

RULES & REGULATIONS

Governing the

Adult Administration, 20-30 Associates

&

Youth Administration

Of

LUSO-AMERICAN FRATERNAL

The Fraternal Society of

LUSO-AMERICAN FINANCIAL

Approved February 9, 2019

TABLE OF CONTENTS

ARTICLE 1.	NAME.....	5
ARTICLE 2.	PURPOSE.....	5
ARTICLE 3.	ORGANIZATION & SUBORDINATE BRANCHES.....	5
ARTICLE 4.	MEMBERS	6
	Section 1. Qualifications	6
	Section 2. Changing Fraternal Membership.....	7
	Section 3. Report of Fraternal Activities	7
	Section 4. Specific 20/30's Activities	7
ARTICLE 5.	FRATERNAL CONVENTIONS.....	7
	Section 1. LUSO West & East Annual Conventions.....	7
	Section 2. Special Conventions	8
	Section 3. Delegates to the Annual Convention	8
	Section 4. Delegates to the Annual Convention - YOUTH.....	9
ARTICLE 6.	COUNCIL/LODGE ADMINISTRATION LEADERSHIP	10
	Section 1. Duties of Board of Directors.....	10
	Section 2. Number	10
	Section 3. Term.....	11
	Section 4. Qualifications	11
	Section 5. Nominating Committee.....	11
	Section 6. Regular Meetings	11
	Section 7. Special Meetings.....	11
	Section 8. Notice	11
	Section 9. Quorum	11
	Section 10. Vacancies	12
	Section 11. Advisory Board.....	12

Section 12. Election and Appointment of Officers	12
Section 13. Fraternal Honorary Vice Presidents	12
Section 14. Supporting Council/Lodge	12
Section 15. Duties of the President	12
Section 16. Duties of the Vice-President	12
Section 17. Duties of the Master of Ceremonies	12
Section 18. Duties of the Marshall	12
Section 19. Duties of the Inside Guard	12
Section 20. Duties of the Outside Guard	12
Section 21. Assistant Presidents.....	12
ARTICLE 7. 20/30's ASSOCIATES LEADERSHIP	13
Section 1. Line Officers	13
Section 2. Term of Directors.....	13
Section 3. Election of Administrative Officers	13
Section 4. Term of Line Officers	13
Section 5. Advisory Board	13
Section 6. Duties of the President	13
Section 7. Duties of the Vice-President.....	13
Section 8. Duties of the Secretary and Treasurer	14
Section 9. Duties of the Master of Ceremonies	14
Section 10. Duties of the Immediate Past President.....	14
Section 11. Duties of the Directors	14
ARTICLE 8. YOUTH COUNCIL/LODGE ADMINISTRATION LEADERSHIP	14
Section 1. Composition	14
Section 2. Chair of Youth Directors	14
Section 3. Director of Youth Programs	14
Section 4. District Youth Directors.....	15
Section 5. Adult Youth Leaders	15
Section 6. Youth Administration.....	15
Section 7. Youth Council and Lodge Officers	16
Section 8. Duties of Youth Council and Lodge Officers.....	16
ARTICLE 9. TRIAL, EXPULSION AND DISCIPLINE	16
ARTICLE 10. OPERATING FUNDS.....	17
ARTICLE 11. CONDUCT OF MEETINGS.....	17

ARTICLE 12. AMENDMENT TO RULES & REGULATIONS	18
ARTICLE 13. APPROVAL AND OVERSIGHT BY THE FINANCIAL BOARD	18
ARTICLE 14. GENERAL PROVISIONS.....	18
ADDENDUM A – 5 STAR AWARD.....	19
ADDENDUM B – RIM AWARD	22
ADDENDUM C – SPOKE AWARD.....	23
ADDENDUM D - FORMATION & OPERATION OF YOUTH COUNCILS AND LODGES.....	24
ADDENDUM E - OFFICIAL RULES FOR CONVENTION ROYALTY CONTEST.....	27
ADDENDUM F - THE MANUEL REIS AWARD	30
ADDENDUM G – MINIMUM REQUIREMENTS FOR 20/30’s REGION	31

ARTICLE 1
NAME

Luso-American Fraternal is comprised of councils and lodges of:

- A. The Luso-American Fraternal Federation, and the Sociedade Portuguesa Rainha Santa Isabel (also referred to as "LUSO-West") and the Portuguese Continental Union (also referred to as "LUSO-East"); and
- B. The "20-30 Associates" are a subordinate branch of Luso-American Fraternal comprised of councils and lodges of The Luso-American Fraternal Federation, and the Sociedade Portuguesa Rainha Santa Isabel (also referred to as "LUSO-West") and the Portuguese Continental Union (also referred to as "LUSO-East")
- C. Youth Council shall be the designation of subordinate divisions of the Luso-American Fraternal Federation and the Sociedade Portuguesa Rainha Santa Isabel ("LUSO-West") consisting of members under the age of 18. Youth Lodge shall be the designation of subordinate divisions of the Portuguese Continental Union ("LUSO-East"), consisting of members under the age of 18.

ARTICLE 2
PURPOSE

The purpose of the Luso-American Fraternal is to organize, encourage and promote the Portuguese-American fraternal, cultural, social, educational, and charitable activities of their members, families, and others.

- A. The purpose of the 20-30 Associates is to unite fraternal members of the Society in an intermediate age group with a common interest in promoting the cultural heritage, aims and purposes of the LUSO-East and LUSO-West
- B. The aims and purposes of Youth Councils and Lodges shall be:
 - 1. To develop leadership in the Youth of the Society and foster the principles of fraternalism;
 - 2. To provide the Youth of the Society with the facilities and opportunity to practice the principles of democratic government and parliamentary procedure;
 - 3. To develop sound programs of sport, social, civic and cultural activities for the benefit of the Youth of the Society.

ARTICLE 3
ORGANIZATION AND SUBORDINATE BRANCHES

Luso-American Fraternal shall consist of members organized into councils and/or lodges of the LUSO, SPRSI and the PCU. These fraternal branches shall also have subordinate branches, yet governed by one set of fraternal Rules & Regulations, namely:

- A. Identity of Subordinate Councils:
 - 1. To distinguish the Subordinate Councils of the predecessor societies of LUSO, the former Benevolent Society of California councils shall be known by the name "Benevolent", to be followed by the corresponding serial number, or by the serial number followed by "B"; and all Subordinate Councils of the former Portuguese Continental Union of California shall be

known by the name "Continental", followed by their respective serial numbers, or by the serial number followed by "C". To promote more unity within the Society and to eliminate separatism, when the unanimous Board or an annual meeting of delegates finds it reasonably appropriate, the designations of "B" for Benevolent, and "C" for Continental, may be eliminated by amending the By-Laws.

