



# USA Council, Serra International

Dear Serra Club-in-Formation:

Congratulations! We are pleased that you have worked together to bring your Serra Club-in-Formation to these final steps toward charter. The Charter process follows these guidelines:

In cooperation with your District Governor and your Sponsoring Club Extension Committee, the new Serra club charter committee must file a Charter Application with the USA Council and Serra International. Serra International recommends that new Serra clubs obtain twenty-five members or more before making their application to charter.

Please note for those new Serra clubs that do not have twenty-five members or more may apply for charter requesting that Serra International make an exception for the charter application for a club with less than twenty-five members. However, Serra International Policy requires that the Serra International will consider this application for the exception during a meeting of full Serra International Board (*see instructions*).

I This application packet includes:

- a) Serra International Charter Application Handbook and Instructions
- b) The Serra International Charter Application
  - i) Charter Information
  - ii) Charter Application
  - iii) Charter Agreement
  - iv) Club Officers roster report.
  - v) Club membership roster report listing
  - vi) New member application
- c) The tax exemption form letter for Serra clubs-in-formation ready for charter indicating the club's resolution to be included in the group federal tax exemption granted to Serra International and/or USA Council and subordinate clubs
- d) IRS Form SS-4.
- e) Model local club bylaws
- f) Charter presentation planning and program suggestions, new member induction, and officer installation

Should you have any questions or need additional information please feel free to contact the USA Council of Serra International Membership Coordinator toll-free at 1-888-777-6681 or by email at [pcunningham@serraus.org](mailto:pcunningham@serraus.org).

Finally, we look forward to receiving your completed charter application. In addition, we appreciate all the time and thoughtful attention all of you devoted to the formation of your new Serra club and we look forward to working with you in our shared mission for vocations. Thank you for all of your time and dedication to the Church, vocations, and Serra.

Sincerely,  
USA Council of Serra International Membership Committee

*Serra International Charter Application  
Revised March 07*

**CLUB ◊ IN ◊ FORMATION  
LEADERSHIP & PLANNING  
HANDBOOK**

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*A MOVEMENT FOR VOCATIONS . . .*

*Your Serra International Charter Application is inside . . .*

**USA Council  
Serra International**

***THE SERRA INTERNATIONAL ADVANTAGE:***

Worldwide recognition: Serra International currently engages over 19,000 Serrans in over 800 Serra Clubs in thirty-six countries working for vocations. This includes a network of national councils, which serve the local Serra clubs in their regions addressing the unique demands, and needs of vocations.

International activities include the annual Serra International Convention that draws Serrans, from around world, together for prayer, the Eucharist, programs, and workshops. The workshops are typically in communications, vocations, programs, and membership as they apply and benefit a Serrans' and Serra Clubs' vocation ministry. The Serra International Convention also schedules keynote speakers that present topics of particular interest to Serrans worldwide.

The Serra International Foundation is the fundraising arm of Serra International. The Foundation's purpose is to develop the financial resources needed by Serra International to fulfill its objectives. The Serra International Foundation also makes grants to Serra International and to other organizations, whose programs promote the goals and objectives of Serra.

Serra International and the USA Council publish *The Serran* and *serraUSA* magazines, these magazines report on relevant news and features in vocation ministry of particular interest to the Serra International community and USA Council. At the invitation of the Holy Father, Serrans from around the world joined the Holy Father in prayer for vocations in Rome during the jubilee celebration for year 2000.

Serra International established the USA/Canada Council in 1994. In July 2000, Serra International established the Serra Council of Canada and the USA Council each work within the structure of Serra International. The USA Council is responsible for the planning and leadership development that will advance the activities and vocation's ministry in local USA Serra clubs and Serrans. The USA Council accomplishes much its work at regularly scheduled planning, training, and national committee meetings. Furthermore, the USA Council encourages and supports annual Fall District and Regional Conventions modeled after the International Convention.

***USA COUNCIL MISSION STATEMENT:***

The USA Council captures the spirit of the sole purpose of Serra International in its mission statement

- To foster and promote vocations to the ministerial priesthood in the Catholic Church as a particular vocation to service, and to support priests in their sacred ministry;
- To encourage and affirm vocations to consecrated religious life in the Catholic Church; and
- To assist its members to recognize and respond in their own lives to God's call to holiness in Jesus Christ and through the Holy Spirit." The USA Council demonstrates this through our baptismal call of unity in holiness and mission to the church locally, nationally and around the world.

***USA COUNCIL VISION STATEMENT:***

With the belief that the Holy Spirit directs the formation of the flock to form a unified whole, so Serrans, as the “lay vocation arm of the church,” will encourage and support priests and religious.

We hope:

To affirm priesthood and religious life as a positive lifestyle

To invite all men and women to follow their baptismal call

To educate and inform our members, collaborators, and the Catholic community of our commitment to promote priesthood and religious life

To inspire and call forth a well-trained and dedicated corps of leaders at all levels of Serra by spiritual and practical formation

To develop openness to the opinions of others

1. The primary purpose of the USA Council organization is to assist and promote the local Serra club.
2. The local Serra club primary purpose is to provide vocations related programs in support of the diocesan vocations initiatives, adult education, and faith formation for its members.
3. District Governors, Regional Directors, National Committees, the USA Council Board, and the professional staff in Chicago support each Serran and Serra Club in their ministry.
4. The Serra Clubs in the USA benefit from a national perspective as we have collaborative relationships with other national vocation organizations.
5. Therefore, that by our works, we will be recognized and sought after as the organization that actively works and promotes vocations to the ordained priesthood and vowed religious life in the United States.

The USA Council coordinates dynamic national committees that strive to advance further its mission. These committees include the Vocations Committee that works to develop new and innovative ways to nurture emerging vocations to the ministerial priesthood and religious life. The Programs Committee dedicates itself to the Catholic adult education and faith formation of the Serrans by developing engaging programs for discussion, reflection, and catechesis. The Communications Committee recognizes the significance of awareness. It uses many platforms to communicate and inform the Serra International community of our accomplishments in vocation ministries. The Membership Committee is challenged to the invitation and expanding our membership to all Catholic lay people in the United States.

Pope John Paul II wrote: “The parish as a community bears witness to the perpetual witness of Christ who calls . . . Therefore the fostering of vocations cannot be considered a marginal activity, but must be incorporated fully into the life and activity of the community. “ Therefore, the USA Council and its Serra Clubs work to develop a network of laypersons in vocation ministries in the service of our bishops and vocation directors. This network also works to build cooperation and collaborates with other lay organizations in vocation work like the Knights of Columbus, National Council of Catholic Women, and your home parish ministries. Serra International and the USA Council pool the resources and put those resources to work for vocations.

The USA Council is continually working to inform and educate its members, collaborators, and the Catholic community of our commitment through contributions to the Serran magazine,

newsletters, and the Internet. This effort hopes to inspire and call forth a well trained and a dedicated corps of leaders at all levels of Serra by spiritual and practical formation.

## **FREQUENTLY ASKED QUESTIONS**

### ***WHAT DOES SERRA DO?***

Serra Clubs unite internationally men and women with love and concern for their Church. Serrans devote their time, talent, and treasure to foster and promote vocations to the priesthood and religious life.

### ***WHERE IS SERRA INTERNATIONAL, USA COUNCIL PRESENT?***

Serra International is present in over 36 countries with over 19,000 members and more than 800 Serra clubs. In the United States, there are more than 11,000 Serrans and more than 300 Serra clubs.

### ***WHEN DID SERRA INTERNATIONAL GET ITS START?***

Serra began in 1935, when four Catholic laymen started the Serra movement in Seattle, WA recognizing the importance of fellowship and outreach for vocations.

### ***WHO IS A SERRAN?***

Serrans are active and caring Catholics that realize the need to call from our midst individuals to become priests, religious sisters and brothers, and lay ministers to serve the Church. Membership is open to lay men, laywomen, and permanent deacons.

### ***WHY DOES SERRA PROMOTE VOCATIONS?***

Through our baptismal call, we are deeply convinced that the Church and society needs priests and religious men and women. We take as a purpose of our commitment as Christians to pray fervently and work hard for the increase, development, perseverance, and assistance of vocations. Therefore, we promote vocations because it is essentially our mission and ministry, a calling learned from the example of Blessed Junipero Serra, the great Evangelizer of California. Following in his footsteps, we have come to share in the heartfelt concern of Christ himself; "The harvest is plentiful, but the laborers are few!" (*Mt 9:37; Lk 10:2*)

### ***HOW DOES SERRA PROMOTE VOCATIONS?***

A Serra club's focuses its work and ministry toward building small Christian communities through faith formation and adult education programs in order to affirm and foster Church vocations. Serra is a complement to your ministry in your home parish community and to diocesan vocations initiatives. Serra clubs are empowered by prayer and shared Eucharistic liturgy so that we can invite one another to ask, "Have you ever considered being a priest, sister, or brother?" Serra clubs and Serrans promote vocations by implementing many prayer, awareness, affirmation, and support programs within the USA Council or supporting the vocation initiatives of the diocese. The USA Council organizes Serra clubs within a diocese with the approval of the Bishop. The USA Council supports the efforts of the Serrans and clubs by creating cooperative relationships with the bishops, diocesan vocation offices, and other lay organizations. In addition, the USA Council works in cooperation with vocation organizations' National Conference of Diocesan Vocation Directors (NCDVD), National Religious Vocation Conference (NRVC), and the National Coalition for Church Vocations (NCCV).

Recently, the USA Council of Serra International Vocations Committee has implemented programs to encourage everyone to promote vocations. These programs include Celebrate Priesthood Sunday, National Vocation Awareness Week, and World Day of Prayer for Consecrated Life and World of Prayer for Vocations. These programs have included creating and/or providing materials online and by mail for parishes, schools, and Serra clubs to put into action vocation awareness, affirmation, support, and prayer.

The Serra International movement has over 65-years experience, history and tradition of engaging lay people in the promotion and nurture of vocations. Please consider the USA Council of Serra International objectives and service opportunities to create a system of awareness, affirmation, prayer, and support for the men and women who are discovering their vocations to the priesthood and religious life.

