Terms of Office

Club Officers serve one-year terms while the Club Trustees serve staggered, three-year terms.

Club Officers

Club President

Responsibilities

- preside at club and board meetings
 - prepare agenda with assistance of club secretary
 - arrive at meetings prior to starting time
 - call meetings to order at appointed time
 - conduct each meeting according to suggested Serra procedures
- develop democratic and effective club committee structures
 - confer with committee chairpersons on appointment of sub-committee chairpersons and members
 - attend committee meetings as often as possible
 - coordinate work of committees -- check for duplications
 - help chairpersons identify and understand their responsibilities and duties
 - require good record-keeping of officers and chairpersons
- with secretary, bring club history up-to-date prior to expiration of term of office
- induct new officers at first regular meeting following term of office, unless function is performed by district governor
- represent club:
 - at all inter-club meetings and activities, and district meetings
 - at International convention when designated as delegate
 - in community
 - in its contacts with local Ordinary
- serve as member of district board of trustees
- maintain close contact with district governor
- in new club:
 - visit Ordinary with committee of the board of trustees to ask for appointment of club chaplain

- invite local Ordinary to charter night and to visit new club periodically
- perform such other duties as board of trustees may assign, or as may be required by club's bylaws

Vice President for Vocations

Responsibilities

- chair the club vocation committee
- maintain the success of all club vocation efforts
- encourage the formation of a diocesan and/or deanery Church vocations committee
- invite the following to participate in club vocations efforts:
 - Serrans
 - club chaplain
 - local vocation directors from both the diocese and the religious orders
 - priests, religious and laity interested in Church vocations
 - representatives of priests' senates, sisters' councils, seminarians and novices
 - Identify and collaborate with other organizations that are actively involved in supporting vocations, such as the Knights of Columbus, Diocesan Council of Catholic Women

Goals

- to study particular needs and problems at the diocesan level
- to consider possible activities and carry out those that offer the greatest promise
- to initiate and maintain successful vocations programs that meet the needs of the local diocese

Vice President for Membership

Responsibilities

- chair the club membership committee
- maintain the success of all club membership efforts
- invite other club members to serve on this committee and as chairpersons of the following subcommittees:
 - Search
 - Orientation
 - Induction
 - Reception
 - Attendance
 - Health
 - Extension
- recommend assignments for each club member to the club president
- takes over the functions of the vice-president for program if absent

Vice President for Program

Responsibilities

- chair the club program committee
- presides and takes over duties in absence of president
- plan, conduct and evaluate one year of bi-monthly, educational Serran programs

Serra Club Relations with Bishops

Since its founding, Serra has worked closely with their bishops in building the Church. In fact, each club is formed only after it has received support from the appropriate Ordinary. Serrans are constantly encouraged by the bishops, in the spirit of the Second Vatican Council, to express their opinions on things which "concern the good of the Church."

While a club does not devote itself to fund-raising as a major objective, it is recognized that there may be funds available each year that may be very helpful to the Vocations office or bishop for Church vocation work. Therefore, each club may annually, or more often if desired, present to the bishop a burse of such size as may be determined by the Board of Trustees of the club.

- duties at meeting
 - arranges place of meeting
 - arranges seating at head table (if head table is used)
 - consults with president on special announcements
 - supervises distribution of literature and other material
 - introduces speaker or arranges for introduction
- plan and communicate schedule of programs
- determine financial requirements of club programs
- coordinate programs with the club president and the club board of trustees
- insure that the club programs clearly relate to the two objectives of Serra International
- educate and inform club members on Catholic issues and subjects through lectures, discussions, debates, videos or films, and case studies
- delegate responsibilities to club program committee members to involve each one of them
- develop a follow-up method
- recommend Serrans for membership on the club program committee
- develop and distribute the agenda for each program committee meeting

Goal

- carry out the second principle of Serra, namely, to further Catholicism by encouraging members, in fellowship, through education, to fulfill their Christian vocation to service

Vice President for Communications

Responsibilities

- chair the club communications committee
- maintain the success of all club communications efforts
- develop a long range plan for public relations with specific goals for the current year
- establish contacts and keep with the local media informed of Serra events
 - Catholic newspaper editor
 - religious editors of secular newspapers
 - broadcast personnel
- maintain contact with the Communications Coordinator of Serra International and keep the district informed of club events
- serve on the club board of trustees and remind members about ways their projects can be public relations projects
- develop a cadre of club spokespersons who are available to talk with the media as the need arises

Officer Manuals

Each officer position in the club has an accompanying manual that details responsibilities, structure, and programs. The manuals are:

- President's Manual
- Vocations Manual
- Vocation Project Portfolio
- Vocation Affirmation Project Portfolio
- Membership Manual
- Program Manual
- Program Manual Part II: Program Themes
- Communications Manual
- Treasurer Manual
- Secretary Manual
- Chaplain's Manual

Copies can be obtained from the USAC Office (888/777-6681) for a small fee.

- implement communications projects developed by the Serra International and USA Communications committees

Treasurer

Responsibilities

- chair the finance committee
- set club dues
- collect all dues
- keep the books and accounts
- obtain financial statements of preceding fiscal year from predecessor
- have custody of all funds of the club
- deposit all funds of the club in the account of the Serra Club in a bank designated by the board of trustees
- prepare periodic reports of the club as directed by the club president including:
 - financial status of club at each trustee meeting
 - status of delinquent payment of dues by club members
- pay all bills and obligations
- arrange, through resolution of the trustees, for new signatures for all banking accounts
- along with the club secretary and vice president for membership, maintain an up-to-date roster of members
- perform such further duties as ordinarily pertain to the office of treasurer

Secretary

Responsibilities

- notify members of all meetings
- notify members of appointments to club committees and special assignments in writing
- arranges for reporting visiting Serrans
- publish and maintain club committee lists
- work with the club committees on the club bulletin/newsletter
- assist the president in preparing the agendas for each club meeting
- help prepare the agenda and attend Board meetings
- prepare and maintain a current roster of members
- take minutes of each meeting for the permanent file
- keep accurate and permanent attendance records at all club meetings
- maintain the permanent club history
- authenticate by signature all records and documents
- bring a copy of the International Constitution and Bylaws and club Bylaws to each meeting
- read all papers as requested by club
- pay speaker's fee and expenses
- write letters of appreciation to speakers
- have new stationary printed
- prepare periodic reports as required

Chaplain

Responsibilities

- be familiar with the duties of each of the club officers
- attend:
 - every regular club meeting

- meetings of the board of trustees
- district meetings
- Serra International conventions
- preside at the liturgy of the Eucharist
- oversee the spiritual development of the club members
- work regularly with the club committees in the following ways:
 - Programs
 - organizing a resource group of priests, religious and Serrans to plan the year's program
 - assisting in the planning of a broad-based program
 - suggesting specific topics and speakers
 - suggesting books and pamphlets for study
 - Vocations
 - contacting the bishop, the diocesan vocations director, and other priests
 - aiding the committee in finding specific, material ways to create an atmosphere in which vocations can flourish
 - Membership
 - sharing his knowledge of the parish and diocesan structures
 - suggesting new parishes from which new members could be invited
 - introducing the membership chairperson to the pastors of parishes where Serra is not represented
- attends chaplain's workshop at International convention and district meetings

Vocation Affirmation Programs

Some of the most exciting and satisfying work of a Serra Club involves vocation affirmation programs. Below is a list of the affirmation programs found in the Vocation Affirmation Project Portfolio, available from Serra International. These programs are:

Friendship Programs

- "Hello, my name is..."
- "Adopt a Priest/Brother/Seminarian/Sister"
- "Pen Pals"

Sports and Cultural Events
Dinners, Luncheons & Appreciations

Professional/Financial Assistance
Prayer Programs

- Serra Day of Recollection
- Parish Ministry Affirmation Program

Retirement Programs

Club Committee Structure

Each Serra Club has a committee structure to plan and do the work of the club. The most basic structure for a club consists of six standing committees, executive, finance, vocations, membership, program and communications committees. In addition, the president and the board of trustees may organize ad hoc committees as needed.

