BY-LAWS

of the

YOUTH COUNCILS AND LODGES

of the

LUSO-AMERICAN FRATERNAL FEDERATION AND PORTUGUESE CONTINENTAL UNION

fraternal divisions of

LUSO-AMERICAN LIFE INSURANCE SOCIETY

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ARTICLE 1
DESIGNATION

The **YOUTH COUNCIL/LODGE** is the designation by which all subordinate Youth Councils and Lodges of the Luso-American Fraternal Federation and the Portuguese Continental Union, respectively, fraternal divisions of the Luso-American Life Insurance Society, shall be known.

ARTICLE 2
PURPOSE

The **Youth Council/Lodge** shall be an auxiliary of the Federation and the Union and their aims and purposes are:

a. To develop leadership in the Youth of the Society and foster the principles of fraternalism;

b. To provide the Youth of the Society with the facilities and opportunity to practice the principles of democratic government and parliamentary procedure;

c. To develop sound programs of sports, social, civic and cultural activities for the benefit of the Youth of the Society.

ARTICLE 3
ORGANIZATION

The **Youth Council/Lodge** shall consist of eligible members organized into branches to be known as subordinate "Youth Councils and Lodges".

ARTICLE 4
MEMBERS

Section 1 Qualifications Membership in any subordinate Youth/Lodge Council shall be confined to benefit members of the Society, who are under the age of 18 years and never married.

Section 2 Dues No admission fee or membership dues shall be required of any member for his admission in any subordinate Youth Council or Lodge. Contributions shall be limited to the payments provided under his/her policy of insurance in the Society.

Section 3 Application Admission in any subordinate Youth Council/Lodge must be obtained through special application executed in the forms provided by the Society. It shall be approved by majority vote at a regular meeting of the membership of the Council or Lodge where the applicant desires to be admitted. All applications of approved members must be sent to the Home Office of the Society by the Secretary of the Youth Council or Lodge within 30 days from the date of admission from date of approval by the Youth Council/Lodge

Section 4 Transfers A member of any subordinate Youth Council/Lodge may transfer his/her membership to any subordinate Youth Council/Lodge that accepts it. Transfers shall be obtained through proper form provided by the Society, and must be approved by majority vote at a regular meeting of the subordinate Youth Council/Lodge where the applicant desires to be transferred. Transfer applications shall be submitted to the Home Office of the Society by the subordinate Youth Council Secretary within 30 days from date of approval thereof by the Youth Council/Lodge.

Section 5 Special Class Members - Members may be admitted to a subordinate Youth Council/Lodge who have not reached the age of 18, never married, and who have applied to the Society for membership, but have not been accepted because they are not insurable, provided they make application as a youth member and pay dues to the Youth Council/Lodge in which there were accepted in the amount of $6.00 per year. Members in this special

class shall be granted all rights and privileges enjoyed by insured members of the Youth Council/Lodge, including the right to hold office and be delegates to their respective conventions.

Section 6 Meetings The subordinate Youth Councils/Lodges shall meet once a month and their activities must be supervised by the Youth Director and Adult Youth Leaders appointed for that purpose.

Section 7 Participation Participation in the meetings of the subordinate Youth Councils/Lodges shall be limited to their active members.

Section 8 Guests Participation in the social activities sponsored by the subordinate Youth Councils/Lodges may be extended to guests of the members who have never married, are under the age of 18 years and of good moral character. However, no guest may be invited to take part in any activity more than once a year.

Section 9 Annual Conventions

a. Date & Location The Youth Council/Lodge shall meet in Annual Convention once a year on the date and place where the adult Conventions of the Luso-American Fraternal Federation and Portuguese Continental Union, respectively, meet and their activities shall be regulated by the program provided by the Society

b. Participation The participation in the Youth Council/Lodge Annual Meeting shall be limited to its officers and the delegates duly elected by the subordinate Youth Councils/Lodges, on the basis hereinafter provided.

c. Delegates Each subordinate Youth Council/Lodge shall be entitled to nominate and elect one delegate for the Charter, and additional delegates as shall be provided annually by the ruling of the Boards of Directors of the Luso-American Fraternal Federation and the Portuguese Continental Union, respectively, which shall be mailed to each subordinate Council/Lodge prior to their respective conventions. To qualify for nomination and election as a delegate or alternate-delegate, the member must be a member of the Youth Council/Lodge over 12 and under 18 years of age and never married.

