

USA Council

Policy Manual

Supplements Serra International Policies in the United States



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1.1 COUNCIL ROLE AND RESPONSIBILITY

1.1.1 Preface

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

1.1.2 Council Role

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

1.1.3 Council Governance

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

1.1.4 Council Performance Assessment System

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

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

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

1.1.4.1 LRP Review and Assessment of the National Strategic Plan

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

1.1.4.2 USA Council Planning Sequence

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

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

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

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

1.1.5 Leadership Development

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

1. Council Board and Regional Coordinators
2. Council Executive Committee
3. National Standing Committee Chairmen
4. Regional Directors and Deputies
5. District Officers
6. Local Club Officers and Boards
7. Chicago USAC Staff

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

1.1.6 Development of Chicago USAC Staff

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

1.1.7 Funding Leadership Development

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

1.1.8 Development of District Governors and District Governors Elect

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

1.1.9 Development of Local Officers and Board Members

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

1.2 BOARD EXPENSES

1.2.1 Council President

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

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

1.2.2 Board and Committee Expenses

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

1.2.3 Remuneration for Board Members

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

1.2.4 Reimbursement of Travel to Board Meetings

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

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

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

1.2.5 Reimbursement of Episcopal Advisor

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

1.3 BOARD AND EXECUTIVE COMMITTEE MEETINGS

1.3.1 Closed Session Board Meetings

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

1.3.2 Hospitality During Board Meetings

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

1.3.3 Meeting Agenda - Executive, Finance and Council Board

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

1.3.4 Executive Committee Meeting Minutes

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

1.3.5 Episcopal Advisor

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

1.3.6 Board Meetings

1. In years when the Serra International convention is held in North America, the USA Council will not hold Committee Meetings, other than the Finance and Compensations Committees, in conjunction with the Serra International Convention and will hold two Super Weekends during the year, one in January and one in the May to September time frame (depending on the date of the Serra International Convention)
2. In years when the Serra International convention is held outside of North America, the USA Council will hold two Super Weekend meetings, the first meeting of the fiscal year in August and the second in January. The USA Council will not hold Board or other committee meetings at Serra International Conventions held outside of North America.

1.4 BOARD POLICY AND PROCEDURES

1.4.1 Policy Development and Maintenance

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

1.4.1.1 Governance Role of Council Executive Committee

1. The role and responsibilities of the Executive Committee are outlined in Article I, Section 8 and Article VI, Section 2 of the Council Bylaws. This committee shall have all the powers of the Board when the Board is not in session, except for the three bylaw exclusions. The President shall be responsible for this Committee. Committee meeting procedures are outlined in Article 1, Section 8
2. The Executive Committee shall review and recommend board approval for changes needed to current Council policies, Bylaws and Constitution. This Committee may also adopt interim policies to effectively achieve needed governance. These interim policies will be submitted to the board for final concurrence and/or approval.
3. The Executive Committee shall approve procedural matters and activities found necessary for Council operation and governance. These procedures will be submitted to the board for concurrence at its usual Board meeting.
4. Every effort must be made to have the Executive Committee informed of each matter or item to be submitted for Board consideration and/or action. The Executive Committee should function in a Management Team environment because each officer is responsible for leadership, oversight, communication and assessment of a number of National Committees.
5. The Executive Committee should be in full agreement on its recommendations to the Board. If the Executive Committee is unable to resolve its position on a specific item to be presented to the Board, then it is questionable that the total Board will be able to reach an informed decision.
6. Procedural guidelines should be provided to the Standing Committee chairmen to ensure the Executive Committee is aware in advance of specific proposals or recommendations to be brought to the Board by various committees. All proposals and recommendations brought to the Executive Committee by the Standing Committees must include rationale for the proposal. When changes are proposed to existing national policy, the proposal or recommendation will provide a rationale for change

and list any reference in the Constitution, By Laws or existing policy that supports the change.

The Officer in Charge will concur with the proposal before it is sent to the Executive Committee for consideration and approval.

7. The Executive committee may take the following steps on matters proposed to it for action or submission to the board:
 - a. Deny or disapprove with later concurrence by board
 - b. Return to appropriate Committee or staff person for further study or specific recommendation.
 - c. Table for future Executive Committee consideration
 - d. Submit to Board for approval and/or concurrence.
8. The Board may identify policies and procedures that should be reviewed, or processed by a committee or staff person, and sent to the Executive Committee for appropriate action and possible submission to the Board for future consideration.
9. The Executive Committee shall recommend matters or proposals to appropriate Committees and staff for timely review, study and recommendations for Executive Committee consideration and future Board action.
10. The Executive Committee provides the President a "sounding board" for suggested projects and activities. The counsel provided by this Committee can preclude or prevent untimely efforts and assignments by committees, individuals, and staff necessary for Council operation and governance. These procedures will be submitted committees.