The four vice presidents serve as chairs of their respective standing committees. Both the executive and finance committees are made up of the officers of the club with the president serving as chair of the executive committee and the treasurer as chair of the finance committee. Each committee chair may create subcommittees that are assigned specific tasks within the committee area. Club members are appointed to committees by the president with the assistance of the committee chairs and other club officers.

Below is a description of each committee, its structure and composition.

Club Vocations Committee

Responsibilities

The primary responsibility of the club vocations committee is to establish a comprehensive vocation program through joint efforts of the bishop, vocation directors, and competent priests, religious, Serrans and other lay persons.

Structure

The size of the club's vocation committee should be determined by the nature of the job to be done. It should be small enough to facilitate good progress, but both large and diverse enough to make the programs work.

In larger clubs, this committee should consist of three to nine people appointed on a rotating basis. Where deemed advantageous or appropriate, subcommittees may be appointed.

Composition

Members on the vocations committee should:

- have special interests in Church vocations
- have the time and energy to work on vocation projects
- represent a variety of experiences and points of view
- be of a variety of ages
- have previous experience as a club officer, if possible

Meetings

The committee should:

- meet monthly or more often in order to fulfill its responsibilities
- send notices of the meeting to the committee members in advance along with the proposed agenda
- keep and circulate adequate records

The committee also should work closely with the internal program committee to help Serrans themselves gain a deeper understanding of and appreciation for Church vocations.

Club Membership Committee

Goals

- to invite new members
- to orient and induct new members
- to retain current members
- to form new clubs with the district governor

Responsibilities

The primary responsibility of the club membership committee is to establish a comprehensive membership program and obtain good, active members. Because of Serra's need and demand for regular attendance (members are expected to attend all meetings and must attend at least 55%), some particular committee duties are:

- to encourage all members to attend every meeting, including special events;
- to maintain with the club secretary a correct, current club roster and keep a complete, permanent record of all membership attendance;
- to call any member who misses two consecutive meetings and let the member know he or she is missed;
- to submit quarterly attendance reports (Sept. 30, Dec. 31, and June 30) to the club board of trustees.

Structure

The size of the club's membership committee should include two to three members for each active subcommittee appointed on a rotating basis.

Composition

Members of the membership committee should:

- have the time and energy to work with potential new members, priests, and bishops
- understand clearly what Serra is and be willing and able to explain Serra to others

General Membership Requirements

According to the Bylaws, Serra Club members shall:

- be practicing Catholic lay men or women or permanent deacons
- be willing and able to assume the attendance, membership, and financial obligations of a Serran, as outlined in the Serra International bylaws
- reside or work within the territorial limits of the club
- have the ability and willingness to grow in Serra, both intellectually and spiritually
- have the essential motivation or contribute actively to the work of Serra and the fulfillment of its purposes
- have a marked potential for Christian leadership as demonstrated by their interest in a devotion to the problems of the Church and community in the world today

Associate Membership

Every Serran must be an active member. However, if a member has been active in the affairs of the club for a period of three years, but can no longer be active because of age, health, change of occupation, or working hours, he or she may be excused from the requirements of active membership by a two-thirds majority vote of the club's board of trustees. Such a member may be designated as an associate member. An associate member shall be entitled to all the rights and privileges of club membership, except the right to vote and the privilege of holding club office.

Membership at Large

Now, people can become members of Serra even if they live in an area where no Serra club exists.

Consider becoming a member at large if you are one of the following:

Serrans who have moved to areas with no existing clubs.

Our hope is that these Serrans will be instrumental in starting new clubs in the future. By becoming members at large, they will be kept informed about happenings in USAC and Serra International. They will continue to receive the Serran magazine.

Cost: Annual dues, \$15 a quarter

Those wishing to be Serrans where there is no existing Serra Club within a reasonable distance.

Hopefully here too, Serrans will be planting a seed for a future club. The home office in Chicago will keep these Serrans informed if others register to be members at large in their areas and they may be able to start a future club as members are added. Lapel pin, manual and the Serran magazine are sent to these members.

Cost: \$15 initiation fee, plus annual dues

Serrans in formation.

While a Serra Club is in formation, charter members can become members at large before final chartering. Many times these members-to-be are awaiting the total of 25 members required for the club's formal charter. By making a commitment early on, this will give them a feeling of belonging and help ensure a speedy charter.

Cost: \$15 initiation fee, plus annual dues

For more information, contact the USAC Membership Coordinator at (888) 777-6681.

- be of a variety of ages
- be interested in promoting Serra among diverse ethnic and age groups

Subcommittees

Typical subcommittees of the membership committee are:

- **Search:** Seeks new members and recommends them to the board.
- **Orientation:** Acquaints new members with the history, objectives and requirements of Serra, and sees that all members are periodically re-oriented. The orientation subcommittee should include Serrans who understand the role of the Church in the modern world and the special part Serra must play. It is suggested that this committee include three Serrans and the club chaplain.
- **Induction:** Plans a formal induction ceremony, usually at Mass, and sees that new Members become active and are made to feel at home in the club.
- **Reception:** Create a friendly and hospitable atmosphere within the Serra club. Subcommittee members are expected to:
 - Greet new and old members and provide necessary introductions.
 - Introduce each new member to older members and assist in membership incorporation.
 - Distribute, collect and store identification badges for each meeting and social event.
 - Extend club hospitality to guests and arrange for their introduction, seating and comfort and provide name tags.
 - Supervise physical arrangements for each meeting including seating, tables, food services, lectern, bell, and Father Serra statue and attend to storage of physical equipment.
 - Procure, distribute and collect Serra guest attendance cards for mailing.
- **Attendance:** Encourages new members to attend all meetings and cooperates with the club secretary in maintaining a permanent record of attendance.
- **Health:** Promptly informs club members about a serious illness or the death of a Serran or family member.
- **Extension:** Assists the district governor in the formation of new clubs.
- **Nomination:** Nominates club members for officer positions. The subcommittee should try to mix old with new wherever possible, allowing the new members to get a feel for the club operations from the inside and selecting officers from those people who have done their committee jobs well.

Meetings

The committee should:

- meet monthly or more often in order to fulfill its responsibilities;
- send notices of the meeting to the committee members in advance along with the proposed agenda; and

- keep and circulate adequate records.

The committee also should work closely with the other club committees to help find the most suitable club responsibility for each member.

Club Program Committee

Responsibilities

The primary responsibility of the club program committee is to develop the club's *University of Christian Principles*. The program committee will conceptualize, plan, conduct and execute a year of continuing Catholic education.

Subjects for each program are generally developed within the committee which is chaired by the vice president for programs. By talking to other club members and reading the Catholic press, committee members identify subjects relevant to the times. Subjects which interest each club member and make them enthusiastic about the continuing education program are subjects that would receive high priority during the committee planning process.

