

PAN-ICARIAN BROTHERHOOD OF AMERICA "ICAROS"

SUPREME CONVENTION GUIDELINES

NAME

This official name of the organization is the Pan-Icarian Brotherhood of America "ICAROS."

EMBLEM

The Emblem of the Brotherhood as described in Article 1, Paragraph 2, should be the official and only logo to be used in all correspondence, advertising, banners, plaques, albums, programs and tickets by the Supreme Lodge, the Pan-Icarian Foundation, the magazine, IKARIA, the Scholarship and all committees, the Chapters and the Supreme Convention in all their official functions.

SUPREME CONVENTION

The Supreme Convention is the highest constituted body of the Brotherhood.

The Supreme Convention convenes annually on Friday, Saturday, Sunday and Monday Labor Day weekend.

The membership of the Supreme Convention is composed of all members of the Supreme Lodge, all past Presidents of the Supreme Lodge and the duly elected and qualified Delegates of the good standing Chapters with the Supreme Lodge.

All Supreme Convention members should be in good standing with a Chapter of the Brotherhood.

DELEGATES

The Chapters are represented at the Supreme Convention by:

- Two (2) delegates for 8-25 members
- Three (3) delegates for 26-35 members
- Four (4) delegates 36-50 members
- Five (5) delegates for 51-75 members
- Six (6) delegates for 76-100 members
- Seven (2) delegates for 101-150 members
- Eight (8) delegates for 151-200 members
- Nine (9) delegates for 201-250 members
- Ten (10) delegates for 251-300 members

Chapters with more than 300 members are entitled to one (10 additional delegates for every 50 members above 300.

Each delegate is entitled to one (1) vote, and he/she shall not empower anybody to vote in his/her stead, unless he/she shall be a duly elected Alternate. Each Delegate or Alternate should register with the Registration Committee of the Supreme Convention City by 6:00 p.m. Saturday.

QUORUM

The quorum of the Supreme Convention should be comprised of thirty (30) or more members of the Supreme Convention, and at least four (4) of such members should be from officers and members of the Supreme Lodge.

CREDENTIALS

The Secretary of the Supreme Lodge shall examine the credentials of all members of the Supreme Convention for acceptance. If the credentials of a Delegate are not accepted prior to the convening of the Supreme Convention, he/she can appeal to the Supreme Lodge for decision. If the Supreme Lodge does not accept the credentials, he/she can then appeal to the Supreme Convention which shall decide upon the matter by a majority vote. The decision of the Supreme Convention will be final.

ELECTIONS

The election of the officers of the Supreme Convention, of the Supreme Lodge, of the Pan-Icarian Foundation, of the Scholarship Committee and any other election shall be decided by a majority vote.

OATH

The collective oath of office for the officers of the Supreme Convention, for the newly elected members of the Supreme Lodge, for the Pan-Icarian Foundation, for the Scholarship Committee and for any other officer elected by the Supreme Convention should be as follows:

**“In the presence of Almighty God and the members here assembled
for the annual Supreme Convention of the Pan-Icarian Brotherhood of America**

“ICAROS,”

**I [give full name] do promise and pledge,
that I will faithfully discharge the duties of my office
to the best of my knowledge and ability.**

So help me God.”

REPORTS

The reports of Chapters, the reports of the members and officers of the Supreme Lodge, the Pan-Icarian Foundation, the reports of the Scholarship Committee, and the reports of special Committees shall be in writing and read to the Supreme Convention. Upon completion, the report shall be rendered to the Supreme Convention Secretary, to be used as an attachment to the Minutes of the Supreme Convention.

COMMITTEES

The Committees appointed by the Chairman of the Supreme Convention, their duties and responsibilities are as follows:

A. RESOLUTIONS:

This Committee shall entertain suggestions and motions for the general welfare of the Brotherhood or specific resolutions and present them to the Supreme Convention for ratification.

B. AUDITING:

This Committee shall examine and audit the books and records of the Supreme Lodge, the Pan-Icarian Foundation, the magazine, IKARIA, and also shall review the qualifications of the applicants and of the recipients nominated by the Scholarship Committee.

C. BUDGET-FINANCE:

This Committee in developing the budgets, should take into consideration the permanent annual expenses mandated by previous Supreme Conventions, such as traveling expenses for members of the Supreme Lodge, rent, salaries, archives, preservation, bank and accounting expenses, office supplies, contingencies funds, the two (2) disability recipients, the printing and mailing of the magazine, IKARIA, the medical care assistance, and the scholarships.

The Chairman of this Committee should be a past Supreme Lodge President. Furthermore, two (2) of the members should be the Treasure of the Supreme Lodge and the Chairman of the Pan-Icarian Foundation.

D. PUBLICATIONS:

This Committee shall review the publications of the Supreme Lodge and the Pan-Icarian Foundation. Also, the correspondence of the Supreme Lodge, the Pan-Icarian Foundation and the Scholarship Committee with the Chapters of the Brotherhood. The Committee shall then present recommendations to the Supreme Convention to achieve improvements in all parts and aspects of the publications and correspondence.

E. NOMINATIONS:

This Committee is responsible for seeking out qualified members, who are willing to serve in:

1. The offices of the Supreme Lodge – four (4) Officers, six (6) Governors and one (1) Legal Counselor.
2. The offices of the Pan-Icarian Foundation – one (1) Chairman, one (1) Vice-Chairman and three (3) Directors.
3. The offices of the Scholarship Committee -- one (1) Chairman.