2. All subordinate councils of the LUSO organized since July 1, 1957 shall be given a new serial number; and, to further distinguish them from the councils of the predecessor societies existing on that date, the number shall be preceded by "Luso" or followed by "L" to denote Luso-American Fraternal Federation.
 3. To distinguish subordinate lodges of the Portuguese Continental Union within the society and to eliminate separatism, the designation of "P" will be added to the end of the lodge numbers.
 4. To distinguish subordinate councils of the Sociedade Portuguesa Rainha Santa Isabel within the society and to eliminate separatism, the designation of "S" will be added to the end of the council numbers.
- B. Youth Councils and Youth Lodges composed of members under the age of eighteen;
1. Structure: Eligible members of the LUSO-AMERICAN FINANCIAL (or "the Society") shall be organized into branches to be known as "Youth Councils" or "Youth Lodges".
 2. Formation and Operation: Rules for the founding and operation of Youth Councils and Lodges are located in Addendum "D" to these Rules, as may from time to time be amended by the LUSO-AMERICAN FINANCIAL Board.
- C. 20-30 Associates comprised of members in an intermediate age bracket, ages 18 -39;
1. Regions: The 20-30 ASSOCIATES shall consist of eligible members organized into regions to be known as "20-30 ASSOCIATES REGIONS".
 2. Definition of Region: A 20-30's Region shall consist of a group of qualifying individuals drawn from one or more councils or lodges with sufficient membership to meet the various conditions set forth in these rules, including the requisite number of officers. A Region may consist of members belonging to multiple adult councils or lodges, located in more than one county or state, provided that the physical proximity of the councils or lodges are such that members can attend meetings and participate in activities. Each Fraternal Branch of the LUSO-AMERICAN FINANCIAL must maintain a minimum of 4 active Regions in order to qualify to maintain a "20-30 Associates" board.
 3. Regional Officers: Each Region shall have the following Officers: President, Vice-President, Secretary and Treasurer, who shall be nominated and elected annually at a meeting to be held at least sixty (60) days prior to the Annual Convention and their term office shall be from the date of installation or until their successors have been installed and qualified.

ARTICLE 4 MEMBERS

Section 1. Qualifications. Subject to the rules and conditions established by the LUSO-AMERICAN FINANCIAL Board of Directors, an applicant who qualifies for insurance or other financial products, will be admissible to the Society as a benefit member, and be eligible for membership in the fraternal branches, further subject to such rules and conditions as are adopted by the respective Boards of Directors of

LUSO-West and LUSO-East.

Section 2. Changing Fraternal Membership. A member may change his/her membership in councils and/or lodges pursuant to rules as may be adopted by LUSO-AMERICAN FINANCIAL.

Section 3. Report of Fraternal Activities. The Secretaries of the LUSO-West and LUSO-East shall furnish LUSO-AMERICAN FINANCIAL, at its home office, a summary and complete copy of all recommendations, minutes and activities of their branches, as reported and recorded at the annual conventions of the LUSO-West and LUSO-East.

Section 4. Specific 20/30's Activities

A. Fund Raising:

Each Region must endeavor to promote at least a quarterly activity for the general enjoyment of the membership and as a fund-raising project(s) for the Region and for causes that may merit the support of the 20-30 Associates in educational, fraternal and civic projects.

B. Council/Lodge Activities:

The 20-30 Associates shall participate in their Adult Council and Lodge activities and meetings and assume a position of leadership when the occasion presents itself.

ARTICLE 5
FRATERNAL CONVENTIONS

Section 1. LUSO-West and LUSO-East Annual Conventions.

- A. Annual conventions of the fraternal branches shall be held. The Boards of Directors of the fraternal branches shall designate the time and place wherein their respective conventions shall assemble, subject to the approval of the Board of Directors of LUSO-AMERICAN FINANCIAL and the needs of the Society, giving no less than sixty (60) days' notice to the officers, delegates, alternate-delegates and members of their respective fraternal branches of the time and place of such conventions.
- B. The purpose of the conventions is to receive reports from the officers and to elect officers and directors of their and for their respective fraternal branches. Every third year of the annual Fraternal conventions, the delegates shall nominate and elect delegates to the National Council meeting of LUSO-AMERICAN FINANCIAL.
- C. Nominees for delegates and alternate-delegates to the National Council meeting shall be selected by nominating committees appointed by the President of Luso-American, as further described in the LUSO-AMERICAN FINANCIAL By-laws at Article 4(A)(9). These Nominating Committees shall present their slates of nominees to their respective conventions. Thereafter, delegates may be nominated from the floor of those conventions, providing the nomination is sponsored by at least ten (10) qualified delegates. Any slate delegate, or delegate nominated from the floor, must be physically present at the convention to accept the nomination, and participate in the election.
- D. 20/30 Associates Annual Sessions
 - 1. Date & Location: The 20-30 Associates shall meet in session once per year on the date and place where the Conventions of the LUSO-East and LUSO-West are held.
 - 2. Participation. Participation in the 20-30 Associates Annual Sessions shall be limited to 20-30 Officers and Council or Lodge Delegates duly elected as Convention Delegates of Adult Councils or Lodges, who are age 18 and under 40 years of age, and who are members of, or eligible to

membership in the 20-30 Associates.

3. Session Meetings. During the Annual Sessions, the 20-30 Associates shall review progress made during the preceding year and formulate programs to be carried out by the regions for the welfare and enjoyment of their members.

E. Youth Administration Annual Sessions

1. Date & Location. Youth Councils and Lodges shall meet during the Annual Convention on the date and place where the adult Conventions of the LUSO-West and LUSO-East meet, and their activities shall be regulated by the program provided by the Society
2. Participation. The participation in the Youth Council and Lodge Annual Meetings shall be limited to their officers and the delegates duly elected by the Youth Councils and Lodges, on the basis hereinafter provided.

Section 2. Special Conventions. Special Conventions of the fraternal branches may be called by their respective Boards of Directors, provided two-thirds of a full Board shall consent, or on written request by fifty per cent (50%) of the qualified delegates last elected, filed with the Home Office at least sixty (60) days prior to the date of such special convention. The Secretary shall give such delegates and alternate-delegates at least thirty (30) days' notice of the special convention stating the business to be considered. Special conventions of the fraternal branches may also be called by the President of LUSO-AMERICAN FINANCIAL with the consent of the LUSO-AMERICAN FINANCIAL Board of Directors.

Section 3. Delegates to the Annual Convention.

- A. Nominating Committee. The President of the council/lodge may appoint a nominating committee of not less than three (3) members to nominate a slate of delegates and alternate-delegates to be presented to the council/lodge meeting held at least sixty (60) days preceding the annual convention. Thereafter, delegates may be nominated from the floor.
- B. Number of Delegates. Each council/lodge shall be entitled to one (1) delegate by virtue of its charter, who shall be the Secretary of the Council. The Secretary delegate cannot be substituted. In addition, a council/lodge shall receive an additional delegate if it has fifty-one or more members and thereafter a council/lodge shall receive additional delegates at one hundred member increments (for example, a council/lodge with one hundred fifty-one members shall have a total of three convention delegates, including the Secretary, and a council with two hundred fifty-one members will have a total of four delegates including the Secretary, and so on) based upon the membership as it stands on December 31st preceding the conventions of LUSO-West and LUSO-East. There shall be an equal number of alternate- delegates. All delegates and alternate-delegates elected shall be in good standing as members on the date of election.
- C. Dual Memberships. A member who belongs to both the SPRSI (until 2022) and LUSO shall be nominated to serve as a delegate to the Annual Convention or National Council as a representative of one fraternal, only. For purposes of calculating the number of delegates to Annual Convention or National Council, a member holding dual memberships shall count as one-half member for each fraternal to which he/she belongs.
- D. How Elected. Election of delegates shall be at the first regular council/lodge meeting at least sixty (60) days before the annual convention. Any council/lodge failing to elect delegates and alternate-delegates, as provided herein, shall forfeit its right to representation at their annual conventions. The names and member numbers of the elected delegates and alternate-delegates shall be certified to the Secretary of LUSO-AMERICAN FINANCIAL at the Home Office no later than thirty (30) days prior to the beginning date of the annual conventions and such certification shall

constitute the official list of delegates and alternate-delegates.