Structure

The size of the club's program committee should be determined by the amount of work to be done. The committee should be small enough to facilitate good progress, but both large and diverse enough to make the programs work.

It is recommended that committee members be appointed on a rotating basis. Where deemed advantageous or appropriate, subcommittees may be appointed.

Composition

Ideally, the program committee should consist of a member who is:

- involved in diocesan and/or parish affairs and knows many potential speaker sources
- a veteran Serran to provide history regarding identified programs
- a new and young Serran to provide new insight to the committee

The chaplain should be an advisory member of the committee.

Meetings

The committee should:

- have a defined agenda of subjects to be explore
- meet on a regular basis in order to fulfill its responsibilities
- delegate responsibilities for Action Items to individuals or small groups of committee members who work on them outside of committee meetings
- develop a follow-up system to assure the work on assigned items is satisfactorily progressing to the completion date
- be aware of district events, Serra International requirements and outside sponsored events
- be aware of the financial impact of all programs and communicate budgetary needs to the club president, treasurer and board of trustees for budgeting and ultimate approval
- send notices of the meeting to the committee members in advance along with the proposed agenda
- keep and circulate adequate records

What is the University of Christian Principles?

The University of Christian Principles refers to the ongoing learning experience in which Catholics pursue knowledge about their faith. It is their way to understanding how to be responsible, thoughtful contributors to the daily activities of the world, the country, the community, the parish, the family, and how to be informed Christian leaders.

With this goal of lifelong faith enrichment in mind, Serrans can gather to continue to learn about their Christian heritage and their Catholic faith, thereby enhancing the spirituality and quality of their clubs and activities.

Suggested Annual Events

Each club vice president of programs and program committee attempts to plan a program calendar that includes annual events that have become traditional within the club and Serra International. These events provide continuity in programming within the club and among the clubs in Serra International. Some of the events to anticipate are:

- Honoring the newly ordained
- Bishop's report on the diocese
- Serrans and spouses day
- Family communion breakfast
- Report on Serra International Convention
- Visit of the District Governor
- Anniversary of Blessed Serra's death (August 28)
- Installation of officers
- Induction of new members
- Serra/chaplain planning meetings
- Family retreat or members retreat

The committee also should work closely with the vocations committee so that vocations activities and internal programs fully support each other and fulfill the two objectives of Serra.

Club Communications Committee

Responsibilities

The primary responsibility of the club communications committee is to establish a comprehensive communications program and facilitate good communications on the club, district, and international levels.

Structure

The size of the club's communications committee should be determined by the number and types of jobs to be done. There are specific responsibilities like producing a newsletter that may require a separate subcommittee with its own board or chair.

In general, the communications committee should consist of a sufficient number of people to accomplish the stated objectives. It is suggested that all committee members be appointed on a rotating basis. Where deemed advantageous or appropriate, subcommittees may be established.

Composition

Members on the communications committee should:

- have special interests in public relations
- have the time and energy to work on press releases, newsletters, or generating publicity
- have previous experience in public relations, journalism or advertising, if possible

Meetings

The committee should:

- meet monthly or more often in order to fulfill its responsibilities
- send notices of the meeting to the committee members in advance along with the proposed agenda
- keep and circulate adequate records

The committee also should work closely with the other club committees to gather ideas and information that can be used in public relations efforts.

Ad Hoc Committees

From time to time, a president may need to appoint a temporary committee to perform a certain function. Typical ad hoc committees are:

- a convention committee, responsible for:
 - promoting District Conventions, Leadership Conferences, and International Conventions
 - obtaining materials on registration and accommodations
 - coordinating transportation (car pools, airline/train schedules)
- a bylaws and constitution committee, responsible for:
 - reviewing any proposed deletions, additions, or amendments to the local club bylaws or the Bylaws and Constitution of Serra International

- reporting the club's recommendations to the club Board of Trustees

Resources

- Manuals
 - President's Manual
 - Vocations Manual
 - Vocation Project Portfolio
 - Vocation Affirmation Project Portfolio
 - Membership Manual
 - Organizing a New Serra Club
 - Program Manual
 - Communications Manual
 - Secretary's Manual
 - Treasurer's Manual
 - Chaplain's Manual
- Serra International Constitution and Bylaws
- USA Council Constitution and Bylaws
- Suggested Local Club Bylaws
- Brochures
 - *This is Serra International*
 - *There Are Two Sides to Every Story*
 - Father Serra Prayer Cards
 - Double-Sided Prayer Cards
- Serra Promotional Folders
- *SERRAN* Magazine

Convention Resources

The themes from Serra International Conventions can be an unlimited resource club programming as well as individual reflection and spiritual development. The themes from the last three conventions are:

- Always to Go Forward, Never to Turn Back (2001)
- A New Beginning (2000)
- Our Journey to the Father (1999)

Videotapes of the major speakers are available for purchase. Contact the Serra International Office at (800) 488-4008 for more information.

Evaluating the Serra Club and its Members

Our spiritual advisers tell us that if we are to make progress in our personal lives, occasionally we must take inventory of how well we are doing. The same principle applies to a Serra Club and its members: if we are to progress, our leaders must regularly evaluate how well things are going in the committees and the club, how well each member is performing, how to continue what is successful, and how to remedy what needs improvement.

Evaluating Serra Club Leaders

From time to time, club members should rate their club leaders as “S”(Strong), “A” (Average), or “W” (Weak) on the following points.

My Serra Club leaders:

1. . . . have a thorough understanding of Serra: its objectives, history, bylaws, policies, organization structure, and activities.
2. . . . use the organization’s objectives and policies as the basis for leadership activities.
3. . . . elicit wide participation in decision making.
4. . . . apply sound criteria in selecting other leaders.
5. . . . delegate responsibilities effectively.
6. . . . encourage short and long range planning of goals and of the steps needed to accomplish those goals.
7. . . . adjust their efforts to the unique characteristics and needs of the club and area.
8. . . . provide in-service training of other leaders in the organization.
9. . . . see that budgets are planned, approved, and executed effectively.
10. . . . coordinate the various phases of the organization effectively.
11. . . . communicate effectively inside and outside the organization.
12. . . . check the progress of the club periodically against the objectives and policies of the organization and adapts or adjusts accordingly.
13. . . . exemplify sound principles of human relations in organizing and directing the club.

Evaluating Club Operation

Various policies, procedures, principles, and suggestions for successfully conducting a Serra Club are mentioned throughout this Handbook. Periodically Serra officers and members should rate their clubs "S" (Strong), "A" (Average), or "W" (Weak) on the following points, then take whatever action is indicated by this analysis.

