



Portuguese Fraternal Society of America

RULES OF PROCEDURES

Revised: February 16, 2019

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Portuguese Fraternal Society of America

**SUPREME COUNCIL
OF PFSA
RULES OF PROCEDURES**

SUPREME COUNCIL OF PFSA

RULES OF PROCEDURES

In accordance with Article VI of the Bylaws of the Portuguese Fraternal Society of America "PFSA", these Rules of Procedures establish the procedural outline to be followed by the Supreme Council.

SUPREME COUNCIL

The Supreme Council shall be responsible for coordination and promotion of fraternal, social, cultural, charitable and membership activities of the Society as provided in Section 32 of Article XII of the Bylaws of the PFSA. It shall not have any authority to conduct the business affairs of the PFSA.

MISSION STATEMENT

PFSA offers financial services to protect members and their families and provides cultural, social, educational and charitable activities.

VISION STATEMENT

Protection, Fraternalism, Sociability and Assistance

PATRONS

*Patrons shall be displayed at all Official Functions of the PFSA
The PFSA Banner shall be displayed at the Convention and at All Official Visits of the Supreme President*

Through the Faith of Our Forefathers

"Immaculate Conception"

"The Holy Spirit"

"St. Anthony"

PFSA SOCIETY COLORS

Scarlet (Red)
Hunter Green
Royal Blue and
Dark Purple

REGALIAS

Supreme Officers – Scarlet (Red) with gold trim
Supreme 20-30's Officers – Hunter Green with silver trim
Supreme Youth Officers – Scarlet (Red) with silver trim
Honorary Supreme Officer – Royal Blue with silver trim

SUPREME COUNCIL ANNUAL CONVENTION

PFSA shall hold an Annual Convention on the second weekend in November to elect its Supreme Council Officers and to promote the fraternal goals of the Society. Said convention shall be for no more than two (2) days and shall be held at a time and location decided by the Convention Committee with approval of the Board of Directors.

ANNUAL CORPORATE MEETING

The Board of Directors shall hold an Annual Corporate Meeting to present the Financial and Membership condition of the Society on a date, location and time to be determined by the Board of Directors. All PFSA members are entitled to attend on a voluntary basis with NO per diem or travel reimbursement paid to any member. Note: When the Annual Corporate Meeting is held in conjunction with the Convention the Automatic Delegates and Elected Delegates are required to attend the Annual Corporate Meeting.

RULES OF ORDER

The Convention shall be governed by the PFSA Bylaws and Rules of Procedures, should they be silent as to any procedural aspect of any action or meeting, then the most current edition of Robert's Rules of Order shall control such procedure, or a special rule of order adopted by the Convention provided it does not conflict with the PFSA Bylaws, Rules of Procedures or Robert's Rules of Order.

SUPREME COUNCIL OFFICERS

The Supreme Council shall consist of the following Officers: Supreme President, Supreme Vice- President, Supreme Master of Ceremonies, Supreme Marshal, Supreme Guard, Supreme 20-30's Officers and Supreme Youth Officers. The Supreme Council Officers shall have such duties and shall be elected according to procedures set forth. Supreme Council Officers must be benefit members and reside in the states that PFSA is licensed in.

TERM OF OFFICE

Each Supreme Officer shall hold office for a period of one (1) year or until their successor is duly elected and qualified.

Duties of Supreme President

1. The Supreme President shall be the Official Representative, shall preside at all Sessions of the Supreme Council with impartiality and shall maintain order during said Sessions.
2. Shall obey the Bylaws and Rules of Procedures of the Supreme Council of PFSA and decide all points of order and questions to be considered.
3. Shall promote new membership expansion by referring and assisting to work with the Sales Manager in obtaining referrals of new candidates for membership.
4. Shall comply with Robert's Rules of Order, parliamentary rules and procedures during the Convention.
5. Shall appoint a Parliamentarian to assist with interpretation of parliamentary rules and procedures during the Convention.
6. Shall fill vacancies in any committee as needed during the Convention.
7. Shall have the right to vote at the Convention.
8. Shall submit a written report of all Official Acts at the Convention.
9. Shall attend the Supreme President's orientation and training seminar.
10. Shall schedule and attend all Official Visits of the Fraternal Councils of PFSA.
11. Shall represent the PFSA at ceremonial occasions and at other fraternal events to which he or she is invited.
12. Shall be a member of the Fraternal Activities Committee and attend the Committee meetings.
13. Shall Chair or be actively involved with at least one annual fraternal activity or event promoted by the Society.
14. Shall perform any other duties that pertain to the office of Supreme President as may be imposed by the Board of Directors.
15. Shall sign all necessary documents.
16. Shall be responsible for the Patrons of the PFSA and ensure that they are properly displayed at all PFSA Business and Social Functions.
17. Shall inform members, by means of the Monthly Newsletter, of the Fraternal Council Official Visits that are scheduled that month.
18. Shall attend the Board of Directors meetings as requested, however, has no vote and only has a voice with regard to fraternal matters.
19. Shall issue Charters for the organization of any new Fraternal Council with consent of the Board of Directors.
20. Shall be a benefit member and reside in the state of the Fraternal Council of Record that they are an Officer.

Duties of Supreme Vice-President

1. The Supreme Vice-President succeeds to the Presidency in case of death, resignation, expulsion, absence or inability of the Supreme President to assume or perform all of the duties of the office.
2. The Supreme Vice-President shall, in the absence of the Supreme President, perform the duties of said office as authorized by the Board of Directors.
3. Shall officially represent the Supreme President at Fraternal Council Official Visits, at the request of the Supreme President.

4. Shall assist any Fraternal Council in need of guidance in the promotion of any of its fraternal and benevolent activities.
5. Shall be a member of the Fraternal Activities Committee and attend the Committee meetings.
6. Shall Chair or be actively involved with at least one annual fraternal activity or event promoted by the Society.
7. Shall recommend to the Board of Directors the location and venue for the upcoming Annual Convention, subject to final approval of the Board of Directors.
8. Shall appoint a Convention Committee for the upcoming Annual Convention.
9. Shall obey the Bylaws and Rules of Procedures of the Supreme Council of PFSA.
10. Shall select the Installation Committee (Installing Officer, Installing Master of Ceremonies and Installing Marshal)
11. Shall be a benefit member and reside in the state of the Fraternal Council of Record that they are an Officer.

Duties of Supreme Master of Ceremonies

1. The Supreme Master of Ceremonies shall observe protocol and be the messenger to the Supreme President at all Conventions.
2. Shall assist in maintaining order during Sessions.
3. Shall execute all orders issued by the Supreme President and those imposed by the Board of Directors.
4. By the direction of the Supreme President, shall be responsible for the Flags, Banner, Logo Seal and Patrons, to ensure that each is properly displayed at all Business and Social Functions of PFSA.
5. Shall be a member of the Fraternal Activities Committee and attend the Committee meetings.
6. Shall Chair or be actively involved with at least one annual fraternal activity or event promoted by the Society.
7. Shall obey the Bylaws and Rules of Procedures of the Supreme Council of PFSA.
8. Shall be a benefit member and reside in the state of the Fraternal Council of Record that they are an Officer.

Duties of Supreme Marshal

1. The Supreme Marshal shall assist the Supreme President at the Convention and Social functions of the PFSA.
2. Shall assist the Master of Ceremonies in the performance of his/her duties at the Convention and Social Functions of the PFSA.
3. Shall execute all orders issued by the Supreme President, and those imposed by the Board of Directors.
4. Shall be a member of the Fraternal Activities Committee and attend the Committee meetings.
5. Shall Chair or be actively involved with at least one annual fraternal activity or event promoted by the Society.
6. Shall obey the Bylaws and Rules of Procedures of the Supreme Council of PFSA.
7. Shall be a benefit member and reside in the state of the Fraternal Council of Record that they are an Officer.

Duties of Supreme Guard

1. The Supreme Guard shall assist the Supreme President at the Convention.
2. Shall be in charge of the main entrance to the Convention Meeting Room for verification of the Delegates and Visitors Credentials for admission at all business functions.
3. Shall Chair or be actively involved with at least one annual fraternal activity or event promoted by the Society.
4. Shall perform any duties issued by the Supreme President.
5. Shall obey the Bylaws and Rules of Procedures of the Supreme Council of PFSA.
6. Shall be a benefit member and reside in the state of the Fraternal Council of Record that they are an Officer.

FRATERNAL ACTIVITIES COMMITTEE

The Fraternal Activities Committee shall coordinate and promote the fraternal, social, cultural, charitable and membership activities and objectives of the Society.

