

BYLAWS
CLUBE JUVENTUDE LUSITANA

Founded on October 8 of 1921

BYLAWS REVISION APPROVED IN THE ASSEMBLY OF APRIL 15, 2014



BYLAWS OF CLUBE JUVENTUDE LUSITANA

CHAPTER I

Organization's Name, Foundation. Headquarters, Symbols

- Article 1 This organization will be known as **Clube Juventude Lusitana, Inc.**
- Article 2 The Club was founded on October 8, 1921 at 178 Broad Street, Valley Falls, Cumberland, Rhode Island by:
Adelino Carvalho from Penalva de Castelo
Jose Francisco Dias from Tondela
Rogerio Leal Luis from Freixo de Espada a Cinta
Tito Li'vio Torres Mangas from Figueira de Castelo Rodrigo
Antonio Queijo from Felgar
- Article 3 The Club was inaugurated in its new headquarters on January 27, 1929 located at 10 Chase Street, Cumberland, Rhode Island 02864.
- Article 4 The symbols of the Club are a flag with the emblem of the Portuguese shield superimposed on the Cross of Christ.



- 1) The flag is a rectangular white cloth with the Portuguese shield in the center superimposed on the Cross of Christ. On the upper part of the flag, on a green band, the words "Clube Juventude Lusitana" and on the lower part, on a red band, the words "Cumberland, Rhode Island, Founded October 8, 1921". At each end of the Cross, the letters CJL will appear. On the lower part of the same Cross USA will appear.
- 2) The Cross of Christ represents the character of the Portuguese people.

- 3) The shield represents the Nation's arms that safeguard the Portuguese people spread throughout the world.



- 4) The emblem is circular in shape with the Portuguese shield superimposed on the Cross of Christ with the following words:
Clube Juventude Lusitana, Cumberland, RI.

CHAPTER II

Mission and Objectives

Article 5 This organization is a group whose purpose is social-cultural and recreational, non-political, multi-racial, and without religious preference. It is a non-profit organization that includes males and females of Portuguese origin, with the exception of persons involved in recreational activities who can be of any nationality, or anyone married to someone of Portuguese origin previously mentioned.

Article 6 **The objective of this organization is:**

- 1) Maintain and promote the Portuguese culture and language along with traditions and customs of its members and Luso-Americans.
- 2) Establish and maintain socio-cultural and recreational relations with other organizations.
- 3) Collaborate with federal, state, and local representatives when requested when such requests are not detrimental to the functioning of the Club.
- 4) Participate in various ways in causes of general interest in the Portuguese community, as long as, the Club is not adversely affected.

CHAPTER III

Club Membership

Article 7 The members will have the following categories:

- 1) Provisionary
- 2) Effective
- 3) Minors
- 4) Recreational

- 5) Meritorious
- 6) Honorary
- 7) Retired

- 1) Provisionary members are all individuals whose application have been approved by the Board of Directors with favorable review of the Fiscal Committee and are waiting to be sworn in at a General Assembly. Nonappearance at the General Assembly without acceptable justification will imply loss of initiation fee. If the justification is acceptable, the applicant will continue to be a provisional member until the next General Assembly.
- 2) Effective members are all individuals, both male and female, who meet the requirements in Chapter II, Article 5 after complying with the admission rules of these Bylaws with voting rights and able to be elected to different committees within the Club.
- 3) Minor members are the children and grandchildren of members in good standing from 0 to 17 years of age, inclusive, after approval from the General Assembly. They may attend General Assembly meetings but cannot vote or participate in official committees.
- 4) Recreational members are all non-Portuguese members who wish to frequent the bar for recreational or social gatherings after the approval of the General Assembly. They will not have the right to vote, cannot participate in General Assembly meetings or be elected to any committees.
- 5) Meritorious members are those individuals that have contributed to the development and progress of the Club through large financial support, materials goods etc., after approval of the Genera] Assembly.
- 6) Honorary members are those individuals who have substantially contributed to the development and prestige of the Club and Portuguese community after the approval of the General Assembly.
- 7) Retired members are those individuals who have reached age 65 with ten (10) years of uninterrupted membership will be exempt from paying dues by right afforded by these Bylaws.

Chapter IV

Branches

Article 8 The various subdivisions of the Club are:

- 1) A General Assembly
- 2) A Board of Directors
- 3) Fiscal Committee
- 4) Executive Committee

Article 9 The General Assembly is the legislative branch comprised of all members in good standing and will be lead by:

- 1) President
- 2) Vice-President
- 3) 1st Secretary
- 4) 2nd Secretary

Article 10 The Board of Directors is the executive branch and is made-up by:

- 1) President
- 2) Vice-President
- 3) 1st Secretary
- 4) 2nd Secretary
- 5) 1st Treasurer
- 6) 2nd Treasurer
- 7) Stock Director
- 8) General Maintenance Director
- 9) Bar Stock Director
- 10) Festivities Director
- 11) Public Relations Director
- 12) Membership Director
- 13) Auxiliary Director
- 14) Master of Ceremony

Article 11 **The Fiscal Committee is the branch that sanctions all activities of the Board of Directors and committee consists of:**

- 1) President
- 2) Vice-President
- 3) Secretary
- 4) Recorders

Executive Committee

Article 12 This committee has as its objective of offering advice to the Board of Directors and Fiscal Committee. It will consist of five (5) competent members of known integrity who are in good standing and will have the following:

1. President
2. 1st Vice-President
3. 2nd Vice-President
4. Secretary
5. Delegate from the existing Board of Directors

Chapter V

Jurisdiction of Branches

Article 13 The General Assembly will be convened every two (2) months by its President or representative on the second Sunday of each month, except in January which will be on the third Sunday.

