

Rules and Regulations

governing the

20-30 Associates

of the

**LUSO-AMERICAN FRATERNAL FEDERATION AND PORTUGUESE
CONTINENTAL UNION**

fraternal divisions of

LUSO-AMERICAN LIFE INSURANCE SOCIETY

Adopted November 7, 1968

Amended August 1981

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**RULES AND REGULATIONS
GOVERNING THE
"20-30 ASSOCIATES"
OF THE
LUSO-AMERICAN FRATERNAL FEDERATION/PORTUGUESE CONTINENTAL UNION
fraternal divisions of
Luso-American Life Insurance Society**

**ARTICLE 1
NAME**

The 20-30 ASSOCIATES OF THE LUSO-AMERICAN FRATERNAL FEDERATION AND THE PORTUGUESE CONTINENTAL UNION, also known as the "20-30'S ASSOCIATES", shall be the name by which the intermediate age group members of the Luso-American Fraternal Federation and the Portuguese Continental Union shall be known.

**ARTICLE 2
PURPOSE**

The purpose of the "20-30 ASSOCIATES" is to unite a group of people in the intermediate age group in the Society with a common interest in promoting the cultural heritage, aims and purposes of the Luso-American Fraternal Federation and the Portuguese Continental Union as auxiliaries of the Society.

**ARTICLE 3
ORGANIZATION**

Section 1 Regions The 20-30 ASSOCIATES shall consist of eligible members organized into branches to be known as "20-30 ASSOCIATES REGIONS".

Section 2 Region 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 until the 30th day of June of the following year or until their successors have been installed and qualified.

**ARTICLE 4
MEMBERS**

Section 1 Qualifications Membership in the "20-30 Associates" shall consist of members of the Luso-American Fraternal Federation and the Portuguese Continental Union age 18 or over and less than 40 years of age, including members under age 18 who are married or divorced.

Section 2 Dues No admission fee or membership dues shall be required of any member for his admission into the "20-30 Associates" or Region. However, membership is limited to those individuals who are covered by a policy of insurance with the Society.

Section 3 Application Admission in any Region must be obtained through special application in the form provided by the "20-30 Associates". All applications for admission must be sent to the home office of the Society by the Regional Secretary within 30 days of acceptance of the member into the Region.

Section 4 Meetings The Regions shall meet at least quarterly to carry out their social, civic, and fraternal programs, and, in conjunction with each meeting, there must be some social activity for the general welfare and enjoyment of their members.

Section 5 Fund Raising Each Region must endeavor to promote at least a Quarterly activity for the general enjoyment of the membership and as fund raising projects

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Section 5 Duties of the Vice-President The Vice-President shall take the place of the President when the President is unable to act.

Section 6 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

Section 7 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 8 Duties of the Parliamentarian The Parliamentarian shall, when requested by the President, assist the President in matters concerning parliamentary procedure at meetings and perform any other duties required by the President.

Section 9 Duties of the Director of Activities The Director of Activities shall be charged with the duty of directing the social, civic and fraternal programs approved by the 20-30 Associates Administration and perform other 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.

ARTICLE 7 **FUNDS**

Section 1 Bank Account Every Region shall have and maintain a Regional fund for all monies belonging to said Region at a bank of its choice.

Section 2 Income & Disbursements All sums received from whatever source shall be deposited by the Regional Treasurer in the Regional fund and the regional Treasurer shall be custodian of the fund. All disbursements from the fund shall, prior to disbursement, be approved by the Regional membership and all checks for disbursements from the fund shall require the signature of any two of the following Officers: President, Secretary, or Treasurer.

Section 3 Financial Reports The Regional Treasurer shall submit a quarterly report to the membership of the Region on the revenues and disbursements of the fund.

ARTICLE 8 **CONDUCT OF MEETINGS**

Unless otherwise provided, Robert's Rules of Order shall govern the proceedings of all meetings.

ARTICLE 9 **AMENDMENTS**

All amendments to these 20-30 Associates Rules & Regulations must be submitted to the Boards of Directors of the Luso-American Fraternal Federation or the Portuguese Continental Union, as appropriate, for approval at least 60 days prior to the date of any regular Board meeting. The By-laws of the 20-30 Associates and any amendments hereto, however, are subject to the approval of the Board of

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for the Region and for causes that may merit the support of the 20-30 Associates in educational and civic projects.

Section 6 Council/Lodge Activities The 20-30 Associates shall participate in their Council's/Lodge's activities and meetings and assume a position of leadership when the occasion presents itself.

Section 7 Annual Sessions:

a. Date & Location The "20-30 Associates" shall meet in session once per year on the date and place where the Conventions of the Luso-American Fraternal Federation and the Portuguese Continental Union meet.

b. Participation Participation in the "20-30 Associates" Annual Sessions shall be limited to Officers and Council/Lodge Delegates duly elected as Delegates of Adult Councils/Lodges who are age 18 and under 40 years of age and who are eligible to membership in the "20-30 Associates".

c. 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.

ARTICLE 5

20-30 ASSOCIATES ADMINISTRATION

The "20-30 Associates" Administrations for the Luso-American Fraternal federation and Portuguese Continental Union 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

ARTICLE 6

OFFICERS

Section 1 Administrative Officers The "20-30 Associates" shall have the following administrative Officers: President, Vice-President, Secretary, Treasurer, Master of Ceremonies, Parliamentarian, Director of Activities and Immediate Past President. The President, Vice-President, Secretary, Treasurer, Master of Ceremonies, Parliamentarian and Director of Activities shall be elected at the Annual Conventions. The Immediate Past Presidents shall automatically assume office on retiring from the Presidency.

Section 2 Election of Administrative Officers The election of the Administrative Officers 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.

Section 3 Term of Administrative Officers The term of office of all the Administrative Officers shall be from Annual Session to Annual Session or until their successors qualify.

Section 4 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-American Fraternal Federation or the Portuguese Continental Union.

Rules and Regulations Governing the 20-30 Associates (DRAFT)
March 3, 2004

Directors of the Luso-American Life Insurance Society.

Addendum A
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 its 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 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 B
SPOKE AWARD

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 specification is that the individual selected must be a member of an active 20-30 Associates' Region.

A Region may nominate one of its members for the Spoke Award by submitting a short resume, noting accomplishments and contributions, to the Home Office at least thirty (30) days prior to its Annual Convention. At its Annual Convention meeting, the 20-30's Administration will review the names submitted and choose the individual they feel is most deserving of the award. No 20-30's Administration Officer shall be considered 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 awards banquet.