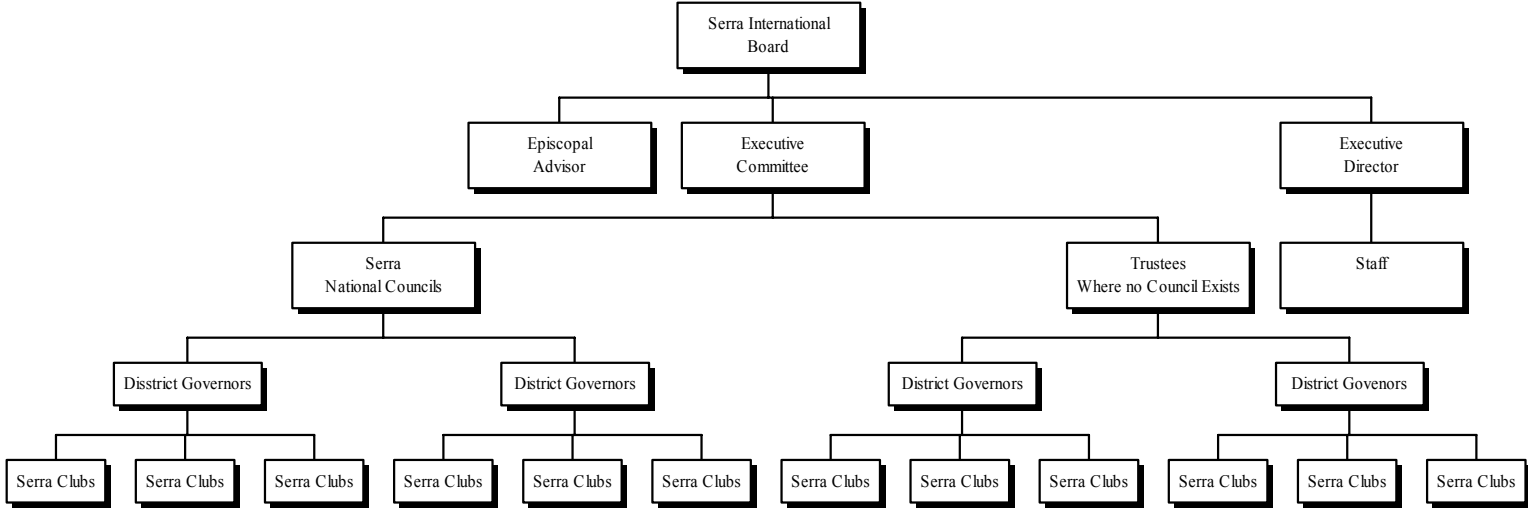
1. All club members have a thorough understanding of Serra's objectives.
2. The club occasionally analyzes Serra's objectives in terms of today's problems and needs and the results of this analysis communicated to all members of the club.
3. The club demonstrates its concern with many groups related to the priesthood and religious life through its various activities: youth, seminarians, sisters, brothers, deacons, associate pastors, pastors, parents, and others.
4. Club leaders continually develop club members in their spirituality and vocation work.
5. Club officers and committee members regularly study all material on club leadership found in this Handbook for Serrans and other manuals for assistance and guidance in serving the club competently.
6. Club officers are nominated and elected from among those who have been members of the Board of Trustees and/or have served on at least one committee.
7. All officers and members of standing committees have and use appropriate Serra International manuals and other materials related to their areas of responsibility.
8. The terms of club committee assignments allow for a reasonable amount of carry-over of experience from one administration to another.
9. Committees have a balance of experienced and new members.
10. Club leaders are continuously trained including instruction in the basic principles of leadership.
11. The club plans and schedules events in advance including regular club meetings, special meetings, board meetings, meeting programs, vocations activity, finances, and conventions.
12. Most members actively participate in club decision making.
13. Actions of the Board of Trustees are promptly communicated to club members.
14. The content of the talks given at regular Serra meetings are related to the club's activities.
15. Qualified members are given opportunities to participate in the meeting program in order to continue their interest in the club and to utilize potential talent.
16. Club programs allow for discussion and analysis of contemporary Catholic and Church issues.
17. Club leaders encourage the creativity of all of the members and implement ideas whenever possible.

Self-Evaluation as a Serran

From time to time Serrans should rate themselves as “S” (Strong), “A” (Average), or “W” (Weak) on the list of statements which follow:

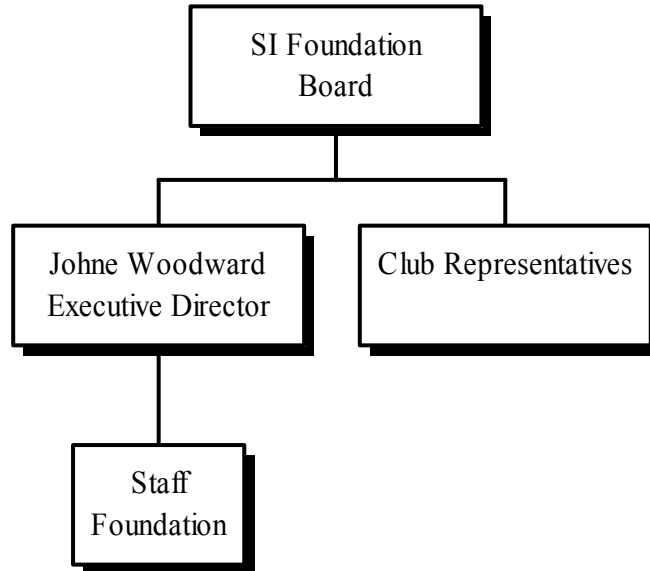
1. I have a reasonable understanding of organization and structure of Serra International.
2. I increase my understanding of Serra’s role in the Church today by regularly reading the SERRAN and other pertinent literature.
3. I continue to develop a deeper understanding of the Church, its principles, and its problems.
4. I am a better Catholic as a result of the opportunities offered me by Serra.
5. I am developing a deeper understanding and appreciation of Church ministry.
6. I do my share to encourage church vocations especially by assisting my own parish priests.
7. I attend Serra meetings faithfully.
8. I devote a reasonable amount of my time to Serra activities, in addition to regular attendance at Serra meetings.
9. I help develop a spirit of friendliness and fellowship among all members of the club.
10. I have been responsible for adding at least one new active member to the club during the past three years.
11. I carry out any assignments or responsibilities given to me in the club.
12. I attend other Serra meetings, conferences, and conventions.
13. I grow in my ability to serve Serra in a leadership position.

