Order Sons of Italy in America

Lodge Operating Manual

August 2014

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INTRODUCTION

The purpose of this manual is to standardize the operations and understanding for all Grand, Local and Subordinate lodges of OSIA. This manual is meant to be a guideline and should be disseminated to all officers of the Grand Council. As officers change, this manual should be given to the new officers.

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OSIA HISTORY

Originally called "Figli d'Italia," the Order Sons of Italy in America® was established in the Little Italy neighborhood of New York City on June 22, 1905, by Vincenzo Sellaro, M.D., and five other Italian immigrants who came to the United States during the great Italian migration (1880-1923). Their aim was to create a support system for all Italian immigrants that would assist them with becoming U.S. citizens, provide health/death benefits and educational opportunities and offer assistance with assimilation in America.

Highlights in OSIA's history:

- In its early years, OSIA established free schools to teach immigrants English and centers to help them become U.S. citizens.
- The first OSIA lodges established orphanages and homes for the elderly, life insurance and mortuary funds, credit unions, welfare societies and scholarship funds to aid members in need.
- During World Wars I and II, OSIA members bought war bonds and war stamps to support the war effort, and lodges competed with each other to contribute the most money to the Red Cross.
- In World War II, the OSIA Supreme Council (national officers) issued a resolution urging members to donate one day's salary to the national defense.
- To date, OSIA members have given more than $130 million to educational programs, disaster relief, cultural advancement and medical research.

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WHO WE ARE

We are a national organization of men and women who represent the estimated 26 million Americans of Italian heritage, dedicated to promoting our culture, our traditions, our language, the legacy of our ancestors, and our contributions to the U.S. and the world. We are sons and daughters, grandmothers and grandfathers. We are corporate executives and we are union members...young students and retirees...teachers and attorneys...doctors and firefighters...bakers and Wall Street brokers...and everything in between. We are philanthropists and we are model global citizens with purpose beyond ourselves. And we are proud and patriotic Americans of Italian heritage. We exemplify *the very best of what it is to be Italian American*.

- The Order Sons of Italy in America® (OSIA) is the largest and oldest national organization for men and women of Italian heritage in the United States.
- Founded in 1905 as a mutual aid society for the early Italian immigrants, today OSIA has hundreds of thousands of family members located in all fifty states and the District of Columbia, making it the leading service and advocacy organization for the nation's estimated 26 million people of Italian descent.
- Its missions include encouraging the study of Italian language and culture in American schools and universities; preserving Italian American traditions, culture, history and heritage; and promoting closer cultural relations between the United States and Italy.
- Women have always shared equal rights with men in OSIA, and women make up about 50% of OSIA membership. Women have held leadership positions at all levels, including state president, national trustee, national vice president and national president.
- OSIA is for people of any gender, age, religion and profession. You don't even have to be Italian to join! Whether you are of Italian heritage or simply have a love for things Italian, OSIA welcomes you as a member.
- The Sons of Italy Foundation® (SIF) is a private, philanthropic institution established by OSIA in 1959. To date, the SIF has given nearly $130 million to scholarships, medical research, cultural preservation, disaster relief, and other causes.
- The Commission for Social Justice® (CSJ) is the anti-defamation arm of OSIA. The CSJ is committed to fighting racism, prejudice, and the stereotyping of all races, religions and cultures, especially Italians and Italian Americans.
- The SIF owns the Garibaldi-Meucci Museum in Staten Island, N.Y. The museum is housed in the historic home of inventor Antonio Meucci and chronicles his life as well as that of his one-time house guest, Italian unifier Giuseppe Garibaldi.
- OSIA's national headquarters is in Washington, D.C., near Capitol Hill.

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OSIA NATIONAL HEADQUARTERS

The OSIA National Headquarters, located near Capitol Hill in Washington, D.C., is staffed by professionals in public affairs, program management, public relations and membership services, and works to preserve Italian culture in the United States and identify solutions to the problems and issues facing Italian Americans today.

The National Headquarters supports OSIA, the Sons of Italy Foundation®, and the Commission for Social Justice® in the following areas:

Public Affairs

- Meeting with White House officials, members of Congress and senior federal government officials on issues of concern to Italian Americans
- Developing relationships with other ethnic and minority groups
- Working with the Italian government and corporate leaders to strengthen cultural and business relations between the United States and Italy
- Public advocacy of worthwhile causes and legislation
- National and international disaster relief efforts

Programs

- Educational programs, including scholarships and the promotion of Italian language
- Cultural research and programs
- Support of medical research and other causes
- Travel Bureau featuring OSIA-sanctioned trips
- Grant programs
- Large-scale fundraising events
- Product licensing

Communications

- Maintaining and updating OSIA.org
- Producing and publishing Italian America magazine
- Maintaining contact with other organizations, advocacy groups and the general public
- Developing advertising, videos, publicity and collateral materials for OSIA
- Working with the news media (U.S. mainstream, Italian and Italian American sources)

Membership Services & Lodge Support

- Managing National At-Large Member program
- Identifying member benefits
- Building partnerships with vendors that offer products and services of interest to Italian Americans
- Providing initial support in creation of new lodges and ongoing organizational support for all lodges

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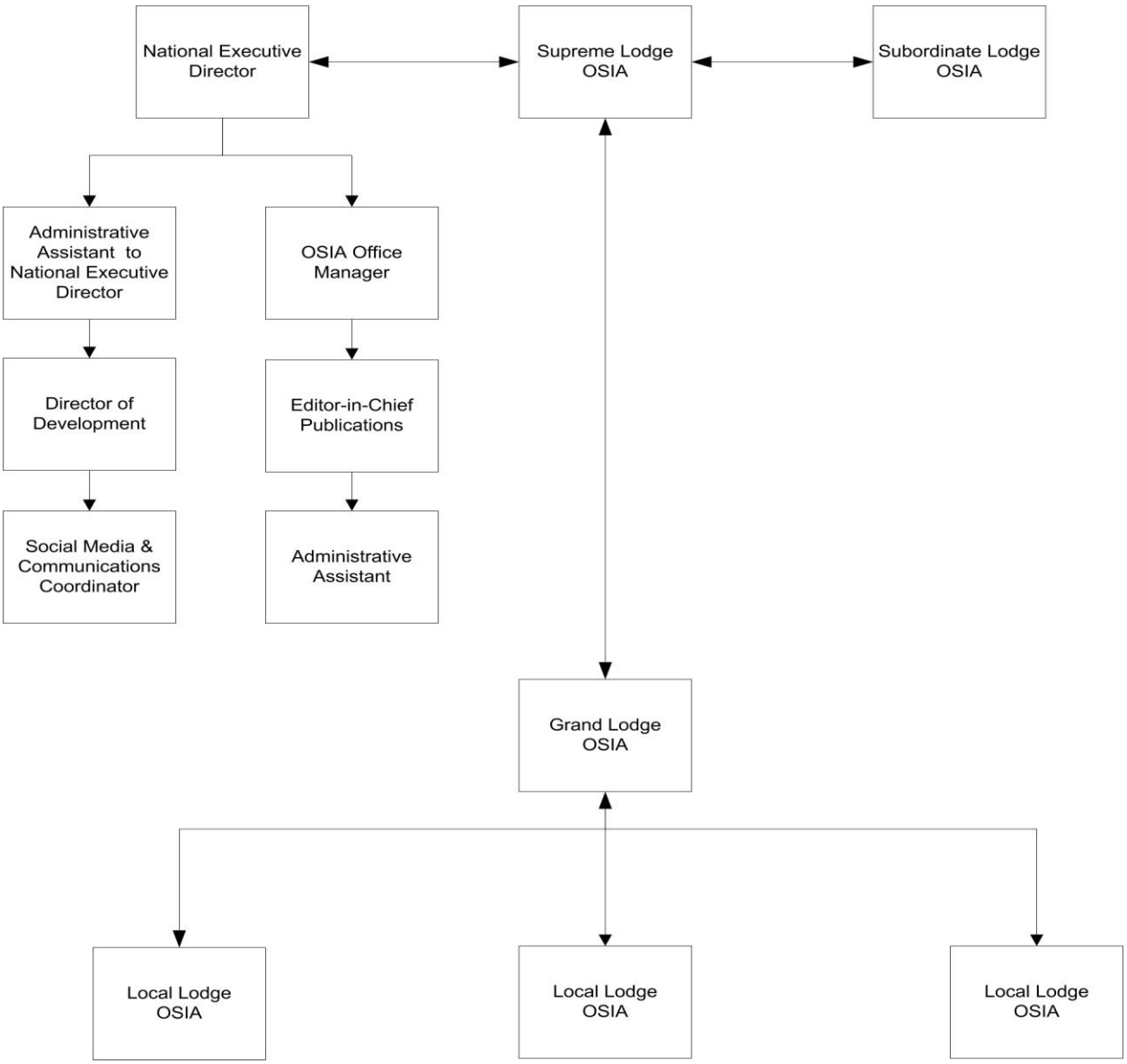
ORGANIC STRUCTURE OSIA