- E. "Ex-Officio" Delegates. The current Officers, Directors and Past Fraternal Presidents of LUSO-West and LUSO-East shall be "ex-officio" delegates to their respective conventions, each entitled to one vote. The Past Presidents of LUSO-AMERICAN FINANCIAL and all Emeritus and Honorary Officers shall be entitled to attend their respective Annual Conventions of the LUSO-West and LUSO-East, with the privilege of the floor but no right to vote, unless duly elected as delegates.
- F. The Officers and Directors of LUSO-AMERICAN FINANCIAL shall be entitled to representation in all conventions of its fraternal branches with all rights and privileges of delegates, and their expenses shall be paid on the same basis allowed to the officers and delegates of the councils and lodges.
- G. Vacancies. Vacancies created by the inability of the delegates to attend the annual conventions shall be filled by the alternates in the order of their election as certified by the subordinate councils/lodges.
- H. Mileage and Per Diem. Each LUSO-West and LUSO-East Ex-officio officer, each LUSO-AMERICAN FINANCIAL Director and Officer, and each delegate to the Annual Conventions shall be reimbursed for mileage via the most direct route from their council/lodge to the location of the Convention. The Board of Directors of LUSO-AMERICAN FINANCIAL shall establish the amounts of mileage and per diem reimbursements.

Section 4. Delegates to the Annual Convention – YOUTH Administration

- A. Delegates Each active Youth Council and Lodge shall be entitled to nominate and elect one delegate by virtue of its charter. In addition, a Council or Lodge shall receive an additional delegate if it has fifty-one or more members, and thereafter shall receive additional delegates at one hundred member increments (for example, a Council with one hundred fifty-one or more members shall have a total of three convention delegates, and a Council with two hundred fifty-one members or more shall have four delegates, and so on) based upon the membership as it stands on December 31st preceding the conventions of LUSO-West and LUSO-East. There shall be an equal number of alternate-delegates. To qualify for election as a delegate or alternate-delegate, a nominee must be a member of an active Youth Council or Lodge, over 12 and under 18 years of age and never married as of the date of installation at the upcoming Convention.
- B. Nomination of Delegates The delegates and their respective alternates shall be nominated and elected at the mandatory pre-convention meeting of the Youth Council or Lodge, held at least sixty (60) days preceding the Annual Convention.
- C. Mileage and Per Diem. The Officers of the Youth Administration and each delegate to the Annual Convention shall receive the same mileage and per diem that is approved for the adult delegates to the Annual Convention, provided they participate in all the activities outlined in the official program of the Convention
- D. Convention Conduct. Officers and delegates to the Conventions shall not engage in any social activities that may exclude the participation of any officer or delegate, nor engage in any conduct that would harm the image of our Youth and the Society.
- E. Convention Meetings. The officers and delegates shall review and assess the Youth activities undertaken during the preceding year and formulate programs to be carried out in the coming year by

the Councils and Lodges for the welfare and enjoyment of their members.

- F. Performance Participation. Youth members in good standing who are age 18 and under may participate in the Youth Theatrical Program sponsored by their former Youth Council or Lodge on the day of the performance.
- G. Election to Participate in Convention Activities Any youth member that wishes to change his or her participation/membership in a youth council or lodge must have the transfer documents completed and on file in the home office prior to January 1st of the calendar year for the annual convention Youth delegates that are elected to an office of the Youth Administration at the convention are elected as representatives of the youth council for which they were elected delegates for and represent that youth council. If a youth officer chooses to transfer their participation/membership to another youth council/lodge their position as a state youth officer shall become null and void because of the transfer to another youth council/ lodge
- H. Convention Youth Program. The Youth Administrations shall prepare and submit to the Boards of Directors of their respective branch organizations (LUSO-West and LUSO-East) for their review and approval, at least six (6) weeks prior to their respective conventions, a program describing and regulating the activities to be carried out by the officers and delegates to the Youth Council and Lodge Annual Conventions.

ARTICLE 6
COUNCIL/LODGE ADMINISTRATION LEADERSHIP

Leadership is comprised of an elected Boards of Directors of LUSO-West and LUSO-East to manage all fraternal activities of LUSO-AMERICAN FINANCIAL.

The Board of Directors shall appoint for a term of one (1) year: a Board of Social Directors composed of not more than 1 per 1500 members; a Laws and Ritual Committee composed of not more than 1 per 1500 members; a Board of Youth Directors, composed of not more than one Director per each active youth council and/or lodge, a Chair of Youth Directors and a Director of Youth Programs, and Deputies composed of Field Managers and all qualified District and Field Representatives.

Section 1. Duties of Boards of Directors. The Board of Directors of LUSO-West and LUSO-East shall manage and control the affairs and business of their Fraternal, by making rules and regulations consistent with these Rules and the laws of the State of California. The Rules & Regulations of the fraternal branches, however, are subject to the approval of the Board of Directors of LUSO-AMERICAN FINANCIAL, which is also authorized to amend any such Rules & Regulations and/or By-laws. Likewise, all activities and acts of the fraternal branches, their Boards of Directors, officers, and members in the scope of their fraternal activities are subject to the approval of the LUSO-AMERICAN FINANCIAL Board of Directors.

Section 2. Number. The Board of Directors of the fraternal branches shall each be composed of fifteen (15) Directors; namely, eight (8) elected Directors, and the following Officers: President; one Vice President; Master of Ceremonies; Marshal; Inside Guard; and Outside Guard. In addition, the outgoing President shall automatically become Chairman of the Board, for a one-year term, and entitled to vote only in case of a tie.

Section 3. Term. The term of office of the elected Directors shall be for four (4) years each, with two (2) members being elected each year. No member shall serve as an elected director for more than two

(2) consecutive terms, except members who may have immediately preceding their election served as officers for more than one (1) term.

Section 4. Qualifications. Any adult benefit member in good standing of LUSO-West and LUSO-East, eighteen (18) years of age or older may serve as a Director or Line Officer. They must be a confirmed delegate present for nomination, voting and installation.

Section 5. Nominating Committee. The Presidents of the fraternal branches each shall appoint a nominating committee composed of all elected directors from their respective fraternal branches not up for election, and the three immediate Past Presidents, the most immediate of whom shall chair the committee. They shall select a slate of nominees for officers and directors who shall be delegates and must be present at their fraternal branches' annual conventions for nomination, election, voting, and installation. Thereafter, nominations for nominees to serve as officers and directors may be made from the floor; provided that the nomination from the floor is sponsored by not less than ten (10) qualified delegates at the meeting. These nominees must be delegates and present for nomination, voting, and installation.

Section 6. Regular Meetings.

A. Regular meetings of the Fraternal Board shall be as determined by the Board,

B. Directors of the Board may participate in a meeting, including committee meetings, through use of conference telephone, electronic video screen communication or electronic transmission by and to the corporation (Corporations Code §§ 20 and 21). Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all Directors participating in the meeting are able to hear one another. Participation in a meeting through use of electronic transmission by and to the corporation other than conference telephone and electronic video screen communication, pursuant to this subdivision constitutes presence in person at that meeting if both of the following apply:

1. Each Director or Officer participating in the meeting can communicate with all the other attendees concurrently.
2. Each Director or Officer is provided the means of participating in all matters before the board, including, without limitation, the capacity to propose or to interpose an objection to, a specific action to be taken by the corporation.

Section 7. Special Meetings. Special meetings of the Boards of Directors shall be held as determined by the Boards, or on call of the Chairs of the Boards, or on written request signed by four (4) Directors and filed with the Secretary.

Section 8. Notice. The Board of Directors shall determine the requirements for notice of meetings of their respective Board of Directors.

Section 9. Quorum. Two-thirds of the total authorized Directors shall constitute a quorum to conduct business.

Section 10. Vacancies. Vacancies on the Board of Directors or any office may be filled by the Board of Directors for the remaining term by appointment. Directors and Officers shall hold their respective offices until their successors have been elected and qualified for the discharge of their duties.