- 1) In case of a change of meeting date for the General Assembly the Board of Directors will be informed beforehand so that it will be able to send notification to the membership.
- 2) An immediate request for an ad hoc meeting of the General Assembly shall be requested to replace the Board of Directors in its entirety by resignation or to solicit dismissal and to elect a new Board of Directors.
- 3) Regular General Assembly meeting dates should only be altered for unforeseeable reasons.
- 4) The General Assembly will start at the specified time as long as there are one hundred (100) members, not counting officers, in good standing present. If the aforementioned number of members is not present the meeting will take place half hour later with the members who are present.
- 5) The General Assembly will examine accounting of the Board of Directors, Annexes, Special Committees and proposals made by members during the meetings.
- 6) Will nominate committees for special undertakings

- 7) The General Assembly will hold six (6) regularly scheduled meetings during the year in January, March, May, July, September and

November with the following tasks:

January - swearing in of elected members, new order of business

March - nominate School Committee

July - swearing in of School Committee, accounting of St. John's Feast Committee

September - election for various branches

November - confirmation of elected Presidents and presentation of their respective committees.

8) Regularly scheduled General Assembly meetings will always begin with a minute of silence in memory of deceased members and then with the following agenda order:

- a) roll call of elected committee members
- b) consider, approve, and admit new members
- c) reading, consideration, and approval of the previous meeting minutes
- d) accounting from all branches
- e) incoming and outgoing correspondence
- f) Board of Directors will related all pertinent administrative and social activities
- g) accounting of all annexes and special committees
- h) projects in progress
- i) new projects
- j) adjournment

9) The General Assembly can meet at any time upon the request from the Board of Directors, Fiscal Committee or when requested by a member with a signed petition of twenty-five (25)

members in good standing.

- a) Notification of General Assembly meeting will be sent via written letter or post card to all members
 - b) The meeting will take place with at least two thirds (2/3) of those members who signed the petition.
 - c) The petitioner will be responsible for the expenses incurred with the possibility of being reimbursed in case of a favorable outcome
 - d) The meeting will only hear and consider the petition at hand
- 10) The meetings will be conducted with the utmost respect and quietness.
 - 11) Directors shall be addressed by their respective official titles.
 - 12) Any elected member seated at the head table may submit proposals. However, they will have to leave the table upon requesting permission to do so from the President. The President is granted to same right once he is substituted by the Vice-President
 - 13) Approval of minutes, accounting and other issues can be made without a proposal, if there is no discussion, except voting during elections which are by secret ballot.
 - 14) Interrupting someone who has the floor is not permitted.
 - 15) No member shall be granted the floor without standing and soliciting same from the President.
 - 16) The General Assembly President conducting the meeting shall have the right to interrupt a member who has the floor to call them to order if necessary.
 - 17) No new issue will be discussed until the issue under discussion is concluded.
 - 18) No further discussion will be allowed once a proposal has been voted on.
 - 19) Stipulate or alter initiation fees or annual dues by proposal from Directors or members and seconded by another.

Board of Directors

- Article 14 The Board of Directors should officially meet at least one a month at the time and date previously stipulated by the President to discuss all issues related to the management of the Club/.
- Article 15 A quorum for the Board of Directors meeting shall be at least half of its members with the mandatory presence of the President or Vice-President.
- Article 16 Decisions made by the Board of Directors should be adopted once approved by the majority. In case of a deadlock the President or his legal representative shall cast the deciding vote all of which will be stated in the meeting minutes.

Responsibilities of the Board of Directors

Article 17

- 1) run the bars and rent the Club's facilities
- 2) indoor and outdoor maintenance of the Club
- 3) proper building maintenance
- 4) expenditures up to three thousand dollars (\$3,000.00) for repairs and maintenance
 - a) Expenditures over the above referenced amount shall be approved by a majority of members during a General Assembly. Project should be submitted, when possible, by two reputable companies with the bid, obviously, being awarded to the lowest bidder.
 - b) In emergency situations, repairs shall be approved after a special meeting of the General Assembly with the presence of the Presidents of the General Assembly, Fiscal Committee or their representatives, by request of the Board of Directors.
 - c) The previously mentioned will be communicated to the members at the next General Assembly meeting.
- 5) collaborate with all committees in all situations as necessary
- 6) organize the Memorial Day Parade to the cemetery
- 7) organize the St. John's Feast on the weekend of closest to the 24th of June
- 8) commemorate the Club's anniversary on the weekend closest to its foundation date, October 8
- 9) organize the Children's Christmas with the purpose of giving presents to the eligible members' children who are 10 years old or younger
- 10) organize New Year's Eve to take place on December 31
- 11) represent the Club at a members funeral whenever possible
- 12) give out two (2) annual scholarships to members or children of members who have graduated from high school and presents evidence of being accepted, enrolled at an accredited institution of higher learning
- 13) be present at General Assembly meetings
- 14) execute proposals which were approved in the General Assembly and adhere to timelines