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CHAPTER 1

OFFICER DUTIES & RESPONSIBILITIES

Newly elected officers should study their respective responsibilities as prescribed in the *Constitution, General Laws and Judicial Code of the Order Sons of Italy in America*, and become familiar with the approved *Ritual* of the Order. Each council member has an important part in the organization, and the Lodge will only be effective when each member is aware of their function and does their share.

I. PRESIDENT

A. Duties

1. Supervise the affairs and activities of the lodge.
2. Represent the Lodge within the community
3. Prepare a budget for adoption by the membership.
4. Prepare a tentative plan and schedule on a yearly basis.
5. Represent the Lodge at all state and national meetings.
6. Distribute material received from state and national mailings.
7. Announce Lodge projects to the public.
8. Answer all correspondence promptly.
9. Write a personal article for Lodge publications.
10. Establish a personal association with all members.
11. Present an annual report to the membership.

B. Responsibilities

1. Organize management teams activity.
2. Assign trustees to a vice president.
3. Prepare members for leadership, and a voice in community affairs.
4. Work with the community improvements/services.
5. Encourage youth to participate in community activities.
6. Protect the positive image of Italian Americans.
7. Promote Italian culture and heritage.
8. Assign members to specific trustees for a "chain of communication."
9. Delegate management responsibilities to other executive officers, *i.e.*, recording and financial secretaries, treasurer.

The President is the elected leader. Responsible for assuring that the job gets done, they are the motivator for incorporating everyone into the affairs of the Lodge, to keep the membership enthusiastic and working together for the success of the Lodge.

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II. VICE PRESIDENT

A. Duties

1. Institute/assist in programs.
2. Provide encouragement and assistance for project participation.
3. Oversee management of members by Lodge officers.

B. Responsibilities

1. Either internal or external programming for the Lodge.
2. Ensure activities are planned and executed to standard procedures.
3. Provide encouragement, leadership and assistance to other officers.
4. Oversee work of officers; report to the president regarding same.

III. ORATOR

A. Duties

1. Assist president as liaison with community government.
2. Be well versed in Lodge, state and national bylaws.
3. Direct contact with members regarding all laws governing the Order.

IV. RECORDING/CORRESPONDING SECRETARY

A. Duties

1. Prepare meeting agendas with president.
2. Maintain proper supplies for each Lodge function.
3. Maintain attendance records and Lodge calendar.
4. Supervise Lodge newsletter.

V. FINANCIAL SECRETARY/TREASURER

A. Duties

1. Establish budget with President.
2. Assist in establishing project budgets with chairpersons.
3. Maintain a working cash-flow.

B. Filing the IRS Form 990

Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

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Most small tax-exempt organizations whose annual gross receipts are normally $50,000 or less are required to electronically submit Form 990-N, also known as the E-POSTCARD, unless they choose to file a complete Form 990 or Form 990-EZ instead.

If you do not file your E-POSTCARD on time, the IRS will send you a reminder notice. There is no penalty assessment for late filing the E-POSTCARD, but an organization that fails to file required E-POSTCARDS (or information returns – Forms 990 or 990-EZ) for three consecutive years will automatically lose its tax-exempt status. The revocation of the organization's tax-exempt status will not take place until the filing due date of the third year. Watch the IRS YouTube presentation.

Due Date of the E-POSTCARD
The E-POSTCARD is due every year by the 15th day of the 5th month after the close of your tax year. For example, if your tax year ended on December 31, the E-POSTCARD is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day. **You cannot file the E-POSTCARD until after your tax year ends.**

VI. TRUSTEES

A. Duties

1. To act as "control center" for the Lodge.
2. Guide and supervise programs, activities.
3. Handle administrative details.
4. Act as fiduciary oversight.

B. Responsibilities

1. To manage and encourage members to be active and productive.
2. Provide motivation within the membership.
3. To be an example of leadership.

VII. PAST PRESIDENT

A. Duties

1. Called upon for advice and ceremonial speaking engagements.
2. Oversee membership orientation proceedings.

B. Responsibilities

1. Exhibit proven leadership experience to members

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VIII. EXECUTIVE OFFICERS

A. Duties

1. Adhere to the policies and bylaws of the Lodge.
2. Set an effective, enthusiastic example.
3. A communication link between members and executive council.
4. Act as Lodge representative government, conduct business expeditiously.
5. Handle administrative duties, follow up on ongoing projects.
6. Learn responsibilities of higher elected positions. Plan goals accordingly.
7. Teach and challenge members to become leaders in the Lodge.
8. Act as an advisor to committees, stress planning and organization.

B. Responsibilities

1. Act in the best interests of members and Lodge overall.
2. Never become involved with personality clashes.
3. Review campaign promises and determine if they have been fulfilled.
4. Lead Lodge into active participation as committee chairs and members.
5. Prepare/submit regular reports to vice president on assigned members.

IX. GENERAL MEMBERSHIP

General membership is responsible for the conduct of the Lodge projects. They serve as committee members/chairpersons, learn basic principles of leadership and move forward to seek management responsibilities in the Lodge.

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CHAPTER 2

EXECUTIVE COUNCIL GUIDELINES

I. ORGANIZATIONAL STRUCTURE

Organizational requirements should be determined by the size, location and specific individual needs of the Lodge. Organizational structure serves to evenly delegate responsibility and workload.

An effective structure is prepared by the president, dividing responsibilities between trustees for membership and project/committee management. If prepared properly, organizational structures serve to establish a member's area of expertise to effectively carry out assignments with minimal paperwork and red tape.

II. OFFICER GOALS

A. Be enthusiastic and work hard.
B. Be an example of achievement beyond set goals.
C. Share credit in successes; help shoulder responsibility in failures.
D. Be a source of pride for membership.

III. EFFECTIVE LEADERSHIP

A. Lodge council must be decisive.
B. Take positive action when progress isn't up to established standards.
C. When neglect is evident on projects, replacement should be made quickly.
D. Proper supervision should guide, not dictate, operations or activities.
E. Officers must be well read on all activities and phases of operation.
F. Officers must ensure members are motivated, supervised and informed.
G. Clearly outline Lodge projects and functions.
H. Trust appointees to plan and carry out assigned projects.
I. Attend meetings regularly to oversee committee functions.
J. Stay abreast of committee progress for accurate reporting to the Council.
K. Offer encouragement when needed, constructive criticism when necessary.

Beware of the fine line between solid leadership and dictatorial methods. It is a wise officer who strives for balance. Remember, a Lodge is comprised of people, not projects.

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IV. COMMUNICATION SKILLS

Verbal communication is an interchange of ideas or opinions. Be specific with membership in areas where the chance for missed-communication could multiply rapidly.

A. Notify members of any action or activity they are assigned.
B. Promote Lodge objectives and goals at every opportunity.
C. Encourage membership feedback.
D. Be aware of contrary perspectives of members on programs and activities.
E. Welcome membership input when important issues come before the council.