Section 11. Advisory Board. There shall be Advisory Boards for the fraternal branches consisting of not more than 1 per 1500 members, the exact number to be fixed by resolution adopted by the respective Boards of

Directors at the first meeting after their annual conventions. The Advisory Boards' members shall serve in office until the annual convention following their appointment and shall meet with their Boards of Directors at their call in an advisory capacity. Advisory Board members are encouraged to attend Board meetings, with the understanding that they have a voice, but no vote and no reimbursement for expenses. Such meetings shall be held, as the Boards of Directors may deem necessary. (This Section 11 was adopted July 30, 2015).

Section 12. Election and Appointment of Officers. The fraternal branches' Presidents, and all other officers, appointed or elected, shall serve for a term of one (1) year. The Executive Officers of the Luso-American Financial shall be "ex-officio" administrative officers of the fraternal branches. The fraternal branches' Presidents shall appoint one or more Assistant President(s) and a Chaplain for a term of one year with the approval of their respective Boards of Directors. The total number of Assistant Presidents shall not exceed one per every 750 members per LUSO-West and LUSO-East. No person shall hold more than one position, whether elected or appointed, simultaneously.

Section 13. – Fraternal Honorary Vice Presidents. This is a lifetime position awarded to an individual who has exceptionally contributed to the betterment of our Society and/or in their community. These Honorary VP's are delegates to their respective fraternal conventions, with the privilege of the floor but no right to vote, unless duly elected as delegate.

Section 14. – Supporting Council/Lodge. Any delegate having been elected as a Director or Line Officer as a representative delegate from a council or lodge shall remain as a member in the Council or Lodge for which they represented as a delegate at the convention for which they were elected to that position. Transfer of membership to another council or lodge is prohibited once a member has been elected to a position as an officer or director. If membership is transferred to another council or lodge the position for which that individual held shall become vacant.

Section 15. Duties of the President. The Presidents of the fraternal branches shall represent their respective fraternal branch as their Presidents at public functions and ceremonies, preside at their conventions, and perform any other duties and responsibilities authorized by their respective Boards of Directors. This position is a position of honor and shall be limited to one term as President per individual in a lifetime.

Section 16. Duties of the Vice President. The Vice President shall take the place of the President when the President is unable to act.

Section 17. Duties of the Master of Ceremonies. The Master of Ceremonies shall prepare the assembly room for meetings of the Board and the annual convention and is in charge of all that is required or needed for the preparation of the room; including, but not limited to, flags, emblems, decorations, and perform any other ceremonial duties required by the President.

Section 18. Duties of the Marshal. The Marshal shall assist the Master of Ceremonies, and perform other duties required by the President.

Section 19. Duties of the Inside Guard. The Inside Guard shall be the keeper of the door, and perform other duties required by the President.

Section 20. Duties of the Outside Guard. The Outside Guard shall assist the Inside Guard admitting only qualified members to the meeting rooms, and perform other duties required by the President.

Section 21. Assistant Presidents. The President may appoint one Assistant President for every 750 members of their respective fraternal branch, to assist him or her and the membership in their fraternal activities.

ARTICLE 7
20/30's ASSOCIATES LEADERSHIP

The "20-30 Associates" Administrations for the LUSO-East and LUSO-West shall consist of their administrative officers and they shall be charged with the responsibility of coordinating and developing the "20-30 Associates" programs and policies and shall be responsible to their respective Fraternal Boards of Directors.

Section 1. Line Officers: The 20-30 Associates shall have the following administrative Officers: President, Vice-President, Secretary, Treasurer, Master of Ceremonies, and two (2) directors for a term of one (1) year. The President, Vice-President, Secretary, Treasurer, and Master of Ceremonies, shall be elected at the Annual Conventions. The Immediate Past President shall automatically be a member of the administrative board and will assume office upon retiring from the Presidency.

Section 2. Term of Directors: No member shall serve as an elected director for more than two (2) terms.

Section 3. Election of Administrative Officers: The election of Line Officers and Directors shall be by secret ballot and the nominees having received the highest number of votes shall be thereby elected, except that not more than two (2) members from the same region shall be eligible for elections during the same term of office. No person shall hold more than one position, whether elected or appointed, simultaneously. Nominations for nominees to serve as officers and directors may be made from the floor; provided that the nomination from the floor is sponsored by not less than ten (10) qualified delegates at the meeting. **These nominees must be delegates and present for nomination, voting, and installation.**

Section 4. Term of Line Officers: The term of office of all the Administrative Officers shall be from Annual Session to Annual Session, or until their successors qualify.

Section 5. Advisory Board: The Advisory Board will consist of one person from each region that receives the Rim Award. This member of the Advisory Board will be a delegate to the Annual Convention but will not be reimbursed for any expenses incurred to attend a meeting outside of the Annual Convention.

Section 6. Duties of the President: The President shall represent the 20-30 Associates at public functions and ceremonies and preside at the 20-30 Associates Annual Session and other meetings as may be necessary and shall perform any other duties and responsibilities authorized by the Board of Directors of the LUSO-East and LUSO-West. This position is a position of honor and shall be limited to one term as President per individual in a lifetime.

Section 7. Duties of the Vice-President: The Vice-President shall take the place of the President when the President is unable to act.

Section 8. Duties of the Secretary and Treasurer: The Secretary and Treasurer of the 20-30 Associates perform the duties of their respective offices customarily assigned to such officers, including the provisions of a list of members in good standing to the LUSO-AMERICAN FINANCIAL home office 60 days before the annual convention.

Section 9. Duties of the Master of Ceremonies: The Master of Ceremonies shall prepare the assembly room for meetings of the 20-30 Associates and is in charge of all that is required or needed for the preparation of the room; including, but not limited to, flags, emblems, decorations, and perform any other ceremonial duties required by the President.

Section 10. Duties of the Immediate Past President: The office of Immediate Past President is primarily

ceremonial; however, the Immediate Past President shall always be available to counsel and offer guidance when same is requested by the President.

Section 11. Duties of the Directors: Directors shall manage and oversee the affairs and business of the 20-30 Associates. This includes but is not limited to the following: assisting the President in matters concerning parliamentary procedure at the meetings, assurance that the rules and regulations are being maintained as outlined, direction at social, civic, and fraternal programs approved by the 20-30 Associates Administration and to perform any other duties requested by the President.

ARTICLE 8 YOUTH COUNCIL/LODGE ADMINISTRATION LEADERSHIP

Section 1. Composition: The Youth Administration Leadership, which is composed of adults to guide and assist the Youth Administration, shall include the Chair of Youth Directors, District Youth Directors, Director of Youth Programs, and the Immediate Past State Youth President who shall have a voice but no vote at the Youth Administration convention meetings and the Youth Administration meetings. This committee shall be charged with the responsibility of supervision, coordination, and development of the youth movement of the Society and as such shall be responsible to the Boards of Directors of the LUSO-West and LUSO-East.

Section 2. Chair of Youth Directors: The Chair of Youth Directors shall oversee, guide, and assist District Youth Directors. The Chair of Youth Directors shall be appointed by the Boards of Directors of the LUSO-West and LUSO-East for their respective Fraternal Branches to serve until his/ her successor is duly appointed. He /She shall administer and supervise the activities of the Youth Administration and shall assist the Director of Youth Programs in accordance with the provisions of these By-Laws and such other rulings or programs as may be approved by the Boards of the LUSO-West and LUSO-East for their respective Fraternal Branches. It shall be the practice of the Chair of Youth Directors to refrain, as much as possible, from intervening in the normal business of the Youth Administration. Instead their practice shall be one of guidance and advice.