1.4.1.2 Governance Role of Council Officers

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

1.4.2 Spending Limitation on the Executive Committee

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

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

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

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

1.4.3 Past Officers

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

1.4.4 Approval of Club Bylaws

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

1.4.4.1 Procedure for the Review of Club Bylaws Changes

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

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

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

1.4.5 Audit Committee

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

The Committee shall meet at least two times during the 12 month period beginning with the Annual Meeting of the Members. The Committee shall review and report to the Board on the appropriateness of the Corporation's accounting policies and procedures; review the scope of the audit to be conducted by independent certified public accountants; meet with

management and independent certified public accountants team to review the annual audit and any discrepancies or improprieties discovered in the audit; review recent and prospective change in accounting principles; review the adequacy of internal controls, the reliability of financial reports, and information systems; report to the Board all important changes in the Corporation's procedures or accounting practices affecting financial results, instances of fraud, abuse, conflict of interest, and defects in the system of records or controls; counsel the chief executive officer in the selection of the independent certified public accountants.

1.4.6 Controversial or Political Activity

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

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

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

1.4.8 Mailing Lists

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

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

1.4.9 Name for Serra Use Only

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

1.4.10 Authorization for use of Name and Seal

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

1.4.11 Assistant Secretary

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

1.4.12 Appointment and Tenure of Standing Committee Chairs

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

1.4.13 Staggered Terms for Vice Presidents and Committee Chairs

1. In order to provide continuity, it will be the policy to follow terms outlined in policy 1.4.12, so the Council Officers and Committee Chairs will be staggered.
2. Simultaneous changes in the assignments to the positions of Council Officers and Committee Chairs shall be avoided to provide continued productivity in committee operations. Should a Vice President move up to the position of President Elect, nominations for the position of Vice President should take into consideration the effectiveness of the Committee Chairman because the Committee Chairman provides the "bridge" to the new Council Officer.
3. In the event a committee chair is unable, for any reason, to complete his or her current term, the Council Officer will follow policy 1.4.12 (5), for the Benefit of USAC consistency.

1.4.14 Regarding Dual Service on More than One Board.

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

1.4.15 Committee Internal Policies and Procedures

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

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

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

1.4.15.1 Collaborative Efforts with Another Standing Committee

The Committee Chairman will provide instructions for effecting timely cooperative efforts when two or more committees are involved in a special project/activity. The officers in charge shall concur with these joint efforts and be kept informed of the process and proposed action. Consensus between the multiple chairmen will determine the person responsible for any presentation of program or policy to be made to the Executive Committee or Board.

1.4.15.2 Budget Process

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

1.4.15.3 National Staff Support Services

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

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

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

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

1.5 FISCAL MATTERS

1.5.1 Signing of Checks

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

1.5.2 Signing of Checks More than \$10,000.00

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

1. The Executive Director
2. The President
3. The Treasurer.

1.5.3 Administrator of the Pension Plan

The Executive Director shall be Administrator of the Pension Plan.

1.5.4 Accrual System of Accounting

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

1.5.5 Travel on Behalf of the USA Council

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

1.5.6 Grants and Foundations

1.5.6.1 Serra International Foundation

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

1.5.6.2 Other Foundations

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

1.5.7 Accounts Receivable Write-Off Procedures and Authority

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

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

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

2. A listing of all write-offs for the current month are to be included with the monthly financial statements.
3. If an item is written off, the following accounting treatment applies:
 1. Invoices written off that are dated during the current year will be treated as a reduction of the appropriate revenue account.
 2. Invoices written off that are dated prior to the current year will be treated as a bad debt and written off against the appropriate reserve account.

1.5.8 Fund Raising Activities

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

1.5.9 Use of Funds Raised by Fund Raising Activities

All funds produced through USAC Fund Development Committee efforts shall be directed to a specific program or activity. Initial priority shall be directed for vocational activity. As a 501 (c)(3) organization, the USA is required to honor donor specific contributions.

1.5.10 Unsolicited Funds

Twenty percent of all unsolicited gifts of over \$5,000.00 will be credited to the Bishop Britt Vocation Fund the remainder shall be credited to the General Fund as a Gift and recorded as ordinary income.

1.6 Publications of the USA Council

1.6.1 Serran and *serraUSA* Magazine

The **Serran**, is the official magazine of Serra International and the *serraUSA* is the official magazine of the USA Council. *serraUSA* takes its editorial policy from the objectives of the Council: to foster and promote vocations to the ministerial priesthood of the Catholic Church as a particular vocation to **service** and to develop appreciation of the ministerial priesthood and of all consecrated religious in the Catholic Church; and to further Catholicism by encouraging its members, in fellowship, through education, to fulfill their Christian vocations to service. Articles in **The Serran** and the *serraUSA* attempt to help Serrans achieve those objectives.