15) carry out and impose all disciplinary rules whenever necessary

Article 18 During the January General Assembly, the Board of Directors shall present a detailed report of any notable information or happenings which occurred during the year as well as a detailed and all-inclusive annual financial status of the Club. It shall also present an inventory of current charges. This shall be done in the presence of the new directors.

Responsibilities of Fiscal Committee

- Article 19
- 1) Check and audit the Club's activities for financial viability and strive in the best interest of the Board of Directors with strict obedience of the Bylaws and deliberations of the General Assembly.
 - 2) Check administrative and financial undertakings of the Director and committees and sign ledgers/reports to be presented to the General Assembly with previous notice.
 - 3) Examine the annual Directors report and present its findings to the General Assembly.
 - 4) Sign all necessary documents.
 - 5) Make recommendations to the Directors about new members after inquiring about their character.
 - 6) Take a weekly inventory of existing stock in the bars and sales and verify receipts, expenses, balances and sign all necessary documents.
 - 7) Report any irregularities to the Directors so that immediate action can take place to correct them.
 - 8) Report any infractions or irregularities committed by the Directors or committees to the General Assembly.
 - 9) Oversee the electoral process.

Nomination, Duration and Responsibilities of the Executive Committee

Article 20 The Executive Committee will be nominated by the President's of the General Assembly, Board of Directors and Fiscal Committee.

Article 21 The minimum term of office for the President and 1st Vice-President is of three (3) years, for the 2nd Vice-President and Secretary two (2) years, and delegate from the Board of Directors one (1) year.

Article 22 The nominated members will be presented, approves and take office during the next General Assembly.

Article 23 Adjudicate and advice the Board of Directors and Fiscal Committee with licenses, taxes, insurance, scholarship, legal issues and in any other capacity that will contribute to a more efficiently run and interest of the Club.

Article 24 This committee will meet monthly and will provide written minutes or proceedings to the General Assembly.

Committees

Article 25 Committees are deemed to be all organized groups comprised of members whose function is the develop and carry out cultural, social, recreational, sports and other activities with the intent of realizing the Club's mission.

Autonomous Committees

Article 26 All annexes are considered autonomous destined to perform specific functions.

The existing Annexes are:

- 1) Ladies Auxiliary, founded June 1923
 - 2) Lusitana Sports, founded November 1923
 - 3) Band , founded 1926
 - 4) Theater Group, founded 1929
 - 5) Portuguese School, founded 1929
 - 6) Folkloric Group, founded 1934
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- a) Any new annex must be presented and approved during a General Assembly meeting provided that their objectives are related to the Club.
 - b) Autonomous committees will have their own regulations provided they are in alignment with these Bylaws.
 - c) All committees' regulations and any subsequent alterations shall be submitted to the General Assembly for viewing and approval.
 - d) All funds and goods of autonomous committees are the sole property of the Club; the committee is responsible for its good development.

Article 27 In case of disbandment of any annex, all monetary funds, goods, equipment, etc. will revert entirely to the Club.

Article 28 The annex committees, with the exception of the School and Theater should present accounting ledgers/reports during each General Assembly meeting after being approved and signed by the Fiscal Committee.

- 1) The School and Theater will present accounting ledgers/reports in the Months of January, March, July, and November.

Temporary Committees

Article 29 Temporary committees are those formed by the Board of Directors for specific tasks, such as St. John's Feast Committee, Festivities Committee, Fundraising Committee, Newspaper Committee, etc.

Chapter VI

Duties of Sub-divisions and Branches

Article 30 The General Assembly President has the maximum legislative power.

- 1) select the remaining members to be seated
- 2) conduct General Assembly meetings
- 3) inform the Vice-President when he will need to substitute the President
- 4) order any member to leave the meeting room who is out of order or whose conduct is deemed inappropriate
- 5) dismiss or substitute any seated member of the General Assembly when deemed necessary
- 6) invite a member of the Club to install, alter swearing-in, the elected officials, in accordance with the conditions in the appendix

Article 31 Duties of the Vice-President of the General Assembly

- 1) take over President's duties in his absence
- 2) help the President carry out his duties

Article 32 Duties of the 1st Secretary of the General Assembly

- 1) Draft minutes of meetings and read same at meetings

Article 33 Duties of 2nd Secretary of the General Assembly

- 1) Collaborate with 1st Secretary and substitute him in his absence
- 2) Roll call of elected officers

Article 34 The President of the Board of Directors has the maximum executive power.