d. Nomination of Delegates The delegates and their respective alternates shall be nominated and elected at the pre-convention meeting of the subordinate Youth Council/Lodge held at least sixty (60) days preceding the Annual Convention.

e. Delegate Preference The member of the subordinate Youth Council/Lodge who sponsors the admission of the largest number of accepted candidates for benefit membership in the Society (both adult and juvenile), during the term of office, up to and including the pre-convention meeting, shall be automatically nominated the first delegate.

f. Mileage and Per Diem The Officers of the Youth Council/Lodge and each delegate to the Annual Convention shall receive from the Society 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 of the Youth Council/Lodge.

g. Convention Conduct The officers and delegates to the Youth Council/Lodge conventions shall not engage in any social activities that may exclude the participation of any officer or delegate in attendance, nor engage in any misconduct that would diminish the image of our youth and the Society.

h. Convention Meetings During the conventions the officers and delegates shall review the progress made during the preceding year and formulate programs to be carried out by the Youth Councils and Lodges for the welfare and enjoyment of their members.

ARTICLE 5
YOUTH COUNCIL/LODGE ADMINISTRATION

Section 1 Composition The Youth Council/Lodge Administration shall consist of a special committee composed of the Chair of Youth Directors, District Youth Directors, Director of Youth Programs, the Administrative Officers of the Youth Council/Lodge, and Immediate Past Youth President who shall have a voice but no vote at the Youth Council/Lodge 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-American

Fraternal Federation and the Portuguese Continental Union.

Section 2 **Youth Directors** The Chair of Youth Directors and the District Youth Directors shall be appointed by the Boards of Directors of the Luso-American Fraternal Federation and the Portuguese Continental Union for their respective organizations to serve until their successors are duly appointed. They shall administer and supervise the activities of the subordinate Councils/Lodges assigned to them 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-American Fraternal Federation and the Portuguese Continental Union for their respective organizations.

Section 3 **Director of Youth Programs** The Director of Youth Programs shall be appointed by his/her respective Boards of Directors to serve until his/her successor is duly appointed. He/She shall coordinate and supervise the cultural programs at the Youth Council/Lodge convention and shall assist all subordinate Councils/Lodges in their own cultural programs.

Section 4 **Meetings** The Youth Council/Lodge Administration shall meet twice a year for the purpose of reviewing the Youth Council/Lodge activities and formulate programs to be carried out by the subordinate Youth Councils/Lodges for the welfare and enjoyment of their members.

Section 5 **Convention Youth Program** The Youth Council/Lodge Administrations shall prepare and submit to the Boards of Directors of their respective organizations (Luso-American Fraternal Federation/Portuguese Continental Union) for their review and approval, at least six (6) weeks prior to their respective conventions, a suitable and complete program prescribing and regulating the activities to be carried out by the officers and delegates to the Youth Council/Lodge Annual Convention.

Section 6 **Minutes and Correspondence** The Youth Council/Lodge Administration, through their respective Secretaries, shall furnish the Home Office of the Society with copies of all letters, circulars, rulings, etc. sent to and received from the Youth Officers and subordinate Youth Councils/Lodges, in connection with the activities of the Councils/Lodges and their members as well as with copies of the minutes of all meetings.

Section 7 **Adult Leaders** In addition to the District Youth Director and Advisory Board members, each subordinate Youth Council/Lodge must be supervised by at least two adult leaders, who shall guide and supervise all the activities of the members of the Council/Lodge and report to the District Youth Director, to whom the Council/Lodge is assigned, any and all irregularities that may be committed, and prepare a report annually of the activities carried out by the Council/Lodge and the accomplishments of their members, to be presented to the Youth Council/Lodge Administration.

Section 8 **Appointment of Youth Leaders** The subordinate Youth Council/Lodge adult youth leaders shall be appointed by the Youth Director of the subordinate Youth Council/Lodge. Their responsibilities shall be to attend all functions of the Youth Council/Lodge entrusted to them and to guide and counsel the members in the necessary work of the Youth Council/Lodge. It shall be the practice of the adult leaders, however, to refrain, as much as possible, from intervening in the normal business of the Youth Council/Lodge. Instead their practice shall be one of guidance and advice.