***WHAT DO WE GET FOR DUES DOLLAR?***

The USA Council and Serra International provide these direct and indirect benefits:

1. USA Council benefits to each Serran and Serra club:
  - a. Publish *serraUSA* magazine
  - b. Maintain Liability and Officer's & Directors Insurance
  - c. Prepare and periodically revise Serra Club Officers manuals
  - d. Publish *the Serra Leader* newsletter
  - e. Toll-free voice and fax services to the Chicago Office
  - f. Maintain the web page on the Internet; [www.serraus.org](http://www.serraus.org)
  - g. Maintain an online email address list for an enewsletter.
  - h. Publish a periodic enewsletters
  - i. All Governmental registration and reporting as 501(c)(3) tax exempt corporation for all clubs
  - j. Assistance to all clubs on all aspects of vocations, programs, membership, new club formation, and communications
  - k. Provide financial assistance to NCCV.
  - l. Collaborate with the NCDVD, NRVC, and NFPC.
  - m. Record keeping including maintenance of Serra club and membership records
  - n. Create, maintain, and provide Serra materials, resources, and merchandise for Serrans and clubs through our catalog
  - o. Prepare and publish an annual report
2. USA Council services to Regional Directors and District Governors:
  - a. Prepare and conduct national planning conference for District Governors and Regional Directors
  - b. Support seminars at the Serra International Convention
  - c. Logistical and direct assistance to District and Regional conventions *i.e.* Mailing labels, insurance certificates, materials and exhibits
  - d. Creation and revision of the District Governors manual, District/Regional Convention manual and Serra Club Officers manuals
3. USA Council services to Board and Council:
  - a. Prepare for three board meetings
  - b. Schedule two meetings of 14 committees
  - c. Schedule telephone conferences between Executive Committee, Board, & standing Committees

- d. Maintenance of all Council records, Policy Manual, Council and Committee minutes
- 4. Serra International services to ten national councils:
  - a. Prepare for three International Board meetings
  - b. Prepare and plan for the annual Serra International Convention
  - c. Maintain a web page on the Internet [www.serra.org](http://www.serra.org)
  - d. Prepare for Serra International Foundation Board meetings
  - e. Prepare for Serra International Foundation Appeals
  - f. Coordinate Serra International Foundation Grant making processes
  - g. Coordinate the Serra International Committees
  - h. Publish *the Serran* magazine

The Serra International movement has over 72-years experience, history, and tradition of engaging lay people in the promotion and nurture of vocations. Please consider the objectives and service opportunities found within your Serra Club of the USA Council of Serra International presented here to create a system of awareness, affirmation, prayer, and support for the men and women who are discovering their vocations to the priesthood and religious life.

The structure of a Serra club follows as an outline for the roles of officers and committees.

#### **Duties and responsibilities of club officers and Club Committees:**

- **President**
  - Presides at all meetings of the club
  - Presides at all meetings of the Board of Trustees
  - Appoints members to all committees
  - Coordinates club correspondence, with Club Secretary
  - Acts as Club Liaison to the parish communities, diocesan staff, and community at large
  - Act as Club Liaison to District Governor, Regional Representative, USA Council, and Serra International
  - Supervises and facilitates the Membership, Vocations, Programs, and Communications committees as ad hoc member of each
  - Prepares agenda for all club and board of trustee meetings
- **President – Elect**
  - Presides at meetings in the absence of the President
  - Chairs the club Serra International Foundation committee
  - Insures continuity for club programs year to year working with the Club President
- **Secretary**
  - Records minutes of all club and board of trustees meeting
  - Maintains Club minute book
  - Maintains local club bylaws
  - Maintains the Club Policy Manual
  - Maintains Club Scrapbook
  - Compiles and maintains a history of the Club
  - Keeps the district informed of the club activities and programs
- **Treasurer**

- Acts as Club Chief Financial Officer
- Collects Club dues
- Pays club bills
- Maintains Club roster
- Collects New Member applications and initiation fees
- Reconciles club accounts
- **Vice President of Vocations**
  - Chairs the Vocations Committee
  - Coordinates all vocations activities for the Club, i.e., awareness, and affirmation programs
  - Create cooperative relationships with diocesan programs and initiatives
- **Vocations Committee**
  - Coordinates clubs Liturgies at club level and diocesan wide
  - Coordinates all outreach programs, i.e., distribution of materials to Religious Education Programs and Sacrament Preparation classes
  - Coordinates Affirmation Programs, i.e., mailing lists for correspondence with priests, seminarians, religious men and women throughout the diocese.
  - Coordinates a presence of Serra throughout diocese by distributing materials in the parishes on Feast days, Holy Days, and World Day of Prayer for Vocations
  - Coordinates appreciation outings for the priests, seminarians, and religious men and women throughout the diocese
  - Works with existing Parish Vocation Committees, assist in the formation of new committees in parishes that do not have one.
  - Establishes and supports 31 Clubs in parishes and other lay service organizations.
  - Submits a schedule of programs to the Communications committee for Newsletter and newspaper release
- **Vice President of Membership**
  - Chairs the Membership committee
  - Coordinates club membership campaigns
  - Assigns Committee members as a mentor to the prospective new members
- **Membership Committee**
  - Collects names and addresses of prospective members and follows up with an invitation to next club meeting
  - Coordinates the new members' induction ceremony
  - Arranges for the new member pin and certificates
  - Encourages active and full participation of the club membership in all club activities
- **Vice President of Communications**
  - Chairs the Communications committee
  - Coordinates the club newsletter
  - Publishes club minutes and report club activities in a scheduled newsletter
  - Coordinates parish bulletin announcements, press releases for diocesan and secular press
- **Communications Committee**
  - Prepares and distributes the club newsletter
  - Prepares and distributes news releases on club programs, activities, and events
  - Prepares any event printed program
- **Vice President of Programs**

- Plans and conducts the club programs based on the objectives of Serra.
- Coordinates the schedule of programs for six months in advance
- Coordinates Speakers and adult education programs
- Schedule retreats, evenings of prayer, aimed at the spiritual growth of the Serran membership
- **Programs Committee**
  - Coordinates and facilitates the club program as it is scheduled
  - Arrange Club observances of Feast days
  - Coordinates honors and recognition for any club member and clergy and religious in the diocese
  - Maintains club prayer list for ill members
  - Coordinates club social activities as directed by the club membership
  - Coordinates with the Vocations Committee for diocesan wide programs and outreach, i.e., Altar Server recognition and preordination dinners for seminarians
- **Serra International Foundation Representative/Committee**
  - Coordinates the club's participation in the Serra International Foundation Appeals

The following is a listing of Serra's prayer, awareness, affirmation, and support programs. Your new Serra Club should review this list and consider beginning planning your club's implementation of one or more of these programs from each category. More, in depth, information on any of these programs is available from the USA Council office please; call (312) 201-6549 or 1-888-777-6681.

### **Prayer Programs**

**Purpose** - To petition God's help in providing priests and religious

**Purpose** - To cause religious vocation awareness among candidates, families, peers, and other support groups

### **Suggested Programs and Materials**

31 Clubs  
 All-School Mass for Vocations  
 Bulletin Inserts  
 Collection of Favorite Prayers  
 Daily Vocation Prayers  
 Eucharistic Adoration for Vocations  
 Family Prayer Program  
 Holy Hour for Vocations  
 Let Us Pray Vocations  
 Petitions  
 Prayer Cards  
 Rosary  
 World Day of Prayer for Vocations  
 World Day of Prayer for Consecrated Life  
 Youth/Young Mass

### **Suggested Programs and Materials**

*A Call to Christ (video)*  
 Altar Server Programs  
 Bookmarks  
 Bulletin Inserts  
 Called by Name  
 Choose to make a difference  
 Dare the Dream  
 Explore Week for Boys  
*God's Call: A Family Affair (video)*  
 Homilies at certain Sunday Masses  
 Insight for Girls  
 Invite! Invite! Invite!  
 Life Awareness Weekend Retreat Program  
 Life Style Ministry Booklets  
 Live-In Weekend at the Seminary  
 Make a World of Difference  
 Marathon Run for Vocations

### **Awareness Programs**

Meetings with Parish Subgroups  
Ministry Potential Discerner and Project Discover  
*Ministry Potential Discerner (video)*  
Pamphlet Rack and Bulletin Board  
Photo Gallery  
Postage Meter Ad Plate  
Posters  
Prayer Cards  
Project Andrew  
World Day of Prayer for Vocations  
Youth as Lector and Eucharistic Ministers

### **Affirmation Programs**

**Purpose** - To show love, respect, and gratitude to those who have accepted the religious vocation call

### **Suggested Programs and Materials**

Appreciation Events  
Cards, Remembrances and Gifts  
Photo Gallery  
Thank You Cards and Letters

### **Other Affirming Activities**

Praise Priests immediately after Mass for good homilies.

Work in a spirit of friendliness, cooperation, and assistance with the parish staff.

Be interested and involved in and support parish programs such as parish pastoral council, and its commissions, parish retreats and missions, adult education and school activities.

Project Miriam  
Student Assignment Calendar  
*These men Called Priest (video)*  
*To Be a Priest (video)*  
Visits by groups of Seminarians to Parish  
Visits to Local Seminary and Motherhouses  
Vocation Awareness Week  
Vocation Ministers Resource Book  
Vocation Prayer Chalice

Recognize, understand, and appreciate the heavy workload of priests and other parish staff personnel.

Communicate positive statements and observations to neighbors, friends, and parishioners about parish staff members.

Publish letters of appreciation from Photo Gallery Honoree in the weekly bulletin.  
Affirm school lay and religious faculty by being involved in and support school activities.

### **Support Programs**

**Purpose** - To help either with personal involvement or by monetary means, seminarians, and other related vocation activities

### **Suggested Programs and Materials**

Adopt-a-Priest/Brother/Sister/Seminarian  
Financial Support  
Posters  
Homemade posters  
Prayers  
Visits by Groups of Seminarians  
Visits to Local Seminary and Motherhouses

## INSTRUCTIONS TO COMPLETE YOUR SERRA CLUB CHARTER APPLICATION PROCESS

The new club with the assistance of the District Governor and/or Regional Director requests these letters of endorsement and support for the charter of the new Serra club.

- a) A letter from your diocesan bishop endorsing and authorizing the establishment of this club in the diocese
- b) A letter from the District Governor endorsing and supporting the work of the club
- c) A letter from the Regional Director endorsing and supporting the work of the club
- d) A letter from the Sponsoring Serra Club President indicating his or her club's endorsement and support of the work of this club

### I. Instructions to complete the charter application:

- a) The new Serra club is requested to print clearly or type all forms to be completed for this new Serra club charter application process and return the completed charter application with all the forms listed below to the USA Council of Serra International:

USA Council of Serra International  
65 East Wacker Place Suite 802  
Chicago IL 60601-7203

Please make checks payable to: USA Council of Serra International

- i) Serra club information i.e. meeting place/time etc.
  - ii) Serra International Charter Application
  - iii) Serra International Agreement
  - iv) Club officer roster <sup>a</sup>
  - v) Club membership roster <sup>b</sup>
  - vi) Copies of individual membership applications <sup>c</sup>
  - vii) Tax exemption form letter <sup>d</sup>
  - viii) IRS Form SS-4 <sup>e</sup>
  - ix) Approved Model Local Club Bylaws <sup>f</sup>
- b) Serra International requires that initiation fees for each new member or member/spouse application and these initiation fees should accompany this charter application. The Serra International Bylaws set the initiation fees at 25% of the Serra International portion of annual dues. Currently, the initiation fee is \$8.00 for each new individual member of the Serra club. These are the only monies required at the time of the charter application.
- i) Membership-at-Large: Serra Clubs-in-Formation may suggest to their prospective members to become members at-large during the formation process.
    - (1) Serra Clubs-in-Formation whose members choose to become members-at-large may submit the completed membership application anytime during the formation process. Serra International requires that these applications include the initiation fees and pro rated dues through the end of the current billing cycle. The USA Council of Serra International will invoice the individual member-at-large until Serra International charters the club-in-formation.