- 1) Shall be composed of seven (7) members:
 - Fraternal Activities Director (Committee Chairperson)
 - Supreme President
 - Supreme Vice President
 - Supreme Master of Ceremonies
 - Supreme Marshal
 - Two (2) Members at large, appointed by the Board of Directors
- 2) Shall meet at least quarterly at the Home Office, unless the Board of Directors grants permission, at the request of the Fraternal Activities Committee, to hold a meeting at an alternate location.
- 3) Each Committee Member shall Chair or be actively involved with at least one (1) annual fraternal activity or event promoted by the Society.
- 4) Shall be responsible to coordinate and promote the fraternal activities and events of the Society, namely:
 - a) Portuguese Immigrant Week Celebrations (2nd week of March)
 - b) Coordinate Book Presentations at the J.A. Freitas Library
(Advise Members of the J.A. Freitas Library Volunteer Committee)
 - c) Annual Picnic
 - d) Promote "Make a Difference Month" in May
 - e) Dia de Portugal, participation in Parade at Kelly Park, San Jose, CA (June)
 - f) Symposium, held in conjunction with the Dia de Portugal Celebrations
 - g) San Francisco Giants Portuguese Heritage Night at AT&T Ball Park (June)
 - h) Oakland A's Portuguese Heritage Night at the Oakland Coliseum (September)
 - i) Promote Portuguese Heritage Nights in other Communities, with Major or Minor League Teams
 - j) Schedule Annual Christmas Party
- 5) Establish Fraternal and Cultural programs of the PFSA.
- 6) Shall determine if the nominees, submitted by the Fraternal Councils, qualify for the title of Honorary Supreme Officer and may recommend one (1) nominee, annually, to the Board of Directors for approval.
- 7) Shall receive, consider and approve requests from Fraternal Councils for the "Members In Action" financial assistance program offered by the PFSA.
- 8) Shall appoint Committees for Convention, as follows:
 - a) Credentials Committee
 - b) Electoral Committee
 - c) Nominating Committee
- 9) Shall select the Fraternalist of the Year, by September, from the recommendations received from the Fraternal Councils.
- 10) Receive and review application(s) for a New Fraternal Council and make a recommendation to the Board of Directors.

HONORARY SUPREME OFFICER

The title of Honorary Supreme Officer may be bestowed every year at the Annual Convention upon a qualified member who has assisted, promoted and served the PFSA through exemplary service at the Supreme and/or Fraternal Council levels. This title shall be bestowed upon any qualified member who has voluntarily served the PFSA for at least ten (10) cumulative years.

1. The names and qualifications of the nominees are to be submitted by their Fraternal Council of record to the PFSA Fraternal Activities Committee on or before May 1.
 - a. Their fraternal council shall submit a letter stating that the nominee has been not only active in their fraternal council, but also in their community as well.
2. The Fraternal Activities Committee may at their meeting select and recommend for approval only one (1) new Honorary Supreme Officer at each Annual Convention.
3. The Honorary Supreme Officer shall be, if eligible, an Automatic Delegate for life from the Fraternal Council he/she represented when he/she was bestowed the title of Honorary Supreme Officer.
4. The Honorary Supreme Officer shall be installed with an Honorary Supreme Officer Regalia at the Annual Convention.

SUPREME COUNCIL

SCHOLARSHIPS / GRANTS

The PFSA has established the PFSA Scholarship Foundation to provide scholarships and grants to its qualified members on an annual basis.

ANNUAL INDEPENDENT AUDIT

Supreme Council of PFSA will have an independent audit performed annually.

PAST PRESIDENTS AND SPOUSES ASSOCIATION – ANNUAL MEETING

The Past Presidents and Spouses Association shall hold an Annual Meeting on the day prior to the Fraternal Business Session of the Annual Convention.

FUNERAL PROCEDURES

The Board of Directors, Executive Officers, Supreme Officers, Supreme 20-30's Officers, Supreme Youth Officers, Past Supreme Presidents, Spouses of Past Supreme Presidents, Honorary Supreme Officers, Permanent Members of the Supreme Council, Ten Year Officers, Ex-Supreme Officers, Past Supreme 20-30's Presidents, Past Supreme Youth/Junior Presidents and Past Supreme Officers shall provide an Honor Guard for any deceased Automatic Delegate of the Supreme Council of PFSA. All Officers shall wear their respective Regalia during the Honor Guard and Funeral/Memorial Services of the deceased Automatic Delegate.

The Supreme President, or his/her designated representative, shall be in charge of the Honor Guard and recite the PFSA Funeral Oration, unless the family requests a specific Officer to recite the Funeral Oration, or the family may choose not to have the Funeral Oration recited.

BANNER OF THE SUPREME COUNCIL OF PFSA

The Banner of the Supreme Council of PFSA shall be displayed at the:

1. Funeral/Memorial Services of a deceased Supreme Officer (Automatic Delegate) and the PFSA Funeral Oration shall be recited with the permission of the family of the deceased Supreme Officer.
2. PFSA Convention.
3. Any other official function as deemed appropriate by the CEO or Board of Directors.

PFSA PICNIC

The Society shall hold an Annual Picnic on the date, time and at the location chosen by the Fraternal Activities Committee with the approval of the Board of Directors.



Portuguese Fraternal Society of America

SUPREME COUNCIL ANNUAL CONVENTION

SUPREME COUNCIL ANNUAL CONVENTION

SUPREME COUNCIL CONVENTION ORDER OF BUSINESS

- 1) The order of Business for the Convention shall be as follows:
 - a) Opening of the Convention by the Supreme President.
 - b) Presentation of Colors/Pledge of Allegiance to the American Flag/Recognition of the Portuguese Flag.
 - c) Singing of the National Anthems.
 - d) Invocation.
 - e) Report of the Committee on Credentials.
 - f) Roll call of Officers and Delegates. The roll call may be taken at any time at the discretion of the Supreme President.
 - g) Approval of minutes of the last Convention of the Supreme Council.
 - h) Filling vacancies of Committees of the Supreme Council.
 - i) Nomination of Supreme Officers.
 - j) Reports of Officers and Committees:
 - i. Supreme President
 - ii. Past Presidents and Spouses Association
 - iii. Supreme 20-30's President
 - iv. Supreme Youth President
 - v. Special Committees
 - k) Communications.
 - l) Unfinished Business.
 - m) New Business.
 - n) Election of Supreme Officers.
 - o) Installation of all Supreme Officers.
 - p) Adjournment.

QUORUM

ELECTED DELEGATES TO THE CONVENTION

The Convention shall consist of Delegates elected by a vote of a majority of the members of each Fraternal Council of record at a meeting held in the month of July of every year. Delegate Forms are to be mailed to the Fraternal Councils no later than June 1st of every year. Delegate Forms must be returned to the PFSA Home Office by August 1st.

AUTOMATIC DELEGATES

Individuals who hold the following positions are Automatic Delegates to the Convention: Board of Directors, CEO (Chief Executive Officer), Executive Secretary, Executive Treasurer/CFO (Chief Financial Officer), Supreme Council Officers, Supreme 20-30's Officers, Supreme Youth Officers, Past/Ex Supreme Presidents, Honorary Supreme Officers, Permanent Members of the Supreme Council, Ten Year Officers, Ex-Supreme Officers, Spouses of Record of Past/Ex Supreme Presidents, Past Supreme 20-30's Presidents, Past Supreme Youth Presidents and Past Supreme Junior Presidents (as defined in the PFSA Bylaws Section 33, Article XII, Page 7). All Automatic Delegates must attend a majority of fraternal council meetings during the fiscal year and be a member in good standing.

NUMBER OF DELEGATES

Each Fraternal Council, in good standing shall be entitled to two (2) Delegates so that the minimum number of Delegates is two (2) and that one (1) additional Delegate for each sixty (60) members above one hundred twenty (120) members in good standing according to the records of the PFSA on December 31st of the preceding year.

Each Fraternal Council shall also be entitled to two (2) Youth Delegates. The same applies to alternate delegates.

A Fraternal Council shall not be in good standing if:

1. It fails to hold the minimum number of meetings required by the Board of Directors of the PFSA, or
2. It fails to file any reports required by the Board of Directors of the PFSA, the Bylaws of the PFSA, the laws of the State of California and/or the United States of America, in a timely manner, or
3. It is suspended by the Board of Directors of the PFSA, or
4. It fails to have an Official Visit during the term of the Supreme President.
5. It fails to comply with the above-listed requirements, that Fraternal Council shall not be entitled to send any elected delegates to the Convention.

NOMINATIONS AND ELECTION OF DELEGATES

Nominations shall be accepted from the members present at the July meeting. In the event that the number of individuals nominated does not exceed the number of Delegates to be elected, then the individuals nominated shall be elected by acclamation. In the event that the number of individuals nominated exceeds the number of Delegates to be elected, an election shall take place by secret ballot and those individuals receiving an absolute majority vote shall be deemed elected.

TERM OF OFFICE FOR DELEGATES

Each Delegate and Alternate Delegate shall hold office for a period of one (1) year or until their successors are duly elected and qualified. The duly elected Delegates and Alternate Delegates to the most recent regular convention shall be the Delegates and Alternate Delegates to any special convention or for any ballot in lieu of a Special Convention.

DELEGATE VACANCIES

In the event of the death, resignation or inability to act as a duly elected Delegate to the Convention, the person elected as an Alternate Delegate shall act as the Delegate.