Section 3. Director of Youth Programs: The Director of Youth Programs shall be appointed by the Boards of the LUSO-West and LUSO-East for their respective Fraternal Branches to serve until his/ her successor is duly appointed. He or she shall coordinate and supervise the cultural programs of the Youth at the Annual Convention and shall assist all Councils or Lodges in their own cultural programs. The Director of Youth Programs shall assist the Chair of Youth Directors at Youth Administration meetings in accordance with the provisions of these By-Laws and such other rulings or programs as may be approved by the Boards of the LUSO-West and LUSO-East for their respective Fraternal Branches. It shall be the practice of the Director of Youth Programs to refrain, as much as possible, from intervening in the normal business of the Youth Administration. Instead, their practice shall focus on guidance and advice.

Section 4. District Youth Directors: District Youth Directors shall be appointed by the Boards of Directors of the LUSO-West and LUSO-East for their respective Fraternal Branches to serve until their his/ her successors successor are duly appointed. Such Directors shall administer and supervise the activities of the Councils or Lodges assigned to them. They shall attend all Youth Administration meetings and shall be liaisons to the Chair of Youth Directors and Director of Youth Programs in the administration of the provisions of these Rules, and such other activities or programs as may be approved by the LUSO-West and LUSO-East Boards for their respective Fraternal Branches. District Youth Directors do not have a vote, only a voice, at the Youth Administration meetings; they are to help, guide and support the members of the Youth Administration in making decisions on behalf of youth members of the society in accordance with the provisions these By-Laws and such other rulings or programs as may be approved by the LUSO-West and LUSO-East Boards for their respective Fraternal Branches. It shall be the practice of the District Youth Directors to refrain, as much as possible, from intervening in the normal business of the Youth Administration. Instead, their practice shall be one of guidance and advice.

Section 5. Adult Youth Leaders:

- A. In addition to the District Youth Director, each Youth Council or Lodge must have at least two adult leaders (one Youth Leader for every five Youth Members). The Youth Leaders will report to the appropriate District Youth Director any and all irregularities that may occur.
- B. The Youth Council or Lodge adult youth leaders shall be appointed by the District Youth Director of the Youth Council or Lodge. They shall attend all functions of the Youth Council or Lodge entrusted to them, and guide and counsel the members in the work of the Youth Council or Lodge. Adult leaders should refrain, as much as possible, from intervening in the normal business of the Youth Council or Lodge. Instead their practice shall be one of guidance and advice.

Section 6. Youth Administration:

- A. Officers: The LUSO-West Youth Councils and the LUSO-East Youth Lodges shall be guided by Youth Administrations consisting of a minimum of the following Officers: President; Vice - President; Secretary; Treasurer; Master of Ceremonies; Marshal. Fraternal Branches whose youth councils/lodges exceed three (3) active youth councils/lodges shall have the following additional officers: Inside and Outside Guards; and four (4) Trustees. An individual member may only hold the office of the President for one term and will not be eligible for re-election to that position.
- B. Election of Youth Administration Officers: At their respective Annual Conventions, the Officers of the Youth Administration shall be nominated by a nominating committee composed of five members, appointed by the Youth President. It shall be the duty of the nominating committee to nominate one or more members for each office for which elections are being held.

After the nominations of the committee have been placed before the delegation, the Youth President shall call for nominations from the floor. At the closing of the nominations, the election of Youth Officers shall be made by secret ballot. The nominee or nominees who shall receive the highest number of votes shall be thereby elected, except that not more than two members from the same Youth Council or Lodge shall be eligible for election as officers during the same term of office.

No person shall hold more than one position in Youth Administration, whether elected or appointed, simultaneously. State Youth Administration Officers must be members of active Youth Councils or Lodges and must remain in their Council or Lodge for the duration of their term of office.

Nominations for nominees to serve as Youth Administration Officer may be made from the floor; provided that the nomination from the floor is sponsored by not less than ten (10) qualified delegates at the meeting. These nominees must be delegates and present for nomination, voting, and installation.

- C. General Duties of Youth Administration Officers: The Duties of Youth Administration Officers are described in the "Youth Administration Officer Duties & Responsibilities" dated 2011, as may from time to time be amended by the Youth Administration and by the Boards of the LUSO-West and LUSO-East.

Section 7. Youth Council and Lodge Officers:

- A. Officers: Individual Youth Councils and Lodges shall have the following Officers: President; Vice-President; Secretary; Treasurer; Master of Ceremonies; Marshal; Guard; and three (3) Trustees.
- B. Election of Council/Lodge Officers: Council and Lodge Officers shall be nominated and elected at the Council/Lodge pre-convention meeting held at least sixty (60) days prior to the Annual Convention and their term of office shall continue until their successors have been installed and qualified. Installation of the Youth Council and Lodge Officers shall be per the Installation Ritual of

the Society. Any Officer who marries during his or her term of office shall be disqualified from continuing to hold such office and said office shall be deemed vacant.

Section 8. Duties of Youth Council and Lodge Officers:

- A. The President shall represent the Youth Council Lodge at public functions and ceremonies.
- B. The Vice-President shall take the place of the President when the President is unable to act.
- C. The Secretary and Treasurer of the Youth Council or Lodge shall perform the duties of the respective offices customarily assigned to such officers.
- D. The Master of Ceremonies shall prepare the assembly room for meetings of the Youth Council or Lodge and is in charge of all that is required or needed for the preparation of the room including but not limited to flags, emblems, decorations and perform any other ceremonial duties required by the President.
- E. The Marshal shall assist the Master of Ceremonies and perform any other duties required by the President.
- F. The Guard shall be the keeper of the door and perform other duties required by the President.
- G. Duties of the Trustees: The Trustees shall have those duties assigned to them by the President.

ARTICLE 9
TRIAL, EXPULSION AND DISCIPLINE

The following article applies to all elected Line Officers Directors and, appointed officers, as mentioned in Articles 6-8.

The Board may, by a majority vote, utilizing reasonable discretion, declare vacant the office of Officers and or Directors on the occurrence of any of the following events:

- A. The Director or Officer has been declared of unsound mind by a final order of court;
- B. The Director or Officer has been convicted of a felony;
- C. The Director or Officer has failed to attend 2 consecutive Board meetings of the Board without good cause as reasonably determined by the Board; or
- D. The Director or Officer no longer meets the qualifications for serving as a director or officer or has failed to follow the oath of office and ethical guidelines of the Board or has otherwise failed to perform the obligations set forth above in Article 6, Section 4, and “Qualifications.”
- E. A Director or Officer shall be given notice of any charges against him and be provided with an opportunity to present his position to the Board, after which the Board’s decision shall be final. A charged Director or Officer shall not be entitled to vote on such matter.

ARTICLE 10
OPERATING FUNDS

Funds for the operation of the fraternal branches (i.e. Adult, 20-30, and Youth) shall be determined and provided by LUSO-AMERICAN FINANCIAL on the basis and to the extent authorized by its Board of Directors.

Every subordinate council/lodge (i.e. Adult, 20-30, and Youth) shall maintain a bank account of their choice for all monies belonging to said council or lodge. All sums received by a Council or Lodge, from whatever source, shall be deposited by the Council or Lodge Treasurer in the Council or Lodge Fund. All disbursements from the fund shall, prior to disbursement, be approved by the Council or Lodge. The Treasurer of the Council or Lodge shall be the custodian of the fund. Two signatures shall be required on all checks issued from the said fund.

Annual reporting to Home Office (Form 990) is required to be submitted by April 30th each year.

In the event that any council/lodge (i.e. Adult, Youth) or Region (20-30) becomes dormant and or inactive, said funds would revert back to the Home Office.

ARTICLE 11
CONDUCT OF MEETINGS

Unless otherwise provided for in the Articles of Incorporation, the By-Laws of this Society, or any mandatory or permissive provision of the California Insurance Code, or the California Corporations Code, Robert's Rules of Order shall govern all proceedings of all meetings. Robert's Rules, in whole or in part, may be suspended or disregarded for purposes of a meeting upon a majority vote of the Directors or Members present. No cumulative voting or voting by proxy is authorized at any meeting of Members or Directors.