- (2) It is necessary for Serra Clubs-in-Formation whose membership include members-at-large during the club's formation process to include these members on the club roster and indicate these members will be transferring their membership to the new Serra club. Please note that all dues obligations for the member-at-large during the formation process must be satisfied before the member may be included on the new club roster.
- ii) Please note Serrans transferring to this new club from another existing club or renewing their membership are required to complete a new member application and indicate on it that it is a transfer application or membership renewal, however, NO initiation fees are required for these members.
  - c) Therefore, the new Serra club is required to submit copies of the completed individual membership applications for each member or member/spouse at the same address with the charter application.
  - d) Serra International accepts new Serra club charter applications throughout the year. Serra International policy is that when an application is received for the minimum recommended membership of twenty-five members, the Serra International will poll the Board of Trustees electronically *e.g.* electronic mail or facsimile. However, if the charter application received requests an exception to this recommended minimum number of members *i.e.* a twenty member Serra club, Serra International policy requires that the Serra International Board consider this application at a full Serra International Board meeting. Serra International schedules three Board meetings per year. The Serra International Board typically schedules these meetings during the Serra International annual convention, October, and February each fiscal year. Therefore, the Serra International Board will accept these applications for the exception to minimum number members any time throughout the year however, will only consider these applications for at the next scheduled Serra International Board meeting.
  - e) The current Serra International and USA Council dues structure and procedures are as follows:
    - i) The fiscal year for the USA Council is June 1 through May 31. The USA Council will invoice Serra clubs semi-annually *e.g.* June 1<sup>st</sup> and December 1<sup>st</sup> and Serra International Bylaws stipulate that the per capita dues are payable by July 15<sup>th</sup> and January 15<sup>th</sup> respectively.
    - ii) The USA Council will send the per capita dues invoice to the Serra Club Treasurer. Each invoice will include a club roster of members of record in our database. In addition, the rosters include descriptive information on the club, current club officers, club meeting locations and times, club members' names and addresses in alphabetical order with notations for Chaplain, gift subscribers to the Serran and serraUSA magazines, and spouse
    - iii) At each billing cycle, the USA Council asks each Serra club to review their club roster enclosed with the invoice to make the appropriate additions, changes, and deletions. Serra clubs are encouraged to submit their new members' applications and initiation fees, changes, and deletions to the club roster throughout the year. However, if your Serra club chooses to add new members and make updates to this roster please include a copy of the completed membership application for new members and in writing describe the necessary changes required to your club roster and return these with the Serra Club's per

capita dues payment. Finally, the USA Council will make the necessary and required changes to your club's records. The USA Council requests that the Serra Club adjust the dues invoice accordingly however, if necessary will issue a corrected invoice for the Serra Club per capita dues if required.

- iv) As noted above, the Serra International Bylaws require initiation fees for each individual new member. The fee is currently \$8.00, or 25% of the Serra International dues, which are \$32.00. The USA Council dues are \$42.00, which includes the subscription to the Serran and serraUSA magazines. Therefore, the total dues for a full membership are \$74.00 per year.
  - v) Serra International and the USA Council have made available discounted dues for a full members' spouse.
    - (1) In order to take advantage of this discounted dues structure both the full member and spouse must be active members of the Serra club. Therefore, when both member and spouse are active members, this reduces the dues for the members' spouse to 50% of the total dues, or \$37.00, however; the USA Council sends only one copy of the magazines to each household. Please note should the full member of the household become 'inactive' the second membership or "spouse member" will be reclassified, as a "full member" and full dues amount will be required to maintain this membership.
    - (2) In addition, Serra International has introduced a dues structure for members less than thirty-five years of age reducing the dues to 50%, or \$37.00. This program for discounted dues for members under thirty-five years of age does not include the magazines and requires the new member to include their date of birth on their membership application. Therefore, the USA Council of Serra International will re-classify the member as a "full member" when the member becomes thirty-five and the full dues amount will be required to maintain this membership.
    - (3) A member taking advantage of a program of discounted dues has the option of receiving the magazine for additional cost of \$12.00 per year and may request the magazine at any time.
  - vi) Membership is limited to lay men, women, and permanent deacons. Each Serra Club typically has a Chaplain appointed to the club by the diocesan bishop. A Chaplain may be a priest, deacon, religious man, or women. A Chaplain is not required to pay dues; however, the Chaplain will receive the magazines as a Gift Subscription for \$12.00 per year. The club invoice will include this charge. In addition, the club may choose to share the magazines with other clergy or other persons within their service area, these Gift subscriptions may added to the to the club roster at anytime.
    - (1) Serra International Policy Manual states, "There shall be no honorary memberships in Serra."
    - (2) In addition, both Serra International and USA Council Policy manuals interpret the policy regarding membership that when the Serra International concluded the meaning and purpose of the of the 1986 amendments were to constitute Serra as an organization of non-consecrated men and women working for the ministerial priesthood and vowed religious life. Therefore, both Serra International and USA Council of Serra International policy does not permit vowed religious, sisters, and brothers to become members.
- II. Finally, schedule the Charter Night Celebration! The new Serra Club Board of Trustees and the Charter Committee in cooperation with District Governor will contact the Bishop to invite him to

attend the charter function. Choose a date for charter in consultation with the Bishop's Office. The date should be suitable and convenient to the Bishop's calendar. The Club Secretary will notify the Serra International Office and the USA Council of the confirmed date for the charter night. This information is necessary to schedule a representative of both the Serra International and/or USA Council Boards to attend the Charter function. At this time, the Charter Committee appoints its members to the specific tasks for the actual charter function. These committees include:

- a) Arrangements Committee: The arrangements' committee is responsible for the making the room and catering arrangements for the opening Liturgy, hospitality room, and banquet. The new Serra club is encouraged to invite its members' families, clergy, and religious from the area of the diocese within the service area of the club as well as the Diocesan Vocations Director and other dignitaries from the Pastoral Center. In addition, the club should invite the District Governor, the Regional Director, members of the Sponsoring Club and the Serra International and USA Council Boards.
- b) Hospitality Committee: The hospitality committee is responsible for welcoming and greeting the guests as they arrive. The committee is also responsible for giving the guests the nametags, the charter program, and the Liturgy aide for the optional Eucharistic Liturgy. The hospitality committee's mandate is that "no one is a stranger" at the close of the program.
- c) Program Committee: The program committee is responsible for determining the content of the charter program and planning the Eucharistic Liturgy. In cooperation with the District Governor, the committee nominates a Master of Ceremonies for the charter program. The committee may find a suggested program in the appendix. The charter program should include:
  - i) The Eucharistic Liturgy may be planned in consultation with the Bishop, the Serra club Chaplain, and the Vocations Director.
  - ii) The induction of new members and the Serra Club Officers may take place immediately following the introduction of the guests and opening remarks. While the Eucharistic Liturgy may also include the new member induction and serve as a Commissioning ceremony for the new Serrans, the charter program should include time for the new members' and particularly the Serra Club Officers' induction ceremony. Suggested new member and Serra Club Officer inductions are also available in Appendix 1. Please feel free to adapt these to local custom and convention while remaining within the traditions of Serra International.
  - iii) The Charter presentation should immediately follow in the induction of the new Serra Club Officers. The District Governor or his or her representative will present the Charter. The new Club President will accept the charter for the new Serra Club.
  - iv) The Presentation of Gifts and Welcome. The Serra International Board Representative presents the gift of the statue of Fr. Junipero Serra for the Serra International Board. The Sponsoring Club or Extension Committee will present their gifts immediately afterward. These gifts are traditionally any of the following: the Serra bell, gavel, and club banner. The Club President or other designated officer or members of the new club may represent the club to receive the gifts. An optional presentation may include the Club President's lapel pin, the Chaplain pin, new members' pins, and member certificates. All these gifts and materials are available from the USA Council of Serra International Materials Catalog.
- d) Communications/Publicity Committee: The communications and publicity committee is responsible for:

- i) The preparation and printing of the invitations to the dignitaries and the nearby Serra clubs
  - ii) Name tags
  - iii) The charter program
  - iv) The optional Liturgy aide
  - v) The press release for the diocesan and secular press, copies of any prepared remarks made during the charter function, and final reporting with photos of the event for the Catholic and secular press.
  - vi) The committee is also responsible for arranging for a photographer. The necessary information should include the guest list, the day, the date, the time and place, and other attendant information concerning the event. Please send copies to the Serra International Office.
- e) The Dinner and Program: We respectfully ask the Master of Ceremonies (MC) to adhere to his or her time schedule rigidly.
- i) The MC shall call for the invocation of prayer or Blessing before meals. In anticipation of the beginning the program, immediately following the meal perhaps during coffee or desert the MC will make briefs opening remarks and open the program with the induction ceremonies.
  - ii) Immediately following the induction of the club officers, the presentation of the charter and gifts may take place. At this time, invite the Serra International or USA Council representative to make his/her remarks of congratulation and welcome to Serra International USA Council.
  - iii) Finally, the MC will invite the Bishop or representative of the diocese to deliver the keynote address for the charter function. At the close of these remarks, the MC will invite the Chaplain or Vocations Director to lead the prayer for Vocations and Thanksgiving after which ask the Bishop to give his Episcopal Blessing.

<sup>a</sup> Serra Club Officers typically serve one-year terms. The Serra year is traditionally July 1 through June 30. Serra clubs will nominate a new slate of officers each year typically in the late winter or early spring in anticipation of spring leadership planning sessions and the new Serra year. The USA Council requests from Serra clubs each spring a report of the officers for the coming year. This club officer report is essential. Therefore, we respectfully request that Serra clubs either re-affirm or identify new officers for each Serra year by May 31. Please also include your Club Chaplain mailing address and telephone number on this listing so that your Chaplain may receive the magazines.

<sup>b</sup> The Serra club membership roster compiles the essential information for each member from the individual membership applications and it also serves to cross check our records for our database. Please use form provided photocopying additional sheets as necessary or another suitable format in order to list your members preferred mailing address, day, evening, fax telephone numbers with area codes, and email address.

<sup>c</sup> A completes membership application provides for our records the most complete information regarding your members. Please use the membership application form provided photocopying additional forms as necessary, the membership application provided in Catalog Item #179 – What is Serra? A folder for new members, or suitable substitute that collects the same information; additional membership applications may be downloaded from the USA Council website [www.serraus.org](http://www.serraus.org) or by calling toll-free 1-888-777-6681.

<sup>d</sup> The USA Council and its subordinate Serra clubs are included under the US Treasury Department Group Exemption of Serra International as tax exempt 501 (c) (3) clubs. Please complete this form letter indicating your Serra clubs' resolution to be included under this group exemption.