Serra International Organization Chart

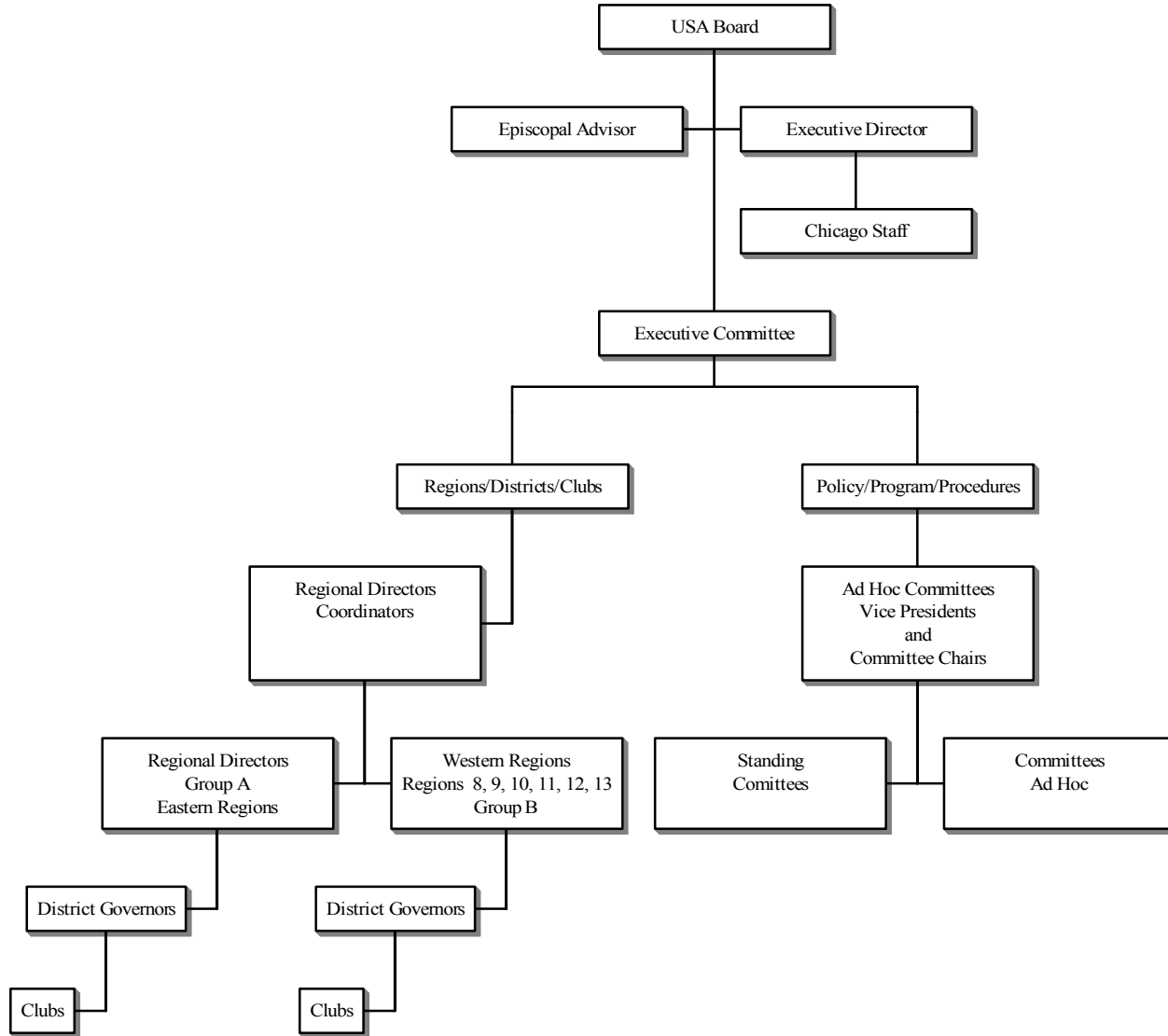


Serra International Foundation Organizational Chart

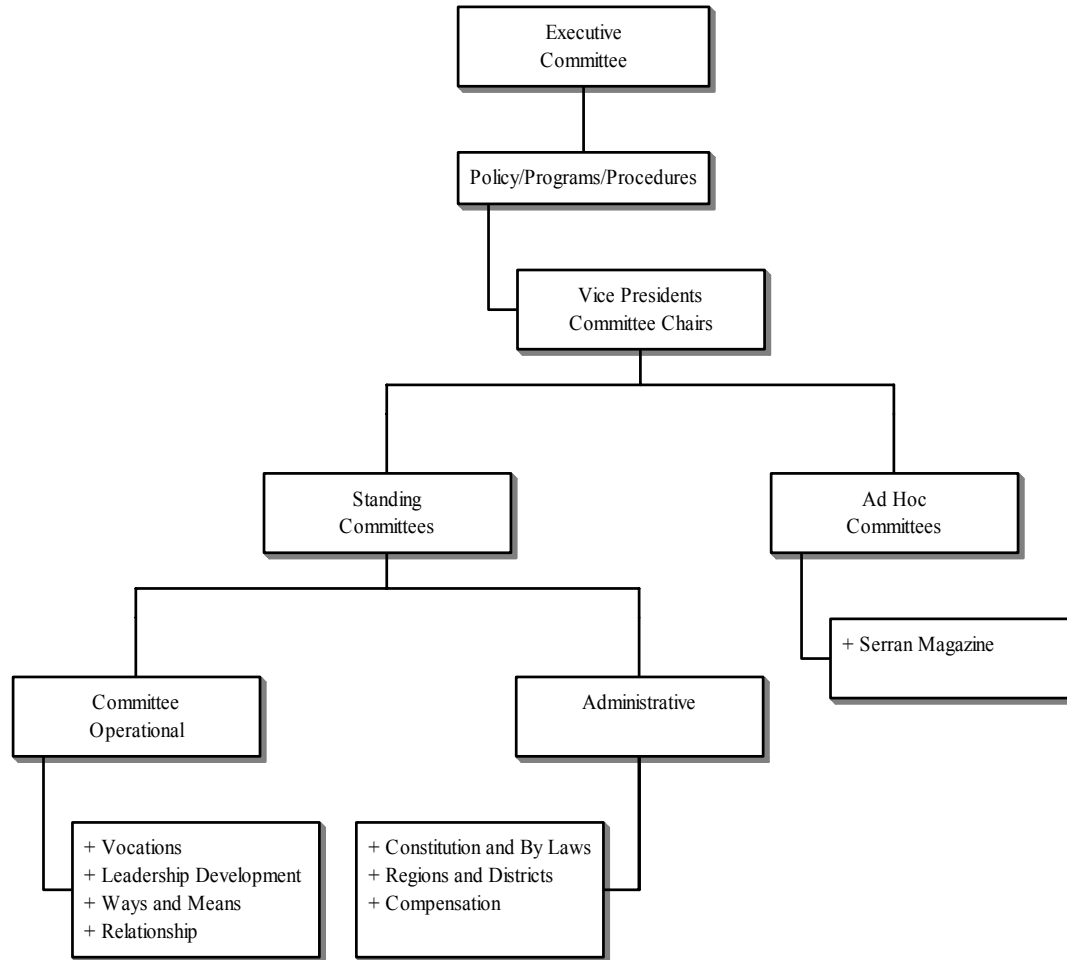
August 26, 2002



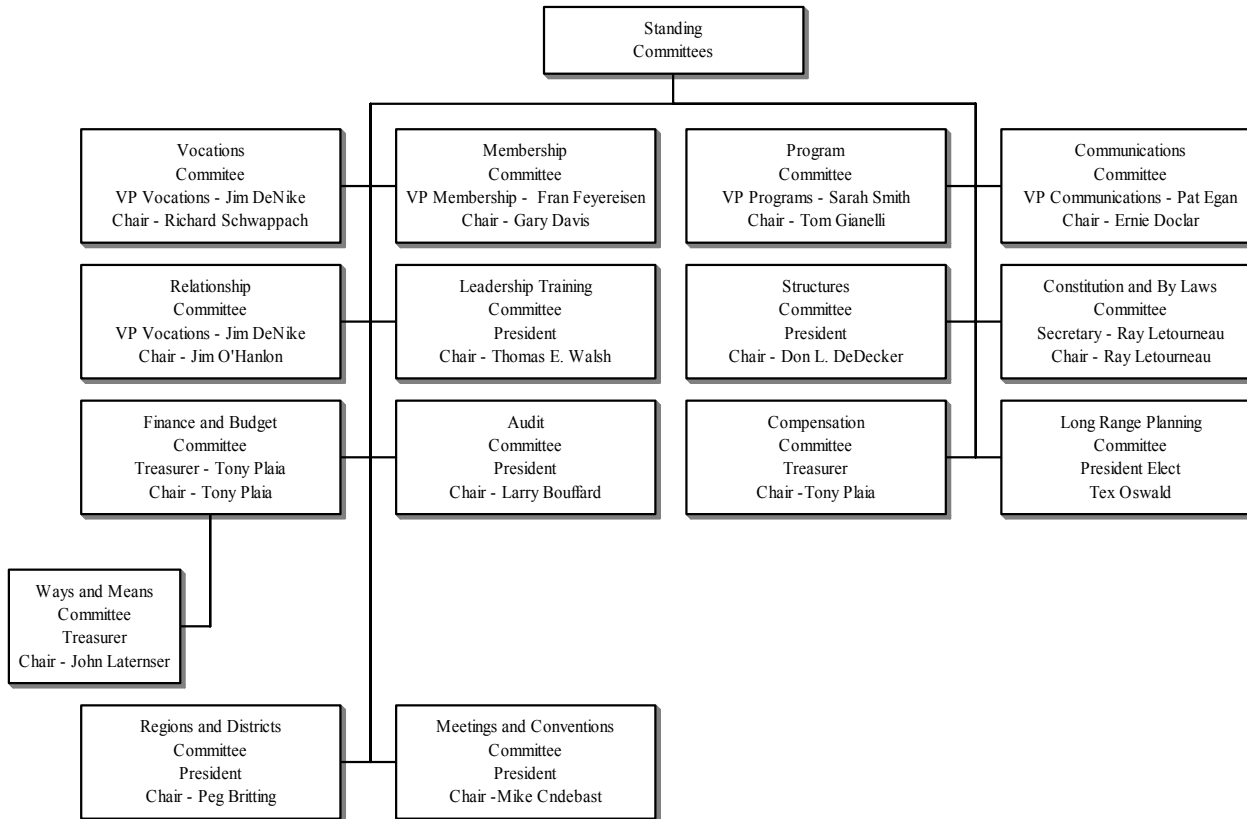
**Serra International
USA Council
Organization Chart**