1. Comply and make comply with the principles of the Bylaws
2. Schedule and preside at Board of Directors meetings
3. Have a vote in Board meetings
4. Sign all necessary documents
5. Inform the Vice-President when to substitute him
6. Represent the Club or approve a substitute in special programs and activities
7. Nominate directors for annexes and committees
8. Select members of the Board of Directors
9. Substitute or dismiss temporarily or definitely any member of the Board, Annexes or Committee when deemed necessary of the smoother functioning of the Club after informing the General Assembly of the decision and motive

Article 35 Duties of Vice-President of the Board of Directors

- 1) carry out the duties of the President in his absence
- 2) help the President carry out his duties
- 3) prepare invoices for all parties and/or activities of the Club in collaboration with the responsible director

Article 36 **Duties of 1st Secretary of Board of Directors**

- 1) Sign all necessary documents
- 2) Handle all correspondence
- 3) Update members at the General Assembly meeting of all important Incoming and outgoing correspondence
- 4) Request a list from the Membership Director, during the first week of June, the names and number of members with unpaid dues
- 5) Send aforementioned members (addendum A) by return receipt requested, notice of dues owed plus postage
- 6) Collaborate with all directors
- 7) Invite, in writing, members to the General Assembly meetings

Article 37 **Duties of 2nd Secretary of Board of Directors**

- 1) Substitute the 1st Secretary in his absence
- 2) Help the 1st Secretary in his duties

Article 38 **Duties of 1st Treasurer**

- 1) Draft a financial accounting of the Club's weekly finances and submit same for the approval of the Fiscal Committee
- 2) Pay, upon receipt of bill, all routine expenses
- 3) Pay non-routine bills after approval by the General Assembly
- 4) Sign all necessary documents in conjunction with the President and Vice-President
- 5) Draft a monthly accounting report to be presented during General Assembly meetings
- 6) Draft a yearly accounting report to be presented during the year-end General Assembly
- 7) At the end of the term, hand over all documents, ledgers, or any other materials to the successor

Article 39 **Duties of 2nd Treasurer**

- 1) Substitute 1^M Treasurer in his absence
- 2) Help the 1st Treasurer carry out his duties

Article 40 **Duties of Stock Director**

- 1) Responsible for re-stocking all items necessary for the Club's normal business
- 2) Responsible for re-stocking all necessary items for any function held in Club's facilities
- 3) Negotiate, jointly with the President of the Board of Directors, with the various vendor for prices and conditions advantageous to the Club
- 4) Supply the Fiscal Committee Secretary with invoices of all confirmed delivered goods
- 5) Collaborate with Bar Stock Director and Festivities Director to ensure smooth functioning of bars and facilities

Article 41 **Duties of Maintenance Director**

- 1) Responsible for the maintenance of the Club's property
- 2) Inform the President of Board of Directors of any repair necessary including building, furniture and other articles
- 3) Ensure the proper functioning of all emergency exit signs
- 4) Responsible for all emergency repairs and take the necessary steps for its resolution and immediate communicating same to the President of the Board of Directors
- 5) Collaborate with all the directors as necessary

Article 42 **Duties of Bar Director with the exception of Bar Number 1**

- 1) Re- stock bars when necessary
- 2) Schedule the bartenders when necessary to ensure proper manning of the bars
- 3) Request help of other directors or appoint collaborators as necessary
- 4) Collaborate with the Stock Director and Festivities Director to ensure the smooth functioning of the bars
- 5) Inform the collaborators and bartenders of the necessity of cleaning the bars after each use

Article 43 **Duties of Festivities Director**

- 1) Keep dates of all activities to take place in the Club's facilities
- 2) Sign and fill out rental contracts (Addendum 13) for the facilities and hand them to the Vice-President of the Board of Directors to facilitate preparations of invoices
- 3) Receive rental deposits and provide receipts
- 4) Give deposits to the 1st Treasurer as to have the money reflected in the weekly accounting report
- 5) Organize and plan table arrangements for the Club's parties when necessary
- 6) Select and nominate collaborators to assist in duties
- 7) Responsible for the inventory and cleaning of facilities and kitchen when used by out-of-house cooks
- 8) Collaborate with the Stock and Bar Stock Directors
- 9) Collaborate with all elements of the Directors in all that is necessary

Article 44 **Duties of Public Relations Director**

- 1) Inform Town Hall and Police Department of the Memorial Day Parade to the cemetery
- 2) Represent the Club at wakes and funerals, send flowers, and bring the Club's banner for display whenever there is knowledge of the death of a member or family member
- 3) Fly the flag at half-staff upon a member's death
- 4) Announce the timeline for the scholarship application during the July meeting of the General Assembly for members or children of members to be announced at the Club's Anniversary (Addendum C)
- 5) Nominate a committee with an educational background to examine applications and select a candidate and communicate same to Board of Directors
- 6) Take care of necessary details to participate in the Day of Portugal Celebration
- 7) Order plaques of recognition when necessary