<sup>e</sup> IRS Form SS-4 – Application for Employer Identification Number: The USA Council of Serra International requires that each Serra club apply for an Employer Identification Number (EIN) from the Internal Revenue Service. This number is essential to be included under Serra International's and the USA Council Group Exemption. In addition, Serra clubs will also need this EIN in order to establish a bank account for their club dues. Please complete

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this form. The USA Council or Serra International will file the form with the IRS and notify your Serra club of the assigned EIN. Serra Clubs are not required to file Form 990 annually because they are included in the filing made by the USA Council of Serra International.

<sup>f</sup> The USA Council and Serra International have approved a Model of Local Serra Club Bylaws for Serra clubs to adapt and adopt for their club's use. Please complete the Local Serra Club Bylaws provided here or you may choose to download the Local Club Bylaws from the USA Council website [www.serraus.org](http://www.serraus.org). Local Club Bylaws are required for each Charter application.

## Serra International Charter Information Data

Name of Club \_\_\_\_\_

1) \_\_\_\_\_ 2) \_\_\_\_\_

Place of Meetings \_\_\_\_\_

1) \_\_\_\_\_ 2) \_\_\_\_\_

Schedule of Club Meetings (date/time) \_\_\_\_\_

Date of first Meeting \_\_\_\_\_

On what date did you begin formal programs? \_\_\_\_\_

Names of original founders group \_\_\_\_\_

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Sponsoring Serra Club(s) \_\_\_\_\_

Have you filed \_\_\_\_\_  Charter Application \_\_\_\_\_ Date

Charter Agreement \_\_\_\_\_ Date

Copy of Local Club Bylaws \_\_\_\_\_ Date

What are your annual dues? \_\_\_\_\_

Have placed the Serra International Office on your mailing list?  Yes  No *(if not, please do so)*

Propose date of Charter Presentation \_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Charter Fee Received on (Date) \_\_\_\_\_ Amount \$ \_\_\_\_\_

Charter Granted on (Date) \_\_\_\_\_ Charter Number \_\_\_\_\_

Charter Presentation (Date) \_\_\_\_\_ Presented by \_\_\_\_\_

# *Serra International Charter Application*

We, the undersigned, Founders and Charter members of the Serra Club of

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do herewith respectfully petition the Board of Trustees of Serra International for  
charter in Serra International.

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We do certify that we have read, understand, and subscribe to the  
"Objects of Serra International."

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We do further certify that for and in consideration of the issuance of an International  
Charter to the Serra Club of

---

we, individually and as a group, do agree to exert every effort to assist the club to  
attain and maintain the high ideals and worthy purposes of Serra International.

We do further certify that the Serra Club of

---

will abide by the International Constitution and Bylaws as they are now constituted or as they may from time to  
time be amended by the House of Delegates at the International Conventions; and, as they are interpreted and  
promulgated by the International Board of Trustees.

In witness whereof, we have affixed our signatures on this date

|       |       |
|-------|-------|
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |

For office use only

Date original was received at the International Headquarters: \_\_\_\_\_

Date Serra International Board action was taken: \_\_\_\_\_

Date copy was certified and returned to the Serra Club: \_\_\_\_\_

# Serra International Charter Agreement

THIS AGREEMENT entered into by and between Serra International, a voluntary association of affiliated Serra Clubs, hereafter referred to as Serra, and the voluntary association of Catholic lay persons and permanent deacons meeting and associating as the Serra Club of

\_\_\_\_\_  
Hereafter, referred to as the Club  
\_\_\_\_\_

WITNESSETH:

WHEREAS, the Club has been meeting, operating, and functioning for educational, charitable, and social purposes and has duly applied in writing for Charter in Serra International and the right to the name Serra Club of

\_\_\_\_\_  
and to function under that name, and,  
WHEREAS, Serra, through its Board of Trustees, has approved said application for admission as an affiliated Club of Serra International:

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is understood and agreed as follows:

1. The name of the Club shall be Serra Club of \_\_\_\_\_
2. The principal city shall be \_\_\_\_\_
3. The territorial boundaries shall be coincident with \_\_\_\_\_
4. No other of further Serra Club shall be organized or chartered within the above territorial boundaries without prior written correspondence with the Club
5. The name Serra Club is the corporate property of Serra and its use by this Club is permissible only, conditioned upon said Club operating within the terms of this agreement. Violation of any of its terms shall be cause for revocation of the Charter and the right to use the name, or any alteration or abridgement thereof.
6. The sole purpose for which this Club is chartered is the attainment of the "Objectives of Serra International." The Club will undertake no other or further purposes without written prior permission of the Board of Trustees of Serra International.
7. The Club is bound by the International Constitution and Bylaws as they are constituted or as they may from time to time be amended or as they may be interpreted by the International Board of Trustees. It is bound, in addition by the approval of Local Club Bylaws, a copy of which is now on file at the International Headquarters and which will not be amended or altered without prior permission of the International Board.
8. By acceptance of Charter, this Club associates itself with other Serra Clubs already chartered, or which may in the future be chartered. It will cooperate with Serra International and other Serra Clubs in all matters and activities that concern Serra and Serra Clubs as a whole.

IN WITNESSETH WHEREOF, the duly authorized President and Secretary of Serra International and the

Serra Club of \_\_\_\_\_, have affixed their signatures this \_\_\_\_\_, day of \_\_\_\_\_

SERRA INTERNATIONAL

SERRA CLUB OF \_\_\_\_\_

President \_\_\_\_\_

President \_\_\_\_\_

Secretary \_\_\_\_\_

Secretary \_\_\_\_\_

**Serra Club Officers Roster**

|                                      |                |           |        |          |
|--------------------------------------|----------------|-----------|--------|----------|
| <b>President</b>                     | Last Name      | First     | M.I.   | Nickname |
| Home Address                         | Street Address | City      | State  | Zip      |
| Telephone                            | Home:          | Business: | Notes: |          |
| Fax                                  | Home:          | Business: |        |          |
| Email                                | Home:          | Business: |        |          |
| <b>President- Elect</b>              | Last Name      | First     | M.I.   | Nickname |
| Home Address                         | Street Address | City      | State  | Zip      |
| Telephone                            | Home:          | Business: | Notes: |          |
| Fax                                  | Home:          | Business: |        |          |
| Email                                | Home:          | Business: |        |          |
| <b>Vice-President Vocations</b>      | Last Name      | First     | M.I.   | Nickname |
| Home Address                         | Street Address | City      | State  | Zip      |
| Telephone                            | Home:          | Business: | Notes: |          |
| Fax                                  | Home:          | Business: |        |          |
| Email                                | Home:          | Business: |        |          |
| <b>Vice-President Membership</b>     | Last Name      | First     | M.I.   | Nickname |
| Home Address                         | Street Address | City      | State  | Zip      |
| Telephone                            | Home:          | Business: | Notes: |          |
| Fax                                  | Home:          | Business: |        |          |
| Email                                | Home:          | Business: |        |          |
| <b>Vice-President Programs</b>       | Last Name      | First     | M.I.   | Nickname |
| Home Address                         | Street Address | City      | State  | Zip      |
| Telephone                            | Home:          | Business: | Notes: |          |
| Fax                                  | Home:          | Business: |        |          |
| Email                                | Home:          | Business: |        |          |
| <b>Vice-President Communications</b> | Last Name      | First     | M.I.   | Nickname |
| Home Address                         | Street Address | City      | State  | Zip      |
| Telephone                            | Home:          | Business: | Notes: |          |
| Fax                                  | Home:          | Business: |        |          |

|                     |                |           |               |          |
|---------------------|----------------|-----------|---------------|----------|
| <b>Email</b>        | Home:          | Business: |               |          |
| <b>Secretary</b>    | Last Name      | First     | M.I.          | Nickname |
| <b>Home Address</b> | Street Address | City      | State         | Zip      |
| <b>Telephone</b>    | Home:          | Business: | <b>Notes:</b> |          |
| <b>Fax</b>          | Home:          | Business: |               |          |
| <b>Email</b>        | Home:          | Business: |               |          |
| <b>Treasurer</b>    | Last Name      | First     | M.I.          | Nickname |
| <b>Home Address</b> | Street Address | City      | State         | Zip      |
| <b>Telephone</b>    | Home:          | Business: | <b>Notes:</b> |          |
| <b>Fax</b>          | Home:          | Business: |               |          |
| <b>Email</b>        | Home:          | Business: |               |          |
| <b>Trustee</b>      | Last Name      | First     | M.I.          | Nickname |
| <b>Home Address</b> | Street Address | City      | State         | Zip      |
| <b>Telephone</b>    | Home:          | Business: | <b>Notes:</b> |          |
| <b>Fax</b>          | Home:          | Business: |               |          |
| <b>Email</b>        | Home:          | Business: |               |          |
| <b>Trustee</b>      | Last Name      | First     | M.I.          | Nickname |
| <b>Home Address</b> | Street Address | City      | State         | Zip      |
| <b>Telephone</b>    | Home:          | Business: | <b>Notes:</b> |          |
| <b>Fax</b>          | Home:          | Business: |               |          |
| <b>Email</b>        | Home:          | Business: |               |          |
| <b>Trustee</b>      | Last Name      | First     | M.I.          | Nickname |
| <b>Home Address</b> | Street Address | City      | State         | Zip      |
| <b>Telephone</b>    | Home:          | Business: | <b>Notes:</b> |          |
| <b>Fax</b>          | Home:          | Business: |               |          |
| <b>Email</b>        | Home:          | Business: |               |          |
| <b>Chaplain</b>     | Last Name      | First     | M.I.          | Nickname |
| <b>Home Address</b> | Street Address | City      | State         | Zip      |
| <b>Telephone</b>    | Home:          | Business: | <b>Notes:</b> |          |
| <b>Fax</b>          | Home:          | Business: |               |          |
| <b>Email</b>        | Home:          | Business: |               |          |