QUALIFICATIONS OF DELEGATES

Any active PFSA benefit member of a Fraternal Council of record, age sixteen (16) or older, in good standing may be nominated and elected as a Delegate or an Alternate Delegate provided that said member attends a majority of meetings held during the year preceding the election meeting July 1st of the prior twelve (12) months through June 30th of the current year. If the Delegate is unable to attend their Fraternal Council meetings due to work, school, school events, illness, death of immediate family member or due to the scheduling of their Fraternal Council meetings (during the day), they need to contact their Fraternal Council Secretary and request to be excused from their Fraternal Council meetings due to their reason stated and documented so that they may be eligible to be a delegate. No member shall be eligible to be a delegate from more than one (1) Fraternal Council. The Delegates are only eligible to nominate and vote during the Supreme Council Convention Business Session.

QUALIFICATIONS OF 20-30's DELEGATES

Any active PFSA benefit member of a Fraternal Council of record, age twenty-one (21) through thirty-nine (39), in good standing may be nominated and elected as a 20-30's delegate or an alternate 20-30's delegate provided that said member attends a majority of meetings held during the year preceding the election meeting July 1st of the prior twelve (12) months through June 30th of the current year. If the 20-30's delegate is unable to attend their Fraternal Council meetings due to school, school events, no means of transportation, illness, death of immediate family member or due to the scheduling of their Fraternal Council meetings (during the day), they need to contact their Fraternal Council Secretary and request to be excused from Fraternal Council meetings due to their reason stated and documented so that they may be eligible to be a delegate. No member shall be eligible to be a delegate from more than one (1) Fraternal Council.

QUALIFICATIONS OF YOUTH DELEGATES

Any active PFSA benefit member of a Fraternal Council of record, age twelve (12) through twenty (20), in good standing may be nominated and elected as a youth delegate or an alternate youth delegate provided that said member attends a majority of meetings held during the year preceding the election meeting July 1st of the prior twelve (12) months through June 30th of the current year. If the Youth delegate is unable to attend their Fraternal Council meetings due to school, school events, no means of transportation, illness, death of immediate family member or due to the scheduling of their Fraternal Council meetings (during the day), they need to contact their Fraternal Council Secretary and request to be excused from Fraternal Council meetings due to their reason stated and documented so that they may be eligible to be a delegate. No member shall be eligible to be a delegate from more than one (1) Fraternal Council. The Youth delegates that are age 16 or older are eligible to nominate and vote during the Supreme Council Convention Business Session.

WAITING LIST OF YOUTH DELEGATES

In order to increase the number of Youth Delegates to participate and to be more involved in the governing of the PFSA, a waiting list for eligible youth delegates will be established for the Annual Convention with the following criteria:

1. Waiting List Delegates will be on a first come first serve basis.
2. The total number of eligible Waiting List Youth Delegates count will be restricted to the number of active Councils during the Annual Convention. Equivalent to the active Councils multiplied by two delegates per Council. Example: If there are 60 active councils then total eligible is 120 (60 x 2 for youth delegates).
3. The total number of Waiting List Delegates available will be reduced by the number of Active Councils who have already submitted Youth Delegates. Example: Council #1 sends one Youth Delegate, the available waiting list number is one available to be filled by a Waiting List Delegate.
4. The deadline to submit the names on the Council's Waiting List is August 1st of each year or the same deadline that currently exists for all Delegate types.
5. After the deadline, the Home Office will notify the Waiting List Delegates who have been selected by sending a letter to the Secretary of the Council within 30 days.
6. Youth Members under the age of 18 must have their Parent and/or Legal Guardian submit a request in writing to the Home Office prior to the deadline if their Council did not submit their

name. In addition, the Youth Delegate cannot attend Convention without supervision by a Parent and/or Legal Guardian. The Youth Members must meet all delegate requirements currently established such as Council Meeting attendance, etc.

20-30's CONVENTION MEETING

The Supreme 20-30's Officers and 20-30's Delegates shall meet in the 20-30's Meeting on the date and place where the Convention of the Society meets.

The participation in the 20-30's at the Convention shall be limited to Supreme 20-30's Officers, 20-30's Delegates and 20-30's Members. 20-30's are eligible to be Delegates of their local Fraternal Council providing that they meet the criteria set forth by the PFSA Bylaws and Rules of Procedures.

YOUTH CONVENTION MEETING

The Supreme Youth Officers and Youth Delegates shall meet in the Youth Meeting on the date and place where the Convention of the Society meets.

The participation in the Youth at the Convention shall be limited to Supreme Youth Officers, Youth Delegates and Youth Members. Youth are eligible to be Delegates of their local Fraternal Council providing that they meet the criteria set forth by the PFSA Bylaws and Rules of Procedures.

NOMINATION & ELECTION OF SUPREME COUNCIL OFFICERS

NOMINATION OF SUPREME OFFICERS AT CONVENTION

A delegate may only be nominated for one Supreme Officer Position. If the delegate accepts the nomination; their name is placed on the ballot slate of Supreme Officers to be voted on.

ELECTION OF SUPREME COUNCIL OFFICERS

The Supreme Council shall elect from the delegation the following Supreme Officers: President, Vice-President, Master of Ceremonies, Marshal and Guard will be nominated and elected during the Fraternal Business Session of the Convention.

The Supreme Council Officers must be benefit members and reside in the states that PFSA is licensed in.

NOMINATION & ELECTION OF SUPREME 20-30's OFFICERS

The Supreme 20-30's Officers will be nominated and elected during their own meeting at the Convention. The 20-30's delegation shall elect from its members the following Supreme 20-30's Officers: 20-30's President, 20-30's Vice-President, 20-30's Secretary, 20-30's Treasurer, 20-30's Master of Ceremonies, 20-30's Marshal and 20-30's Guard.

NOMINATION & ELECTION OF SUPREME YOUTH OFFICERS AND APPOINTMENT OF STATE YOUTH DIRECTOR

The Supreme Youth Officers will be nominated and elected during their own meeting at the Convention. The Youth delegation shall elect from its members the following Supreme Youth Officers: Youth President, Youth Vice-President, Youth Secretary, Youth Treasurer, Youth Master of Ceremonies, Youth Marshal, Youth Guard, and three (3) Youth Trustees.

The State Youth Director shall be appointed annually by the Fraternal Activities Committee. The State Youth Director is not considered a Supreme Officer.

TERM OF ELECTED SUPREME OFFICERS

All the Supreme Officers elected shall serve a one (1) year term of office.

CONVENTION REIMBURSEMENT, MEALS AND TRAVEL

Automatic Delegates and Qualified Elected Delegates shall receive reimbursement for *two (2) room nights at the designated Convention Hotel Headquarters and shall receive reimbursement for two (2) meals, specifically: the Convention Luncheon/Visitors Hour meal and the Installation Banquet held during the convention. Travel expenses will be paid from the Council of Record or residence whichever is the shorter distance. PFSA will reimburse the mileage or flight cost whichever is the lesser amount based at the current rate as stipulated in the PFSA Travel Policy.

(* for 2018 Automatic Delegates and Elected Delegates that require three (3) hours or more of one way travel to the Annual Convention will be reimbursed for one (1) additional night lodging at the Convention Hotel Headquarters.

INSTALLATION OF SUPREME OFFICERS, SUPREME 20-30'S OFFICERS AND SUPREME YOUTH OFFICERS

INSTALLING OFFICER:

Worthy Members, we are going to proceed with the Installation of Officers elected to the Supreme Council of the Portuguese Fraternal Society of America (PFSA), for the 20__ to 20__ term that begins November ____, 20__.

INSTALLING OFFICER:

Installing Master of Ceremonies and Marshal, please escort to his/her station the outgoing Supreme President, the outgoing Supreme 20-30's President and the outgoing Supreme Youth President.

(Outgoing President and Spouse, the outgoing Supreme 20-30's President and the outgoing Supreme Youth President will be seated in front of the podium)

INSTALLING OFFICER:

Delegates and friends, the Incoming Supreme Officers, the Supreme 20-30's Officers and the Supreme Youth Officers are about to take charge of their offices which bestows not only high honors, but also charges them with great responsibilities. In so doing, they will honor the office for which they were elected.

INSTALLING OFFICER:

Installing Master of Ceremonies and Marshal, please escort the Worthy Incoming Supreme Officers, the Supreme 20-30's Officers and the Supreme Youth Officers into the assembly.

(After the Incoming Officers have been seated in their chairs, the Installing Officer proceeds)

INSTALLING OFFICER:

Installing Master of Ceremonies, please call the Roll of Incoming Supreme Officers, the Supreme 20-30's Officers and the Supreme Youth Officers, and the Incoming Officers will answer present and remain standing.

To ensure that all the Officers are recognized by the Assembly the Master of Ceremonies will introduce everyone by name and their entrance will be as follows:

- All Supreme Officers, except the Supreme President
- All Supreme 20-30's Officers, except the Supreme 20-30's President
- All Supreme Youth Officers, except the Supreme Youth President

INSTALLING MASTER OF CEREMONIES: (Proceeds with the Roll Call of Incoming Supreme Officers, the Supreme 20-30's Officers and the Supreme Youth Officers)

INSTALLING OFFICER:

RAISE YOUR RIGHT HAND AND REPEAT AFTER ME:

I, _____ (state your name),

declare that I accept –
of my own free will –
the office for which I was elected. –

I promise to discharge faithfully –
its inherent obligations. –

I shall do everything within my power –
for the advancement –
progress –
and well-being of our Society.-

In testimony of which – I pledge my sacred honor.