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CHAPTER 3

MEMBERSHIP MOTIVATION

Consider a basic rule in all membership organizations: Membership involvement is in direct relation to the involvement shown by the organization to its members. A Lodge will keep members active if it continues to exhibit an active interest in the member–particularly younger members. Lodge activities and goals must be more appealing than other interests which vie for their time. Review and analyze every facet of Lodge operations from a member's viewpoint and interest level.

I. MOTIVATING DESIRES

Motivating forces which activate membership participation arise from the personal needs of each individual, *i.e.*, desire for recognition, identity, a need to belong, to serve, or to find self-esteem. Personal ambition or fulfillment are leading factors of people to join volunteer organizations. These reasons are the levers by which your members can be persuaded to become active participants.

Depending on the size of a Lodge, officers may have to personally motivate some of their members. Some may be uncomfortable with certain assignments or lack self-confidence. Some lose interest because they're not asked to participate. Encouragement and a "can do" attitude is essential. This, along with a solid management plan reaches out to everyone and promotes high energy and effectiveness.

II. LODGE MOTIVATIONAL OBLIGATIONS

A primary goal of Lodge programs or projects should be to have every member involved. Each member has paid dues to be part of the Lodge and they should receive something in return. The most valuable return they can receive for their investment is experience.

All Lodge programs are designed to provide a guideline by which a member can judge whether they are participating at a level which will provide a respectable return on their time and dues investment. By performing the various activities–attending meetings and taking part in Lodge projects–a member broadens their experience and knowledge.

There should be set standards in place for each officer and chairperson, as well as committee activity. When members meet these standards, they should be recognized for their work. When they fall short of these standards, they should be tactfully guided toward the attainment of the goals set forth.

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III. MOTIVATING NEW MEMBERS

A successful tool for motivation is competition. It could very easily be enacted between officers and their "teams" in any area of Lodge programming. If conducted properly, it is guaranteed to build unity. And at the end of any competitive project, the losing "team" could treat the winners to dinner.

The Lodge may want to offer a membership recruitment program under this format. In January, each officer will work with a set number of members on their list and challenge them to bring in one new member. Once accomplished, the new member would be assigned to that officer. In February, the officer would work with a second set of members on their list and repeat the process. Within the year a Lodge could double its membership.

IV. HOSPITALITY COMMITTEE

A member of this committee will be responsible for calling a new member and welcome them to the Lodge. They are responsible in providing transportation for the first two meetings a new member attends. They should also stay with the new member during the meeting, introducing them, answering questions and making them feel at ease. This form of personal attention will have a positive effect and new members will feel a part of the organization.

New member and guest badges should identify any newcomers to a Lodge. Encourage every member to meet and talk with those wearing badges. Badges should also be worn by the general membership. Each introduction of a guest should give basic information relative to their current status in life, *i.e.*, if a student, the high school or college they are attending. If from a professional background the name of the firm they are associated with and their position there.

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CHAPTER 4

ORIENTATION

A solid orientation program is the basis for a well-informed, confident and active Lodge membership. Orientation should begin at the first meeting a prospective member attends. First impressions are lasting, and prospective members will note how the meeting is conducted, the demeanor of those present, and how organized the presiding officers are in conducting business. Activity involvement by a new member is determined within the first three months of membership. For the strength of a Lodge and to benefit a new member, it is vital that they become an intricate part of Lodge activities as soon as possible.

Every Lodge should have an **Orientation Committee** in place. The ideal orientation program is broad based and well-rounded. Its ultimate goal should be to make each new member an active contributor to the Lodge and who, in turn will benefit through participation. The following is offered as a possible starting point to increase membership within the Lodge.

I. OSIA WELCOME PROGRAM

An OSIA Welcome Program will encourage active members. It serves as an introduction to the Order's concepts and activities for new members, and is a "refresher course" for veteran members. Personal Invitations should be mailed to all new and prospective members.

II. MEETING FACILITY STRUCTURE

First consideration in planning a Welcome Program should be in locating suitable and adequate facilities. Consider the "comfort level" of the Lodge audience. Regardless of how interesting a program may be, attention span and the ability to sit for long periods of time is limited. Keep the program fast-paced.

III. MEETING CONTENT

The ideal program should discuss the goals, ideals, and general interests of the Lodge and the Order overall. Once again, the more a new member knows about the Lodge, the more interest they will have in its projects and activities. Once indoctrinated, never underestimate the success a member could bring to Lodge activities.

IV. PROGRAM SPEAKERS

The Lodge has a wonderful source of program material in State officers, Lodge officers and community leaders. State and local officers are well versed in "know-how." A

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community leader, especially one who is a current or former OSIA member, can also contribute much to the program.
When contacting a state officer or community leader about appearing on the OSIA Welcome Program be sure to include detailed information. And always observe rules of courtesy to ensure guests have a good time and form a lasting positive impression of the Lodge.

V. AGENDA (SEE RITUAL BOOK FOR DETAILS)

Prepare a program Agenda and have it distributed to those participating in the program so that they know exactly what is expected of them.

Call to Order
Invocation
Pledge of Allegiance
The OSIA Creed
Welcome by Program Chairperson
Self-introduction by New/Prospective Members
Introduction of Guests/Speakers

VI. CHAIRPERSON DUTIES

Responsible for opening remarks and brief, factual introductions. Head table guests should be introduced to the audience. Participants in the program should be introduced as they are called to the lectern.

Prepare accurate background information on each guest and those seated at the head table. For introductory purposes be aware of seating location in relation to the lectern. Items to remember:

A. Prepare introductory details well in advance.
B. Avoid “flowery” introductions.
C. Let guests/speakers feel their time is appreciated.

VII. PRESIDENT DUTIES

A. Speak briefly for 5-7 minutes.
B. Explain purpose/goals of OSIA and its role within the community.
C. Discuss programs to solve specific community concerns.
D. List specific projects to assist in community service.
E. Name programs successfully completed in past 3 years.
F. List future events and programs.
G. Cite examples showing community support of OSIA.

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VIII. STATE OSIA OFFICER

Give a brief overview of OSIA's state and national history in America.

IX. PAST PRESIDENT

List opportunities available to OSIA members:

A. To meet civic leaders within the community.
B. To help direct or become a leader in the organization.
C. To have membership ideas accepted as an action project.
D. Learn to plan/organize projects and events.
E. Learn to except and delegate responsibilities.
F. Learn decision-making techniques.
G. Learn to speak confidently.
H. Learn to conduct meetings.
I. Learn to draw out and use the ideas of others.
J. Develop techniques of persuasion and political action.
K. Opportunities to work on worthwhile projects.
L. Encourage personal growth and contribute to society.
M. To become involved and correct problems within the community.
N. To help shape the future of the community.

During various Lodge projects and activities, members meet community leaders and peers who share the same interests. They will also achieve a degree of recognition and identification within their community.

Quote endorsing statements by leading citizens who are OSIA members, and mention OSIA's expectations of new members:

A. Regular attendance at meetings.
B. Participation in Lodge projects. (give examples)
C. Accept responsibility for leadership positions.
D. Take pride in being a member.
E. Freedom to voice opinions on issues discussed.
F. Offer constructive criticism.
G. Become knowledgeable about OSIA.
H. Assist in membership recruitment.

X. COMMUNITY LEADER

A. Speak briefly for 10-15 minutes.
B. Mention accomplishments and activities in the Order.
C. List personal benefits received by OSIA membership.
D. Express relevance of being an OSIA member in today's society.

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XI. CONCLUDING PROGRAM

Offer a question and answer period. Encourage prospective members to ask questions. Offer remarks to "break the ice." If the event is not a dinner meeting, serve refreshments. This will encourage conversation between veteran members, guests and prospective members.

XII. OPTIONAL ORIENTATION PROGRAMS

A. FIRESIDE ORIENTATION

Intended as a supplement, rather than a replacement, for conventional orientation programs. Its purpose is to explain the meaning, goals and benefits of OSIA membership to the individual, community, state and nation.