*Photocopy additional sheets as necessary or attach a typed membership roster*

**Membership Roster**

|               |                |           |        |          |
|---------------|----------------|-----------|--------|----------|
| <b>Member</b> | Last Name      | First     | M.I.   | Nickname |
| Home Address  | Street Address | City      | State  | Zip      |
| Telephone     | Home:          | Business: | Notes: |          |
| Fax           | Home:          | Business: |        |          |
| Email         | Home:          | Business: |        |          |
| <b>Member</b> | Last Name      | First     | M.I.   | Nickname |
| Home Address  | Street Address | City      | State  | Zip      |
| Telephone     | Home:          | Business: | Notes: |          |
| Fax           | Home:          | Business: |        |          |
| Email         | Home:          | Business: |        |          |
| <b>Member</b> | Last Name      | First     | M.I.   | Nickname |
| Home Address  | Street Address | City      | State  | Zip      |
| Telephone     | Home:          | Business: | Notes: |          |
| Fax           | Home:          | Business: |        |          |
| Email         | Home:          | Business: |        |          |
| <b>Member</b> | Last Name      | First     | M.I.   | Nickname |
| Home Address  | Street Address | City      | State  | Zip      |
| Telephone     | Home:          | Business: | Notes: |          |
| Fax           | Home:          | Business: |        |          |
| Email         | Home:          | Business: |        |          |
| <b>Member</b> | Last Name      | First     | M.I.   | Nickname |
| Home Address  | Street Address | City      | State  | Zip      |
| Telephone     | Home:          | Business: | Notes: |          |
| Fax           | Home:          | Business: |        |          |
| Email         | Home:          | Business: |        |          |
| <b>Member</b> | Last Name      | First     | M.I.   | Nickname |
| Home Address  | Street Address | City      | State  | Zip      |
| Telephone     | Home:          | Business: | Notes: |          |
| Fax           | Home:          | Business: |        |          |
| Email         | Home:          | Business: |        |          |



## USA COUNCIL OF SERRA INTERNATIONAL NEW MEMBER FORM

Serra Club of \_\_\_\_\_

Club Number \_\_\_\_\_

District Number \_\_\_\_\_

|                             |                  |              |           |          |
|-----------------------------|------------------|--------------|-----------|----------|
| Title                       | Last Name        | First        | M.I.      | Nickname |
| <b>Home Address</b>         | Street Address   | City         | State     | Zip      |
| <b>Seasonal Address</b>     | Street Address   | City         | State     | Zip      |
| <b>Business Information</b> | Name of Business | Position     |           |          |
|                             | Business Address | City         | State     | Zip      |
| <b>Telephone</b>            | Home:            |              | Business: |          |
| <b>Fax</b>                  |                  | <b>Email</b> |           |          |

|  |   |
|--|---|
| At which address do you prefer to receive Serra correspondence?<br>Home _____ Business _____ | <b>If you have a summer/winter (seasonal) address, please tell us when to start and stop sending mail there:</b><br>Start date: _____ End date: _____ |
|--|---|

|   |           |       |      |  |
|---|-----------|-------|------|--|
| <b>Date of Birth:</b>   |           |       |      |  |
| Spouse  | Last Name | First | M.I. | Nickname   |
| <i>If you are married to a Serran with full membership, you are entitled to discounted dues. To be eligible, both you and your spouse must be current members of a Serra club. The second membership is discounted by 50%. If you are under 35 years of age, you are also entitled to 50% off of the dues; you are required to provide your date of birth above if you wish to be eligible for the discount. A subscription to "serraUSA" magazine is not included in the discounted dues structure. The subscription is an additional \$12 per year.</i> |           |       |      |  |
| Is your spouse a member?  |           | Yes   | No   | If you are a spouse member or under 35, do you wish to receive the magazine?<br>Yes No |

|                                  |                        |
|----------------------------------|------------------------|
| <b>Sponsor</b>                   | Name                   |
| <b>New Serran:</b>               | Signature              |
| <b>Received by club officer:</b> | Signature, Office      |
| <b>Date joined:</b>              | <b>Date submitted:</b> |

**When you submit this application, please include your initiation fee (25% of Serra International portion of per capita dues; this amount applies as is for discounted dues members as well).**

If you wish to terminate your membership, please do so in writing. Please address your correspondence to your local Serra club or to: The USA Council of Serra International, 65 E Wacker Pl., Suite 802, Chicago, IL, 60601.



# USA Council, Serra International

## Tax Exemption Form Letter for Club-in-Formation Ready for Charter

**Date:**

USA Council of Serra International  
65 E. Wacker Place  
Suite 802  
Chicago IL 60601-7203

By resolution of the Board of Trustees of the Serra Club of \_\_\_\_\_  
on \_\_\_\_\_ I am directed to request that the club be included in the group  
federal tax exemption granted Serra International and/or USA Council and subordinate  
clubs.

Very truly yours,

For the Serra Club of

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

*Club-in-Formation Tax Exemption Form Letter  
Revised January 04*

## Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

▶ See separate instructions for each line. ▶ Keep a copy for your records.

EIN

OMB No 1545-0003

|                        |  |  |
|------------------------|--|--|
| Type or print clearly. | 1 Legal name of entity (or individual) for whom the EIN is being requested<br><b>Serra Club of</b>       |  |
|                        | 2 Trade name of business (if different from name on line 1)<br><b>USA Council of Serra International</b> | 3 Executor, trustee, "care of" name<br><b>E.V. Verbeke</b> |
|                        | 4a Mailing address (room, apt., suite no. and street, or P.O. box)<br><b>65 E Wacker Place Suite 802</b> | 5a Street address (if different) (Do not enter a P.O. box) |
|                        | 4b City, state, and ZIP code<br><b>Chicago IL 60601</b>  | 5b City, state, and ZIP code                               |
|                        | 6 County and state where principal business is located   |  |
|                        | 7a Name of principal officer, general partner, grantor, owner, or trustor                                | 7b SSN, ITIN, or EIN                                       |

8a Type of entity (check only one box)

|   |  |
|---|--|
| <input type="checkbox"/> Sole proprietor (SSN) _____  | <input type="checkbox"/> Estate (SSN of decedent) _____  |
| <input type="checkbox"/> Partnership  | <input type="checkbox"/> Plan administrator (SSN) _____  |
| <input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____  | <input type="checkbox"/> Trust (SSN of grantor) _____  |
| <input type="checkbox"/> Personal service corp.   | <input type="checkbox"/> National Guard <input type="checkbox"/> State/local government            |
| <input type="checkbox"/> Church or church-controlled organization   | <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military |
| <input checked="" type="checkbox"/> Other nonprofit organization (specify) ▶ <b>Non-profit Religious Organization</b> | <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises      |
| <input type="checkbox"/> Other (specify) ▶ _____  | Group Exemption Number (GEN) ▶ <b>1059</b>   |

8b If a corporation, name the state or foreign country (if applicable) where incorporated

|       |                 |
|-------|-----------------|
| State | Foreign country |
|-------|-----------------|

9 Reason for applying (check only one box)

|   |  |
|---|--|
| <input type="checkbox"/> Started new business (specify type) ▶ _____      | <input checked="" type="checkbox"/> Banking purpose (specify purpose) ▶ <b>Depositing Dues</b> |
| <input type="checkbox"/> Hired employees (Check the box and see line 12.) | <input type="checkbox"/> Changed type of organization (specify new type) ▶ _____               |
| <input type="checkbox"/> Compliance with IRS withholding regulations      | <input type="checkbox"/> Purchased going business  |
| <input type="checkbox"/> Other (specify) ▶ _____                          | <input type="checkbox"/> Created a trust (specify type) ▶ _____                                |
|   | <input type="checkbox"/> Created a pension plan (specify type) ▶ _____                         |

10 Date business started or acquired (month, day, year)

11 Closing month of accounting year

12 First date wages or annuities were paid or will be paid (month, day, year) **Note: If applicant is a withholding agent, enter date income will first be paid to nonresident alien. (month, day, year)**

13 Highest number of employees expected in the next 12 months **Note: If the applicant does not expect to have any employees during the period, enter "-0-"**

|              |           |       |
|--------------|-----------|-------|
| Agricultural | Household | Other |
| 0            | 0         | 0     |

14 Check one box that best describes the principal activity of your business

|                                       |   |   |  |   |
|---------------------------------------|---|---|--|---|
| <input type="checkbox"/> Construction | <input type="checkbox"/> Rental & leasing | <input type="checkbox"/> Transportation & warehousing | <input type="checkbox"/> Health care & social assistance                                 | <input type="checkbox"/> Wholesale-agent/broker |
| <input type="checkbox"/> Real estate  | <input type="checkbox"/> Manufacturing    | <input type="checkbox"/> Finance & insurance          | <input type="checkbox"/> Accommodation & food service                                    | <input type="checkbox"/> Wholesale-other        |
|                                       |   |   | <input checked="" type="checkbox"/> Other (specify) <b>Religious promoting vocations</b> | <input type="checkbox"/> Retail                 |

15 Indicate principal line of merchandise sold; specific construction work done; products produced; or services provided

**None**

16a Has the applicant ever applied for an employer identification number for this or any other business?  Yes  No

**Note: If "Yes," please complete lines 16b and 16c.**

16b If you checked "Yes" on line 16a, give applicant's legal name and trade name shown on prior application if different from line 1 or 2 above

Legal name ▶ \_\_\_\_\_ Trade name ▶ \_\_\_\_\_

16c Approximate date when, and city and state where, the application was filed. Enter previous employer identification number if known

|  |                            |              |
|--|----------------------------|--------------|
| Approximate date when filed (mo., day, year) | City and state where filed | Previous EIN |
|--|----------------------------|--------------|

Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.

|                      |                      |  |
|----------------------|----------------------|--|
| Third Party Designee | Designee's name      | Designee's telephone number (include area code)<br>( ) |
|                      | Address and ZIP code | Designee's fax number (include area code)<br>( )       |

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete

|  |   |
|--|---|
| Name and title (type or print clearly) ▶ | Applicant's telephone number (include area code)<br>( ) |
| Signature ▶                              | Applicant's fax number (include area code)<br>( )       |
| Date ▶                                   |   |

## Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

▶ See separate instructions for each line. ▶ Keep a copy for your records.