INSTALLING OFFICER:

Installing Master of Ceremonies and Marshal please, escort to my presence all Supreme Officers, except the Supreme President, all the Supreme 20-30's Officers, except the Supreme 20-30's President, and all the Supreme Youth Officers, except the Supreme Youth President and invest them with the Regalia of their rank and give them charge of their Office.

INSTALLING OFFICER:

Installing Master of Ceremonies and Marshal please escort the installed Supreme Officers, Supreme 20-30's Officers and Supreme Youth Officers to their respective stations.

INSTALLING OFFICER: [HONORARY SUPREME OFFICER - IF APPLICABLE]

Installing Master of Ceremonies and Marshal, please escort to my presence the Honorary Supreme Officer and invest him/her with the Regalia of his/her rank and give him/her charge of his/her Office.

Installing Master of Ceremonies and Marshal please escort him/her to his/her station.

INSTALLING OFFICER:

Installing Master of Ceremonies and Marshal, please escort to my presence the Past Supreme President, Past Supreme 20-30's President and the Past Supreme Youth President and invest them with the Regalia of their rank and give them charge of their Office.

INSTALLING OFFICER:

Dear Past Supreme President, Past Supreme 20-30's President and Past Supreme Youth President, it is indeed with great pleasure that in the name of the PFSA, I address to you these few words of thanks for the valuable services you have rendered during your administration. You are entitled to be proud and feel a great sense of satisfaction. We highly appreciate and honor your efforts and willingness. We sincerely hope that your examples will be imitated by your successors for the prestige of our Society.

INSTALLING OFFICER:

Installing Master of Ceremonies and Marshal please escort the Past Supreme President, Past Supreme 20-30's President and the Past Supreme Youth President to the head table.

INSTALLING OFFICER:

Installing Master of Ceremonies and Marshal, please escort to my presence the Incoming Supreme President, the Incoming Supreme 20-30's President and the Incoming Supreme Youth President, and invest them with the Regalia of their rank and give them charge of their Office.

INSTALLING OFFICER:

Dear Supreme President, Supreme 20-30's President and Supreme Youth President during your administration your guidance, energy, devotion and diligence are needed by our Society so that the Supreme Council will meet and exceed the high ideals to which it aspires. May our Patrons aid, enlighten and strengthen you so your efforts will be successful. The installed Supreme Officers must keep in mind the obligations they have assumed, making every effort to perform them with zeal and dignity. As for the Delegates, they must give the Supreme Officers their valuable assistance, so the efforts of all will benefit our Supreme Council of the Portuguese Fraternal Society of America.

INSTALLING OFFICER:

Installing Master of Ceremonies and Marshal please escort the newly invested Supreme President, the newly invested Supreme 20-30's President and the newly invested Supreme Youth President to the head table.

Installing Master of Ceremonies, please declare the ceremony of the installation of Supreme Officers, the Supreme 20-30's Officers and the Supreme Youth Officers of our Society for the ensuing term completed.

INSTALLING MASTER OF CEREMONIES:

By order of the Installing Officer, I declare completed, the ceremony of the Installation of the Supreme Officers, Supreme 20-30's Officers and Supreme Youth Officers of the PFSA for the ensuing term complete.

SUPREME PRESIDENT:

Dear Installing Officer, Installing Master of Ceremonies and Installing Marshal, in the name of the PFSA, I sincerely thank you for the important services you have just rendered our Society.

There being no further business to transact, I now declare this _____ Convention of the Supreme Council of the Portuguese Fraternal Society of America adjourned.

DRESS CODE

Supreme Officers, Supreme 20-30's Officers and Supreme Youth Officers:

Men must wear a sport coat or suit and tie when representing the Society at Conventions, Funerals, and Parades or any other Functions representing the PFSA.

Women must wear a dress or pant suit when representing the Society at Conventions, Funerals, Parades or any other Functions representing the PFSA.

All Supreme Officers must wear their Regalia at all times unless otherwise notified or another type of identification is given.

When Formal Wear is requested:

Men must wear a Tuxedo, Dinner Jacket or Dark Suit, and is a requirement for the Convention Banquet, Grand Ball and Grand March.

Women must wear a Floor Length Gown or Tea Length, and is a requirement for the Convention Banquet, Grand Ball and Grand March.

Convention Delegates and Visitors:

Must wear appropriate dress attire. NO Shorts, Tank Tops or "T" Shirts.



Portuguese Fraternal Society of America

FRATERNAL COUNCILS

FRATERNAL COUNCILS

FRATERNAL COUNCIL MEETING ORDER OF BUSINESS

The Order Of Business for regular Fraternal Council meetings shall be as noted-below (Opening of a Meeting through Adjournment). Fraternal Councils are required to have a minimum of six (6) Council meetings per year; not meeting this requirement will make your Fraternal Council ineligible to send elected Council Delegates to the Annual Convention or a Special Convention.

The attendance form is to be signed prior to opening of meeting and shall be kept with the Minutes of the Council.

Meeting Quorum: In order to hold a Fraternal Council Meeting there must be a minimum of five (5) members of said Fraternal Council in attendance. For a "Special" Meeting of the Fraternal Council there must be a minimum of seven (7) members in attendance.

Opening of a Meeting: - Fraternal Council President calls meeting to order.

1. Pledge of Allegiance to the American flag.
2. Recognize Portuguese flag.
3. Moment of silence for our sick and deceased members.
4. Opening Prayer by Immediate Past Fraternal Council President.
5. Introduction of visiting Supreme Officers or Dignitaries. - Visiting Supreme Officers should then be asked to sit at designated location with Fraternal Council Officers.
6. Roll call of Officers. Called by Fraternal Council Secretary and answered by Master of Ceremonies.
7. Approval of minutes of previous meeting. Fraternal Council Secretary reads minutes of previous meeting and upon approval has the Fraternal Council President sign the minutes in ink.
8. Report of ill, needy or deceased members.
9. Committee reports.
10. Presentation of applicants for membership (requires acceptance by Council vote at meeting).
11. Reading and approval of bills.
12. Financial Report/Treasurer's Report. Should include an itemized listing of all income and expenses, current account balances of all the Fraternal Council's checking account(s), savings account(s), CD account(s) and investments, at each Fraternal Council meeting. Also an annual Financial Report to the Fraternal Council Finance Committee and Fraternal Council Secretary, this includes the obligation to protect the privacy of membership information and not disclose membership names and policy information to any non-interested party. Annual Report must be presented and read at the February Meeting.
13. Communications.
14. Unfinished business.
15. New business. – (Nominations, election and installation of Fraternal Council Officers are):
 - May – nomination of Fraternal Council Officers.
 - June - election of Fraternal Council Officers.
 - July – installation of Fraternal Council Officers and nomination and election of Delegates.
16. Receipts of Meeting. (Report of money collected during the meeting)
17. Good of the Order. (Fraternal Council President asks visiting dignitaries to speak at this time)
18. Closing Prayer by Immediate Past Fraternal Council President.
19. Adjournment. – Fraternal Council President declares meeting adjourned.

Note: The Order of Business may be altered by a majority vote of the members present at the meeting.

OPENING PRAYER BEFORE FRATERNAL COUNCIL MEETING

(To be led by Immediate Past President)

(These Prayers are optional and may be substituted with a “Moment of Silent Prayer”)

Dear Lord, we ask for your Blessing over this meeting. Guide us in our deliberations, enlighten our minds and enrich our spirits enabling us to transact all business efficiently and well for the success and progress of our fraternal union.

RESPONSE: Amen

CLOSING PRAYER AFTER FRATERNAL COUNCIL MEETING

(To be led by Immediate Past President)

(These Prayers are optional and may be substituted with a “Moment of Silent Prayer”)

May our Divine Patrons, the Immaculate Conception, St. Anthony, and the Holy Spirit protect each and every one as we part from this Fraternal Session. Strengthen us with unity and peace to better serve our fellow brothers and sisters in our communities.

RESPONSE: Amen

FRATERNAL COUNCILS FISCAL YEAR

The Fiscal Year for the Financial Reporting and Membership Status Annual Reports of the Fraternal Councils shall be the calendar year and they are due on or before February 15th, of each year. Not complying with the Fiscal Year Financial Report and Membership Status Annual Report of your Fraternal Council will make your Fraternal Council ineligible to send elected delegates to the Convention.

All Fraternal Councils shall perform an Audit of Fraternal Councils records, mandatory by the Fraternal Council Trustees, quarterly.

Any PFSA Fraternal Council that earns \$50,000 or more in gross annual income are to be reported on an IRS form 990, to be prepared by a CPA, and sent to the Home Office of PFSA. It is imperative that any Fraternal Council that meets this requirement and does not comply could face disciplinary action or even be made ineligible to send elected delegates to the Convention.

The Supreme Council will audit the Fraternal Council Financial records, minutes and other pertinent information at least every 5 years and/or when there is a change of the Fraternal Council Secretary. Annual Audit of Fraternal Councils will be conducted by the Home Office, a block of ten (10) Fraternal Councils per year.