1.6.2 Advertising in the Council Publications

The Council Board approves the use and placement of revenue-producing advertising in Council publications such as the *serraUSA* Magazine. The dual purpose of such advertisement is to provide needed funds for USAC and increase awareness of the Serra movement in the United States.

1.6.2.1 Committee Decision on Potential Advertisements

An ad hoc committee to be comprised, at a minimum, of the Editors of such publications, the Executive Director and the President Elect shall determine the appropriateness of such advertisement.

1.6.3 Serra Leader

The Serra Leader is a quarterly newsletter. The purpose of this newsletter is to inform all levels of Council leadership (Council board, district governors, district governors elect, all club officers, trustees, club chaplain, USA Serra International officers and trustees, USA Foundation board members, and fall district/regional convention chairmen) of news, activities and other items of information that may be of importance to everyday Council, district and club operations. Copies of the Serra Leader are also sent to all Council Presidents around the world.

1.6.4 Disclaimer

While the USA Council encourages open discussion and expression of ideas by its members, and in all of its publications, it is understood that the positions taken by individuals do not necessarily represent those of the USA Council.

1.7 EPISCOPAL ADVISOR

1.7.1 Episcopal Advisor

An Episcopal Advisor selected by the Board of the USA Council shall serve for a period of three years and may succeed himself.

1.7.2 Selection of the Episcopal Advisor

An ad-hoc committee shall be appointed by the President of the USA Council to propose a nominee for Episcopal Advisor.

1.7.3 Expenses of the Episcopal Advisor

The annual budget of the USA Council will provide funds to reimburse the Episcopal Advisor for out of pocket costs of travel, food and lodging to the meetings of the Council, both regular and special.

1.8 Council Nominating Committee

1.8.1 Committee Composition

Article III. Section 4 of USAC By-Laws establishes the composition of this additional Council Committee. Current USAC President shall appoint five members to serve as a nominating committee:

1. Two Board Members whose term will not expire in the current year.
2. Two non-Board members from the general USAC Membership.
3. Immediate Past President of USAC, who shall be appointed as Chair of the Nominating Committee.
4. Nominating Committee members shall be announced to USAC membership.

The current President will formally appoint these five members on or before October 1, designating the Past President as the Chair. The Chair will contact each member and clarify the role and duties of the members serving on the nominating committee. They will also be instructed on how the committee will process nominees for each open office to be filled by a slate of candidates.

1.8.1.1 Non Eligibility of Committee Members for Nomination.

1. Members of the USAC Council Board, except for the two members of the Nominating Committee, cannot be a part of the selection process, nor may they campaign for any one person.
2. Nominating Committee members shall not be eligible for nomination as an officer or Board Member on the USAC or Serra International Board.

1.8.1.2 Nominating Procedure and Confidentiality in Selection Process

1. USAC Nominating Committee Members shall not solicit nominees either directly or indirectly. If, however, the Committee considers the pool of candidates to have limited experience or do not provide sufficient representation for the Council, it may solicit names through the Chair in order to present a balanced slate.
2. Nominees are to be considered from all Regions of USAC. It is important to have a board that represents all of the geographical areas of the United States.
3. Candidates for USA Council Offices will initially be interviewed on their willingness and ability to serve, on their commitment to perform the duties specified in the Position Description and their agreement to attend the Board meetings during their time in office.

4. Each candidate will receive a position description detailing the responsibilities of office which the candidate is asked to undertake. Interview can be by phone or in person.
5. The names of candidates who agree to the duties and responsibilities will be submitted to the Chair with both positive and negative questions that may have arisen in the first interview. The Chair will then contact the candidate.
6. The Nominating Committee must concur on the slate of officers prior to submitting slate to the Secretary.
7. On or before December 15, the USAC Nominating Committee shall propose one or more nominees for each open office for the next fiscal year. The proposed slate will be submitted to the USAC Secretary and the USAC Board by the January Super Weekend for confirmation.
8. The Secretary will prepare a ballot of the nominees from the Nominating Committee slate and mail ballot to each local club President no later than February 1.
9. All proceedings and discussion of the Nominating Committee shall be kept strictly confidential and shall not be discussed outside of the Nominating Committee.

1.8.2 Designees and Nominees to the Serra International Board.

The USAC Nominating Committee's duties to propose candidates for service on the Serra International Board shall include naming five or more persons as nominees. The Committee shall also submit the name of one designated person who will represent USAC on the International Board. These nominees and designee will be submitted to the International Nominating Committee after approval of the USAC Executive Committee no later than December 15th of each year.