EIN \_\_\_\_\_  
 OMB No. 1545-0003

|  |  |   |   |
|--|--|---|---|
| Type or print clearly.   | 1 Legal name of entity (or individual) for whom the EIN is being requested   |   |   |
|  | 2 Trade name of business (if different from name on line 1)  |   | 3 Executor, trustee, "care of" name                       |
|  | 4a Mailing address (room, apt., suite no. and street, or P O box)  |   | 5a Street address (if different) (Do not enter a P O box) |
|  | 4b City, state, and ZIP code   |   | 5b City, state, and ZIP code                              |
|  | 6 County and state where principal business is located   |   |   |
|  | 7a Name of principal officer, general partner, grantor, owner, or trustor  |   | 7b SSN, ITIN, or EIN                                      |
|  | 8a Type of entity (check only one box)   |   |   |
| <input type="checkbox"/> Sole proprietor (SSN) _____<br><input type="checkbox"/> Partnership<br><input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____<br><input type="checkbox"/> Personal service corp<br><input type="checkbox"/> Church or church-controlled organization<br><input type="checkbox"/> Other nonprofit organization (specify) ▶ _____<br><input type="checkbox"/> Other (specify) ▶ _____   |  |   |   |
| <input type="checkbox"/> Estate (SSN of decedent) _____<br><input type="checkbox"/> Plan administrator (SSN) _____<br><input type="checkbox"/> Trust (SSN of grantor) _____<br><input type="checkbox"/> National Guard<br><input type="checkbox"/> Farmers' cooperative<br><input type="checkbox"/> REMIC<br><input type="checkbox"/> State/local government<br><input type="checkbox"/> Federal government/military<br><input type="checkbox"/> Indian tribal governments/enterprises<br>Group Exemption Number (GEN) ▶ _____ |  |   |   |
| 8b If a corporation, name the state or foreign country (if applicable) where incorporated  |  | State _____ Foreign country _____                       |   |
| 9 Reason for applying (check only one box)   |  |   |   |
| <input type="checkbox"/> Started new business (specify type) ▶ _____<br><input type="checkbox"/> Hired employees (Check the box and see line 12)<br><input type="checkbox"/> Compliance with IRS withholding regulations<br><input type="checkbox"/> Other (specify) ▶ _____   |  |   |   |
| <input type="checkbox"/> Banking purpose (specify purpose) ▶ _____<br><input type="checkbox"/> Changed type of organization (specify new type) ▶ _____<br><input type="checkbox"/> Purchased going business<br><input type="checkbox"/> Created a trust (specify type) ▶ _____<br><input type="checkbox"/> Created a pension plan (specify type) ▶ _____   |  |   |   |
| 10 Date business started or acquired (month, day, year)  |  | 11 Closing month of accounting year                     |   |
| 12 First date wages or annuities were paid or will be paid (month, day, year) <b>Note:</b> If applicant is a withholding agent, enter date income will first be paid to nonresident alien. (month, day, year) . . . . . ▶  |  |   |   |
| 13 Highest number of employees expected in the next 12 months <b>Note:</b> If the applicant does not expect to have any employees during the period, enter "-0-". . . . . ▶  |  | Agricultural _____ Household _____ Other _____          |   |
| 14 Check one box that best describes the principal activity of your business   |  |   |   |
| <input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-agent/broker<br><input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Wholesale-other <input type="checkbox"/> Retail                                |  |   |   |
| 15 Indicate principal line of merchandise sold; specific construction work done; products produced; or services provided   |  |   |   |
| 16a Has the applicant ever applied for an employer identification number for this or any other business? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No<br><b>Note:</b> If "Yes," please complete lines 16b and 16c.   |  |   |   |
| 16b If you checked "Yes" on line 16a, give applicant's legal name and trade name shown on prior application if different from line 1 or 2 above<br>Legal name ▶ _____ Trade name ▶ _____   |  |   |   |
| 16c Approximate date when, and city and state where, the application was filed. Enter previous employer identification number if known   |  |   |   |
| Approximate date when filed (mo., day, year)   |  | City and state where filed _____ Previous EIN _____     |   |
| Third Party Designee   | Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form. |   |   |
|  | Designee's name  | Designee's telephone number (include area code)<br>( )  |   |
|  | Address and ZIP code   | Designee's fax number (include area code)<br>( )        |   |
| Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete   |  | Applicant's telephone number (include area code)<br>( ) |   |
| Name and title (type or print clearly) ▶   |  | Applicant's fax number (include area code)<br>( )       |   |
| Signature ▶  |  | Date ▶  |   |

## Do I Need an EIN?

File Form SS-4 if the applicant entity does not already have an EIN but is required to show an EIN on any return, statement, or other document.<sup>1</sup> See also the separate instructions for each line on Form SS-4.

| IF the applicant...  | AND...  | THEN...   |
|--|---|---|
| Started a new business   | Does not currently have (nor expect to have) employees  | Complete lines 1, 2, 4a-6, 8a, and 9-16c  |
| Hired (or will hire) employees, including household employees  | Does not already have an EIN  | Complete lines 1, 2, 4a-6, 7a-b (if applicable), 8a, 8b (if applicable), and 9-16c    |
| Opened a bank account  | Needs an EIN for banking purposes only  | Complete lines 1-5b, 7a-b (if applicable), 8a, 9, and 16a-c.                          |
| Changed type of organization   | Either the legal character of the organization or its ownership changed (e.g., you incorporate a sole proprietorship or form a partnership) <sup>2</sup>              | Complete lines 1-16c (as applicable)  |
| Purchased a going business <sup>3</sup>  | Does not already have an EIN  | Complete lines 1-16c (as applicable)  |
| Created a trust  | The trust is other than a grantor trust or an IRA trust <sup>4</sup>  | Complete lines 1-16c (as applicable)  |
| Created a pension plan as a plan administrator <sup>5</sup>  | Needs an EIN for reporting purposes   | Complete lines 1, 2, 4a-6, 8a, 9, and 16a-c.  |
| Is a foreign person needing an EIN to comply with IRS withholding regulations  | Needs an EIN to complete a Form W-8 (other than Form W-8EC), avoid withholding on portfolio assets, or claim tax treaty benefits <sup>6</sup>                         | Complete lines 1-5b, 7a-b (SSN or ITIN optional), 8a-9, and 16a-c                     |
| Is administering an estate   | Needs an EIN to report estate income on Form 1041   | Complete lines 1, 3, 4a-b, 8a, 9, and 16a-c   |
| Is a withholding agent for taxes on non-wage income paid to an alien (i.e., individual, corporation, or partnership, etc.) | Is an agent, broker, fiduciary, manager, tenant, or spouse who is required to file Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons | Complete lines 1, 2, 3 (if applicable), 4a-5b, 7a-b (if applicable), 8a, 9, and 16a-c |
| Is a state or local agency   | Serves as a tax reporting agent for public assistance recipients under Rev. Proc. 80-4, 1980-1 C.B. 581 <sup>7</sup>  | Complete lines 1, 2, 4a-5b, 8a, 9, and 16a-c.   |
| Is a single-member LLC   | Needs an EIN to file Form 8832, Classification Election, for filing employment tax returns, or for state reporting purposes <sup>8</sup>                              | Complete lines 1-16c (as applicable)  |
| Is an S corporation  | Needs an EIN to file Form 2553, Election by a Small Business Corporation <sup>9</sup>   | Complete lines 1-16c (as applicable)  |

<sup>1</sup> For example, a sole proprietorship or self-employed farmer who establishes a qualified retirement plan, or is required to file excise, employment, alcohol, tobacco, or firearms returns, must have an EIN. A partnership, corporation, REMIC (real estate mortgage investment conduit), nonprofit organization (church, club, etc.), or farmers' cooperative must use an EIN for any tax-related purpose even if the entity does not have employees.

<sup>2</sup> However, do not apply for a new EIN if the existing entity only (a) changed its business name, (b) elected on Form 8832 to change the way it is taxed (or is covered by the default rules), or (c) terminated its partnership status because at least 50% of the total interests in partnership capital and profits were sold or exchanged within a 12-month period. (The EIN of the terminated partnership should continue to be used. See Regulations section 301.6109-1(d)(2)(iii).)

<sup>3</sup> Do not use the EIN of the prior business unless you became the "owner" of a corporation by acquiring its stock.

<sup>4</sup> However, IRA trusts that are required to file Form 990-T, Exempt Organization Business Income Tax Return, must have an EIN.

<sup>5</sup> A plan administrator is the person or group of persons specified as the administrator by the instrument under which the plan is operated.

<sup>6</sup> Entities applying to be a Qualified Intermediary (QI) need a QI-EIN even if they already have an EIN. See Rev. Proc. 2000-12.

<sup>7</sup> See also Household employer on page 4. (Note: State or local agencies may need an EIN for other reasons, e.g., hired employees.)

<sup>8</sup> Most LLCs do not need to file Form 8832. See Limited liability company (LLC) on page 4 for details on completing Form SS-4 for an LLC.

<sup>9</sup> An existing corporation that is electing or revoking S corporation status should use its previously-assigned EIN.



**SERRA INTERNATIONAL  
APPROVED MODEL  
LOCAL CLUB BYLAWS**

**ARTICLE I**

**Name and Territorial Limits**

**Section 1.** This organization shall be known as \_\_\_\_\_, hereafter referred to as "the club" A different form of name other than "the Serra Club of \_\_\_\_" may be used provided that the name chosen clearly establishes that the organization is a member of Serra International and that the Board of Serra International approves the proposed name

**Section 2.** The territorial limits of this club shall be within the Diocese of \_\_\_\_\_

**ARTICLE II**

**Objectives and Purposes**

**Section 1.** The objectives and purposes of the club shall be:

- a. To foster and promote vocations to the ministerial priesthood in the Catholic Church as a particular vocation to service, and to support priests in their sacred ministry;
- b. To encourage and affirm vocations to consecrated religious life in the Catholic Church; and
- c. To assist its members to recognize and respond in their own lives to God's call to holiness in Jesus Christ and through the Holy Spirit

**ARTICLE III**

**Membership**

**Section 1.**

a. Membership shall be restricted to practicing Catholic lay persons and permanent deacons

b. An active member must be able to meet the attendance requirements for club meetings, and to perform any committee or club assignments.

**Section 2.** If a member has been active in the affairs of the club for a period of at least three years, but can no longer be active because of age or health or work requirements, he or she may be excused from the requirements of Article III, Section 1 (b) and the requirements of Article VIII, Section 1 by the unanimous vote of the Board of Trustees. Such a member shall be designated as an associate member. An associate member shall be entitled to all the rights and privileges of this club except the right to vote and the privilege of holding office. Associate members shall be required to pay Serra council, if applicable, and Serra International dues. Club dues shall be assessed as defined by club policy

**Section 3.** Any member can propose a qualified person for membership by submitting a sponsor's recommendation form to the membership committee. The membership committee shall make an investigation of the proposed member and report the result to the Board with recommendation to accept or reject. The Board shall decide on the acceptance or rejection of the proposed member. If accepted, he or she shall then be invited to attend an orientation meeting, and after orientation at such meeting shall be invited to become a member of the club. He or she shall become such member immediately following the induction ceremony and upon payment of dues and the initiation fee

**Section 4.** Any former member may be reinstated by the approval of not less than 50% of all of the Board of Trustees

**ARTICLE IV**

**Termination of Membership**

**Section 1.** Any member may resign his or her membership by notifying the Secretary in writing, but every member will be expected to pay all dues accrued prior to such resignation

**Section 2.** The Board may expel any member from membership should he or she commit conduct reflecting discredit upon the club, inactivity, or nonpayment of dues

1 **ARTICLE V**  
2 **Board of Trustees**

3  
4 **Section 1.** The governing body of the club shall be the Board of Trustees. It shall determine the policies and exercise  
5 supervision over all officers, members and committees. Its decision can be overruled only by a two-thirds majority vote of  
6 the members present at a special regular club meeting called for that purpose.

7  
8 **Section 2.** The Board shall consist of the President, President elect, four Vice Presidents, Secretary, Treasurer, the immediate  
9 Past President, the President elect and at least one Trustee

10  
11 **Section 3.** The Board shall meet at least once monthly at a time and place designated by the President. These meetings shall  
12 be at a time or place separate from regular club meetings. Not less than 50% of the members of the Board shall constitute a  
13 quorum for the transaction of business at any meeting.