FRATERNAL COUNCIL OFFICERS

Duties of Fraternal Council President

1. Shall preside and maintain order at the meetings of the Fraternal Council pursuant to the Rules of Procedures of the PFSA and current Robert's Rules of Order manual. The meeting shall be conducted in English in accordance to the California Insurance Code.
2. Shall not be entitled to make a motion.
3. Shall have the right to vote in the event:
 - a) The vote is by secret ballot.
 - b) Of a tie vote.
 - c) A two-thirds (2/3) vote is required for a decision.
4. Shall appoint a member to fill, pro tem, for any required vacant position at a meeting.
5. Shall sign documents of the Fraternal Council that require his/her signature.
6. Shall perform other duties that pertain to his/her office.
7. Shall be under the direction of the Supreme Council of the PFSA.
8. Shall obey the Bylaws and Rules of Procedures of the PFSA.
9. Shall be a benefit member and reside in the state of the Fraternal Council of Record.

Duties of Fraternal Council Vice President

1. Shall in the absence of the Fraternal Council President perform the duties and have the power of that office.
2. Shall serve as a member/chairman of the finance committee.
3. Shall advise the president of non-members wishing to enter the meeting room.
4. Shall assist the Fraternal Council President whenever necessary.
5. Shall perform other duties that pertain to the office.
6. Shall be under the direction of the Supreme Council of the PFSA.
7. Shall obey the Bylaws and Rules of Procedures of the PFSA.
8. Shall be a benefit member and reside in the state of the Fraternal Council of Record.

Duties of Fraternal Council Secretary

1. Shall be bonded by the Supreme Council.
2. Shall record the minutes of the Fraternal Council meetings in English in accordance to the California Insurance Code.
3. Shall maintain membership records, this includes the obligation to protect the privacy of membership information and not disclose membership names and policy information to any non-interested party.
4. Shall receive communications and present them to the members of the Fraternal Council at their regular meeting.
5. Shall sign all required documents of the Fraternal Council.
6. Shall receive and forward income to the Fraternal Council Treasurer.
7. Shall perform other duties and fulfill all responsibilities that pertain to the office.
8. Shall complete and submit the Annual Report and Delegate Credentials to the Home Office. Not complying with a completed Annual Report will make your Fraternal Council ineligible to send delegates to the Convention.
9. Any member receiving miscellaneous income of \$600 or more annually will be sent an IRS Form 1099 Miscellaneous Income Statement. This information needs to be reported to the Home Office no later than January 15th of each year.
10. Shall be under the direction of the Supreme Council of the PFSA.
11. Shall obey the Bylaws and Rules of Procedures of the PFSA.
12. Secretary shall not serve as a Secretary or Treasurer of more than one Fraternal Council.
13. Shall be a benefit member and reside in the state of the Fraternal Council of Record.

Duties of Fraternal Council Treasurer

1. Shall be bonded by the Supreme Council.
2. Shall receive income from the Fraternal Council Secretary and deposit it in the designated financial institutions.

3. Shall maintain financial records, present a financial report that includes an itemized listing of all income and expenses, current account balances of all the Fraternal Council's checking account(s), savings account(s), CD account(s) and investments, at each Fraternal Council meeting. Also an annual Financial Report to the Fraternal Council Finance Committee and Fraternal Council Secretary, this includes the obligation to protect the privacy of membership information and not disclose membership names and policy information to any non-interested party.
4. Shall sign all required documents of the Fraternal Council.
5. Shall perform other duties and fulfill all responsibilities that pertain to the office.
6. Shall complete the Financial Statement of the Annual Report and submit to the Fraternal Council Secretary. Not complying with a completed Financial Statement of the Annual Report will make your Fraternal Council ineligible to send delegates to the Convention.
7. Any member receiving miscellaneous income of \$600 or more annually will be sent IRS 1099 Miscellaneous Income Statement. This information needs to be reported to the Home Office no later than January 15th of each year.
8. Shall be under the direction of the Supreme Council of the PFSA.
9. Shall obey the Bylaws and Rules of Procedures of the PFSA.
10. Treasurer shall not serve as a Treasurer or Secretary of more than one Fraternal Council.
11. Shall be a benefit member and reside in the state of the Fraternal Council of Record.

Duties of Fraternal Council Master of Ceremonies

1. Shall assist the Fraternal Council Secretary with the roll call and other items of the Fraternal Council.
2. Shall serve as a member of the Finance Committee.
3. Shall perform other duties that pertain to the office or given by the Fraternal Council President.
4. Shall have charge of the badges, regalias and other properties of the Fraternal Council at the meeting(s).
5. Shall be under the direction of the Supreme Council of the PFSA.
6. Shall obey the Bylaws and Rules of Procedures of the PFSA.
7. Shall be a member and reside in the state of the Fraternal Council of Record.

Duties of Fraternal Council Marshal

1. Shall assist the Fraternal Council Secretary with the American and Portuguese Flags and Fraternal Council Banner.
2. Shall assist the President in maintaining order during the Fraternal Council meetings.
3. Shall perform other duties that pertain to the office or given by the Fraternal Council President.
4. Shall assist the Fraternal Council Master of Ceremonies.
5. Conducts the Fraternal Council in all public functions.
6. Shall be under the direction of the Supreme Council of the PFSA.
7. Shall obey the Bylaws and Rules of Procedures of the PFSA.
8. Shall be a member and reside in the state of the Fraternal Council of Record.

Duties of Fraternal Council Guard

1. Shall notify the Fraternal Council Vice-President of non-members wishing to enter the meeting room.
2. Shall perform other duties that pertain to the office or given by the Fraternal Council President.
3. Shall guard the inner door and assist the Fraternal Council Marshal.
4. Shall be under the direction of the Supreme Council of the PFSA.
5. Shall obey the Bylaws and Rules of Procedures of the PFSA.
6. Shall be a member and reside in the state of the Fraternal Council of Record.

Duties of Fraternal Council Directors

1. The Immediate Past Fraternal Council President shall serve as a Fraternal Council Director, if he/she desires, and serves as a member of the Finance Committee.
2. Shall consist of three (3) or five (5) members of the Fraternal Council.
3. Shall submit to the Fraternal Council on the last regular Session of their term of office a summary of all their transactions and an inventory of the property of the Fraternal Council.

4. Shall have a book in which is written an account of all the transactions and inventory of all the property of the Fraternal Council.
5. Shall have charge of all the property of the Fraternal Council.
6. Shall perform all other duties that pertain to the Office and directed by the Fraternal Council President.
7. Conduct an annual audit of the Fraternal Council Secretary and Fraternal Council Treasurer's books.
8. One (1) Director must sign the Annual Report.
9. Shall be under the direction of the Supreme Council of the PFSA.
10. Shall obey the Bylaws and Rules of Procedures of the PFSA.
11. Shall be a benefit member and reside in the state of the Fraternal Council of Record.

FRATERNAL COUNCIL COMMITTEES

Fraternal Council Committees

1. Shall be composed of qualified benefit members and social members of the Fraternal Council appointed by the Fraternal Council President with the approval of the assembly.
2. The committee shall complete the objective for which it was appointed.
 - In the event income and disbursements are involved, the committee shall present a quarterly and an annual financial report to the Fraternal Council.
 - A social member shall not hold the Office of Secretary or Treasurer of the committee

Rights and Responsibilities of a Fraternal Council

1. Shall sponsor beneficial and annuitant members.
2. May acquire or own real and personal property.
 - Shall submit to the Home Office proof of liability insurance if real property is owned.
 - May adopt Fraternal Council Procedural Regulations which shall be in compliance with the PFSA Bylaws, the *California Insurance Code* and the *General Non-Profit Corporation Law of the State of California*.
 - Shall be submitted in writing at a regular Fraternal Council meeting.
 - The Fraternal Council Secretary shall notify all Fraternal Council members of the location, date and time of the meeting at which the proposed Procedural Regulations shall be acted upon. The proposed Procedural Regulations require a two-thirds (2/3) vote of the members present at the meeting for adoption.
3. Shall take effect upon final approval by the Board of Directors and the Fraternal Council shall be notified.
4. Shall be under the direction of the Supreme Council of the PFSA.
5. Shall obey the Bylaws and Rules of Procedures of the PFSA.
6. Shall not supersede the PFSA Bylaws, Rules of Procedures and may be rescinded by the PFSA Board of Directors at any time if not in compliance with Federal, State or Local Laws.
7. The assets of a council shall not be divided among its members as in accordance with *General Non-Profit Corporation Law of the State of California*.
8. No member shall vote on any matter which would be to their personal financial benefit.
9. Shall be exclusively responsible for its acts and the work of its officers.
10. Any Fraternal Council that earns \$50,000 or more in gross annual income are to be reported on an IRS form 990, to be prepared by a CPA, and sent to the Home Office of PFSA.

Rights of Active and Inactive Members of a Fraternal Council

An active member in Good Standing is defined as a member who has a life insurance policy or annuity contract and membership dues are current or a fully paid-up policy with membership rights for life of the insured. These members have the right to fully participate as an active member of their Fraternal Council and are eligible to vote at their council meetings. They have the right to hold any Fraternal Council Officer positions of their Council, be a Convention Delegate of their Council and run for a Supreme Officer position or the Board of Directors.