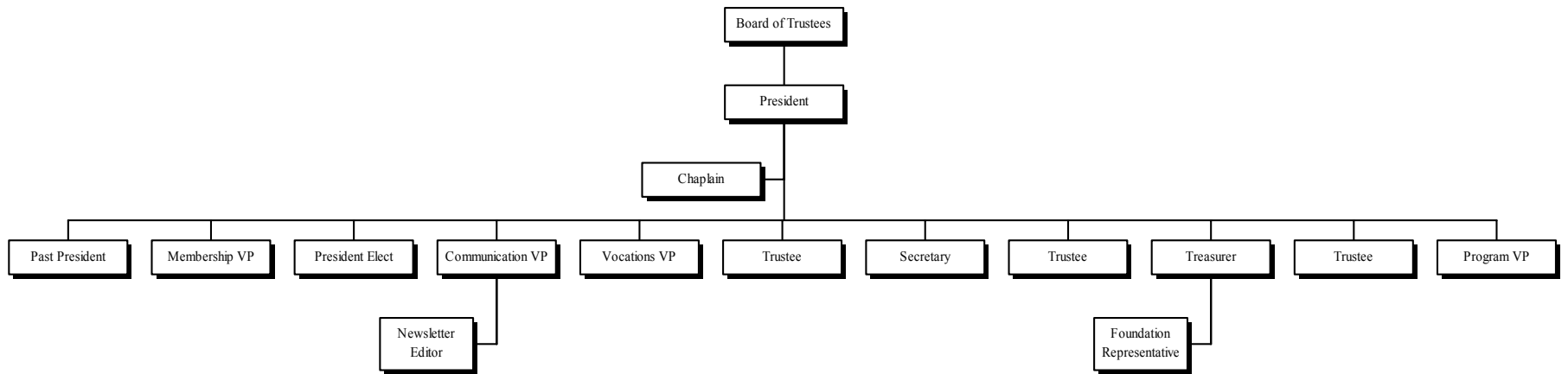
**Serra International
USA Council
Organization Chart
Policy/Program/Procedures**



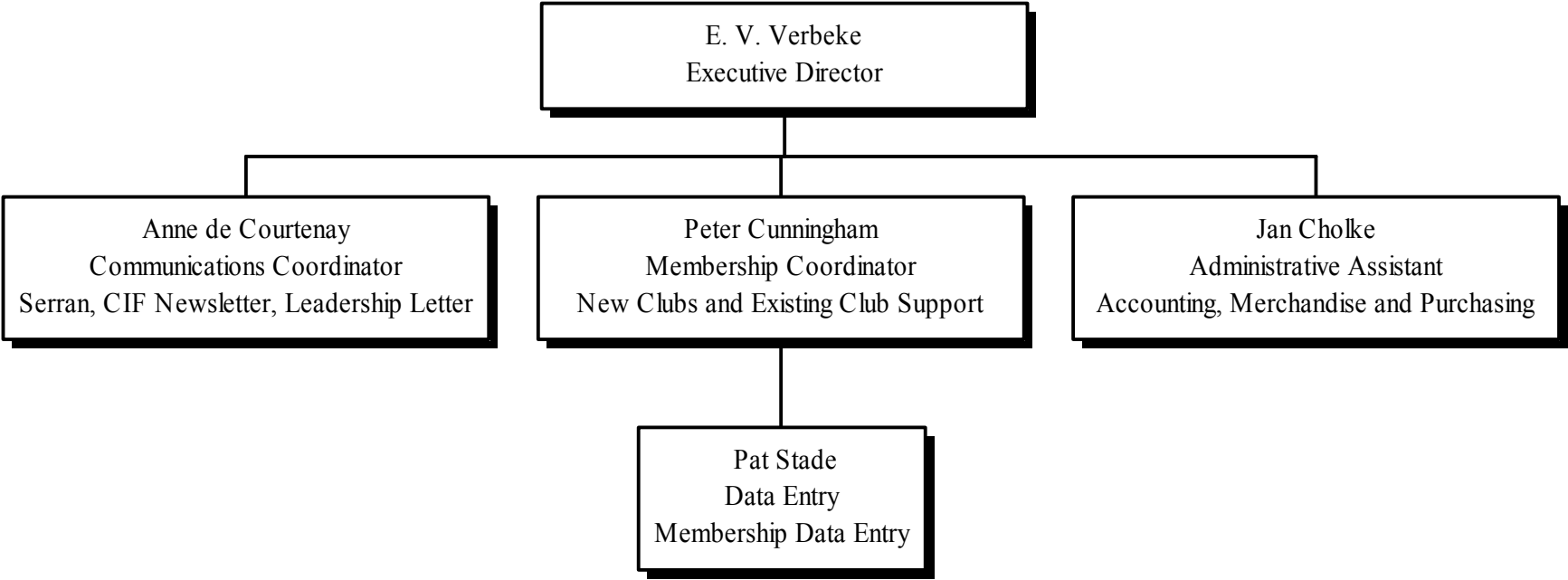
USA Council Standing Committee Organization Reporting Chain



USA Council
Model Club Organization Chart



Serra International USA Council Office Organization



CONSTITUTION
for
SERRA'S NATIONAL COUNCIL
FOR THE UNITED STATES
APPROVED MARCH 3, 1994

ARTICLE I
Name and Location

The name of the 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, in order to further the objectives of Serra International. This Council is affiliated with Serra International and its Constitution and Bylaws, guidelines established by the Board of Serra International and Amendments thereto. This Council and its Constitution and Bylaws are subject to Serra International's Constitution and Bylaws and guidelines established by the Board 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 Council's board subject to the approval of the Board 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 of the Catholic Church as a particular vocation to service and to develop appreciation of the ministerial priesthood and of all vowed religious vocations in the Catholic Church.
2. To further Catholicism by encouraging its members, in fellowship, through education, to fulfill their Christian vocation to service.
3. To establish and maintain liaison with the Roman Catholic Church Hierarchy, the Episcopal Conference and all other national organizations interested in or responsible for vocations to the priesthood and religious life in the United States.
4. To enhance the spirituality of all Serrans through education and fellowship.