14  
15 **Section 4.** Any three members of the Board shall have the right to call a meeting of the Board on five days' notice in writing  
16 to all members of the Board

17  
18 **ARTICLE VI**  
19 **Officers and Their Duties; Elections**

20  
21 **Section 1.** The principal officers of the club shall be a President, the President elect, four Vice Presidents, a Secretary, a  
22 Treasurer and , the immediate Past President, the President elect. The Board may elect additional officers at its discretion,  
23 and such officers shall perform the duties prescribed by the Board.

24  
25 **Section 2.** The President shall preside at all meetings, appoint all committees, and shall have such further duties as ordinarily  
26 pertain to the office of the President

27  
28 **Section 3.** The President elect shall perform such duties as assigned by the President and shall preside and take over the  
29 duties of the President in his or her absence or in the event of a vacancy in the office of the President.

30  
31 **Section 4.** The Vice President for Programs shall be in charge of all programs presented at club meetings, and shall be  
32 chairman of the program committee

33  
34 **Section 5.** The Vice President for Membership shall be in charge of all activities affecting the club's membership including  
35 membership recruitment, retention of existing members, orientation and induction programs and shall be the chairman of the  
36 membership committee

37  
38 **Section 6.** The Vice President for Vocations shall be responsible for all vocation activities performed by the club and shall  
39 be the chairman of the vocations committee.

40  
41 **Section 7.** The Vice President for Communications shall be responsible for internal and external communications and  
42 public relations efforts and shall be the chairman of the communications committee.

43  
44 **Section 8.** The Secretary shall record all proceedings of club meetings and meetings of the Board. He or she shall maintain  
45 a current roster of members, shall be custodian of the records, maintain the club's bylaws, and shall have such further duties  
46 as ordinarily pertain to the office of the Secretary

47  
48 **Section 9.** The Treasurer shall collect all dues, keep the books and accounts and have custody of all funds of the club. He or  
49 she shall render periodic reports of the financial position of the club as directed by the Board, attend to the payment of all  
50 bills and obligations, and have such further duties as ordinarily pertain to the office of Treasurer.

51  
52 **Section 10.** All officers shall be elected for a term of not more than two years. Those elected for a one-year term may be re-  
53 elected for an additional year. Elections shall be held at the first meeting in [ \_\_\_\_ ] of each year. Officers and Trustees shall  
54 be inducted at the first meeting in [ \_\_\_\_ ] of each year and their term of office shall then begin and shall end when their  
55 successors have been elected and inducted. In the event of a vacancy in any office or on the Board, the Board shall have the  
56 power to fill such vacancy for the balance of the remaining term.

57  
58  
59 **Section 11.** A nominating committee appointed by the President shall make nominations for election of the principal  
60 Officers not less than one month prior to the election. This committee shall consist of at least three members and shall  
61 present its report at the last meeting of members before the election of new officers. It shall nominate one candidate for each  
62 of the principal offices. Further nominations may be made from the floor at the time of the election. Election shall be by

1 secret ballot as to any office for which there is a contest Each member present shall be entitled to one vote and the candidate  
2 who receives the largest number of those votes cast shall be elected. Nominees shall agree as a condition of nomination to  
3 attend the following District Leadership Conference.  
4

## 5 **ARTICLE VII**

### 6 **Chaplain**

7  
8 **Section 1.** The club shall have a Chaplain appointed by the Ordinary of the Diocese. His duties shall be advisory on Church  
9 and spiritual matters.  
10

## 11 **ARTICLE VIII**

### 12 **Meetings and Attendance**

13  
14  
15 **Section 1.** Regular club meetings shall be held at least semi-monthly, at such time and place as shall be determined by the  
16 Board. Every active member is expected to attend every meeting. Any active member, who fails to attend 55 percent of the  
17 meetings in any six-month period shall be so notified and placed on probation for three months. Where a club meets weekly  
18 the minimum attendance required of a member shall be reduced to 45%. If such a member meets the attendance requirements  
19 during the probationary period, he or she will be returned to regular membership. If he or she does not, he or she will be  
20 considered to have resigned. The Secretary will so notify him or her and drop the name from the roster of members. Upon  
21 written application the Board may reinstate him or her.  
22

23 **Section 2.** An active member may attend a meeting of another club in lieu of or in addition to a meeting of this club, and  
24 receive credit for attendance when so certified by an officer of the club visited. When this club is sponsoring the organization  
25 of a new club, an active member may be given credit for attendance at a regular meeting of the club in formation, in lieu of or  
26 in addition to a meeting of this club.  
27

## 28 **ARTICLE IX**

### 29 **Relationship to Serra International, Council, Regions and Districts**

30  
31 **Section 1.** This club is a member of Serra International and shall in all things cooperate with Serra International and, where  
32 applicable, the Serra council, region and district organizations. It is the express intention of the club to maintain its  
33 relationship in good standing with Serra International and to be permanently bound by its Constitution and Bylaws.  
34

35 **Section 2.** The Board shall elect a delegate, and an alternate delegate, or, if necessary, a proxy delegate, to represent the club  
36 at the annual convention of Serra International. Such election shall take place at least 35 days in advance of the opening  
37 meeting of the annual convention. The credentials of such delegate, alternate delegate, or proxy delegate shall be evidenced  
38 by the signature of the President and the Secretary of the club and shall be mailed to Serra International not less than 30 days  
39 prior to the opening date of the convention.  
40

## 41 **ARTICLE X**

### 42 **Revenue**

43  
44 **Section 1.** All members shall pay an initiation fee to SERRA INTERNATIONAL, which is 25% of the International dues.  
45 The annual dues shall be in an amount decided by the Board and be paid to the club Treasurer.  
46

## 47 **ARTICLE XI**

### 48 **Committees**

49  
50 **Section 1.** The standing committees of the club shall be Program, Vocations, Membership and Communications.  
51

52 **Section 2.** In addition, there shall be such special committees as may be designated by the President, which shall serve at the  
53 will of the President. The President shall be an ex-officio member of all committees.

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**ARTICLE XII**  
**Fund-Raising to Promote the Objectives and Purposes of Serra**

**Section 1.** While no Serra Club may devote itself to fund-raising as an objective, each club, at its discretion, may conduct activities to raise funds to assist it in promoting the objectives and purposes of Serra International. All income after expenses raised from such fund raising activities shall be utilized solely for the purposes of furthering the objectives and purpose of SERRA INTERNATIONAL as determined by the board of trustees of Serra International

**ARTICLE XIII**  
**Amendments**

**Section 1.** These bylaws may be amended only by a two-thirds vote of the active members of this club present and voting at a regular meeting. Proposed amendments shall be filed with the Secretary in writing, and a written resolution proposing such amendments shall be introduced at a regular meeting and action thereon deferred to the following meeting. Written notice is to be sent by the Secretary to all active members, incorporating a copy of the proposed resolution and advising that the same will be acted upon at the next meeting. Such amendments shall not become a part of the bylaws until the same have been submitted to and approved in writing by the board of trustees of Serra International

These foregoing local club bylaws were adopted by a majority of two-thirds of the members present and voting at a regular meeting of the membership on, 20\_\_ to certify which witness the signature of the President and Secretary of said club, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

President: \_\_\_\_\_  
Secretary \_\_\_\_\_

**SERRA INTERNATIONAL  
USA COUNCIL**

General Instructions for the Charter Presentation Program

Necessary Programs:

- ❖ Have a clear understanding with the (arch) bishop/celebrant whether or not there is to be a Mass preceding the Charter Dinner Program.
  - If there is not to be a Mass:
    - Use the "Program Agenda for the Charter of a new Serra Club"
    - Use the program "Charter Club -- The Induction of Members", followed by;
    - The program "Charter Club -- Officers Installation"
  - If there is to be a Mass without the induction of charter members and installation of first officers:
    - Use the same three programs as listed above.
  - If there is to be a Mass with the induction of charter members and the installation of officers:
    - Use the programs, "Charter Club -- The Induction of Members" and "Charter Club -- Officer Installation" at that place in the liturgy decided by the celebrant (usually after the homily, should there be one, or after the Gospel reading, should the homily be omitted);
    - At the dinner, use the "Program Agenda for the Charter of a new Serra Club" omitting Agenda item 4. -- Calling forward of members for induction and installation of officers.

Master of Ceremonies:

- ❖ Any person may be selected to serve as Master of Ceremonies;
  - The MC should conduct the meeting in a dignified fashion while bringing out the camaraderie, or good fellowship, that will be engendered;
  - The MC should have the ability to keep the agenda as close as possible to the time allowed by:
    - Starting the meeting at the scheduled time;
    - Holding the speakers to their allotted time;
    - Keeping the meeting moving -- not letting it drag out;
    - The MC should turn the meeting over to the new Club President at and after the Comments of Appreciation, should it be desired.

Facility provisions:

- ❖ Survey the facilities provided to determine how to carry on the programs in an orderly fashion (use your common sense);
  - If the induction and installation ceremonies are held in church:
    - Have the officers and their spouses sit in the front pews according to their office so they may come forward when called without stepping over people.

- The remaining members and their spouses will be seated behind them in alphabetical order if you plan to bring them forward to receive their indoctrination kits, certificates of membership, and their membership pins; otherwise, they may sit in any order.
- At the induction of charter members, there will be a minimum of confusion if the members stand and remain in place during the ceremony. Distribute indoctrination kits, certificates of membership, and membership pins after the Mass in this case.
- At the installation of the officers ceremony:
  - Call the officers forward with the president-elect going to the side of the podium/lectern and the remaining officers at the foot of the altar just outside the sanctuary.
  - Spouses and the remaining members should remain seated.
  - If the induction and installation ceremonies are held in a dining facility:
    - Have the officers and their spouses seated near the head table or podium;
    - The induction of charter members will precede the installation of officers;
    - If there is minimum room near the head table or the podium have the charter members stand in place when their names are called;
    - If room limitations permit have them come forward to receive their indoctrination kits, certificates of membership, and their membership pins, otherwise give them out later;
    - After the induction have the members sit during the installation of the officers;
  - At the installation of officers:
    - The president-elect always comes forward to one side of the podium/lectern;
    - If room limitations permit the remaining officers will come forward as their names are called, otherwise they will stand and remain in place.