In selecting these nominees, the committee should consider the following:

1. Give special emphasis to selecting nominees in USAC regions not currently represented on the Serra International Board.
2. Select candidates who have a good working knowledge of the USA Council Board, its goals and objectives, its policies and procedures.
3. Select candidates who have a strong list of accomplishments or activity at the Club, District, and Regional levels.
4. If the USAC Immediate Past President is unable to serve as the designee, the Nominating Committee will contact other Past Presidents for consideration. The names of substitutes proposed by the Committee shall be sent to the Executive Committee for its concurrence prior to the December 15th deadline.
5. Contact nominees regarding their availability.
6. Regional Directors in their first year of a two year term can not be considered.

1.8.3 Annual Time Frame for the Nominating Committee for Officers of the USA Council Board.

The time frame for the Nominating Committee for Officer of the USA Council Board shall be as follows:

- a. The President shall appoint the Nominating Committee by no later than July 1 of each year.**
- b. The Chairman of the Nominating Committee will submit the Committee's slate of Officers to the President by no later than September 15th of each year.**
- c. Ballots shall be mailed to all clubs on or before October 20th of each year.**
- d. The clubs shall return the completed ballot to the Chicago Office of the USA Council by no later than November 15th of each year.**

2.1 REGIONS AND REGIONAL DIRECTOR

2.1.1 Regional Boundaries

The Council will compare to the regional structure of the United States Conference of Catholic Bishops in the United States. However, the Council may authorize certain Serra Clubs to merge with other clubs outside the formal regional boundaries to meet specific needs and location of these clubs. The Council through its organizational structure will be aware of such situations and needs.

2.1.2 Regional Directors

Article 1, Section 2 of the USAC Bylaws specifies the general duties of the Regional Directors. The Director's primary responsibility is to provide Serra governance and assistance to the Region. The Director's secondary responsibility is to serve on the National Council Board. Both responsibilities require attendance at the Council's February Planning Conference, the Council's Fall and Winter Super Weekends and where possible, the annual Serra International Convention.

2.1.2.1 Regional Director not to hold District/Club offices

Regional Director will not concurrently hold District and/or local club officer position. Such concurrent positions will adversely affect the governance integrity and create organizational confusion and possible conflict.

2.1.3 Regional Director Expenses

The USA Council Board recommends that an annual contribution of \$2.00 be made by each Serran in the region to partially offset the out-of-pocket expense of the Regional Director while he or she is performing the duties of the office. The District Governors will remind each of the Club Presidents of this contribution annually in June.

This contribution will cover out-of-pocket expenses directly related to regional activities. These funds will also be used by the Regional Director to offset costs and expenses related to Regional Fall Conventions and attendance at the Regional Directors and District Governors Planning Conferences.

It is recommended the Treasurer of the Regional Director's club be the custodian of these funds. This eliminates the need for establishing a separate account and provides independent accountability.

2.1.4. Accountability of Contributions Received.

The Regional Director shall in June provide a written summary to all District Governors showing how the funds received were used. This will permit the Governors to explain to the clubs how their contributed funds were spent. In the event the Regional Director does not conduct a Regional Fall Convention and does not use any of the contributions to cover his or her out-of-pocket expenses, then the Director shall:

1. Transfer the funds to the incoming Regional director and,
2. Advise the District Governors that there will be no contributions for the following year.

The purpose of this contribution is to cover the out-of-pocket expenses related to the Director's regional responsibilities and not to create or enlarge a Regional Treasury.

The Regional Director will send a copy of the fiscal summary to the Regional Coordinator.

2.1.5. Dismissal of a Regional Director

In the USA Council structure, the Regional Coordinator had direct line authority to the Regional Director. Guidance is provided by the Regional Coordinator who may instigate action for dismissal under the following guide lines.

1. Failure to fulfill the office of Regional Director - nonfeasance
2. Incapacity to perform the duties of the Regional Director
3. Failure to be a member in good-standing of a duly organized, chartered and active Serra Club or a Member-at-large.
4. Malfeasance
5. Bringing public scandal upon Serra and/or the Catholic Church.

When recommending dismissal, the Regional Coordinator's written recommendation will be submitted to the USAC Council President. The Council President shall study the recommendation and within 30 days shall render a decision. If the Regional Director is to be dismissed, the USAC Council President shall, in writing, advise

1. The Regional Director in question to resign and turn the administration of the region to the Regional Director elect or to a Deputy Regional Director.
2. Any Deputy Regional Director who will not be assigned the administration of the region, but who served the Regional Director who has been dismissed, that he or she is immediately relieved of that appointment.
3. The Regional Director elect/Deputy Regional Director who has been assigned the Charge of the Region to seek the assistance of the Regional Coordinator.
4. The Regional Coordinator to inform the USA Council of the action.
5. The Regional Coordinator to inform the Bishop(s) of that area of the change.