An inactive member is defined as a member who has a policy or dues which are not currently paid up. These

members cannot fully participate as an active member of their Fraternal Council. They may attend Council meetings but are ineligible to vote at their Council meetings. They cannot hold any of the Fraternal Council Officer positions, nor be a Convention Delegate, cannot hold a Supreme Officer position nor serve as a Board of Director. When their policy or dues are paid up and current then they will be classified as an active member in Good Standing.

Social Members of a Fraternal Council

A Social member may participate in the meetings and all activities of their Fraternal Council. A Social Member may not vote in the management of the Insurance Affairs of the Society. Social Members may hold the positions of: Fraternal Council Master of Ceremonies, Marshal or Guard. Social Members are not eligible to be a Delegate to the Convention, however they may attend the Convention as a visitor.

Disciplinary Procedures

Failure to comply with the PFSA Bylaws and PFSA Rules of Procedures may result in disciplinary and or legal action.

FRATERNAL COUNCILS INSTALLATION OF OFFICERS

GENERAL RULES

The Fraternal Council President shall have a list of Officers to be installed and shall be the Installing Officer. If a Supreme Officer or a Past Supreme President is present then that person shall be the Installing Officer.

The Installing Officer shall direct all Officers to be installed to stand before him/her and administer the oath of office as a group.

OATH OF OFFICE

INSTALLING OFFICER:

(Read list of Officers who are being installed and their respective office then proceed by saying.)

Worthy elected Officers, it is with great joy that I administer the Oath of Office to install you in your respective positions.

Please place your right hand over your heart, state your name and repeat after me.

I _____, (Name)

in the presence of the members ...

of the Portuguese Fraternal Society of America here assembled ...

promise that I will enforce, support and abide by ...

the PFSA Bylaws and Rules of Procedures ...

and the laws of the State.

I will to the best of my ability ...

discharge the duties to which I have been elected, ...

so help me God.

In witness whereof I pledge my word of honor.

Installing Officer

In the name of the Supreme Council of the Portuguese Fraternal Society of America I declare the Officers of Fraternal Council Number _____, of _____, duly installed in their respective positions for the ensuing term.

FRATERNAL COUNCIL OFFICIAL VISIT

All Fraternal Councils shall host an Official Visit during the term of the Supreme President who shall attend the Official Visit. Should one or more of the Fraternal Councils decide to co-host the Official Visit they are eligible to do so. They should notify the Supreme President of their plans and their Fraternal Council Numbers so as to be credited for an Official Visit. Any Fraternal Council not hosting an Official Visit shall not be entitled to send elected delegates to the Convention.

The type of Official Visit a Fraternal Council wants to hold is at the Council's sole discretion and per a majority vote of the Council Members at a Council meeting.

Some examples of an Official Visit:

- Gathering at a hall or restaurant (meal/food optional)
- Picnic
- Gathering at a park or a lake
- Bus trip
- Social event that supports a community charity or a fundraising event
- Pizza Night
- Supreme President's attendance at a meeting of the Fraternal Council
- Any other event that the Fraternal Council agrees upon by a majority vote

The Council Secretary must invite, by flyer or e-mail, the Council Members, the Supreme President and the Executive Secretary at least 30 days before the Official Visit. Upon receipt of the communication the Executive Secretary will publish the Official Visit information in the Monthly Newsletter.

FRATERNAL COUNCIL OFFICIAL VISIT GUIDELINES

1. Program Protocol (optional):

- Welcome by the Fraternal Council President
- Introduction of the Master of Ceremonies (optional)
- Pledge of Allegiance to the Flag of the United States of America and Recognize the Flag of Portugal (if applicable, based on location of event)
- Anthems (optional)
- Grace by the Supreme President or clergy, if a meal is being served
- Introductions of Officers and Automatic Delegates (optional)
- Meal (optional)
- Speakers (optional):
- Membership Representative Report including Products and New Membership
- CEO or Chairman of the Board of Directors, if unavailable another Member of the Board of Directors
- Supreme President
- Presentation of Gift to Supreme President (optional)
- Raffle or Auction (optional)
- Closing singing in unison of "God Bless America" (optional)

OPENING OF A NEW FRATERNAL COUNCIL

A New Fraternal Council may apply for a Charter to open a PFSA Fraternal Council, in accordance with the PFSA Bylaws Article XIII, Section 39 – Charter, page 8. Opening of the Council must be reviewed by the Executive Secretary and approved by the Board of Directors.

The New Fraternal Council Opening Process begins with the election of the following Fraternal Council Officers:

- President
- Vice-President
- Secretary
- Treasurer
- Directors three (3) or five (5)

(The above Officers must be benefit members, due to their fiduciary responsibility regarding Fraternal Council Funds.)

The other Fraternal Council Officer positions:

- Master of Ceremonies
- Marshal
- Guard

(The above Officers can be either social or benefit members.)

The Opening Fraternal Council will elect all eleven positions at their first meeting in accordance to the PFSA Rules of Procedures.

The New Fraternal Council shall have all the rights and privileges of all existing PFSA Fraternal Councils.

The New Fraternal Council shall be subject to the authority of the PFSA Bylaws and PFSA Rules of Procedures.

The PFSA shall furnish the following to the newly organized Fraternal Council: the PFSA Rules of Procedures, PFSA Bylaws, PFSA Official Forms, and an engraved gavel.

CLOSING OF A FRATERNAL COUNCIL

A PFSA Fraternal Council may be closed due to the following:

- A. A majority vote of all its Fraternal Council Benefit Members deciding that it cannot continue to exist. The process is as follows:
 - The Fraternal Council Secretary must notify the total membership of the date, time, and agenda of the Special Meeting where a vote to close the council will be held. The Fraternal Council Secretary must include the PFSA Executive Secretary and the Home Office as recipients of the meeting notification mailing.
 - The Fraternal Council Members must be given a 30 day notice of the pending Special Meeting.
 - In order to close the council, the vote to close must be a 2/3 majority of those benefit members in attendance at the meeting.
- B. The PFSA Fraternal Activities Committee may propose to the PFSA Board of Directors to close a Fraternal Council due to the Fraternal Council's failure to comply with the PFSA Bylaws and/or Rules of Procedure and the Fraternal Council's refusal to follow a plan of correction for any identified deficiencies.

A Fraternal Council that is closed:

- A. Shall turn over all its property to the PFSA Home Office: includes all Fraternal Councils documents, minutes, logs, files and financial accounting of all monies including a check closing out all its bank accounts and a copy of the council's last bank statement.

- B. The assets (real property, monetary funds and any other assets) of the PFSA Fraternal Council are that of the PFSA Supreme Council. Fraternal Councils are not free to use the assets in a manner inconsistent with the objectives of the Society as well as Federal and State Laws that govern Nonprofit Organizations. Unusual use or transfer of assets is not permitted of which such distributions or use of these funds would be a misappropriation and may have legal consequences.
- C. The PFSA Home Office shall transfer the members of the closed Fraternal Council to an appropriate nearby Fraternal Council and distribute the Fraternal Council funds in proportion to the transferred members.

MEMBER TRANSFER TO ANOTHER FRATERNAL COUNCIL

1. The member must send a letter in writing requesting a transfer to the PFSA Home Office.
2. The PFSA Home Office will send the member a transfer application form.
3. The member completes the transfer application form and returns it to the PFSA Home Office.
4. Upon receipt of transfer request, the PFSA Home Office will send a letter to the receiving Fraternal Council notifying them of the request. The receiving Fraternal Council will accept or reject the transfer by motion at a regular meeting.
5. The receiving Fraternal Council will notify the PFSA Home Office of their decision.
6. The PFSA Home Office will process the transfer application form and will notify the member of the completion as well as the Fraternal Council the member transfers into.

FRATERNAL COUNCIL CHARTERS

Charters will indicate the following:

1. Date
2. Fraternal Council Number
3. City or Town of the Fraternal Council
4. County of the Fraternal Council

Charters shall be signed by the Supreme President and the Executive Secretary.

EULOGY FOR A FUNERAL ORATION

The Eulogy for a Funeral Oration will be read only after checking with the family before the service.

NOTE: Paragraph three (3) of the Eulogy will be eliminated for any Non-Catholics of the Society who do not want it to be read.

(Paragraph 3 - Through the intercession of our Divine Patrons, the maternal protection of the Immaculate Conception, the brilliant St. Anthony, may _____ (Name of the deceased) be led to the celestial path illuminated by the shining rays of the Holy Spirit.)

Procedure for a Past/Ex Supreme President and Spouse, Supreme Officer and any Automatic Delegate:

- 1. Notification of date and time of service by the Supreme Council to the Supreme Officers*
- 2. Honor Guard by Supreme Officers during the evening vigil*
- 3. Honor Guard in two lines as casket proceeds into and leaving the Church Services and at the Graveside if applicable.*
- 4. Memorial Remembrance Tribute Presentation to the family at conclusion of Service.*

NOTE: The Board of Directors has mandated that a Monetary Donation in memory of the deceased Automatic Delegate will be made to the PFSA Scholarship Foundation.