Article 45 **Duties of Membership Director**

- 1) Accept applications (Addendum D) for future admission of members and deliver same to the Fiscal Committee for the necessary inquiries
- 2) Keep up-to-date files of members with notations made on individuals files of positions held or currently holding
- 3) Receive initiation fees and dues and deliver same to the Treasurer as they are received
- 4) Provide a list of names of all members with unpaid dues to the 1st Treasurer of the Board of Directors in June
- 5) Maintain a members registry

Article 46 **The President of the Fiscal Committee has the maximum fiscal power.**

- 1) Nominate the remaining members of the Fiscal Committee
- 2) Audit actions of Directors whenever necessary
- 3) Examine books and documents without prior warning
- 4) Attend any Directors meeting whenever deemed necessary without prior warning
- 5) check and sign monthly and annual accounting reports for all Annexes
- 6) check and sign accounting reports for any committee at the conclusion of their mission
- 7) audit weekly and annual incoming merchandise, sales and current inventory to make sure they balance
- 8) audit weekly, monthly and annual finances

Article 47 **Duties of Fiscal Committee Vice-President**

- 1) carry-out the duties of the President in his absence
- 2) help the President in carrying out his duties
- 3) prepare a weekly report of receipts, expenses and balance
- 4) collaborate with the other members of the committee as necessary

Article 48 **Duties of Fiscal Committee Secretary**

- 1) handle all correspondence and forward to appropriate directors
- 2) prepare a weekly log of merchandise on hand
- 3) record incoming merchandise against invoices received from the Stock Director which should be forwarded to the Treasurer
- 4) collaborate with other members of the committee as necessary

Article 49 **Duties of Inventory Control**

- 1) take inventory of existing stock to determine sales and balance
- 2) collaborate with all other members of the committee

Chapter VII

Admissions of New Members

- Article 50 After a favorable recommendation from the Fiscal Committee, it is the Duty of the Board of Directors to admit the member on a provisional status.
- Article 51 The proposal for admission of provisional members should be made in accordance with the model in Appendix number one and validated by signatures of two members in good standing.
- Article 52 Initiation fees shall be paid upon the submission of request for admission, said fees shall be refunded if admission is rejected.
- Article 53 Dues should be paid by the end of June. Members admitted after that date will pay half of the dues within thirty (30) days.
- Article 54 Annual dues will have a \$5.00 annual discount if they are paid within thirty (30) days of installation of new officers.
- Article 55 Admission of a minor as a member shall be by written authorization of the father, mother or guardian.
- Article 56 Minor members pay annual dues of \$5.00.

Chapter VIII

Member Duties

- Article 57 It is the fundamental duty of each member to contribute to the prestige and progress of the Club to the fullest of their capabilities.
- Article 58 Participate in a constructive and respectful manner during meetings.
- Article 59 Subject themselves to penalties for infractions.
- Article 60 Pay dues by June 30 of each year. If payment is not received, they shall be notified by registered mail to make payment within thirty (30) days of the mailing. If payment is not received, the member will be dropped from the Club's membership list.
- Article 61 The members mentioned in the above situation may appeal to the General Assembly.
- Article 62 Personally or in writing notify the Board of Directors of a change of address or absence.

Chapter IX

- Article 63 **The Members Rights are:**

- 1) Bring to the attention of the General Assembly any knowledge and motive of infractions of the Bylaws.
- 2) Ask for explanations and clarifications of minutes, financial accounting and other relevant issues during General Assembly meetings.
- 3) Solicit a General Assembly meeting, provided same has a signed petition by twenty-five (25) members in good standing, compulsory attendance by two thirds (2/3) of these members. All expenses incurred as a result of calling the meeting, such as postage, etc., are the responsibility of the person soliciting the meeting. Should the ruling be favorable the petitioner shall be reimbursed for all the expenses to call the meeting.
- 4) Temporarily freeze payment of dues for members performing military duty.
- 5) Any member who has reached sixty-five (65) years of age, with at least ten (10) years of uninterrupted membership shall be exempt from dues provided member shows proof, personally or by mail, to the General Assembly. These members will be afforded all rights and privileges and are subject to Member Duties stated in the Bylaws.
- 6) Use the Club's facilities if you are a member in good standing and have been a member for five (5) year for weddings, bachelor parties for self or children for half price of the current charge.
- 7) Have the right to a twenty (20%) percent discount on the beverages served in the above mentioned lines.
- 8) Be elected to any office provided you are 18 years or older.
- 9) No pay dues during the time you are part of the seated table of the General Assembly, Board of Directors, Fiscal Committee and Annexes. Annexes will be permitted seven (7) exempt officers.
- 10) Request admission of minor children to age seventeen (17).
- 11) Minor members have the right to enter the Club and participate in recreational and cultural activities.
- 12) All members have the right to defend themselves against imposed penalties to a committee nominated by the President of the General Assembly.