Gathering is held in the Lodge or home of a member. The informality and pleasant atmosphere creates a warm, informal image of OSIA to new or prospective members, and they are usually more relaxed and not intimidated to ask questions or enter discussions in a group of 4-6 members.

One person can conduct the program, giving other officers time to work with additional Lodge programs or conduct similar meetings on the same night.

B. INSTANT ORIENTATION

Instant orientation is held 45 minutes prior to each regularly scheduled meeting– regardless of how many new/prospective members are to be oriented. Attendance records should be kept and new members contacted to encourage future attendance at the meetings.

Lodge board members or successful committee chairpersons should attend as spokespersons. Suggestion: Appoint the immediate past president for the first three months to act as speaker. This will teach Orientation Committee members to conduct subsequent programs.

Again, emphasis should be placed on Lodge history and its activities, the state and national OSIA organization, goals and achievements. The speaker should briefly tell their own "success story" –what OSIA membership has done for them. Materials geared toward new or prospective members should be distributed and explained. After presenting new members with membership pins, the session should conclude with a question and answer period.

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CHAPTER 5

RECRUITING NEW MEMBERS

In order to succeed in Lodge activities, new members are needed. Membership recruitment is ongoing because there is *always* room for enthusiastic individuals with innovative ideas. The Membership Committee should evaluate Lodge needs for the upcoming year and plan an effective recruiting program. Consider the following when reaching out to new members:

I. WHERE TO LOCATE POTENTIAL MEMBERSHIP

A. The most readily accessible source of new members are friends, relatives, acquaintances, associates and the everyday contacts of current members. All members encounter many prospects during a work week. Current members need to be reminded of this, and of their obligation toward enrolling these prospects.

B. Another source of membership is the business community within Lodge jurisdictions. A standard Membership Committee program should be to make regular contact with business establishments, urging their support in advertising OSIA programs and seeking enrollment of their Italian American employees. A strong Membership Committee should contact every business in its community seeking prospective members. Contact local business firms and apprise the owner/operator on the ways OSIA membership can benefit employees:

1. Learn organizational skills through project planning.
2. Leadership development in chairing volunteer committees.
3. Overcome errors which would be costly in professional careers.
4. Cite examples of leading citizens who are/were active in OSIA.

C. Promote the advantages of OSIA membership to the firm, *i.e.*, a testing ground for "junior executives," or employees who accept civic leadership responsibilities. Both are a mark of progress for the firm and indicates its personal interest in the work of the community.

D. Explain the Goals and Objectives of OSIA

E. Leadership training

F. Community improvement

G. Promote Italian American culture/heritage

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H. List successful projects and cite programs of specific interest to the business community.

II. MEMBERSHIP PRESENTATIONS

A. The following presentation can be made during a time allotted by the company, or in the evening, using company or Lodge facilities:

Lodge President:	OSIA Goals and Objectives
Vice President:	Explanation of principles of operation, Project descriptions and committee areas of interest
Immediate Past President:	Outline successful projects, name various civic leaders who are Lodge members.

B. Another source of membership is the general public. Advertisements, spot announcements, press releases or notices of lodge activities, slides, window posters/banners, special displays in various public buildings. Inform the general public of OSIA and its activities.

Finally, as you seek new members, always consider the enrollment of young members. They are the future of the Lodge and will ensure that all the effort put into its success will carry on.

III. MEMBERSHIP DRIVES

Recruiting programs for most Lodges consists of a membership drive. Although useful for some purposes, there are too many disadvantages for it to become the foundation for an adequate membership program. Its greatest weakness is its purpose: The push for enrollment within a short period of time. This format is not adaptable to most Lodge membership needs, which are continuous, and require day-to-day efforts on behalf of the committee.

Membership demands are continual. A Lodge needs a membership program with a steady flow of new members enrolled monthly. Of course, within this overall program, a membership drive can and will involve total membership interest and participation for recruiting new members.

Special membership “kits” should be assimilated. Promotional materials, brochures, videotapes and presentation charts should be prepared for briefings to business leaders, and should be distributed to specific “teams” before a Membership Drive. They should also be made available to those who may know of a prospective member.

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IV. APPROPRIATE SCHEDULING

A membership drive should be used in conjunction with the ongoing work of the Lodge and its membership programs for recruiting new members. They should only be held when activities are sufficient to absorb the new members to be enrolled–and only after careful plans are made to assimilate and orient the bulk of new members that will be forthcoming.

V. LODGE MEMBER INVOLVEMENT

As with all OSIA committees, members will support programs that are in accord with their thinking and their level of confidence. At the start of an annual membership campaign, the needs and goals of the Lodge should be carefully explained to the general membership by means of a special report.

A. Explain in detail how potential members should be solicited, why they are needed, how they will be beneficial to the goals of the Lodge, and what is expected of the general membership to increase membership.

B. Set a "target date" for a membership drive, covering a 12-month period of enrollment. Remind members of the opportunity before them: A genuine chance to make a mark in the history of the Lodge. Most Lodges more than double in size by adding just four new members a month to their rosters.

C. If not already established, set a firm goal for new members within the 12-month period. A monthly quota to gauge the success of the membership drive will then be in place.

D. Prepare a monthly plan for bringing new members into your Lodge. If the plan is solid and the administration effective, the Lodge may reach its goal before the deadline date. If this occurs, set a new goal. In fact, try to keep the goal a little out of reach by raising it each time it nears completion. It will have greater motivational value.

E. Incentive prizes should be a regular part of your yearly membership program since it is the dedication and loyalty of your members that promotes the spirit of unity and fraternalism. This should be openly acknowledged by the executive board.

F. Signs, banners and slogans at general meetings and regular notices in the monthly newsletter/bulletin help keep objectives clear. Slogans which incorporate the yearly goal figures are always good for this purpose.

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CHAPTER 6

MEETING STRUCTURE

Properly planned, meetings increase participation in project activities, help orient and assimilate new members, encourage prospective members to join, create enthusiasm, provide leadership training and build unity from a diverse group of individuals. In this, the lodge will become an energetic, effective organization.

Lodge officers should put as much effort into the planning of a meeting as done for major projects or activities. Effective leadership must first determine what the meetings are to accomplish over a 12-month period. This should be the blueprint for leadership planning.

I. MEETING CLASSIFICATIONS

General membership meetings fall into three basic categories: *Program/Dinner Meeting*, *General Business Meeting* or a *Luncheon Meeting*. The best way to determine the appropriate style for a Lodge is by open discussion and a vote of the membership.

A. Program/Dinner Meeting

Combines business, pleasure, education and fellowship. It allows members to attend meetings without additional transportation to and from home to a meeting site. Overall, it provides a sufficient variety of appeal to the majority of the Lodge membership.

B. General Business Meeting

Ideal when most Lodge business must be approved by the general membership. It is the most effective format for accomplishing business and committee work. It provides personal control of Lodge meetings, in addition to leadership training. It encourages more members to participate and speak before the group, and is less expensive than dinner meetings.

C. Luncheon Meeting

Usually held in larger metropolitan areas where Lodge members work in downtown areas, and have enough time for a longer lunch hour. Due to commuter transportation problems, this may be the most practical time frame for members of large city Lodges to meet.

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II. MECHANICS OF SUCCESSFUL MEETINGS

A. Long-range planning increases effectiveness by 20 to 30%. Programs should be chosen for their timeliness, with dates announced and promoted well in advance. In this way meeting cancellations can be avoided. The following tips should be useful:

1. Prepare a general schedule of meetings for the year.
2. Clearly designate special event meetings in addition to regular meetings.
3. Choose programs for meetings which will be timely and add variety.
4. Contact program sources and priority speakers first. This will give sufficient time to pursue all options.

B. OBJECTIVES

Lodge meetings should accomplish the following objectives:

1. Conduct necessary business of the Lodge.
2. Learn the progress of current Lodge activities.
3. Create interest and enthusiasm for Lodge activities.
4. Bring unity to the membership.
5. Publicize Lodge activities.
6. Provide leadership training.
7. Provide civic education via speakers, industrial tours and other programs.
8. Establish practices keeping members informed of in civic events.
9. Provide fellowship opportunities for members to get acquainted.
10. Special meetings require specific functions, *i.e.*, membership drives, installation banquets, etc.