Funeral Oration

Dear Friends,

The members of the Portuguese Fraternal Society of America have gathered here to say farewell to our dear member and friend, our brother/sister, (_____)
Name of the deceased

We extend sincere sympathy to (_____)'s family. We accompany our member in spirit with confidence in the Christian principals guiding our earthly existence, trusting in Christ's message of the legacy of His enduring love. The fraternal ties that unite us in life do not end at death, thus the promise of eternal life.

Through the intercession of our Divine Patrons; the maternal protection of the Immaculate Conception, the brilliant St. Anthony, and illuminated by the shining rays of the Holy Spirit leading (_____) to the celestial path.

Eternal rest grant unto him/her, O Lord and may perpetual light shine upon (_____)

May his/her soul and all the souls of the faithful departed through the Mercy of God rest in peace.
~ Amen

Oração Fúnebre

Caros Amigos:

Os membros da Sociedade Fraternal Portuguesa da América encontram-se aqui reunidos para a despedida final do nosso falecido sócio / da nossa falecida sócia (_____)
Nome do falecido(a)

À família enlutada apresentamos os nossos sentidos pêsames.

Acompanhamos em espírito o nosso amigo / a nossa amiga (_____)
confidentes nos princípios Cristãos que guiam a nossa existência terrestre, e acreditamos na mensagem de Cristo – a herança do Seu Amor infinito e a promessa de Vida eterna.

Os laços fraternais que nos unem em vida, não acabam na morte.

Pela intercessão dos nossos Divinos Padroeiros; a protecção maternal da Imaculada Conceição, o brilhante Santo António, que o espírito de (_____) siga o caminho celestial iluminado pelos raios luminosos do Divino Espírito Santo.

Dai-lhe Senhor o eterno descanso, entre o esplendor da luz perpétua, que descanse em paz.
A men.



Portuguese Fraternal Society of America

SUPREME 20-30's OFFICERS

SUPREME 20-30's OFFICERS

NAME, PURPOSE AND OFFICERS

PFSA "20-30's", shall be the name by which the intermediate age group of Members of the PFSA shall be known. Membership in the PFSA "20-30's" shall consist of members of the PFSA who are 21 to 39 years of age.

The purpose of the PFSA "20-30's" is to unite a group of people in the Intermediate age of the membership in the Society with a common interest in promoting the cultural, heritage, aims and purpose of the PFSA as an auxiliary to the society.

The PFSA "20-30's" shall have the following Supreme Officers: 20-30's President, 20-30's Vice-President, 20-30's Secretary, 20-30's Treasurer, 20-30's Master of Ceremonies, 20-30's Marshal and 20-30's Guard, who shall be elected at the Convention. The term of the Supreme 20-30's Officers shall be for one (1) year.

Duties of Supreme 20-30's President

1. Shall attend and preside at the 20-30's Sessions of the PFSA Convention and all other meetings necessary to conduct 20-30's business.
2. Shall present proposed fraternal 20-30's activities and events to the Supreme 20-30's Officers to be sponsored by the PFSA 20-30's.
3. Shall represent the PFSA at functions of other Societies when invited or send a representative from the Supreme 20-30's Officers who resides nearest to the event.
4. Shall submit information of the PFSA 20-30's and pictures, at least quarterly, to the Fraternal Activities Director for publication in the Monthly Newsletters and/or PFSA Magazine published semi-annually.
5. Shall have the right to call meetings of the Supreme 20-30's Officers.
6. Shall have the right to vote at the 20-30's Meetings.
7. Shall designate a charity to be sponsored by the 20-30's.
8. Shall appoint committees when needed.
9. Shall be an Automatic Delegate to the Convention.
10. Shall be a benefit member and reside in the state of the Fraternal Council of Record of which they were elected as a Supreme 20-30's Officer.
11. Shall obey the Bylaws and Rules of Procedures the PFSA.

Duties of Supreme 20-30's Vice-President

1. Shall in the absence of the Supreme 20-30's President perform duties of said office.
2. Shall represent the Supreme 20-30's President at Fraternal Social Events at the request of the Supreme 20-30's President.
3. Shall assist the Supreme 20-30's President on matters pertaining to the 20-30's Program.
4. Shall be an Automatic Delegate to the Convention.
5. Shall be a benefit member and reside in the state of the Fraternal Council of Record of which they were elected as a Supreme 20-30's Officer.
6. Shall obey the Bylaws and Rules of Procedures the PFSA.

Duties of Supreme 20-30's Secretary

1. Shall take roll call and record minutes (or decisions made by consensus) during all Supreme 20-30's meetings and send copies to the Fraternal Activities Director.
2. Shall send notice of meetings to the Supreme 20-30's Officers.
3. Shall assist the Supreme 20-30's President on matters pertaining to the 20-30's Program.
4. Shall be an Automatic Delegate to the Convention.
5. Shall be a benefit member and reside in the state of the Fraternal Council of Record of which they were elected as a Supreme 20-30's Officer.
6. Shall obey the Bylaws and Rules of Procedures the PFSA.

Duties of Supreme 20-30's Treasurer

1. Shall provide, to the 20-30's Officers at its meetings, financial reports obtained from the Fraternal Activities Director of the 20-30's Funds of the Society.
2. Shall maintain a record of all funds generated at 20-30's Events and submit the report and funds to the Fraternal Activities Director for deposit into the 20-30's Account.
3. Shall assist the Supreme 20-30's President on matters pertaining to the 20-30's Program.
4. Shall be an Automatic Delegate to the Convention.
5. Shall be a benefit member and reside in the state of the Fraternal Council of Record of which they were elected as a Supreme 20-30's Officer.
6. Shall obey the Bylaws and Rules of Procedures the PFSA.

Duties of Supreme 20-30's Master of Ceremonies

1. Shall assist the Supreme 20-30's President at the Convention acting as messenger and making sure that proper protocol is observed.
2. Shall assist the Supreme 20-30's President on matters pertaining to the 20-30's Program.
3. Shall be an Automatic Delegate to the Convention.
4. Shall be a benefit member and reside in the state of the Fraternal Council of Record of which they were elected as a Supreme 20-30's Officer.
5. Shall obey the Bylaws and Rules of Procedures the PFSA.

Duties of Supreme 20-30's Marshal

1. Shall be responsible for any property of the Supreme 20-30's Officers.
2. Shall assist the Supreme 20-30's President on matters pertaining to the 20-30's Program.
3. Shall be an Automatic Delegate to the Annual Convention.
4. Shall be a benefit member and reside in the state of the Fraternal Council of Record of which they were elected as a Supreme 20-30's Officer.
5. Shall obey the Bylaws and Rules of Procedures the PFSA.

Duties of Supreme 20-30's Guard

1. Shall assist the Supreme 20-30's President to maintain order when necessary.
2. Shall assist the Supreme 20-30's President on matters pertaining to the 20-30's Program.
3. Shall be an Automatic Delegate to the Annual Convention.
4. Shall be a benefit member and reside in the state of the Fraternal Council of Record of which they were elected as a Supreme 20-30's Officer.
5. Shall obey the Bylaws and Rules of Procedures of the Supreme Council of PFSA.

IMMEDIATE PAST SUPREME 20-30's PRESIDENT

The Immediate Past Supreme 20-30's President is primarily ceremonial; however, the Immediate Past Supreme 20-30's President shall be available to counsel and offer guidance when requested by the Supreme 20-30's President.



Portuguese Fraternal Society of America

STATE YOUTH ASSOCIATION

SUPREME YOUTH OFFICERS

STATE YOUTH DIRECTOR

AND

YOUTH ADVISORS

SUPREME YOUTH OFFICERS, STATE YOUTH ASSOCIATION, STATE YOUTH DIRECTOR AND YOUTH ADVISORS

NAME, PURPOSE AND OFFICERS

The purpose of the Supreme Youth Officers and State Youth Association is to unite a group of Youth Members to prepare and groom the Youth Members of the Society to be the future leaders of our Society with a common interest in promoting the cultural, heritage, aims and purpose of the PFSA as an auxiliary to the Society.

The State Youth Association shall consist of the following: Supreme Youth Officers (Youth President, Youth Vice-President, Youth Secretary, Youth Treasurer, Youth Master of Ceremonies, Youth Marshal, Youth Guard, and three (3) Youth Trustees), who shall be elected annually, for a one (1) year term, at the Youth Meeting held at Convention; the State Youth Association shall also consist of: the State Youth Director and the Youth Advisors.

The State Youth Director shall be appointed annually by the Fraternal Activities Committee. The State Youth Director shall not be considered a Supreme Officer.

The Youth Advisors shall consist of four (4) to seven (7) PFSA Members, who are at least 21 years of age, appointed by the Fraternal Activities Committee in conjunction with the State Youth Director.