Chapter X

Elimination, Dismissal and Readmission of Members

Article 64

Member elimination will be determined by:

- 1) Written notice of resignation, mailed by member to the Board of Directors, who shall in turn, notify the General Assembly who will record it in the minutes and individual's file.
- 2) Nonpayment of dues by June 30 and/or within thirty (30) days of receiving notification by the Board of Directors from mailing date.
- 3) Expulsion.

Article 65 **Conditions of Readmission**

- 1) A member who resigned, but has dues up-to-date, must pay initiation fees to be readmitted.
- 2) If dues were not up-to-date upon resignation, person must pay initiation fees plus dues from the date of resignation to present before being readmitted and have the last number on their membership card.
- 3) Readmission is the duty of the Board of Directors upon favorable recommendation of the Fiscal Committee.

Chapter XI

Types of Penalties

Article 66 The penalties that a member can incur are: a warning, suspension of rights and expulsion.

Article 67 A warning is entirely the jurisdiction of the Board of Directors.
 Suspension and expulsion are imposed by the General Assembly when a motion is introduced by the Board of Directors or member.

Article 68 **The penalties are:**

- 1) **Warning:** lack of respect toward another member, director, or representative while carrying out their duties.

- 2) **Suspension of Rights:** will be conveyed in writing by return receipt requested by the Board of Directors to the violator. If the infraction stems from disrespect to an officer, disrespect of their resolution, or by repeated incidents referred to above or by acts unflattering to the Club.

- 3) **Expulsion:** will be conveyed in writing by return receipt requested, by Decision of the General Assembly when the infraction is as Follows: continuous nonobservance or violation of Bylaws, propaganda which is not in the best interest of the Club, two (2) or more violations as described in number 2 above, and iniquitous actions or words that will prejudice the Club's good name, its members, or the general Portuguese community.

Article 69 The aforementioned penalties can be presented by the aggrieved member to the General Assembly ad hoc committee which will be convened for the purpose.

Chapter XII

Profits and Expenses

Article 70 The Club's revenues are generated by initiation fees, dues, parties, shows, dances, offerings, sports, and bar sales.

Article 71 Gross revenues minus expenses equal profits.

Article 72 The following routine expenses will be paid without the necessary authorization of the General Assembly: cleaning, electricity, telephone, heat, office supplies, utensils, maintenance, small repairs and purchases.

- 1) When maintenance or repair expenses exceed \$3,000.00 it must be approved by the General Assembly. Emergency situations where prior approval is not possible by the General Assembly deliberation by the Administration, Fiscal Committee, and General Assembly Officers will meet and reach a decision.

Article 73 In view of the fact that all Annexes are considered independent, no administration and finances will not be assumed by the Club.

Chapter XIII

Elections

Article 74 Elections will take place the second Sunday of September during the General Assembly meeting with the swearing in of Annexes the third Sunday of January.

Article 75 The Assembly will elect the President of the General Assembly, the Administrative President, and the President of the Fiscal Committee. Each President will have the privilege of choosing the rest of their respective officers.

Paragraph A) alteration of January 20, 2013 – Effective the current electoral year 2013, the mandate period for the presidents of the General Assembly and Fiscal Committee will have duration of two years.

Paragraph B) alteration of January 20, 2013 – The Administrative President mandate for the electoral year of 2013 will be one year. From the year 2014 on, the duration of the mandate for the Administrative President will have duration of two years being this way intentionally out of sync with the mandates of the presidents of the General Assembly and Fiscal Committee.

Explanation of Paragraph B:

1. The intention of not having the three presidents terms out of alignment is so they don't finish their terms all at the same time. That way the Club will not be in risk of interrupting crucial functions due to the act of elections.
2. The presidents elected for two year can however nominate new elements for their boards if they feel necessary.

Paragraph C) alteration of January 20, 2013 – In Case of difficulties during elections, the presidents in the active, along with the Support Committee, will give continuity to the directive chores and maintain the club open and the normal functionality invoking however with the necessary urgency a meeting with the Assembly in order to resolve the current crises as soon as possible.

Explanation of Paragraph C:

1. In case of major difficulty in the election of the Administrative President, the presidents of the General Assembly, Fiscal Committee and Support Committee will give continuity to the normal functionality of every sector of the club and calling the General Assembly for extraordinary meetings until the election situation is resolved.
2. If the difficulty in electing president lays on the General Assembly or Fiscal Committee or on both at the same time, the Administrative President and the Support Committee will give continuity to the normal functionality of every sector of the club and calling the General Assembly for extraordinary meetings until the election situation is resolved.

- Article 76 Members can run for the General Assembly, Administration and Fiscal Committee. If there are no candidates, these can be appointed by an Election Committee that shall be composed of the last three Presidents in good standing..
- Article 77 These candidates have to declare themselves at the General Assembly meeting to take part in the elections.
- Article 78 During the November meeting each elected candidate will present their respective committee members and title.
- Article 79 Should there be only one candidate per position, the candidate must obtain at least the approval of 2/3 of those present to be endorsed.
- Article 80 If the conditions of the above mentioned Article cannot be verified, a meeting will immediately be scheduled in order to resolve the administrative dilemma.
- Article 81 In case of a tie between two or more candidates, the President of the General Assembly can cast the deciding vote.