ARTICLE 12
AMENDMENT TO RULES & REGULATIONS

Section 1. These Rules & Regulations may be amended by an affirmative vote of not less than two-thirds of the vote of all delegates accredited and present at any regular or special convention of the fraternal branches or by an affirmative vote of not less than three-fourths of all the members at any regular or special meeting of their respective Boards of Directors.

Section 2. In order to be considered by the meeting of the Annual Convention, any proposed amendment to the Rules & Regulations must be presented to both the LUSO-East and or LUSO-West board for their approval. Approved submissions should be filed with the Secretary at least thirty (30) days prior to such convention.

Section 3. Any member of the Board of Directors must file a proposed amendment with the Secretary at

the Home Office, at least twenty (20) days prior to a regular or special meeting of the Board of Directors in order to have the same considered by the Board of Directors.

Section 4. The LUSO-AMERICAN FINANCIAL Board of Directors may amend these Rules & Regulations by a majority vote of the Board and must approve any amendment to the Rules & Regulations proposed or adopted by a fraternal branch before said amendment becomes effective. The LUSO-AMERICAN FINANCIAL Board of Directors may, in its discretion modify, or withhold approval of, recommended amendments.

ARTICLE 13
APPROVAL AND OVERSIGHT BY THE FINANCIAL
BOARD

All activities and acts of the Luso Fraternal, their Boards of Directors, Officers, and members, in the scope of their fraternal activities, are subject to ratification and approval by the LUSO-AMERICAN FINANCIAL Board of Directors.

ARTICLE 14
GENERAL PROVISIONS

If any provision of the rules of the Luso Fraternal of the LUSO-AMERICAN FINANCIAL, or the application thereof to any person or circumstance, is held invalid, the remainder of the rules, or the application of such provision to other persons or circumstances, shall not be affected thereby.

ADDENDUM A
5 STAR AWARD

As a Fraternal Benefit Society, Luso-American Financial must meet specific requirements to maintain our non-profit 501(c)8 tax exempt status. As part of the compliance process, we have requirements that our councils/lodges must hold meetings and participate in various social, fraternal and religious activities throughout the year. Therefore, it's extremely important that your council/lodge submits the quarterly reports by the specific deadlines.

Minimum requirements to being an active Council/Lodge:

The minimum requirements for being an active council/lodge must be met in order to have council/lodge delegates and secretaries attend the next annual convention. These requirements are for the fiscal year (January – December).

1. A council/lodge must have a minimum of 25 members.
2. A council/lodge must have up to seven active members holding council/lodge officer positions. The only positions that can be held by the same member is Secretary & Treasurer.
3. A council/lodge must hold 6 meetings per year.
4. A council/lodge must host a president's visit.
5. A council/lodge must have 2 social and 2 community activities per year.
6. The council/lodge secretary must submit quarterly activity report, the 990 form and Fraternal Planning worksheet.
7. The council/lodge must hold a meeting for election of officers in December and invite all council/lodge members.

The 5-Star Program through Luso-American Financial, allows our councils/lodges:

1. To help our organization maintain its 501(c)8 status.
2. Promote growth in membership
3. Recognition at the Annual Convention
4. Opportunity for your Council/Lodge & its secretary to receive a contribution
5. Provide information exchange between councils/lodges and the home office

The 5-Star program is based on a point system with points given in 11 different sections. The 11 sections are:

1. Membership (max points 200): Membership is based off the fiscal year January 1st to December 31st. 50 points are given for each percentage point increase over 1%. If you council/lodge membership doesn't change, 50 points will be given. If you have a decrease in membership no points will be given.

2. 1st Quarter Activities (max points 150): Each quarter will include points for meetings, council/lodge activities & community events. 20 points per meeting with a max of 60 points per quarter; 10 points per council activity with a max of 30 points per quarter; 20 points per community event with a max of 60 points per quarter.

3. Form 990 (max points 100): Must be filled out by each council/lodge per year. 100 points will be given if submitted with 1st quarter packet. 100 points will be deducted if not submitted or not submitted by April 15th.

4. 2nd Quarter Activities (max points 150): Each quarter will include points for meetings, council/lodge activities & community events. 20 points per meeting with a max of 60 points per quarter; 10 points per council activity with a max of 30 points per quarter; 20 points per community event with a max of 60 points per quarter.

5. 3rd Quarter Activities (max points 150): Each quarter will include points for meetings, council/lodge activities & community events. 20 points per meeting with a max of 60 points per quarter; 10 points per council activity with a max of 30 points per quarter; 20 points per community event with a max of 60 points per quarter.

6. 4th Quarter Activities (max points 150): Each quarter will include points for meetings, council/lodge activities & community events. 20 points per meeting with a max of 60 points per quarter; 10 points per council activity with a max of 30 points per quarter; 20 points per community event with a max of 60 points per quarter.

7. Youth Council & 20-30's (max points 100): Adult Councils who support a Youth Council and/or 20-30's Region can receive max points, if the Youth Councils and 20-30's Regions submit the activity reports. 50 points will be given for an active Youth Council. 50 points will be given for an active 20-30's Region.

8. Official Visit (max points 400): Each council/lodge must host the Fraternal President once a year. 100 points will be given for a PAID visit; 200 points will be given for a FREE visit; 400 points will be given if you hold a joint official visit with another adult council/lodge.

9. Fraternal Planning Worksheet (max points 100): Must be filled out by each council/lodge per year. 100 points will be given for submitting the fraternal planning worksheet with the 4th Quarter packet. 100 points will be deducted if the form isn't submitted.

10. Applications (unlimited points): 10 points will be given for each application submitted (Life, Annuity, IRA, ESA) to the home office. (Example: if 10 applications were submitted to the home office for membership to your council/lodge you will be awarded 100 points).

11. Field Representative (max points 50): 50 points will be given one of you council/lodge member is a Field Representative.

The rating systems for the 5-Star Program is broken down from 1 Star to 5 Stars. The total points per council/lodge are based on the 11 sections listed above. The rating system is:

POINTS	STARS
900 & Above	5 Stars
810 to 899	4 Stars
720 to 809	3 Stars
600 to 719	2 Stars
450 to 599	1 Star

Council/Lodge allowance checks and Secretary allowance checks will be determined on how many stars your council/lodge receives and based off your council/lodge total membership as of December 31st. The breakdown is:

POINTS	STARS	TOTAL	COUCIL/LODGE	SECRETARY
900 & Above	5 Stars	\$3.00	\$2.25	\$0.75
810 to 899	4 Stars	\$2.75	\$2.06	\$0.69
720 to 809	3 Stars	\$2.50	\$1.88	\$0.62
600 to 719	2 Stars	\$1.50	\$1.00	\$0.50
450 to 599	1 Star	\$0.00	\$0.00	\$0.00

ADDENDUM B
20-30 ASSOCIATES

RIM AWARD

The 20-30's Rim Award is an achievement award. Any Region of the 20-30's that attains the minimum number of activities held during the Presidential Term will be awarded the Rim Award at the Annual Convention.