The nominees should be present at the time of their nominations or a letter of accepting the nomination should be in the hands of the Chairman of the Nominations Committee. Also in order are nominations from the floor on the Supreme Convention.

No officer of the Supreme Lodge shall serve more than two (2) consecutive terms in the same office.

No person shall hold an office in the Supreme Lodge while holding at the same time, an elective office in a Chapter.

No person shall have an office in the Supreme Lodge without having first served at least one (1) year in an elective office of a Chapter.

No person shall hold the office of the President of the Supreme Lodge without having first served at least one (1) year in another Supreme Lodge office.

No person shall hold an elective office or be a member in more than one (1) of the following at any one (1) time:

- Supreme Lodge
- Pan-Icarian Foundation
- Scholarship Committee
- Chapter

The candidacy of the Legal Counselor shall not be required to having first served an elective Chapter office.

Subsequent to the close of these nominations, elections shall be conducted for the respective offices by secret ballot or by any other means or method the Supreme Convention deems appropriate. Those candidates receiving a majority of the votes cast their respective office shall be declared to have been elected.

The election of the Supreme Lodge Officers shall be the last order of business of the Supreme Convention; provided, however, that the Supreme Convention by a two-thirds (2/3) majority vote may choose to elect the Supreme Lodge and all other officers at an earlier time.

F. LEGISLATIVE-CONSTITUTION:

This Committee is responsible for reviewing the Constitution of the Brotherhood as adopted by the San Francisco, California Supreme Convention and also the Constitutional Amendments of the last four (4) annual Supreme Conventions of the Brotherhood.

The Committee should review the Deed of Trust of the Pan-Icarian Foundation, obtain from the Delegates of the Chapters all decisions of Legislative and Constitution matters and present to the Supreme Convention its recommendations for ratification.

The Chairman of the Committee should be a past President of the Supreme Lodge and one of its members, one of the Officers of the present Supreme Lodge.

G. SUPREME CONVENTION CITY:

This Committee shall be responsible for entertaining bids from Chapters to host the next available Supreme Convention, with the following information in writing:

1. Name and address of hotel
2. Availability of rooms
3. Prices of rooms in detail
4. Cost of Banquet Dinner, kind of food, with or without two (2) bottles of wine per table of ten (10) seats.
5. Provisions of free room for 1,000 people, or better, for the Banquet and Grand Ball.
6. Provisions of free room for 250-300 people for the Youth Banquet.
7. Provisions of free room for 750 people for Friday Night Dance.
8. Provisions of free room for 1,250 people for Saturday Night Dance.
9. Provisions of three (3) complimentary room for Friday, Saturday and Sunday nights for the Chairman of the Executive Committee, for the President of the Supreme Lodge and the Chairman of the Pan-Icarian Foundation.
10. Provision of free room for 300 people for the meeting of the Supreme Convention, with thirty (30) tables covered with linen, a platform for ten (10) people, a podium with a microphone and two (2) microphones on the floor.
11. Provisions of three (3) rooms for thirty (30) people for the Committees Meetings available from 7:00 p.m. to 2:00 a.m. for Friday, Saturday and Sunday nights.
12. Free advertising at marquee of the hotel and bulletin boards.
13. Free space for the host Chapter for registration, selling tickets and advertising and promoting the events of the Supreme Convention.
14. Free provision for safekeeping of the moneys of the convention.
15. Provisions for a charge Buffet Breakfast for after hours or the continuous opening of a cafeteria until 2:00 a.m. for Friday, Saturday and Sunday nights.

16. The hotel should subscribe one full-page ad to the Supreme Convention Album.
17. The Chairman of this Committee should be a past President of the Supreme Lodge and members past Presidents of the Supreme Lodge, past Chairmen of Executive Committees and officers of the present Supreme Lodge.
18. The Chapter should obtain a letter of commitment from the hotel in writing, incorporating the above standards of the Supreme Convention and this will constitute the bid of the Chapter, along with the program of activities, to the Supreme Convention City Committee for consideration and ratification from the Supreme Convention.

H. RESPONSIBILITIES OF THE HOST CHAPTER

The Chapter chosen to host the Supreme Convention shall have the immediate responsibility and duty to plan all activities in all respects and to assist all those attending in any manner necessary. However, the said Chapter shall be directly responsible to the Supreme lodge for itinerary and all aspects of the Supreme Convention.

The Chapter should provide signs for the tables at the meetings of the Supreme Convention with the number and name of the Chapter.

The Chapter should provide six (6) places at the Head Table of the Banquet of the Supreme Convention and issue six (6) complimentary tickets: two (2) for the President of the Supreme Lodge; two (2) for the Chairman of the Pan-Icarian Foundation, and: two (2) for the Chairman of the Supreme Convention.

The host Chapter is responsible for obtaining the written consent of the Supreme Lodge before signing the final contract with the hotel, starting with the 1989 Supreme Convention.

The host Chapter is responsible for the final accounting of income and expenses to the Supreme Lodge and Distribution of profits according to the mandates of the Supreme Convention.

The host Chapter is responsible to submit three (3) copies of the report by the 1st day of November following the Supreme Convention: one (1) copy to the President of the Supreme Lodge; one (1) copy to the Chairman of the Pan-Icarian Foundation with a check for its share, and; one (1) copy to the editor of the magazine, IKARIA.

I. FINAL NOTE:

Finally, it shall be the aim of the Supreme Convention not only to be successful in the business deliberations and its social activities, but to promote progress for its members, to cultivate closer relationships among them and strive for greater participation of the **Ikarian Family**.