ARTICLE 6
OFFICERS

Section 1 **Administrative Officers** The Luso-American Fraternal Federation Youth Council and the Portuguese Continental Youth Lodge shall each have the following officers: President; Vice President; Secretary; Treasurer; Master of Ceremonies; Marshal; Inside Guard; Outside Guard; and four (4) Trustees.

Section 2 **Election of Administrative Officers** At their respective Annual Conventions, the Officers of the Youth Council/Lodge 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 members, 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 subordinate Youth Council/Lodge shall be eligible for election as officers during the same term of office. No person shall hold

more than one position at any level, whether elected or appointed, simultaneously.

Section 3 **Subordinate Youth Council/Lodge Officers** The subordinate Youth Council/Lodge shall have the following Officers: President; Vice-President; Secretary; Treasurer; Master of Ceremonies; Marshal; General Guard; and three (3) Trustees, who 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 be from date of installation until the 30th day of June of the following year or until their successors have been installed and qualified. Installation of the Youth Council/Lodge Officers shall be per the Installation Ritual of the Society. Any Officer who marries during his/her term of office shall automatically be disqualified from holding such office and said office shall be deemed vacant.

Section 4 **Duties of the President** The President shall represent the Youth Council/Lodge at public functions and ceremonies and preside at the annual convention of the Youth Council/Lodge and Youth Administration meetings and shall perform any other duties and responsibilities authorized by the Boards of Directors of their respective fraternal divisions.

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 Youth Council/Lodge shall perform the duties of the 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 Youth Council/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.

Section 8 **Duties of the Marshal** The Marshal shall assist the Master of Ceremonies and perform any other duties required by the President.

Section 9 **Duties of the General Guard** The General Guard shall be the keeper of the door and perform other duties required by the President.

Section 10 **Duties of the Trustees** The Trustees shall have those duties assigned to them by the President.

ARTICLE 7
FUNDS OF SUBORDINATE YOUTH COUNCILS/LODGES

Section 1 **Bank Account** Every subordinate Youth Council/Lodge shall have and maintain a Youth Council/Lodge Fund in a bank of their choice for all monies belonging to said Youth Council/Lodge. The fund shall be designated "Youth Council No._____ Fund, Luso-American Fraternal Federation" or “Youth Lodge No._____ Fund, Portuguese Continental Union”, as appropriate.

Section 2 **Income & Disbursements** All sums received by the Council/Lodge, from whatever source, shall be deposited by the Council/Lodge Treasurer in the Youth Council/Lodge Fund. All disbursements from the fund shall, prior to disbursement, be approved by the subordinate Youth Council/Lodge. The Treasurer of the subordinate Youth Council/Lodge shall be the custodian of the fund. All checks for disbursements from the fund shall require the signature of the following officers, to wit: President and Treasurer of the subordinate Youth Council/Lodge and signature of the District Youth Director (who is over 18 years of age). Three signatures shall be required on all checks issued on the said fund.

Section 3 **Financial Report** The Youth Council/Lodge Treasurer shall submit a quarterly report to the Trustees of the Council on the revenues and disbursements of the fund. They, in turn, shall audit said report and submit their findings to the next session of the Youth Council/Lodge.

ARTICLE 8
CONDUCT OF MEETINGS

Unless otherwise provided, Roberts Rules of Order shall govern the proceedings at all meetings of the Subordinate Youth Councils/Lodges and Youth Council/Lodge Administration

ARTICLE 9
AMENDMENTS

All Amendments to these Youth Council/Lodge By-Laws must be submitted to the Board of Directors of the appropriate fraternal division for approval at least 60 days prior to the date of any regular Board meeting. These By-Laws of the Youth Council/Lodge and any amendments hereto, however, are subject to the approval of the Board of Directors of the Luso-American Life Insurance Society.

ADDENDUM A
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 sale of Queen tickets of at least $1,000. **(Addendum B)**

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. This includes help and participation in outside charities (March of Dimes, United Way, and Muscular Dystrophy, etc) over and above financial donations.