EXPLANATION

1. **Regular Monthly Meetings** - Minimum of 10 each; (regularly scheduled meetings – does not include special meetings called for a specific purpose).
2. **Planned Social Activities** - Minimum of 10 each (Planned social activities hosted by the Region for their own enjoyment and benefit, i.e., snow trips, hayrides, beach trips, card parties, dances, etc.) No two (2) of the same activities will be counted; each social activity must be different.
3. **Civic Involvement for Charitable Purposes** - Minimum of 2 each; (City, County, and State organized charities, i.e., March of Dimes, marathon Muscular Dystrophy, United Way, etc.), with actual participation of 20-30 members, not just a donation from Treasury. Each type of civic involvement for credit must be for a different charity, including the 20-30's Scholarship Fund.
4. **Religious, Fraternal, or Civic Activities** - Minimum of 3 each; (20-30's actively participation in religious, social, civic, or fraternal organizations activity, i.e., float in Holy Ghost Parade, Folkloric dances at any Fraternal organization's activity, City or State activity, visit Convalescent Homes, Hospitals, donations of food baskets, etc., not just attendance).
5. **Region host to 20-30's President** - 1 each; (or co-host with adult council/lodge and/or youth council).
6. **Minimum of donation of \$150.00** to the Luso-American Education Foundation for 20-30's Scholarships.
7. **Propose at least 5 new members of any age.**

ADDENDUM C
SPOKE AWARD

Purpose: To promote involvement and enthusiasm among the members in the adult Councils or Lodges who are of the age 18 and under 40 years of age and eligible to membership in the 20-30 Associates.

Criteria for Eligibility: The candidate or nominee must be a member of an active 20-30's Region as defined in the "Fraternal Rule & Regulations".

Active Region Definition: A Region is defined as a group of qualifying individuals drawn from one or more councils or lodges with sufficient membership to meet the various conditions set forth in the Luso-American Fraternal "Fraternal Rules & Regulations".

A Region may consist of members belonging to multiple councils or lodges, located in more than one county or state, provided that the physical proximity of the councils or lodges are such that members can attend meetings and participate in activities.

Each Fraternal Branch of the Luso-American Financial must maintain a minimum of 4 active Regions in order to qualify to maintain a "20-30's Associates" program.

Selection Process: The Spoke Award is given to an individual 20-30's member who has made a significant contribution(s) for the betterment of the 20-30 Associates or any other segment of the Society. The only requirement is that the individual nominated must be a member of an active 20-30's Region.

A Region may nominate one of its members for the Spoke Award by submitting the Spoke Award Application and a short resume, noting accomplishments and contributions. The documentation is to be sent to the Home Office at least thirty (30) days prior to the Annual Convention.

The 20-30's Administration will review the names of the candidates submitted and choose the individual they feel is the most qualified recipient of the award.

20-30's Administration Officers and Directors shall be exempt for consideration as a candidate for the Spoke Award. The Award in the form of a plaque will be presented by the 20-30 Associates' President at the Annual Convention.

ADDENDUM D

FORMATION AND OPERATION OF YOUTH COUNCILS AND LODGES

I. Procedure for Formation of a NEW Youth Council/Youth Lodge

- a. Any member at a regular meeting of an Adult Council of the Society may introduce by proper motion the institution of a new Youth Council. A special meeting may be called by the President, or upon petition of five of its members, for the specific purpose of planning the organization of a new Youth Council/Lodge.
- b. Once plans for the organization of a Youth Council/Lodge have been approved by the adult Council/Lodge(s), a communication should be directed to the Home Office of the Society to indicate intention to officially form this new Youth Council/Lodge. An officer of the Society will attend the next meeting of the Council to make the necessary plans to formalize the chartering of the Youth Council.
- c. There must be at least 12 benefit youth members whose applications for Youth Membership must be completed, signed by their parents or legal guardians and submitted to the Home Office. A list of proposed officers (listed below) for the Youth Council/Lodge should also accompany this list of charter members of at least 12 youth members.

Note: New Youth Councils and Lodges *may*, for up to three years, be recognized as being on active status with a minimum of 7 members sufficient to fill the offices of President, Vice President, Secretary, Treasurer, Master of Ceremonies, Marshall, and Guard. After three years, such Councils and Lodges must maintain the officers and trustees described in Article 6, Section 2.

- d. The officers of the Youth Council shall be as follows:

President	Master of Ceremonies
Vice-President	Marshall
Secretary	Inside Guard
Treasurer	Trustees (3)

- e. The Officers of the Youth Council shall be nominated and elected annually at a meeting of the Youth Council held at least 60 days prior to the annual convention and each year thereafter.
- f. The Juvenile members from one or more neighboring Adult Councils may apply for Youth Membership to the same Youth Council. There need not be a Youth Council for each Adult Council.
- g. A responsible adult must also be recommended to serve as the Youth Director for this Council/Lodge. This individual will be considered and must be appointed by the Board of Directors of the LUSO-West or LUSO-East.
- h. The Official Installation of the new Youth Council shall be under the direction of the fraternal Branch (LUSO, SPRSI – LUSO-West; PCU – LUSO-East) President or fraternal Branch Youth President or Director of Fraternal Services or Society Secretary.

II. Procedure for Reactivation of Youth Councils and Lodges

- a. Youth Councils or Lodges may be reactivated by Youth members of a single adult council or lodge, or by Youth members of a number of different adult Councils or Lodges, provided that they are in close enough proximity that members can attend meetings and participate in activities.
- b. Members of Youth Councils and Lodges must be under the age of 18 years old, and to serve in any Officer or Trustee position, a member must be under the age of 18, as of the date of installation for any such office.
- c. To hold any position in the Youth Administration, a Youth Member must be at least 12 years old, and under the age of 18. To hold the offices of President, Vice President, Secretary and Treasurer in a Lodge or Youth Council, a Youth Member must be at least 12 years old, but under the age of 18 as of the date of installation. Younger members may hold other positions within Councils and Lodges.
- d. New or reactivated Youth Councils and Lodges may, for up to three years, be recognized as being on active status with a minimum of 7 members sufficient to fill the offices of President, Vice President, Secretary, Treasurer, Master of Ceremonies, Marshall, and Guard. After three years, such Councils and Lodges must maintain the officers and trustees described in Article 6, Section 2.
- e. Youth Councils or Lodges that seek to be Reactivated must seek official recognition, either by installation by the sitting Youth President or by acknowledgement of the Home Office of its official status.

III. Requirements to maintain Active Youth Council or Lodge status

- a. A Youth Council or Lodge must hold at least **5** meetings per year, one of which must take place at a minimum of 60 days before convention, for the election of officers and delegates.
- b. A Youth Council or Lodge must participate in a minimum of two social events per year for the benefit of the Youth Council/Lodge members, including such activities as snow trips, hay rides, beach trips, parties, dances and any fundraising activities done for the benefit of the Convention Queen contest.
- c. A Youth Council or Lodge must participate in a minimum of two fraternal events per year, such as a Youth Council/Lodge hosted visit for the Youth President or co-hosting a visit with an adult council or lodge.
- d. A Youth Council or Lodge must submit required activity reports to the Home Office to confirm meetings and activities.
- e. A Youth Council or Lodge must propose one new Youth Member per year.
- f. A Youth Council or Lodge must have enough members to fill all local officer and trustee positions – President, Vice President, Secretary, Treasurer, Master of Ceremonies, Marshall, Guard and three Trustee positions.
- g. A Youth Council or Lodge must participate through its officers and delegates in Annual Conventions, and perform all duties required to fulfill the responsibilities of Convention

participation.

- h. A Youth Council or Lodge must manage its funds as set forth in Article 7 and comply with the other requirements and procedures set forth in these Rules.

ADDENDUM E

OFFICIAL RULES FOR CONVENTION ROYALTY CONTEST

A. QUALIFICATIONS OF CANDIDATES:

1. Candidate must be a member of a Youth Council, or if not a member of the Youth Council, a member of the Society.
2. Candidate must be nominated by their Youth Council or Adult Council to be the official representative candidate of their Council.
3. Be at least age 13 and under 18 years of age on the first day of the Convention (Friday).
4. Be single on the first day of the Convention.
5. Be a member of the Society in good standing on date of selection.
6. Be able to be present during the entire period of the Convention.
7. Agree to participate faithfully in the sale of raffle tickets which will serve as the basis of selection of the King or Queen of the Convention.
8. Submit a properly completed Application for Convention Royalty Contestant signed and certified by the Secretary of the Youth Council with a photograph of contestant larger than wallet size, as well as a short biography for publicity.