Duties of Supreme Youth President

(Sixteen (16) years of age or older)

1. Shall promote the Youth Program of the Society.
2. Shall attend, as soon as possible after installation, the Supreme Youth President's Orientation conducted by the Executive Secretary, Fraternal Activities Director and State Youth Director.
3. Shall with the State Youth Director schedule the dates and locations of the Quarterly Meetings of the State Youth Association, and submit to the Fraternal Activities Director for final approval of the Chief Executive Officer. (NOTE: Meetings may be held via video conferencing or telephonic conference calls).
4. Shall preside and maintain order at the State Youth Association Meetings.
5. Shall with the State Youth Director and State Youth Association Members hold an annual fundraising event with the net proceeds being donated to a Charitable Organization chosen by the Supreme Youth President.
6. Shall appoint State Youth Association Sub-Committees as needed.
7. Shall attend the Official Visit of his/her Council of Record and when possible any other fraternal councils Official Visits.
8. Shall in conjunction with the State Youth Association coordinate and attend four (4) Annual Fraternal Youth Activities within four (4) different geographical areas of the State to promote the Youth Program.
9. Shall represent the Supreme Youth Officers at functions of other Societies when invited, or send a representative from the Supreme Youth Officers, who resides nearest to the event.
10. Shall submit Youth Activity information and photos to the Fraternal Activities Director for publication in the Monthly Newsletters and/or the PFSA Magazine published semi-annually.
11. Shall be an Automatic Delegate to the Annual Convention.
12. Shall attend and preside at the Youth Meeting at the Convention and State Youth Association Meetings.
13. Shall be a benefit member and reside in the state of the Fraternal Council of Record of which they were elected as Supreme Youth President.
14. Shall obey the Bylaws and Rules of Procedures of the Supreme Council of PFSA.

Duties of the Supreme Youth Vice President

1. Shall perform the duties of the Supreme Youth President in the event of an absence of the Supreme Youth President at a State Youth Association Meeting or the Convention Youth Meeting.
2. Shall assist the Supreme Youth President on matters pertaining to the Youth Program.

3. Shall be an Automatic Delegate to the Annual Convention.
4. Shall attend the Youth Meeting at Convention and State Youth Association Meetings.
5. Shall be a benefit member and reside in the state of the Fraternal Council of Record of which they were elected as a Supreme Youth Officer.
6. Shall obey the Bylaws and Rules of Procedures of the Supreme Council of PFSA.

Duties of the Supreme Youth Secretary

1. Shall take the Roll Call and record the minutes (or decisions by consensus) at the Youth Meeting at Convention and at the meetings of the State Youth Association and forward same to the Fraternal Activities Director.
2. Shall notify the Members of the State Youth Association of Meeting dates as well as Youth Activities/Events that shall be held.
3. Shall assist the Supreme Youth President on matters pertaining to the Youth Program.
4. Shall be an Automatic Delegate to the Annual Convention.
5. Shall attend the Youth Meeting at Convention and State Youth Association Meetings.
6. Shall be a benefit member and reside in the state of the Fraternal Council of Record of which they were elected as a Supreme Youth Officer.
7. Shall obey the Bylaws and Rules of Procedures of the Supreme Council of PFSA.

Duties of the Supreme Youth Treasurer

1. Shall provide, to the State Youth Association at its meetings, financial reports obtained from the Fraternal Activities Director of the Youth Funds of the Society.
2. Shall maintain a record of all funds generated at Youth Events and submit the report and funds to the Fraternal Activities Director for deposit into the Youth Account.
3. Shall assist the Supreme Youth President on matters pertaining to the Youth Program.
4. Shall be an Automatic Delegate to the Annual Convention.
5. Shall attend the Youth Meeting at Convention and State Youth Association Meetings.
6. Shall be a benefit member and reside in the state of the Fraternal Council of Record of which they were elected as a Supreme Youth Officer.
7. Shall obey the Bylaws and Rules of Procedures of the Supreme Council of PFSA.

Duties of the Supreme Youth Master of Ceremonies

1. Shall assist in maintaining order at all Meetings of the State Youth Association.
2. Shall assist the Supreme Youth President on matters pertaining to the Youth Program.
3. Shall be an Automatic Delegate to the Annual Convention.
4. Shall attend the Youth Meeting at Convention and State Youth Association Meetings.
5. Shall be a benefit member and reside in the state of the Fraternal Council of Record of which they were elected as a Supreme Youth Officer.
6. Shall obey the Bylaws and Rules of Procedures of the Supreme Council of PFSA.

Duties of the Supreme Youth Marshal

1. Shall assist the Supreme Youth President and be in charge of any property of the Supreme Youth Officers.
2. Shall assist the Supreme Youth President on matters pertaining to the Youth Program.
3. Shall be an Automatic Delegate to the Annual Convention.
4. Shall attend the Youth Meeting at Convention and State Youth Association Meetings.
5. Shall be a benefit member and reside in the state of the Fraternal Council of Record of which they were elected as a Supreme Youth Officer.
6. Shall obey the Bylaws and Rules of Procedures of the Supreme Council of PFSA.

Duties of the Supreme Youth Guard

1. Shall verify that all Supreme Youth Officers, Youth Delegates and Youth Visitors at the Youth Meeting at Convention are wearing their respective identification badges.
2. Shall assist the Supreme Youth President on matters pertaining to the Youth Program.
3. Shall be an Automatic Delegate to the Annual Convention.
4. Shall attend the Youth Meeting at Convention and State Youth Association Meetings.
5. Shall be a benefit member and reside in the state of the Fraternal Council of Record of which they were elected as a Supreme Youth Officer.
6. Shall obey the Bylaws and Rules of Procedures of the Supreme Council of PFSA.

Duties of the Supreme Youth Trustees

(up to three (3) Youth Trustees may be elected)

1. Shall assist the Supreme Youth President on matters pertaining to the Youth Program.
2. Shall be an Automatic Delegate to the Annual Convention.
3. Shall attend the Youth Meeting at Convention and State Youth Association Meetings.
4. Shall be a benefit member and reside in the state of the Fraternal Council of Record of which they were elected as a Supreme Youth Officer.
5. Shall obey the Bylaws and Rules of Procedures of the Supreme Council of PFSA.

NOTE: *Supreme Youth Officers and Youth Delegates who are age 17 and under and attend the Annual Convention must have a release of liability signed by their parent (s) or legal guardian.*

Duties of the State Youth Director

1. Shall be appointed by the Fraternal Activities Committee.
2. Shall assist the Supreme Youth Officers to promote the Youth Program of the Society.
3. Shall communicate with all Supreme Youth Officers and provide them with guidance to fulfill their respective duties.
4. Shall with the Supreme Youth President schedule dates and locations of the Quarterly Meetings of the State Youth Association, subject to the approval of the Chief Executive Officer. (NOTE: Meetings may be held via, video conferencing or telephonic conference calls).
5. Shall assist the Supreme Youth President, Supreme Youth Officers and the Youth Advisors with an annual fundraising event with the net proceeds being donated to a charitable organization of the Supreme Youth President's charity of choice.
6. Shall in conjunction with the State Youth Association coordinate and attend four (4) Annual Fraternal Youth Activities within four (4) different geographical areas of the State to promote the Youth Program.
7. Shall work with the Convention Committee to organize Youth Activities at the Annual Convention and send the invitations and receive the responses for the Youth Activities held during the Annual Convention.
8. Shall assist the Fraternal Activities Committee in the appointment of members who are at least 21 years of age, to serve as Youth Advisors.
9. Shall request from the Fraternal Activities Director an advance of funds for Youth Events, subject to final approval of the Chief Executive Officer.
10. Shall provide a written financial report of the Youth Events to the Fraternal Activities Director.
11. Shall be the liaison of the State Youth Association to the Fraternal Activities Director.
12. Shall not be classified as a Supreme Officer.
13. Shall be an Automatic Delegate to the Annual Convention.
14. Shall attend the Youth Meeting at Convention and State Youth Association Meetings.
15. Shall be a benefit member of the PFSA.
16. Shall obey the Bylaws and Rules of Procedures of the Supreme Council of PFSA.

Youth Advisors

1. Shall assist and support the Supreme Youth Officers in the promotion of the Youth Program.
2. Shall be members of the State Youth Association and attend the meetings of the

- State Youth Association and the Youth Meeting at Convention.
3. Shall consist of four (4) to seven (7) Adult Members who are at least 21 years of age, appointed by the Fraternal Activities Committee in conjunction with the State Youth Director.
 4. Shall in conjunction with the Supreme Youth Officers and State Youth Director assist with the coordination of the four (4) Annual Fraternal Youth Activities within four (4) different geographical areas of California.
 5. Shall assist the State Youth Director with the Youth Activities at the PFSA Convention.
 6. Shall be reimbursed to attend the Convention at the same rate as Delegates.
 7. Shall obey the Bylaws and Rules of Procedures of the Supreme Council of PFSA.

CONVENTION MEETING OF THE SUPREME YOUTH OFFICERS, STATE YOUTH DIRECTOR AND YOUTH ADVISORS

1. The Supreme Youth Officers, State Youth Director and Youth Advisors shall meet during the Convention of the Supreme Council of PFSA, to nominate and elect the Supreme Youth Officers and address all other matters that pertain to the Youth Program. All Youth Delegates are invited to participate in the meeting.
2. Supreme Youth Officers, Youth Delegates and Youth Members who attend the Convention shall be between the ages of 12 through 20 years of age, at the time of the Convention.

RULES OF PROCEDURES

***Only the PFSA Board of Directors has the authority to alter, change, amend or revise these
Rules of Procedures as per Article VI of the PFSA Bylaws.***

NOTES



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