5. To communicate, convey, publicize and otherwise disseminate to Serrans and SERRA CLUBS in the United States, the official voice of Serra International on all matters concerning the objectives of Serra International.

6. To provide help and assistance to all Serrans and SERRA CLUBS in the United States as they may require for the orientation and coordination of their individual programs and the mutual exchange of views.

7. To promote membership growth and the establishment of new SERRA CLUBS in the United States, and to give assistance to further those efforts to District Governors and individual clubs in the United States.

8. To establish and maintain an additional supplementary link between United States Serrans, SERRA CLUBS and Serra International, to assure appropriate and effective communications.

9. To organize and carry out United States national Serra events in collaboration with governors and clubs.

10. To furnish all SERRA CLUBS in the United States with all appropriate documents, manuals, forms, progress directives and instructions issued and published by Serra International. USAC may also furnish additional advisory materials.

11. To publish and distribute magazines, newsletters, pamphlets, brochures and other kinds of materials, including records, cassettes and other audio/visual aids giving information to Serrans and SERRA CLUBS in the United States in assisting their aims, or that might facilitate Serra's apostolate to be carried out by its members.

12. To make more effective use of all available media to most effectively promote Serra International's ideals and objectives.

13. To set realistic goals for the Council, and to be accountable to the membership.

ARTICLE III
Non-Profit

No part of the net earnings of the 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 the association, 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 1986 (or a corresponding provision of any future United States Internal Revenue Law) as the Council's Board shall determine.

ARTICLE IV
Dedication

USAC shall perform all of its work under the protection and patronage of Mary, Mother of the Church, 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 Council board, consisting of the principal officers and such number of additional board members as shall be fixed by USAC's bylaws.

Section 3. Each officer and board member shall be an active member in good standing of a United States or SERRA CLUB or an active member at large within the USA 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 board members shall be elected by the member 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. The Regional Coordinators shall be selected by the President and approved by the Board.

Section 5. The officers and other members of USAC's board 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 the Council board, 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 the unexpired term unless otherwise specifically provided in USAC's constitution and bylaws.

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 thereafter 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 club is revoked 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, upon the recommendation of the council, may at its discretion and upon such conditions as it may prescribe, 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 in the amount required by Article VIII of the bylaws, and shall be entitled to all the rights and privileges of membership.

Constitution shall be amended by action of the Council Board in response to written directions to do so by the International Board in order to cause the Constitution to conform to the Constitution, bylaws or guidelines of Serra International as determined by the Board of Serra International.

ARTICLE VII

Amendments

This Constitution may be amended by vote of at least 2/3's of the United States member 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 member SERRA CLUB in the United States and its territories and possessions, Office of District Governor or Regional Director or by USAC's Council Board. The proposed Amendment shall be received at the Executive Office of USAC at least 90 days prior to the date that it will be voted upon. The secretary of USAC shall mail or FAX a copy of the proposed Amendment, or cause to be mailed or faxed, to all duly organized, chartered and active member SERRA CLUBS in the United States and at least 70 days prior to its voting date. Thereafter, modification germane to the proposed Amendment may be proposed by an duly organized, chartered and active member SERRA CLUB in the United States 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 FAX or cause to be mailed or faxed a copy of any such proposed modification changing the sense of the proposed Amendment, to all duly organized, chartered and active member SERRA CLUBS in the United States at least 30 days prior to the voting date. Voting may take place either by attendance at a national or International Serra Convention or by mail or FAX that shall be determined by USAC's Board.

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

BYLAWS
of
U.S.A./CANADA COUNCIL
(HEREINAFTER REFERRED TO AS USACC)
APPROVED MARCH 3, 1994

ARTICLE I
USAC's Council Board

Section 1. **Formation.** The USAC Board shall create a method or procedure for dividing and numbering the member clubs of the United States and territories and possessions into districts and into regions and determine the geographical boundaries of each numbered district and region.

The assignment of member clubs to Districts 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 Council Board shall consist of the principal officers and regional directors. The number of USAC Board members shall not exceed the number of USCCB Regions in the United States.

It is the intention that each region or division will have one representative on the USAC Board, but regions that do not have at least 200 Serra Members shall not be entitled to a representative. In those situations, member 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 club, until their region has sufficient members to qualify for an elected representative. Until such a representative is elected, the regional director of the selected adjacent region shall have responsibility for the isolated clubs in his or her region.

Section 3. **Duties.** (a) USAC's Board 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 Board shall also be responsible to comply with the Constitution and Bylaws of Serra International and guidelines established by the Serra International Board from time to time.

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

(c) The Board shall, through its Treasurer and Finance 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 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 shall determine.

Section 5. **Special meetings.** Special meetings of the Board may be called by the President or may be called upon the written request of five Board Members, and held at such time and place as may be determined by the President, provided 15 days' prior written, faxed or telephonic notice of such special meetings shall be given to each Member of the Board.

Section 6. **Transaction of business by mail or other means.** The Board may transact business and vote on resolutions by mail or FAX and/or electronic transmission with the approval of the President. All transmitted votes shall be returned to USAC's Secretary at USAC's office within 15 days after the date of mailing, faxing or electronic transmission of the matter to be voted upon. A simple majority of the Board shall be decisive of any resolution other than an amendment to the Constitution transmitted to the Board's Members.

Section 7. **A Meeting Quorum.** At any Board meeting, a majority of the Board 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 shall have an Executive Committee, consisting of the USAC's principal officers and its immediate past president who shall serve for one year after his or her term of office. The Executive Committee shall have all the powers of the Board when not in session, except the power to (a) fill vacancies on the Board and officers of USAC, (b) change any policy established by the Board, and (c) make appropriations beyond the limits established by the Board in written USAC policy. 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 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 members of that committee and held upon seven days'

mailed or three days' faxed, telegraphic or telephonic notice to members. The Executive Committee shall also be members of the Finance and Budget Committees.

Section 9. **Errors and Omissions.** The USAC Board is authorized to make any alterations resulting from Scrivener's error or commission and/or such other changes that do not alter basic term or intent of the bylaws.

ARTICLE II

Meetings

Section 1. **Meetings.** National, Regional or other meetings of USAC may be held at the times and places, and for the purposes authorized by the Board. Voting, delegates and methods of procedures shall be determined by the Board.

Section 2. **Rules of Procedure.** Robert's Rules of Order shall govern all meetings of the USAC except to the extent that such rules conflict with the provisions of the Articles of Incorporation or 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.

Section 2. **Officers' Term of Office.** The President and President Elect shall serve for one year commencing at the conclusion of Serra's International Convention or July 1, if there is no Serra International Convention held that year. All of the remaining officers shall serve for two years commencing at the conclusion of Serra's International Convention or July 1, if there is no Serra International Convention. The Vice-president for Communications and the Vice-president for Membership and the Secretary 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.

Section 3. **Qualifications for Officers.**

(a) Nominees for officers of USAC must have served or be in the process of serving at least one term on USAC's Board, or a minimum of two years, whichever is greater, or have served or be in the process of serving at least two years as chairman of a USAC standing committee, or have served or be in the process of serving at least two years of service on the Serra International Board or Serra International Foundation Board.

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

(a) The USAC President shall appoint two Board Members whose term of office on the council will not expire that year and two non-Board members for the USAC membership to serve on the Nominating Committee. This Committee shall consist of the two appointed Board Members, the two non-Board members and the Immediate Past President of USAC.