In the event the Regional Director who is to be dismissed fails to cooperate, the USA Council President shall formally dismiss the Regional Director and notify all the clubs in the Region of the action and follow the five steps outlined above.

2.1.6 Training for Regional and District Convention/Conference Planners

The USA Council has delegated to the Leadership Development Committee the responsibility to develop and conduct annual training for conventions planners on how to plan and conduct a regional/district convention .

2.2 Regional Directors Nominating Committee

The Immediate Past Regional Director shall be the chairman of the regional nominating committee and by no later than August 1, of the current Regional Directors final term in office, shall select Serrans from the region to serve on the regional nominating committee to select the incoming Regional Director nominee or nominees.

- a. Committee meetings can be held by any of the following processes; meeting of members at a central location; email or conference calls
- b. Nomination forms, along with a position description for the position of Regional Director, should be sent to all clubs in the Region and to the District Governors soliciting nominations for Regional Director.
- c. Nomination should be received by the committee on or before September 15, with the nominee(s) after consulting the nominee(s) and given approval for their names to be placed in nomination.
- d. Ballots shall be mailed to all clubs no later than October 20th.
- e. The clubs shall return the completed ballot to the Chicago Office of the USA Council by no later than November 15th of each year.

3.1 DISTRICTS

3.1.1 District Bylaws

There shall be no District Bylaws. District Councils may design and implement Operating Procedures and Guidelines as long as they are in harmony with Council Bylaws and Policies.

3.1.2 District Convention Surplus and Deficit Funds

The USA Council Board shall not be responsible for surplus or deficit arising from district, national or regional conventions or conferences. Each Region, District or area will establish a written policy on the establishment and maintenance of a convention operating fund and how surpluses and deficits will be handled. The district governor, regional director, or convention treasurer shall make an annual report to the clubs and national council on the use and status of convention operating funds, including any surpluses or deficits generated.

3.1.3 District Episcopal Advisors

The USA Council Board does not authorize District Episcopal Advisors.

3.1.4 District Treasury

Districts may establish District funds from contributions from the clubs in the District and from available grants to provide financial support for District/Regional Conventions and District/Regional operating costs.

3.1.5 Regional or District Conventions or Meetings

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

3.1.6 Governance Role of District Governor/Office of Governor

The Governor is the primary person responsible for governing the District. The Governor-elect, immediate past Governor, appointed Deputy Governors and the Chairman of the District Council also fulfill governance responsibilities as designated by the District Governor. Governors and Elects shall not concurrently hold an elected office in a local club within the district while serving their District term of office.

The Governor will make every effort to preclude possible "conflict of interest" in designating or delegating duties to the Immediate Past Governor and/or deputies who might also be in a local club officer or trustee position. A model of operating Guidelines for the Office of Governor has been developed and placed in the Governor's Manual.

The Governor shall be elected from among the clubs in the District. Except in extraordinary cases, a person shall have served as a club president before serving as Governor.

The Governor's term of office may be one or two years depending on District policy. The term of office will begin with induction ceremonies at the International Convention, or July 1 if not inducted at the Convention. The Governor must attend one of the National Council's February Planning Conferences during his/her term of office.

3.1.6.1 Governor Elect

Each District will elect a Governor-Elect. The preferred procedure is for clubs in the District to submit nominees to the District Council. The District Council will elect the Governor Elect no later than at the Spring Leadership Planning Conference. The Governor Elect's term will begin in June. It is essential for the Governor-Elect to be involved and included in the various District programs and activities. The term of office for Governors Elect may be one or two years depending upon District Policy. Governors Elect are encouraged to attend the National Council's February Planning Conference.

3.1.6.2 Deputy Governors

Governors have the right to appoint Deputy Governors to assist in the proper conduct and management of the District. Such Deputies have no automatic succession rights and extreme care must be taken to avoid any conflicts in duties or responsibilities of the Governor Elect. The Deputy Governor's term ends with the term of the appointing Governor.

3.1.6.3 Qualifications of District Governors, Elects and Deputies

Nominees for these positions must have served as a club President. In extraordinary cases, a nominee who has not been a club President may be considered for Governor if recommended by the Regional Director.

3.1.6.4 Induction of Incoming Governors

Governors are requested to attend the Induction Ceremony held for Incoming Governors at the International Convention. If an incoming Governor is not inducted at the Convention, then the Regional Director will plan for an appropriate ceremony in the Governor's home club at a convenient time. A Governor's pin is provided at such events.

3.1.6.5 Retirement Ceremony for Outgoing Governors

Governors who are completing their term of office are honored at the Annual Brunch at the International Convention. If the outgoing governor does not attend such a ceremony, then the current Governor, with the assistance of the Regional Director, will recognize the outgoing Governor in an appropriate ceremony at the District/Regional Fall Convention. A Council Certificate shall be provided to each retiring Governor.