6. Minimum of three (3) religious, fraternal, and/or civic activities

7. Youth Council/Lodge hosted visit for the Youth President (or co-host with Adult Council/Lodge).

8. Send at least one delegate to the Annual Convention.

9. Propose at least 10 new policyholders, five (5) of whom must be age 0-17 into the Youth Council/Lodge.

10. Award period is from convention to convention.

ADDENDUM B
OFFICIAL RULES
for
CONVENTION QUEEN SELECTION

1. SELECTION OF CANDIDATES A Youth Council/Lodge may nominate a young woman, who is a member of the Youth Council/Lodge, or, if not a member of the Youth Council/Lodge, a member of the Society. The representative selected shall be the official representative of her Youth Council/Lodge for Queen of the Convention.

2. QUALIFICATIONS OF CANDIDATES

a. Be age 13 and less than 18 years on the first day of the Convention.
b. Be single on the first day of the Convention.
c. Be a member of the Society in good standing on date of selection.
d. Be able to be present during the entire period of the Convention.
e. Agree to participate faithfully in the sale of raffle tickets.
f. Submit a signed and completed application for Convention Queen Contestant, certified by the Secretary of the Youth Council/Lodge, with a photograph of contestant, larger than wallet size, as well as a short biography for publicity.

3. BASIS FOR SELECTION OF CONVENTION QUEEN

a. The selection of the Convention Queen and her Court shall be made on the basis of votes determined by funds collected and submitted by the Youth Council/Lodge, by or on behalf of a candidate.
b. Each dollar collected shall represent one (1) vote.
c. The Candidate receiving the greatest number of votes shall be selected Queen. The two candidates receiving the next greatest number of votes,i.e., second and third, shall be the Queen's Maids, and all other candidates shall be considered members of the Queen's Court, except that any candidate receiving less than 1000 votes shall not be considered a member of the Queen's Court.

4. RAFFLE PRIZES Prizes are determined at the beginning of the contest.

5. SALES OF RAFFLE TICKETS

a. Youth Council/Lodge members and their candidates must solicit funds on sale of raffle tickets from members of the Society and general public, at $1.00 per ticket in books of ten (10) tickets.
b. Candidates must bring all funds collected and stubs of tickets sold, to the Closing of the Queen Contest, to be turned over to the "Contest Treasurer" (appointed by the Society). All checks shall be payable to "Luso-American Education Foundation" with envelopes remitting funds marked "Convention Youth Queen Contest".

6. PERIOD OF CONTEST

a. All candidates will be sent instructions and necessary tickets prior to the beginning of the contest. However, tickets shall not be forwarded to contestants during the last seven (7) days of the Contest.
b. The Youth Councils/Lodges must submit an application form for their candidates to the Home Office of the Society by December 1st.
c. The period of the contest shall run from January 1st to no later than the Saturday three weeks prior to the first day of the Convention. The counting of votes will take place at a time and place to be determined with notice given to the Youth Councils/Lodges and the candidates at least ten (10) days prior to the closing date. The selection of the Queen, her Maids and her Court will be announced upon the tally of the votes.
d. The raffle drawing shall take place on the first day of the Convention immediately following the crowning of the Queen.

7. DISTRIBUTION OF FUNDS

a. Twenty percent (20%) of the total gross funds collected on behalf of a candidate shall be paid to the candidate for use in purchasing or renting the proper gown for use during the Ceremonies of the Convention and to defray necessary expenses of housing, meals, etc.

b. The net funds (representing gross funds received less amount given to candidates for contest expenses) received from each Youth Council/Lodge on behalf of its candidate shall be distributed as follows:

(1) Twenty-five (25%) of the net funds collected shall be paid to the Subordinate Youth Council/Lodge.

(2) Twenty-five (25%) of the net funds collected shall be paid to the Youth Administration of the Luso-American Fraternal Federation/Portuguese Continental Union

(3) Fifty percent (50%) retained by the Luso-American Education Foundation for exclusive use in assisting members of the Society in furthering their education.

8. GENERAL

a. The Chair of the District Youth Directors oversees the Queen Selection Program.

b. The Chair shall have the cooperation of all District Youth Directors, Youth President, Youth Officers, members of the Administrative Advisory Board, and members of the Youth Council/Lodges.

c. 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 Queen.

d. If by December 15th preceding the period of the Contest, there are not at least three (3) applications for Queen Contestants from the Youth Councils/Lodges, the Contest shall be open to Juvenile members of Adult Councils with the proceeds under paragraph 7a(1) above, reverting to said Adult Council(s).