(b) The Nominating Committee shall, on or before March 15, propose one or more nominees for each open office for the next USAC fiscal year. This slate of officers shall be sent to the Secretary of USAC at the USAC national office by March 20.

(c) The Secretary of USAC, with the assistance of USAC's National 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 club in USAC by April 1.

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

(e) Each 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 club shall sign the outside of the sealed envelope for purposes of validating the club's vote.

(f) The sealed envelope containing the 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 April 30.

(g) With the assistance of USAC's national 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 clubs in USAC. The Nominating Committee shall not be involved in the election process of Board Members to USAC.

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. They may be elected to one successive term.

(b) The outgoing regional director shall act as chairman of the Regional Nominating Committee and shall select two additional members, preferably from different districts, to serve with him or her as regional members of the Regional Nominating Committee.

(c) The Regional Nominating Committee shall on or before the 10th of December of each year propose a nominee or nominees for the office of regional or division Board Member.

The nominees' names shall be submitted to the Secretary of USAC at the USAC national office within said 60-day period.

(d) The Secretary of USAC, with the assistance of USAC's national staff, shall prepare a ballot, made up of the names of the nominees submitted by the Regional Nominating Committee. The ballot shall then be mailed to the President of each club in the region or division on or before December 15.

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

The sealed envelope containing the 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 28.

(f) With the assistance of USAC's national 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 Board Member immediately and the results of the election shall be sent to all of the Presidents of clubs in the region or division.

(g) The Board 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 Board will appoint a chairman of the Regional Nominating Committee to obtain a candidate for election as regional director.

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

(i) A Board candidate shall have served as 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.

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

Section 6. Deputy Regional Directors. Deputy Regional Director members may be appointed as need require to serve for two years. The term of Deputies shall coincide with the term of the Board Member for the particular region or division.

ARTICLEIV Duties of Board Officers

Section 1. President. The President shall preside at all meetings of the USAC Board 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. (a) President-Elect. The President-Elect shall assume the office of President at the time specified in the Bylaws of USAC. 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.

(b) 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 in the event of a vacancy in the office, 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 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 may direct and shall disburse such funds as authorized by the Board. He or she shall keep the accounts of USAC and render a report to the Board's meeting when held and at such other times as the President and Board may require. The

Treasurer's accounts and books at all times should be made available to the Board 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 fixed by the Board. The premium for such bond shall be paid by USAC.

Section 6. Regional Coordinators. The Regional Coordinators shall be responsible for assisting, coordinating, and managing the Regional Director assigned to him/her. With the other Regional Coordinator, a consistent national approach to the USA Council activities is achieved in the clubs, districts and regions. Serves as a liaison between the President and the Board with the Regional Directors and Deputy Regional Directors. Provides periodic reports to the President and the Board on the status of Serra in his/her assigned region and 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 with the regions.

Section 7. Other Officers and Duties. The Board 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 Past-president Board position.

ARTICLE V Duties of Board Members

Section 1. Duties of USAC's Board Members (as distinguished from USAC's Officers). In addition to the duties spelled out in Article I, Section 2 of the USAC Bylaws, shall be the following:

- (a) Supplement communications between the USAC Board and the District Governors and the member clubs of Serra;
- (b) Assist the District Governor;
- (c) Prepare and submit periodic written recommendations to the USAC Board, as specified;
- (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) Districts and Regions
- (m) Meetings and Conventions
- (n) Leadership Development
- (o) Structures

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 policies; to periodically review the progress of the USA Council between Board meetings and to make recommendations to the 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 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 promote the University of Christian Principles and further Catholicism by encouraging members of USAC through fellowship and education, to fulfill their Christian vocation to service. The Vice President of Programs shall be responsible for this committee.

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 on these matters. The Vice President of Membership shall be responsible for this committee during.

Section 6. Communications. The Communications Committee shall study, formulate plans and make recommendations to the Board for the improvement of its internal and external communications and public relations, and to implement USAC's communications with the United States SERRA CLUBS. 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 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 of the Board 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 on financial matters. The Treasurer of the Board shall be responsible for this committee during his or her tenure of office. 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, for long range direction, development, structure, composition and activity of USAC and of the United States SERRA CLUBS. The President Elect shall be responsible for this committee.

Section 10. Audit. The Audit Committee will meet as 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 office after the close of USAC's fiscal year. Further responsibilities include, but are not necessarily limited to:

- (a) recommending to the USAC Board 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) as an option having a meeting with the independent auditor at least once a year to discuss the audit report;
- (c) notifying the USAC Board of any specific concerns of actions 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.
- (d) 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 Chairperson.

Section 11. Compensation. The Compensation Committee shall be responsible for annually reviewing the salary, hourly wage and benefit structure of the employees of the USA Council and developing recommendations for approval by the Finance Committee.

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

(b) The Committee shall consist of at least three USAC Board Members 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 Chairperson.

Section 13. Districts and Regions. (a) The Districts and Regions Committee shall be charged with the responsibility of reviewing, studying and recommending to the USAC Board the establishment of new districts and realignment of established districts within the United States for the purpose of having manageable districts as related to number of clubs in the district, the geographical location of the district and the district's relationship within the region.

(b) The committee shall consist of four USAC Board Members who shall be appointed by the President of USAC, set their term of office not to exceed three (3) years and appoint the committee's chairperson.

Section 14. Meetings and Convention. (a) The Meetings and Convention Committee shall consist of all of the Regional Representatives currently serving on the USAC's Council and its chairperson shall be appointed by USAC's current president. The terms of the committee members and its chairperson shall run concurrent with his or her own term of office as a regional representative.

(b) The objectives of this committee are to guide, assist and aid the Serra leadership chairing the annually held United States 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 Council Board 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 Committee. The Leadership and Development Committee shall study, formulate plans, make recommendations to the Board for the development of all leadership positions with the Council. The committee shall develop appropriate training manuals and training sessions for, but not limited to, club leadership, district governors, district governors-elect, regional directors and board 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. Structures Committee. The Structures Committee shall study national not-for-profit organizational structures, formulate plans, make recommendations to the board for the organizational structure of the Council. 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. One of the committee members shall have been a past president of the Council. 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 17. Standing Committee Appointments. Each standing committee shall consist of such number of members (not less than 3) with such terms of office as the Board 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 of the Board may prescribe.

ARTICLE VII Episcopal Advisor

(a) The Board of USAC shall select an Episcopal Advisor for USAC to serve for a time as designated by its Board.

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. **Serra Magazine.** Membership dues shall include a subscription to any magazine published by the Council or by Serra International except for discounted dues members.

ARTICLEIX
Accounts and Fiscal Year

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

Section 2. **Fiscal Year.** USAC's fiscal year shall be June 1 to May 31.

ARTICLEX
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 and its territories and possessions or by a duly constituted District in the United States and its territories and possessions, or by the USAC's Board. 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 cause to be mailed, 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 and its territories and possessions or any duly constituted District or region in the United States and their territories and possessions at least thirty (30) days prior to the voting. The Secretary of USAC shall mail or cause to be mailed 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 or at a place that shall be determined by USAC's Board.

(b) Amendments shall be affirmed by a majority vote of the United States 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 Council Board in response to written directions to do so by the International Board in order to cause these Bylaws to conform to the Constitution, Bylaws or guidelines of Serra International as determined by the Board of Serra International.

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