3.1.7 District Governors and Vocation Programs

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

3.1.8 Reporting Structure for Governors

Line of Authority: Serra International Board - USA Council - Regional Directors - Governors - Club.

3.1.9 Dismissal of a District Governor

In the USA Council structure, the Regional Director has direct line authority to the District Governor. Generally, local guidance of District Governors is by the District Council. If the District does not have a Council, or if the Council fails to act on reasonable request, the guidance of the District Governor will be provided by the Regional Director of the Region in which the District is located who may instigate action for dismissal. If the District has a District Council and just cause for dismissal exists, the District Council will recommend to the Regional Director that the District Governor be dismissed from office. Causes for dismissal shall be:

1. Failure to fulfill the office of Governor - nonfeasance
2. Incapacity to perform the duties of Governor
3. Failure to be a member in good-standing of a duly organized, chartered and active Serra Club
4. Malfeasance
5. Bringing public scandal upon Serra and/or the Catholic Church

When recommending dismissal, the District Council's written recommendation will be submitted to the Regional Director. The Regional Director will independently verify the facts and will forward a written recommendation, along with the District Council recommendation, if any, to the Regional Coordinator. Within two weeks of receipt of the Council and Regional Director's recommendations, the Regional Coordinator will submit both of these recommendations along with his own to the USA Council President. The Council President shall study the recommendation and within 30 days shall render a decision. If the Governor is to be dismissed, the USA Council President shall, in writing, advise

1. The Serra International Membership Vice President
2. The Governor in question to resign and to turn the administration of the district over to the Governor Elect. If there is no Governor Elect, temporary administration of the District is assigned to the Regional Director until a District Governor has been elected or appointed.
3. Any Deputy or Assistant District Governors serving the dismissed Governor that they are immediately relieved of their appointment. These Serrans are eligible for reappointment by the new Governor.
4. The Governor Elect of the National Council's action and time table and suggest that the

- incoming Governor seek the assistance of the Regional Director.
5. The diocesan bishop(s) of that district of the change.

In the event the Governor who is to be dismissed fails to cooperate, the USA Council President shall formally dismiss the Governor and notify all the clubs in the District of the action and follow the five steps outlined above.

3.1.10 District Governors Expenses

The USA Council Board recommends that an annual contribution of \$3.00 be made by each Serran in the district to partially offset out-of-pocket expense while performing the duties of office. The District Governor will remind each of the Club Presidents of this contribution annually in June.

This contribution will cover out-of-pocket expenses directly related to district activities. These funds will be used for out-of-pocket expenses related to conducting a District Fall Convention and to cover out-of-pocket expenses incurred by the Governor or Governor Elect in performance of District duties. Such travel will include visiting local clubs and attending Council development conferences for District Governors and Governors Elect, regional or district conventions and the Regional Directors and District Governors Planning Conferences.

It is recommended the Treasurer of the District Governor's club be the custodian of these funds. This eliminates the need for establishing a separate account and provides independent accountability.

3.1.10.1 Accountability of Contributions Received.

District Governors who receive contributions from each active Serran shall provide a written summary of how these funds were expended for District expenses and activities. This written summary shall be sent to each club President on or before June 1.

The remaining balance of any funds received from these contributions shall be transferred to the Incoming Governor. If the incoming governor does not plan to fund a Fall Conference and does not plan to use these funds in performing the duties of the Governor's office, then these funds will be held in escrow and the clubs informed that contributions for the Governor from the clubs will not be made this year.

These contributions are not to establish or enlarge an ongoing District Treasury.

3.1.11 Not Used

3.1.12 District Councils USA Council

Each District shall have a District Council composed of club presidents and past governors who wish to be active on the Council. The Council's primary objective is advisory and organized to assist and advise the Office of Governor in activities and areas associated with the accomplishment of the goals and objectives of Serra International and the USA Council.

The Governor shall be the Chairman of the Council and may designate certain support duties to the Governor-elect, the Immediate Past Governor and any Deputy Governor. The Governor may have the Council elect a Vice Chairman who will assist the Governor in work with the club presidents and past governors. This Vice Chairman's term of office can be established by District policy. The Governor and Governor-elect shall be voting members, however, Deputy Governors shall have no voting rights on Council actions.

District guides have been provided to assist in Council deliberations and actions. These guides are found in the Governor's Manual.

3.1.13 Objectives of the Meetings and Conventions Committee

The objective of the Meetings and Conventions Committee is to guide, assist and aid USA Officers, Regional Directors, District Governors and chairpersons of the Regional and District Conventions in order to foster, promote and implement Serra's mission and goals effectively at conventions and conferences.

The committee shall encourage the sharing of information among current and past convention planners as outlined by the Region/District Conventions Manual.