When Lodge officers and committee chairs thoroughly understand the basic objectives in meeting preparation, they will successfully plan activities to enhance the image of the Lodge.

C. LOCATION

Location is a primary consideration when planning a meeting. Experience shows that a permanent meeting location, date and time, produces the most effective meetings. Re-scheduling times and locations creates confusion and discourages attendance. Site selection should include:

1. Adequate parking facilities
2. Centralized location
3. Availability of public transportation
4. Quality and price of meals (if applicable)
5. Rental fee

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6. Reputation of facility and neighborhood

D. MEETING FACILITY

1. Maximum space for largest expected turnout
2. Sufficient seating
3. Space for head table set up
4. Podium and sound system
5. Adequate ventilation
6. Proper heating/air conditioning as needed
7. Serving facilities for meals
8. Atmosphere conducive to business meeting

E. MEETING ROOM CONFIGURATION (SEE RITUAL BOOK FOR DETAILS)

1. Tables should be decorated. Place cards should always be used.
2. American and Italian flags and an official OSIA banner should be displayed.
3. The public address system should be checked before that meeting. If needed, make sure a lectern is available.
4. If applicable, make sure food service is done quickly and quietly.
5. Have photographs taken prior to seating.

F. INCENTIVES TO ATTENDANCE

Ideal meetings are where fraternal friendship abounds and necessary business is completed quickly and efficiently. To assist in conducting productive meetings:

1. Have one member at the door to greet all who attend the meeting.
2. Have name badges available.
3. Encourage wearing membership pins and badges during meetings.
4. Create contests, offer door prizes to winners.
5. Have members introduce themselves at each meeting.
6. Have prospective members/guests introduced to all members.
7. Have formal induction ceremonies for new members.
8. Displaying photos, press clippings and scrapbooks generates enthusiasm.

G. HEAD TABLE SEATING (SEE RITUAL BOOK FOR DETAILS)

Careful attention should be given to seating the head table. Certain factors will affect arrangements, *i.e.*, the program schedule, personalities and other conditions. When seating the head table consider physical limitations, size and importance of the program.

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Choose an appropriate location and, if necessary, use a two or three-tiered table rather than crowd guests. Before seating, introduce everyone to become acquainted prior to beginning the meeting. Possible seating for the head table may include:

1. Representative of City Government
2. Service Club Leader
3. Other Leading Civic and Business Leaders
4. Priest and other clergymen
5. State President
6. Program Chairperson
7. Local OSIA officers
8. Others pertinent to the event being held
9. Rules For Seating
    a) Face the audience
    b) Guest speaker to immediate right of podium
    c) Master of ceremonies to immediate left of podium
    d) Guest of highest rank (other than speaker): immediate left of emcee
    e) Seat those of equal priority at positions to left and right of podium
    f) Number of guests of equal rank can be seated alphabetically
    g) Arrange seating from podium to either end
    h) Advise head table seating in advance
    i) Indicate type of dress (black tie or business suit)
    j) If formal attire, align head table and then seat them en masse
    k) Alternate guests with OSIA members as a public relations tool
    l) Women are seated to the right of men
    m) All introductions should be brief, to the point, factual

H. PROCEDURES

1. Set an Agenda and adhere to it. For general membership, business and trustee meetings, always circulate the Agenda prior to the meeting. Be sure everyone noted on the Agenda is aware of what is expected of them at the meeting.

2. Refer to the *Ritual Book* for basic procedures and proper protocol for conducting Lodge meetings. Additional presentations, programs and speakers may modify the basics of the *Ritual*, if time permits. This will add variety and spontaneity to the meetings.

3. Accurate Minutes should be taken and prepared for distribution to all.

4. Successful meetings are dependent, in large part, on the effectiveness of those who conduct the meeting. It is their responsibility to limit

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discussions and guide the group into important business issues to be handled.

5. If cancellation is unavoidable, notify each member as soon as possible.

I. INVITATIONS FOR SPECIAL GUESTS/SPEAKERS

1. Invitations should be written early. Include details of meeting date, time, place, social events scheduled (if applicable). Explain why they were contacted and offer a brief overview of the Lodge. Provide estimated length of speech and theme to be addressed. Find out whether or not the speaker charges a stipend.

2. When acceptance is received, acknowledge immediately and request a biographical sketch and photograph for publicity purposes and introductory remarks.

3. Know the exact method of travel and time of arrival. If guest is driving, be sure detailed directions are provided. If overnight stay is necessary, make hotel reservations in advance. Be sure someone is available to meet the guest. Give the guest/speaker time to rest and prepare notes prior to the meeting.

4. Most guests are making personal contributions of time, and often, money. OSIA officers in particular, are usually on a limited budget. Whenever possible, defray the cost of expenses, i.e., hotel, meals, etc. Do it discreetly. If not a *Dinner Meeting*, take them to dinner prior to or after the meeting.

Meeting guests and speakers should be treated with the highest degree of courtesy and respect. Be certain they have a pleasant time and leave with an opinion of the Lodge befitting the proud tradition of OSIA warmth and unity.

J. CONCLUSION OF MEETING

Thank everyone for their contributions to the event. Personally thank guest(s), expressing appreciation for their time and expertise. Assure that they would be welcome to attend any future gatherings of the Lodge. Escort guests/speakers to their hotel, train station or airport if needed. Follow up with a handwritten thank you note within four days after the meeting.

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K. PROTOCOL FOR STATE/NATIONAL OFFICER VISITS

The Lodge has a wonderful source for program materials which can be found in the expertise of OSIA state and national officers. Each is well versed in the history and traditions of OSIA membership.

Requests for visits by the National President, or other national officers, should be directed to the State President. After determining schedule availability, the State President will apprise the Lodge president.

L. EXECUTIVE COUNCIL MEETINGS

As the control center of the Lodge, the Executive Council must provide the impetus to bring about real action and accomplishments by the members. As stated earlier, the key to Lodge operations is having a solid meeting structure. Here are points that should be considered when preparing for Executive Council meetings:

1. Use parliamentary procedure. Adherence to it will save time, tempers and embarrassment. Have a copy of *Robert's Rules of Order* available for reference.

2. Careful preparation of an Agenda and report preparation will increase effectiveness as a decision-making group.

3. Follow the Agenda and be sure accurate Minutes are taken. Have items presented in sufficient detail which will enable the council to make sound judgments. Be certain that action is taken on every Agenda item or is brought up under Old or New Business.

4. Be sure of adequate follow up on all actions taken. Advise the general membership of important decisions reached by the council. Directives requiring action should be passed quickly through the chain of command to those who will implement them.

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CHAPTER 7

LODGE NEWSLETTER/PUBLIC RELATIONS

As much as members would like to attend every meeting, it is not always possible. One of the surest points of success for a Lodge is producing an informative, regularly issued Lodge newsletter.

I. THE PRINTED WORD

A. Never underestimate the power of the printed word. OSIA members are hungry for news about their organization. But it must be timely and interesting. The Lodge publication must not waste the reader's time, or eventually they may be lost for other Lodge activities. A regularly published newsletter will do the following for the Lodge:

B. Create a more informed membership, especially for those unable to attend all meetings.

1. Create a more informed membership, especially for those unable to attend all meetings. Increased participation in activities and attendance at meetings.

2. Increased participation in activities and attendance at meetings.

3. Promotes a sense of identification and belonging among the members.

II. HOW TO BEGIN

A. Committee Appointments

Appoint a committee responsible for obtaining information and getting it into print. In smaller Lodges, a member who keeps up with all events may handle it. Larger publications may require an editor, “reporters,” photographers and other staff members. Establish a format and prepare an itemized budget.

1. Evaluation of Newsletter

If the Lodge has a publication, evaluate its effectiveness with a poll of the membership. A local publication uses 5 phases of production.