B. BASIS FOR SELECTION OF CONVENTION KING OR QUEEN:

1. The selection of the Convention King or Queen and his or her Court shall be determined by total funds collected and submitted by the Youth Council, by or on behalf of a candidate through the sale of raffle tickets at the time tickets are counted.
2. The Candidate receiving the largest amount of funds collected shall be selected "Convention King or Queen".
3. All the other candidates who collect at least \$1000 in raffle ticket sales shall be considered members of the Royal Court as a "Prince" or "Princess".
4. Any candidate collecting less than \$1000 in raffle ticket sales shall not be considered a member of the Royal Court.

C. RAFFLE PRIZES

1. Prizes to be stated at beginning of contest.

D. SALES OF RAFFLE TICKETS:

1. Youth Council members and their candidates will solicit funds based on the sale of raffle tickets from members of the Society and general public.
2. Raffle tickets will be priced at \$5.00 per ticket.
3. Candidates must bring ALL funds collected and corresponding stubs of tickets sold to the Closing of the Royalty Contest which are to be turned over to the Manager of Fraternal Services (Contest Treasurer) on the date tickets are counted.
4. All checks shall be payable to "Luso-American Education Foundation" and envelopes remitting funds should be marked "Convention Youth Royalty Contest".
2. In describing why they are selling these raffle tickets, candidates may explain that "Proceeds from the sales of the Luso-American Royalty Contest will benefit the members of the Society and more specifically provide scholarships through the Luso-American Education Foundation."

E. PERIOD OF CONTEST:

1. The period of the contest shall be from January 1st to the second Saturday in July.
2. All candidates will be sent instructions and necessary tickets for the contest prior to the beginning of the contest period.
3. Requests for additional tickets are to be made to the Manager of Fraternal Services (Contest Treasurer).
4. Tickets shall not be forwarded to the Contestants during the last 7 days of the Contest.
5. The Youth Councils must submit the application form for their candidate to the Home Office of the Society by no later than December 20th.
6. The Contest will close on the 2nd Saturday of July and counting of votes will take place at 10:00 a.m. at the Home Office of the Society or elsewhere, with notice being given to the Youth Councils and the candidates at least 10 days prior to the closing date.
7. At the closing of the counting of votes on the 2nd Saturday of July, the selection of the Royalty will be announced upon the tally and verification of the tickets/votes and funds submitted by or on behalf of each candidate.
8. The Raffle Drawing shall take place at the Annual Convention immediately following the Coronation of the King or Queen.

F. DISTRIBUTION OF FUNDS:

Due to a 2012 State of California Department of Justice ruling regarding raffles at non-profit organizations, we have been forced to limit expenses as related to the Royal Court Contest to a maximum of 10%, with the 90% of the collected funds going to the actual non-profit purpose (scholarships administered by the LAEF). New Rules of Distribution are indicated below.

1. TWENTY percent (20%) of the total gross funds collected on behalf of a candidate shall be paid to the Royalty Contestant ENTIRELY in the form of an Educational Scholarship administered by the Luso American Education Foundation (LAEF).
 - a. This scholarship will be payable when the contestant finishes high school and enrolls in a trade school, any single college-level course or employed in a family business.
 - b. This scholarship will have NO EFFECT on the student's ability to qualify for any other Luso-American Fraternal scholarship administered by the LAEF.
 - c. Royal Court Contestant must sell a minimum of \$1000 of raffle tickets.
 - d. Luso-American Financial will incur the cost of the contestant's gown or suit, and other incidentals.

* NOTE: The Royal Court Contestant may also CHOOSE the option to receive up to a MAXIMUM of \$500 of the 20% of the total gross funds collected in the form of a check at the close of the contest. The BALANCE of the remaining 20% of the total gross funds collected will then be paid as described above in the form of an Educational Scholarship administered by the Luso-American Education Foundation (LAEF).

2. SIX (6 %) of the total gross funds collected on behalf of the candidate shall be paid to the Sponsoring Youth Council in the form of a check.
3. The net funds (gross funds received less amount given contestants and youth council's and additional contest expenses) shall be retained by the Luso-American Education Foundation for exclusive use in assisting members of the Society in furthering their education through scholarships and grants.

G. GENERAL:

1. The Chair of the District Youth Directors and/or the Chair of Youth Programs or another person selected shall be in charge of the coordination of the Convention Royalty Selection Program.
2. The Chair shall have the cooperation of all District Youth Directors, Youth President, Youth Officers, members of the Administrative Advisory Board of Youth Councils and members of the Youth Council.
3. The Contest Treasurer shall be appointed by the Society. The Contest Treasurer has traditionally been the Manager of Fraternal Services of the Home Office.
4. No individual outside of the Contest Treasurer shall at any time be informed or have knowledge of the funds collected by or on behalf of any candidate for King or Queen during any part of the contest period.
5. If by December 20th preceding the period of the Contest, there aren't at least 3 applications for the Royalty Contest from the Youth Councils, Contest shall be open to Juvenile members of Adult Councils.
6. If the Royalty Contest expenses exceed the allotted 10% maximum, Luso-American Financial will incur this additional expense.

ADDENDUM F

THE MANUEL REIS YOUTH ACHIEVEMENT AWARD POINT SYSTEM

The Manuel Reis Youth Achievement Award is not a competitive award, but an achievement award given to any subordinate Youth Council/Lodge that meets the following requirements:

1. Minimum of 10 regularly scheduled monthly meetings (not including special meetings).
2. Participation in the Youth Theatrical Convention Program.
3. The sponsoring of a Queen Candidate or Youth Council/Lodge Participation in the sale of Queen tickets, which generate at least \$1,000 in donations.
4. Minimum of five (5) planned social activities for the enjoyment and benefit of the Youth Council/Lodge members, including such activities as snow trips, hayrides, beach trips, parties, dances and any fund raising done for the Queen Contest.
5. Minimum of three (3) Youth Council/Lodge activities for charitable purposes and/or scholarship funds for the Luso-American Education Foundation. These include specifically planned fundraising events or help and participation in outside charities (i.e., March of Dimes, United Way, and Muscular Dystrophy, etc.). Donations to charity from Council or Lodge funds do not qualify as charitable activities.
6. Minimum of three (3) religious, fraternal, and/or civic activities.
7. Youth Council/Lodge must host a visit for the Youth President or co-host a visit with an Adult Council/Lodge.
8. Send at least one delegate to the Annual Convention.
9. Propose at least 5 new policyholders (must Paid) must be age 0-17, into the Youth Council/Lodge.
10. The award period begins on the last day of an Annual Convention, and ends on June 30th

In addition, the Youth Administration will sponsor a member of the youth in a council/lodge who achieves the Manuel Reis three (3) years in a row to go to Luso Camp. Any Council/Lodge who achieves three (3) years but does not have a youth member of age to attend Camp, can save the money for a year where they can attend. (voted by Youth Administration in January 2017)

ADDENDUM G
MINIMUM REQUIREMENTS TO BE AN ACTIVE 20/30'S REGION

The minimum requirements for being an active 20/30's Region must be met to have Regional delegates attend the next annual convention. These requirements are for the fiscal year (January – December).

20/30s Region minimum requirements:

- 5 Monthly Meetings
- 5 Social Activities
- 1 Civic Involvement
- 1 Religious Activity
- A member(s) of a 20/30's region to sponsor at least 2 new members*
- Hold a joint activity with each, an Adult Council, and a Youth Council

*Separate from any proposed members put forth for Manuel Reis Award