Chapter XIV

Parties and Celebrations

- Article 82 Among the many celebrations that can take place with the approval of the Directors' or General Assembly, traditionally, the Club commemorates the following:
- 1) Parade to Cemetery. Its objective is to honor deceased members, on Memorial Day, with the participation of the members, social community entities, and all the Club's Annexes.
 - 2) St. John's Feast. The traditional St. John's Feast takes place on Club grounds and is organized by the Directors or by a separate nominated committee.
 - 3) Anniversary. This commemorates the official founding of the Club and is organized by the Administrative Directors or by an appointed committee and should take place each year on October 8 or the preceding Sunday of that date.

- 4) Children's' Christmas. Organized by the Administrative Directors with the purpose of giving presents to the members' children who are 10 years old or younger. This will take place on a Sunday during the month of December before Christmas Day. Admission is free for members in good standing.
- 5) New Year's Eve will be organized by the Administrative Directors' and will take place on December 31.

Chapter XV

Terms and Conditions

- Article 83 See Chapter V Article 13.
- Article 84 The official business language of the Club is Portuguese. The President of the General Assembly can authorize the use of the English language to members who cannot appropriately express themselves in Portuguese.
- Article 85 Normally, all proposals put forth and duly seconded will be voted on the following meeting. The General Assembly has the privilege of hearing proposals and voting if the matter is determined to be urgent enough to warrant deliberation.
- Article 86 Prior to and during the General Assembly meetings the bar will close, games and all other Annex activities will cease.
- Article 87 Prior to the meeting of the General Assembly all unfamiliar persons will be asked to leave.
- Article 88 Gambling, game pools, or betting of any kind is expressly prohibited with penalties for infractions as stated in Chapter XI. Members who witness any of these activities will communicate same, in writing, to the Directors.
- Article 89 Unfamiliar people are prohibited from participating in associated membership activities. Such activities and games can be used by guests who in the company of a member in good standing and informs the Directors as appropriate.
- Article 90 No member will take or borrow any item belonging to the Club without the Directors permission. The responsibility of returning the items shall be the Directors or representatives.
- Article 91 Any member who misuses or damages items belonging to the Club must reimburse the Club or subject themselves to the penalties outlined in Chapter XI.
- Article 92 Implementation of approved proposals during General Assembly meetings dealing with expenditures of funds is the exclusive responsibility of the fiscal year's and subsequent Directors.
- Article 93 Priority of the Club's accommodations will be given to Club activities, and the activities of the Annexes for the purpose of meetings, dinners, parties, etc. .
- Article 94 The Directors will reserve all necessary dates and facilities for the Club's festivities for the

following fiscal year. Contract signatures are not required.

- Article 95 Receipts or expenses of bar operations or from other activities tallied by the Fiscal Committee on the preceding Monday of a new incoming committee will be reviewed and dealt with by same.
- Article 96 The bar will open daily at 12:00 (noon) and close within the legal closing time in accordance with the laws of the State of Rhode Island.
- Article 97 Christmas Day and other notable holidays, the bar can remain closed at the discretion of the Directors provided the same post written notification in a conspicuous place.
- Article 98 The no shoes, no shirt policy shall apply to any member or person at the bar. In addition, no vulgar language or threats that are deemed offensive to the membership and their families.
- Article 99 Price changes at the bar will be set by the Directors with the knowledge and prior approval of the Fiscal Committee.
- Article 100 It is expressly prohibited, at parties; the consumption of any drinks which do not come from the Club bars'.
- Article 101 At dinners and activities in which alcohol will be consumed, the Club will have one or more bartenders available with the exception of picnics and meetings.
- Article 102 The current Bylaws were approved at an had hoc General Assembly meeting on April 15 of 2014.
- Article 103 The position of President of the Board of Directors is a paid position. The CJL club will pay the amount of \$3,000.00 at the end of each year of devoted services as President of the board of directors.

Rules and Regulations of Annexes

- Article 1 All annexes will submit an accounting of their finances during the General Assembly meetings according to the Club Bylaws.
- Article 1 All annexes should be represented in all official activities of the Club.

Ladies Auxiliary

- Article 1 The Ladies Auxiliary has as its mission to help the Club, within its capabilities, with all activities as necessary.
- Article 2 Will have a committee of the following: Director, Secretary, and Treasurer. The Director has the discretion of nominating other Supplementary members in accordance with line 9 Article 63.
- Article 3 All components of the committee shall be members of the Club. Membership in the Ladies Auxiliary is not limited solely to Club members.

- Article 4 All Club members who are also Directors will be exempt from paying dues in accordance with line 9 Article 63 of the Bylaws.
- Article 5 Members of the Ladies Auxiliary who are not Club members will be permitted to attend General Assembly meetings but will not be granted the floor to speak or vote.
- Article 6 The current committee shall transfer any goods to the incoming committee.