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2. Format

An easy to read paper should be the main objective, with headings over areas of news to direct the reader to them. A newspaper format (one most frequently used) is very effective in bringing the reader immediately to the heart of the news item.

3. Writing

In many Lodges, members who write professionally are sought to contribute their talents in production of a local publication. The Lodge secretary may also be a good candidate for the job.

Context should include recognition of outstanding achievements by the Lodge or individual members. New member introductions and local information effecting the Italian American community should also be included. Most importantly : Clearly list the date, time and place for upcoming meetings. With space considerations, note progress reports on current projects.

Since "names make news," frequent mention of active members will reward their accomplishments and motivate those who are not so active.

4. Editing

The cardinal rule is to keep the newsletter simple, direct and factual. Avoid potentially offensive inserts, space fillers, cartoons or jokes. They are unprofessional; and given society's intolerance for a publications who promote such text, they would be damaging to Lodge members and OSIA nationwide.

5. Printing

The publication can be duplicated or printed on 8½" x 11" paper. The number of pages is determined by the amount of news and budget available for production.

6. U.S. Mailing

It is imperative that an accurate mail list be maintained. The Lodge in turn, should report updated membership roster information to the Grand Lodge (where applicable) or the National Office, to ensure that every household receives state and national publications.

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7. Email

   Lodges are encouraged to gather email addresses of their membership. Having the ability to email publications, notices, etc. reduce costs and increases the frequency of information flow. Also, encourage membership to visit WWW.OSIA.Org for the latest OSIA News.

8. The Lodge and the Media

   Meetings can be a constant source of publicity. The president or program chairpersons should work closely with the public relations committee to ensure that they are apprised of all details pertaining to Lodge activities. Prepare advance press releases with complete details, and distribute to print and news media, include biography of speaker, schedule of events, name dignitaries present, event purpose, etc.

9. Media Attendance at Meetings/Events

   a) Determine how many press people will be present.
   b) Provide seating close to the head table.
   c) Provide complete seating list of head table.
   d) Provide copies of relevant speeches.
   e) Arrange press conference with speaker upon their arrival.
   f) Let the media handle the questions.
   g) The Public Relations Chairperson should be the primary liaison with the media to provide assistance and information.

10. Public Relations for Non-Media Events

   a) If meeting is too small for press, cover it yourself.
   b) Provide press releases to newspapers immediately after meeting.
   c) Newsworthy items include elections of officers, final reports of projects, local, state and national awards presented or received, resolutions adopted that will affect the community.

Remember, just doing something is not news in itself. The material must be of interest to many readers before an editor will consider it newsworthy.

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CHAPTER 8

PERSONNEL MANAGEMENT

Lodge membership is comprised of individuals, each with their own methods of success, levels of education and expertise, personalities, likes, dislikes, skills and techniques. The challenge, therefore, is to create of cohesive unit of dedicated, enthusiastic people who seek to bring forth the best of Italian American traditions and heritage in their community. It is a "people organization"–never forget that or the Lodge cannot succeed.

Building a unified, productive Lodge can be accomplished with an effective *Personal Management System* which resolves problems of an impersonal atmosphere or negativity as they arise.

I. PERSONNEL MANAGEMENT

A. A fixed number of members should be assigned to each officer/trustee. Alphabetize member lists to ensure objectivity between active and less active members.

B. Primary responsibility of officers/trustees is to manage and direct members, however, they still have committee, project, or area assignments, but are secondary to member responsibility. If primary concern is for membership participation, the projects will take of themselves.

C. Officers/trustees should know the members assigned to them. Learn about their family, hobbies and interests, in and out of the Order. Find out what motivates each member. In this way, members are encouraged to become an active, vibrant participant in the workings of the Lodge because they are asked to participate by someone who cares about them personally.

D. An officer/trustee should discuss positive and negative aspects of the Lodge, offer suggestions and invite members to help solve problems.

E. Officers/trustees are responsible for Lodge performance of those under their guidance. They ensure that members receive project assignments and chair appointments according to level of expertise, and encourage member attendance at district, state and national OSIA meetings.

F. Officers/trustees keep their members informed, and work with them to bring in new members.

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G. Officers/trustees listen to complaints, take suggestions and ensure that lines of communication remain open between the council and general membership. They also keep track of meeting attendance and contact members *before* they lose interest and leave the Lodge.

H. Experience has shown that, the only weakness in the personal management plan has been when officers do not want the responsibility of managing members on a personal basis. If this is the case, they should be replaced. As a leadership training organization, the Lodge must offer the opportunity of managing people.

II. PRESIDENT RESPONSIBILITIES

The President should hold a personal evaluation session periodically at council meetings. Spot-check the membership roster and ask each officer about their assigned members. Officers should be able to report on committee assignments, project activity, interest, or the lack of interest, on the part of each member under their guidance.

III. VICE PRESIDENT RESPONSIBILITIES

Officers/trustees should to communicate issues or concerns directly to the Vice President. The Vice President is responsible for the success or failure of their assigned officers. They in turn should call on the officer at each meeting for a status report of their members.

IV. PRODUCTIVITY IN LODGE ASSIGNMENTS

When a new project is approved, officers should recommend certain members to act as project chairpersons. If officers repeatedly serve as a chairs they deprive a member an opportunity to learn and grow within the Lodge, which in turn deprives the Lodge of future leadership.

Officers should work with and advise the chairperson and serve as a member on the project. Credit for its success should always go to the chairperson and the committee.

The system outlined above is similar to most all organizational structures in corporations or the armed services. Duties and work assignments are secondary to management. The plan does not interfere with regular committee assignments , it ensures their effectiveness. Further, it is established to accommodate varying membership numbers.

Application of the plan is limitless. A Lodge can devise specific plans for its needs. Officers were elected by the membership as they sought additional responsibility. Managing people is the most important responsibility - and the most rewarding.

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V. AVOID PITFALLS

Experience shows that, weakness in a personal management plan exists when officers may not want the responsibility of guiding and mentoring their members. In that case, they should be replaced by someone who wants the opportunity to benefit from the experience of managing people.

A primary reason OSIA's existence has endured for over 90 years is the leadership training made available to its members. As a member-based organization, management is a fundamental necessity. If elected officials of a Lodge are unwilling to accept this concept, leadership roles may not be for them.

Patience should be a word repeated often. For veteran members, do not shun or fear the ideas and enthusiasm of the new - listen to them. Most veterans remember when they were "fledgling" OSIA members, ready to fly high but not knowing where or how to begin. It is a critical period. New members want to learn and become an active, vital part of the organization, but need guidance. They also need assurance that, if their ideas are not appropriate at the time, new ideas are always welcome.

For new members, the same rule applies. A new member is *the* most valuable asset to the Lodge and they will be wise to "tap the resources" of expertise and determination found in veteran members. It is wise to listen closely and learn. Retain what is needed, discard the rest. New members are a vibrant source of ideas, technology, professionalism and spirit. In unity with veteran members, the opportunity exists to become a very powerful voice for Italian Americans in the community.

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CHAPTER 9

WAYS & MEANS OF THE LODGE

I. FUNDING

Funding is derived from both internal and external resources. In effect, the only internal source is from Lodge members, through dues, assessments or ticket purchases to events. While there should be a constant source of income through new member dues, a Lodge cannot completely finance its activities internally. Dues should cover the day-to-day administrative expenses of the Lodge. If set too high they will become a detriment to membership recruitment and retention and will exclude many potentially active young people from joining.

The effectiveness and relevancy of a Lodge to its community are usually in direct proportion to how well the Lodge takes advantage of external financial support. Fortunately, there are several resources for outside funding, and one or more should be available to the Lodge.

Every Lodge has one or more projects conducted early to raise funds for the operation of the Lodge. Projects vary greatly but there is a set criteria that should be followed by any *Ways and Means Committee*.

A. It is better to conduct a few major fund raising projects than to constantly involve the entire membership with programs which may show little return. Members will tire of petty projects and the community will become irritated with constant solicitation.