**SERRA INTERNATIONAL  
USA COUNCIL**

Program Agenda for the Charter of a New Serra Club

1. Invocation (Blessing before meals) Chaplain
2. Dinner
3. Introductions *(3-5 minutes)* Master of Ceremonies
  - a. Diocesan Bishop or designee
  - b. Vocation Director
  - c. Chaplain
  - d. Priests
  - e. Religious Men and Women
  - f. Honored guests (Present and Past Serra International Presidents, Present and Past USA Council presidents, present and past Regional Directors, present and past District Governors, other special guests that should be named)
4. Calling forward of Charter Members District Governor/designee
  - a. Induction of Charter Members
  - b. Installation of Club Officers
5. Presentation of Serra Club Charter District Governor/designee
6. Welcoming Remarks USA Council Representative  
Serra International  
Representative
  - a. Welcome to the USA Council *(2-3 minutes)*
  - b. Welcome to Serra International *(2-3 minutes)*
  - c. Presentation of Gifts Serra International  
Representative  
*(if applicable)*
    - i. Fr. Junipero Serra Statue *(if applicable)*
    - ii. Serra Bell – Gavel
    - iii. Serra Banner
7. Acceptance of Charter *(3-5 minutes)* Charter Club President
8. Introduction of Keynote Speaker *(1-2 minutes)* District Governor  
Club President
9. Keynote Address *(20-25 minutes)* (Arch) bishop/designee
10. Prayer for vocations, Thanksgiving Club Chaplain
11. Episcopal Blessing Diocesan Bishop/Designee

SERRA INTERNATIONAL  
UNITED STATES OF AMERICA COUNCIL

CHARTER CLUB -- THE INDUCTION OF MEMBERS

DISTRICT GOVERNOR/DESIGNEE: Your Excellency, Reverend Fathers, Sisters, Brothers, honored guests, Serrans, and friends: Today we are going to charter officially a new club into the ministry of Serra International. These men and women join over 19,500 active Serrans in 37 countries around the world. Little did those four men from Seattle realize in 1935 that their endeavor would be blessed by God and one day be recognized as a special gift of the Holy Spirit to His Son's Church. <sup>1</sup>

Will the members of the newly chartered (OFFICIAL NAME OF THE CLUB) please come forward/stand and remain in place as you are called. <sup>2</sup>

(After assembling)

CHAPLAIN: In the name of the Father, the Son, and the Holy Spirit.

ALL: Amen.

CHAPLAIN: The grace and peace of God our Father and the Lord Jesus Christ be with you.

ALL: And also with you.

CHAPLAIN: Heavenly Father, look with favor upon the Serrans assembled here. Bless the vocations apostolate they are about to undertake. Guide them through your Spirit dwelling in them to fulfill their new vocations apostolate to the end that many generous people through their vocations may preach the Good News your Son proclaimed, and make his sacrifice visible in the lives of those whom they serve.

DISTRICT GOVERNOR/DESIGNEE: You are about to be inducted as charter members into the (OFFICIAL NAME OF THE CLUB). Serra International's mission is a sacred ministry. You will strengthen Serra's role as the lay arm of the Church for vocations in promoting, fostering and preserving vocations to the priesthood and religious life both by prayer and by active vocation programs. Furthermore, you are to promote, through Christian education and Serran fellowship, your own personal holiness, and that of your fellow Serrans, in order to better carry out your own Christian vocation to service.

---

<sup>1</sup> Update this information by contacting the USA Council Membership Coordinator.

<sup>2</sup> Use your judgment according to the facilities available. In general, call the President to the lectern/podium; then call the remaining officers by office -- VP-Programs, VP-Vocations, VP-Membership, VP-Communications, Secretary, Treasurer, and Trustees. Call the remaining members in alphabetical order. All should come forward or stand but remain in place depending on the space provided.

His Holiness, Pope John Paul II, recognizing Serra's unique character in promoting vocations, has sent this message to its members:

"Serrans have wished to keep two outstanding characteristics of Father Junipero Serra: love for priestly and religious vocations, and the constant testimony of Christian faith in the environment in which your activity takes place.

On behalf of the Church, I must tell you of my esteem and my encouragement for your numerous initiatives in favor of priestly and religious vocations. It is admirable that lay people, deeply convinced that the Church and society needs priests and religious take as a purpose of their commitment as Christian prayer and hard working action for the spread, development, perseverance, increase, and assistance of vocations. You are mindful of this in Jesus' words: "The harvest is plentiful, but the laborers are few; pray therefore to the Lord of the harvest to send out laborers into his harvest."

Your commitment of praying, promoting and helping priestly and religious vocations continually stimulates you to reflect on the requirements of the Word of God. For this reason, you intend also to live up to your own Christian vocations. Prove to everyone, with clarity and without compromise, your sincere adherence to Christ. Prove at home, at work, in your associations, that the message of Jesus forms real men and women, capable of coping serenely with the harshness of daily life. Be available to contribute with all your strength to the construction of a civil society more worthy of man. Prove in your whole behavior that, with the grace of God, it is possible to put into practice in the modern world the Sermon on the Mount and the Beatitudes with all the radicalism they involve.

With these wishes I invoke the abundance of divine favors on your meritorious activity, on you all, and on your dear ones, and I willingly impart my apostolic blessing."

(Light candles) <sup>3</sup>

CHAPLAIN: This candle is a reminder of the one you received at baptism. Its light symbolizes Jesus, the Light of the world, and its fire, the transforming energy of the Holy Spirit. Let it be a symbol of rededication to your solemn pledge to direct yourself in Christian principles. In this spirit, I ask these questions of you:

Will you give your time, efforts, and prayers for the encouragement and preservation of vocations to the ordained and professed religious ministry?

ALL: I will.

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<sup>3</sup> Light a single larger sized candle; give to the President to hold. Do not try to pass out and light individual candles for a large group.

CHAPLAIN: will you, by faithful attendance at Serra meetings, and by the example of your Christian life, promote, deepen Christian justice and charity, and continually strive to fulfill your own Christian vocation?

ALL: I will.

CHAPLAIN: Will you do your best to share our Serra community with others who have much to give and much to gain from their Christian friendships, which are refined through Serra membership?

ALL: I will.

CHAPLAIN: (A short sentence or two of congratulations, e.g., Welcome to Serra International!! Congratulations!) (Pause for applause)

DISTRICT GOVERNOR/DESIGNEE: Proceed to the installation of the Serra club officers immediately as soon as the applause ends. <sup>4</sup>

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<sup>4</sup> Ask the officers to stay forward/remain standing and the rest of the members to resume sitting. Call the President forward to the podium/lectern, if not already there.

**SERRA INTERNATIONAL  
USA COUNCIL**

**SERRA CLUB CHARTER -- OFFICERS INSTALLATION**

DISTRICT GOVERNOR/DESIGNEE<sup>5</sup>: Throughout his life, Blessed Junipero Serra never sought positions of authority they sought him. Fr Serra was appointed Superior of Baja California he accepted even though he would rather have been about another work closer to his heart, that of opening new roads for the feet of Jesus in mission areas where his name was yet unknown. Only later did he realize that the Holy Spirit had given him this position as a path for fulfilling his missionary zeal.

Today, we are installing the first officers of the newly chartered Serra Club, fellow members who did not seek positions of authority, but who were sought out. Like our patron, Blessed Junipero Serra, they accepted their offices graciously and now stand ready to lead as this new Serra Club carries out its ministry for the good of the Church and the glory of God.

President (NAME)<sup>6</sup>, you, and your fellow officers are to be congratulated on being elected to head your new Serra Club. We ask you to dream great dreams and to set challenging goals. We want you to make your club truly a place for adult education, faith formation, and help your members fulfill their vocations to service and to promote, foster, and help preserve vocations to the priesthood and religious life.

We ask you and your officers to recall the beautiful story from John's gospel where Jesus told the people, "I am the good shepherd and my sheep know me... for these sheep I will give my life." (John 10:11-12) Jesus, however, spoke of more than the good shepherd did for he told us there were other shepherds, some not so good. These were the hired hands, who worked for pay, without love for their sheep, and who, on seeing the wolf ran leaving the sheep to be snatched and scattered. Jesus told us that they, as hirelings, had no concern for the sheep.

The application of the message of the good shepherd in Jesus' story to each of you is simple. It is about commitment and it is about fidelity to that commitment. President name, your peers selected you and your officers because they know each of you will honor, with fidelity, the commitment you are undertaking. They want each of you to be a good shepherd of your office. At the completion of your term, you will not know, but the Holy Spirit will know, how many men and women, influenced by your example, prayers, and program heard the invitation of the Holy Spirit to "Come and See." Keep that thought ever before you and you will always be encouraged to carry out your ministry.

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<sup>5</sup> The officers should remain standing following the induction of the membership into the newly chartered Serra Club. If the President-elect is not standing by the podium/lectern, he/she should be asked to do so at this point.

<sup>6</sup> The first use of the president's name should be formal, e.g., "President Clara Jones"; the remaining uses can be informal, e.g., "President Clara."

President (NAME), the welfare of this Serra Club depends; to a great extend, upon you during the coming year. The spirit of the Serra movement, like vocations, is yours to promote, foster, and preserve. To you is committed the task of reminding your members of their duties and responsibilities as Catholic and Serrans to their own vocations to Christian service.

Now I ask all the officers and trustees to raise their right hand and repeat after me this pledge to signify their acceptance of these responsibilities.

"I do solemnly pledge myself \*\* to perform faithfully and impartially \*\* the duties of the office of Serra I now assume."

President (NAME), I want to give you this gavel, your Bylaws, and a Serra Club President's pin in recognition of your new office.

The gavel is the symbol of your respect for the office of the president. Use its implied powers wisely.

President (NAME), you are the new executive head of your Serra club, endowed with full power to enforce the provisions of its Constitution and Bylaws. You will be the chair of the board of trustees, preside at all your club meetings and shall, to the end that the objectives of Serra are carried out, appoint all the committees necessary to accomplish the aims and objectives of Serra.

The Bylaws while stating the duties of your office also indicate its limitations. The rights and privileges of all members are also stated and are placed in your trust. These are not, however, all that your members place in your trust. The most sacred trust with which you are entrusted is that of teaching and preserving the principles of Catholic life.

Wear the President's pin with pride. This emblem symbolizes your complete commitment to leading your fellow Serrans in Serra International's ministry for the rest of your term. At the end of your term you will pass this gavel, the Bylaws, and President's pin to your successor.

DISTRICT GOVERNOR/DESIGNEE<sup>7</sup>: And now I ask all the members of Serra to please stand.

Fellow Serrans, there is no rank among Serrans. Each Serran has dedicated themselves to the Serra ministry and each Serran shares with each other the obligation of service. In recognition of your pledge, President (NAME), and the pledge of your fellow officers, each member of this newly chartered Serra Club dedicates him or her self willingly and with whole heart to fulfilling the objectives of Serra and the goals, you set for this Club. To this end, they will join with you to recite the Prayer of Saint Ignatius Loyola:

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<sup>7</sup> The paragraphs and prayer that follow are optional. They may be left out if there is a time constraint. If left out, congratulate the officers again at this point, direct them to be seated and continue with the meeting.

"Dear Lord, teach me to be generous. \* Teach me to serve you as you deserve; \* to give and not to count the cost; \* to fight and not to heed the wounds; \* to toil and not to seek for rest; \* to labor and not to ask for any reward, \* save that of knowing that I do your will, O' God. \* Amen.

DISTRICT GOVERNOR/DESIGNEE: (Congratulate the new officers again. Start applause. After applause direct, the new officers to their seats and continue with the meeting. The new President may take over the podium at this point, if desired, and complete the meeting.)