3.1.14 National Committee Presentations at Regional/District Conventions

Each of the four major USA Council Standing Committees (Vocations, Membership, Communications and Programs) can make a presentation at any USA District or Regional Convention. To participate in a convention, a committee must make its request to the Convention Chair at least one year prior to the convention. The convention organizing committee will accommodate the request if it is made timely. The amount of time allocated, the method and format of the presentation, and specific speakers are negotiable between the interested parties.

3.1.15 District Nominating Committee

The District Governor in consultation with the District Council, if one exists, shall appoint a district nominating committee and by no later than August 1.

- a. Committee meetings can be held by any of the following processes; meeting of members at a central location; email or conference calls**
- b. Nomination forms, along with a position description for the position of District Governor and District Governor Elect, should be sent to all clubs in the Region and to the District Governors soliciting nominations for Regional Director.**
- c. Nomination should be received by the committee on or before September 15, with the nominee(s) after consulting the nominee(s) and given approval for their names to be placed in nomination.**
- d. Ballots shall be mailed to all clubs no later than October 20th**
- e. The clubs shall return the completed ballot to the Chicago Office of the USA Council by no later than November 15th of each year.**

4.1 CLUBS

4.1.1 Courtesies Extended to Board Members and District Governors

It is beneficial for any club to be visited by a Council Officer, Regional Director or District Governor and he or she should be extended the courtesies given an elected club official. Said Council member, Regional Director or District Governor shall be invited to all board meetings and accorded a voice in all proceedings.

4.1.2 Anniversary of Serra Clubs

The USA Council will honor clubs on their 1st, 10th, 25th and 50th anniversary with letters of congratulations from the Executive Director, President, Immediate Past President and President Elect.

4.1.3 Chaplain Appointment

The appointment of a priest by the Diocesan Bishop shall be sought as early as possible in the formation process of a new Serra Club.

4.1.4 Charter Night Celebrations

Members of the Council Board, in conjunction with the regional Director and District Governor, will consider the feasibility of attending club charter functions. Council staff shall notify all Council Officers and District Governors of details of charter functions.

4.1.5 Charter Withdrawal

Under certain circumstances a Club Charter may be withdrawn, and the procedure for such withdrawal is as follows:

1. Where sufficient facts exist to justify the withdrawal, the local District Governor shall report such facts together with his recommendation to the Council, but only after he or she has notified the Club and the Bishop of the Diocese where the club is located.
2. If the Council or the Regional Director agrees with the District Governor's recommendations, a report and recommendation should be submitted to the Executive Director of Serra International, and shall include the comments, if any, of the Club and the Bishop.

4.1.6 Affiliation with Civic Organizations

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

4.1.7 Fund Raising by Serra Clubs

Serra Clubs may raise funds to promote the objectives and purposes of the Council and Serra International.

4.1.8 Non-Conformance of Clubs

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

4.1.9 Objectives and Externals

The principal purpose of Serra International is based upon the two objectives as stated in its Constitution under Article II. No Serra Club in formation shall be allowed to make any additions to the existing two objectives. No member shall be required to do more than meet those objectives in order to fulfill his or her membership requirements. Each Serran is expected to fulfill attendance requirements as set by the Bylaws.

4.1.10 Club Presidents' Attendance at International Conventions

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

4.1.11 Collaboration Between Club and Bishops

Each Serra Club should strengthen, promote and coordinate its vocation programs with local bishops' committees, vocation directors, parish communities, etc. Clubs will establish working relationships with the Diocesan Bishop and will obtain approval by the Bishop or Vocation Director of the overall plan for Vocation Programs and Internal Programs to be conducted in the year.

4.1.12 Chaplains and Local Boards

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

4.1.13 Parish Vocation Committees/Activities

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

4.1.14 Club Nominating Committee

The Club President shall appoint a club nominating committee for election of the principal officers by no later than October 1 of each year.

- a. Committee meetings can be held by any of the following processes; meeting of members at a central location; email or conference calls**
- b. Nomination forms, along with a position description for the all the positions to be elect shall be made available to all club members when soliciting nominations for the club officers.**
- c. Nomination should be received by the committee on or before October 15, with the nominee(s) after consulting the nominee(s) and given approval for their names to be placed in nomination.**
- d. Election shall be held no later than November 1st**
- e. The clubs shall notify the District Governor of the new club officers by no later than November 15th of each year.**

5.1 MEMBERSHIP

5.1.1 Interpretation and Policy Statement Regarding Membership

Vowed religious, sisters and brothers, are not permitted to be members

The International Board has concluded that both the meaning and the purpose of the 1986 amendments were to constitute Serra as an organization of non-consecrated men and women working for the ministerial priesthood and for vowed men and women in religious life.