B. All fund raising projects should offer some service or useful item in return for funds received, and should not just be charity in disguise.

C. Often a Lodge will be offered a percentage or commission just for endorsing some item or program. It is important that any such offer be examined very carefully. **You are selling your most important asset - your name, public image and respect to the community**. Choose wisely. There have been times where a Lodge discovered too late that a "something for nothing" offer has netted very little in funding, but cost the respect of its community. When the Lodge receives such an offer, the company borrowing your name and reputation needs it to promote its product. Find out why.

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D. Another source of external funding comes from the sale of sustaining memberships. This program is similar to a sponsorship except that funding is not earmarked for any special program and can be spent at the discretion of the Lodge. Many Lodges have successful sustaining membership programs in operation. The success of a sustaining membership shows support for Lodge contributions to the community.

E. Lodge has an obligation to its sustaining members to show that their money is being well spent. Proper recognition should also be shown to sustaining members through the Lodge publication, a special recognition meeting, etc.

F. A third source of external funding for an OSIA Lodge is sponsorship or benefactor funding. These are funds provided by an outside corporation or individual for a specific program. It is in this area that most Lodges fall short of their potential. In an effort to educate Lodge officers in how to solicit and obtain these funds, the following guidelines are offered:

1. Consider Community needs when conducting a particular project.
2. Determine the amount of funding required and how it will be spent.
3. Evaluate benefits the community will derive from the project.
4. Advise how sponsor will benefit from their contribution to a project through increased public relations, proper recognition, etc.
5. Be specific and state facts, not opinions.
6. Be able to show potential sponsors the depth of planning invested into the project to make it a meaningful success.
7. Prepare a detailed proposal in writing and leave a copy with the potential sponsor.

Become well versed in all aspects of the project. Personally meet with every potential sponsor, leave a copy of the proposal and points of contact within the Lodge. Do not expect an immediate response, particularly if a large amount of money has been requested. Be positive and confident at all times.

It would be beneficial to obtain letters of endorsement from city officials, prominent citizens concerned with the area the project covers, and, if a repeat endeavor, note results the same project has had in the past.

Another area to be considered is to discover what philosophy/attitude the company or individual holds toward the project being proposed. Keep records for future administrations on those contacted, levels of success and the reaction of the company to Lodge proposals. These records will prevent the Lodge from overloading one company with requests, and will help evaluate what areas the potential sponsors in the community are concerned about.

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If you secure funding sponsorship offer to make the sponsor a part of the project. Invite them to meetings, have them present awards, place them on the mailing list, give them publicity (unless they prefer anonymity) and, most importantly, remember they are in business. Be sure the Lodge and its members become a patron of the products or services offered by any sponsoring company. It is a community effort which the Lodge should have a leadership role in supporting.

II. FUNDING AND MORE

Do not limit yourself to funding requests. A company may not be able to make an outright grant but would be happy to donate professional services such as printing promotional materials, donating facilities, food services, etc. All these things cost the Lodge money, so be ready to take advantage of any offer.

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CHAPTER 10

PROMINENCE WITHIN THE COMMUNITY

A successful, respected Lodge plans its programs and projects around current community issues and concerns. Relevancy definitely applies to OSIA program planning. A Lodge should consider which community concerns have priority, which can be effectively assisted by Lodge intervention, and which issues will receive public support, sympathy and outside financing. A Lodge whose leadership can wisely determine these matters will find the Lodge in an enviable position - that of community leader.

I. "SURVEY" THE COMMUNITY

The term "survey" should not only be considered a house-to-house public opinion poll. Arrange a conference with city officials, the Chamber of Commerce, or with various religious groups. Become aware of citizen/local business concerns, i.e., criminal activity, an anti-litter campaign, senior citizen assistance, etc. Survey the membership of the Lodge in an open forum to find ways to better the community.
Research surveys conducted by other organizations, e.g., governmental or educational. If considering a project in the area of public safety, a phone call to local police, civil defense or safety council offices would be in order.

II. DETERMINING RESOURCES

Each Lodge has certain resources available to it by the very nature of the organization. These include, manpower, leadership, fund raising resources and contacts throughout the community such as governmental leaders, other civic organizations, business leaders, hospitals, playgrounds, etc.

Before attempting any project, develop and compare a list of resources available in the Lodge, and in the community. For example, if substandard housing is the primary concern, such resources as the housing inspector, Lodge manpower, available materials for repair, carpenters and plumbers willing to donate their talents, should all be matched to the need. You then will be able to determine what additional resources the Lodge must create.

III. PRIORITIES

The Lodge should establish 5-10 top priority projects and attack them one at a time, based on the most critical needs of the community and the ability of the Lodge to successfully meet the needs.

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Lodge priorities should take programs of other organizations into consideration. For instance, if the Lions Club is undertaking substandard housing, the Lodge should then move to a second priority rather than duplicate efforts, unless of course, there is need for joint cooperation.

IV. PLAN OF ACTION

A detailed schedule and plan of action should be in place before going to work. Once developed the project can be started.

V. RECORDKEEPING

Documentation is a vital part of all successful community programs. Accurate records will enable you to quickly retrace previous actions taken, and will serve as a "blue-print" for future committees involved in similar projects.

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CHAPTER 11

COMMITTEE ASSIGNMENTS/MEETINGS

I. COMMITTEE ASSIGNMENTS/MEETINGS, SIZE, AND COMPOSITION

A. Dependant on the nature and scope of the project. Choose members who are best suited to the committee. The size of a committee depends on the necessary manpower to carry out the project.

B. Be aware of any other committee assignments a member may be involved in. Do not overwork a member when there are others, albeit less willing, to serve. Encourage them, build confidence, give them value. They will want to serve.

C. Be enthusiastic when approaching members for committee assignments. They will pick up the same enthusiasm and carry it through.

D. Once committee appointments are completed, notify all chairpersons of the assignments and approximate time they will be working on the project. This should be done in writing, with copies sent to the trustees. Notification should also be posted or distributed to the general membership.

II. COMMITTEE STRUCTURE

A. For a committee to function properly, duties of each member must be clearly defined at the first meeting. The chairperson should furnish each committee member with an written outline of their duties and responsibilities. A trustee will be assigned as a guide and advisor to oversee the work of a committee.

B. As a general policy, do not have committee meetings unless it will benefit the project or the committee members. Time is a precious commodity to all those assigned to the committee, treat it respectfully. If duties are being carried out, fewer committee meetings will be necessary. Consider "up-date" meetings where only status reports are required.

III. MEETING CRITERIA

A. Budget

Once project details are in place, prepare an itemized budget, seeking assistance from the trustee in its preparation and eventual presentation before the council for approval. Be prepared to answer questions concerning proposed expenditures or

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anticipated income. This is a critical step. An itemized budget must be approved before making any other project commitments.

B. Chairperson Duties

As presiding official, it is their responsibility to run meetings efficiently in a business format. This is done by learning/practicing parliamentary procedure and by preparing an Agenda for each meeting. Efficiency shows concern for the value of time and will keep your meetings "on course."

C. Agenda

With rare exception, the chairperson or secretary should have a prepared Agenda for distribution to members prior to the start of the meeting. A prepared Agenda will expedite the meeting, which increases productivity.

D. Meeting Notification

Set a policy of notification for meetings, even though dates, time and place may or may not be set. In most cases, it is the responsibility of the committee secretary to notify members by phone as far in advance as possible. Notify the trustee of all meetings and determine if the president wants to be informed of your meetings.

E. Minutes

Minutes should be kept by the secretary. Minutes of previous meetings should be distributed at the start of each meeting. Approval or amendment of previous Minutes should be the first item on the Agenda. If the Trustee is not in attendance, be sure a copy is forwarded for their files.

F. Length

If conducted properly, committee meetings should be kept within a two-hour limit. Efficient meetings do not consume an entire evening, unless absolutely and add greatly to the motivation of committee members.