Sports Division

- Article 1 The Sports Division has as its mission the development of sport related activities at Clube Juventude Lusitana.
- Article 2 Will have has a committee the following: Director, Sub-Director, Secretary and Treasurer with its Director having the discretion to appoint supplementary directors in accordance with line 9 Article 63.
- Article 3 All components of the committee shall be members of the Club.
- Article 4 Priority will be given to athletes, coaching, and other technical Assistance to children and grandchildren of members, and/or of Portuguese descent.
- Article 5 Procurement of funds for the maintenance of the Sports Division will be the responsibility of its Directors and/or nominees.
- Article 6 The committee should work in cooperation with the JV Sports Division pursuant to the use of the Club's facilities.
- Article 7 The Sports Committee will notify the Club's Directors and/or Fiscal Committee of any contracts entered into or paid to its coaching staff/technical support or athletes.

JV Sports Division

- Article 1 The JV Sports Division has as its mission the development of sport related activities at Clube Juventude Lusitana.
- Article 2 Will have a committee of the following: Director, Sub-Director, Secretary and Treasurer with the Director having the discretion to appoint supplementary directors in accordance with line 9 Article 63.
- Article 3 The term of office shall be from July to July.
- Article 4 All components of the committee shall be members of the Club.
- Article 5 Priority will be given to athletes, coaching, and any other technical assistance to children or grandchildren of members, and/or Portuguese descent.

- Article 6 Procurement of funds for the maintenance of the JV Sports Division will be the responsibility of its Directors or nominees.
- Article 7 The Committee should work in cooperation with the Senior Sports Division pursuant to the use of the Club's facilities.
- Article 8 The JV Sports Committee will notify the Club's Directors and/or Fiscal Committee of any contracts entered into or paid to its coaching staff/technical support or athletes.
- Article 9 The current Committee shall transfer any goods to the incoming committee.

Band

- Article 1 The Band has as its mission to divulge Portuguese music and culture to the local community and among all Americans.
- Article 2 Will have a committee of the following: Director, Sub-Director, Secretary and Treasurer with the Director having the discretion to appoint supplementary directors in accordance with line 9 Article 63.
- Article 3 All components of the committee shall be members of the Club.
- Article 4 Procurement of funds to maintain the Band shall be the responsibility of its Directors.
- Article 5 The Band will perform in the Memorial Day Parade and will put on a concert during the St. John's Feast schedule and times to be established by the appropriate Feast Committee.
- Article 6 The current Committee shall transfer any goods to the incoming committee.

Theater

- Article 1 The Theater's mission is the preservation of cultural history and evolution of the Portuguese culture, and simultaneously impart same to the new generation that they may live an ardent love for the motherland.
- Article 2 Will have a committee of the following: Director, Sub-Director, and Secretary Treasurer. The Director will have the discretion of appointing supplementary directors in accordance with line 9 Article 63.
- Article 3 All components of Directors shall be Club members.
- Article 4 The procurement of funds for the maintenance of the Theater shall be the responsibility of

its Directors.

Article 5 The current Committee shall transfer any goods to the incoming committee.

Portuguese School

Article 1 The Portuguese School is officially authorized by the Portuguese government in accordance with the published edict dated January 11, 1973, having as its mission to facilitate and impart knowledge of the Portuguese language and culture.

Article 2 Will have a committee of the following: Director, Sub-Director, Secretary and Treasurer. The Director will have the discretion of appointing supplementary directors in accordance with line 9 Article 63.

Article 3 All components of the committee shall be members of the Club.

Article 4 Enrollment of students shall not be limited solely to the children of members.

Article 5 The procurement of funds for the School shall be the responsibility of its Directors, and will include funds from the Portuguese Government, student tuition and any other means as appropriate.

Article 6 Tuition fees shall be stipulated with changes made as necessary after deliberation by the School Committee. Thereafter, they shall communicate same to the Club's Directors.

Article 7 Any member with at least two years of affiliation shall have a twenty five percent discount on student tuition with proof of up-to-date paid membership status.

Article 8 Any parent who enrolls more than one student shall have a ten percent discount on any subsequent enrollments.

Article 9 Members with less than two years of affiliation are not eligible for the twenty five percent discount mentioned in Article 7.

Article 10 The children of Directors or teachers shall not have any special privileges.

Article 11 No member of the School Committee will be permitted to make any expenditure without the knowledge and consent of all Committee members.

Article 12 Student enrollment shall take place in early September.

Article 13 The current Committee shall transfer any goods to the incoming committee.

Folkloric Group

- Article 1 The Folkloric Group's mission shall be the preservation and dissemination of the Portuguese Folklore to Luso-descendents and Americans.
- Article 2 Will have a committee of the following: Director, Sub-Director, Secretary and Treasurer with the Director having the discretion to appoint supplementary directors in accordance with Line 9 Article 63.
- Article 3 All components of Directors shall be members of the Club. It shall fall on the Director to appoint a person responsible for rehearsals.
- Article 4 The procurement of funds for the maintenance of the Folkloric Group shall be the responsibility of its Directors.
- Article 5 The current Committee shall transfer any goods to the incoming Committee.

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