5.1.2 Membership of Women in Serra Clubs - Disciplinary Action

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

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

1. Advise the Bishop and District Governor that the local club is in violation of Serra International and USA Council Bylaws.
2. The club has 60 days to bring their Bylaws into conformance, and
3. Failure to effect the needed changes in Bylaws and membership procedures will result in a revocation of the club charter.
4. The 60 day period will begin with the date of written notification to the local Serra Club Board of Trustees and membership of the possible disciplinary action and loss of charter.
5. The notice shall advise the local Serra Club that its charter is being withdrawn for the reason that the local Serra Club's Bylaws restricting women from membership are in conflict with Serra International's Constitution and Bylaws and Serra International's policy of women as members of Serra, and further advising that the local Serra Club is not authorized to use the Serra name or logo nor have the Serra name associated with any of that club's programs or activities.
6. If during the 60 day notification period the District Governor reports that the local club has complied by changing its Bylaws to conform to Serra International Bylaws and furnishes a copy of the revised Bylaws, then no further action shall be taken. If the club complies AFTER the 60 day period, and the charter is automatically revoked, the Serra International Board at its next meeting will take action to reinstate the club's charter. This action will then be communicated in writing to the Council Board for notification of all parties concerned.

5.1.3 Honorary Memberships

There shall be no honorary memberships in Serra International, the Council, or Clubs.

5.1.4 Member Who Transfers to Area Served by Another Serra Club

A member of a Serra Club who transfers his or her business and domicile or a member of the military who is transferred to an area served by another Serra Club is urged to apply for membership in such other club. A letter of recommendation should be sought from his or her present club for submission to the club in the area of transfer. It is suggested that a copy of such letter be sent to the District Governor, and the club in the area of transfer be requested to give priority to the applicant. The applicant is a trained, dedicated Serran and should not be adversely affected by such a transfer.

5.1.5 Transfer of Local Membership

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

5.1.6 Attendance of Spouse of Serrans at District, Regional, Super Weekend Meetings

Recognizing that spouses of Serrans from the beginning of Serra in 1935 have been an essential element in Serra operations and realizing that spouses may, by their own choice, choose not to be dues-paying members of Serra International, it continues to be a major policy of Serra to encourage spouses' presence at Serra meetings and activities.

5.1.7 Membership-At-Large - Removal of Club Charter

Whenever a charter of any club is revoked, any qualified active members of such club may be permitted to transfer to another club within the same or any nearby community, without regard to the territorial limits of the latter club. Where another club does not exist in the foregoing area, the Regional Director, after recommendation by the District Governor, may recommend that these members be designated as Members-at-Large.

Members-at-Large shall be under the immediate direction and supervision of the District Governor and shall pay dues, district and regional, and district and regional assessments as required by the Bylaws and Policies of the USA Council. Such members shall have all the rights and privileges of membership of Serra International.

5.1.8 Membership-at-Large - Former Members

Whenever an active member relocates to an area where no Serra Club exists, such a member may be entitled to be designated as a Member-at-Large. The Regional Director, after recommendation by the District Governor, may recommend that these members be designated as Members-at-Large.

Members-at-Large shall be under the immediate direction and supervision of the District Governor and shall pay dues, district and regional dues, and district and regional assessments as required by the Bylaws and Policies of the USA Council. Such members shall have all the rights and privileges of membership of Serra International.

5.1.9 Membership-at-Large - New Members

A person may be designated by the Regional Director as a Member-at-Large if the prospective member resides in an area where there is no Serra Club.

The District Governor of the District, or if no District exists, the District Governor of an adjacent District, will provide for the required education as prescribed by the USA Council of these members in the Objects and Purposes of Serra and will assist in forming a new club in the area.

Members-at-Large shall be under the immediate direction and supervision of the District Governor and shall pay dues, district and regional dues, and regional and district assessments as required by the Bylaws and Policies of the USA Council. Such members shall have all the rights and privileges of membership of Serra International.

6.1 OTHER ORGANIZATIONS

6.1.1 Communication with Other Serra Councils

The USA Council, at the direction of Serra International, will develop and maintain communications with the other Serra Councils. The Council Board will recommend specific objectives for the President and Executive Committee on verbal and written communications.

6.1.2 Other National/Regional Vocation Organizations

The Council will identify those organizations with Vocation programs and objectives, and propose the creation or maintenance of cooperative and collaborative efforts by the National, Regional, District and local Serra Clubs.

6.1.3 Council Relationship Committee

The Council will establish a Relationships Committee whose purpose shall be to establish a working relationship with other National Vocation Organizations. This standing committee will cooperate, endorse, and collaborate with these organizations and will inform the Council members of these organizations. The Council will support, maintain and evaluate those efforts and activities of the Relationships Committee.