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CHAPTER 12

EXPANSION: INITIATING NEW LODGE FORMATION

I. To assist in the formation of a new Lodge is one of the most satisfying responsibilities a Lodge can assume. It is a mission to those who believe in the principles of OSIA and support its efforts to remain the premiere voice of the Italian American community in the United States. To meet this challenge, OSIA's objective can only be accomplished through continued growth by membership extension through the formation of new Lodges.

II. Since OSIA's inception in 1905, thousands of members have understood the importance of Lodge expansion and have experienced the ability to become a strong, viable voice within communities where local OSIA lodges are in place. Apprehension is often the obstacle but extension is not difficult. Given the benefits of "strength in numbers" a successful formula for extending to new Lodges is easier than anticipated:

A. Organize a committee specific to Lodge expansion.
B. Select a community for possible formation.
C. Make initial contacts within the community.
D. Organize and orient a new group of prospective members.
E. Follow up on all aspects and be available to answer questions as needed.

III. Consider the following advantages in sharing the benefits of OSIA membership to other Italian Americans:

A. Extension is the direct responsibility of the Lodge.
B. Members learn more about their organization while promoting its mission, scope and ideologies to other Italian Americans.
C. Extension is a solid leadership training tool for Lodge membership.
D. The Lodge will receive state/national recognition for its efforts, and will become a solid mark in the history of OSIA nationwide.
E. Lodge extension becomes a source of pride and accomplishment while building unity among the its membership.
F. Extension builds a stronger state organization which in turn provides better service to the Lodges it serves.

IV. Most importantly, extension builds a stronger national organization, providing more services to all Lodges and broader influence and increased prestige in belonging to the largest and fastest growing organization of Italian Americans nationwide.

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APPENDIX A

ABR SUBMISSIONS FOR *ITALIAN AMERICA*

GRAND/SUBORDINATE LODGE DATA SUBMISSION TO ABR SERVICES

(updated 7/2013)

WHO,WHAT, WHEN

GRAND and SUBORDINATE LODGES only*: Submit to ABR Services a quarterly roster of all active lodge members only for which national per capita is paid.

Submit to: ABR Services: osia@abrservices.com (Shannon Halikman: phone 703-490-5559 ex. 230)

Deadline:

Issue	Date
Winter	December 1
Spring	March 1
Summer	June 1
Fall	September 1

Format: Email rosters as an electronic file**: **Excel**, **.CSV**, or **tab delimited** is preferred.

- No .PDF, Word, .TXT files accepted. Need to send in another file format? Please contact Shannon first.

Method: You may submit rosters in one of two ways:

- As a **COMPLETE REPLACEMENT ROSTER** of active members only **(preferred)**
- Or as **ROSTER UPDATES** (changes, deletions, additions)

COMPELTE REPLACEMENT ROSTER*

- **This is ABR Service's preferred method of file submission** and you are strongly encouraged to use this method.
- Providing complete **active member only** replacement rosters will cut down on time ABR needs to process rosters for each mailing.

Include the following fields in your **COMPLETE REPLACEMENT ROSTER** each quarter:

Category	Category codes are assigned to each Grand Lodge and to Subordinate Lodges as a group. See attached list for your code. **You must include this in your roster update.**
Lodge	You must include the Filial/Subordinate Lodge number for each member in the file.
MemberID	If your lodge assigns unique member numbers, include them in this field.
Title	MR, MRS, MS, DR, REV, etc.
FName **MInitial** **LName**	• First, Middle Initial and Last Names **should be in separate fields** • Double-check name fields for typos/misspellings.
BusName	If mailing address is for a business, include the business name in this field.
Address **Address2** **City** **State** **ZipCode**	• Use **Address** field for Apt, Suite, Floor, etc., or if 2 address lines are needed. • Use **Address2** field for the street address. • For multiple members with the same mailing address, format their addresses exactly the same in each record. • Double-check address fields for typos/misspellings.
Undeliverable	For active members that do not have an accurate mailing address, enter the value **T** in this field. You should, however, make every effort to correct the address or remove the member from your rosters sent to ABR until a correct address is obtained.

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(updated 7/2013)

Category Codes List

Category	Corresponding Grand / Subordinate Lodge
3	Grand Lodge of Arizona
5	Grand Lodge of California
6	Grand Lodge of Colorado
7	Grand Lodge of Connecticut
8	Grand Lodge of Delaware
9	Grand Lodge of Florida
13	Grand Lodge of Illinois/Wisconsin
20	Grand Lodge of Maryland
21	Grand Lodge of Massachusetts
27	Grand Lodge of Nebraska
30	Grand Lodge of New Jersey
32	Grand Lodge of New York
35	Grand Lodge of Ohio
39	Grand Lodge of Rhode Island
46	Grand Lodge of Virginia
48	Grand Lodge of West Virginia
50	Grand Lodge of the Northwest
2000	All Subordinate Lodges

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GRAND/SUBORDINATE LODGE DATA SUBMISSION TO ABR SERVICES

(updated 7/2013)

Sample Roster Updates

Please note: The records below contain SAMPLE DATA ONLY.

1. **NEW MEMBERS:** For new members who need to be added to your roster. Your file will be similar to this (with MemberIDs if you your lodge assigns them):

ActionCode	Category	Lodge	NationalID	MemberID	Title	FName	Minitial	LName	BusName	Address	Address2	City	State	ZipCode	Undeliverable
A	1	1			MS	JANE	S	SMITH		APT 3	123 MAIN ST	ANYTOWN	AK	11111-0001	

2. **DELETE MEMBERS:** For lodge members who are lapsed, expired, or are deceased and should be removed from the database so they do not receive *Italian America*. Your file will be similar to this (with NationalIDs and MemberIDs if you have them):

ActionCode	Category	Lodge	NationalID	MemberID	Title	FName	Minitial	LName	BusName	Address	Address2	City	State	ZipCode	Undeliverable
D	1	1	1111111	2000000	MR	JOE		SMITH		APT 3	123 MAIN ST	ANYTOWN	AK	11111-0001	

3. **ADDRESS AND/OR NAME CHANGES:**

Example 1: An active member changes her last name (example: from Smith to Jones) and / or moves. Include only the current name and address in your file. Your file will be similar to this (with NationalIDs and MemberIDs if you have them):

ActionCode	Category	Lodge	NationalID	MemberID	Title	FName	Minitial	LName	BusName	Address	Address2	City	State	ZipCode	Undeliverable
C	1	1			MS	JANE	S	JONES			456 THE ST	ANYTOWN	AK	11111-0001	

Example 2: An active member's magazine is returned undeliverable. The address should be corrected or, if no accurate address can be determined, indicated as a bad address with a "T" in the **Undeliverable** field. (Ideally, however, you will remove this member until an accurate mailing address is obtained, at which time you would add the member back onto your roster.):

ActionCode	Category	Lodge	NationalID	MemberID	Title	FName	Minitial	LName	BusName	Address	Address2	City	State	ZipCode	Undeliverable
C	1	10			MR	JOHN		BROWN			111 A RD	ANYTOWN	AK	11111-0001	T

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OSIA LODGE ROSTER UPDATES FORM (FOR USE ONLY WITH NON-ELECTRONIC FILE UPDATES)

Category

Enter your Category number on each page you submit.

ActionCode	Lodge	NationalID	MemberID	Undeliverable

Title	FName	MInitial	LName	BusName

Address	Address2	City	State	ZipCode

ActionCode	Lodge	NationalID	MemberID	Undeliverable

Title	FName	MInitial	LName	BusName

Address	Address2	City	State	ZipCode

ActionCode	Lodge	NationalID	MemberID	Undeliverable

Title	FName	MInitial	LName	BusName

Address	Address2	City	State	ZipCode

Copy this form if you need to make more updates to your roster. Return to: **Shannon Halikman | ABR Services | 14849 Persistence Dr | Woodbridge, VA 22191**

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APPENDIX B

Philanthropic Efforts

Current Campaigns

Alzheimer's Association

The Alzheimer's Association is the largest national voluntary health organization committed to finding a cure for Alzheimer's disease and helping those affected directly and indirectly by the disease.

The SIF has contributed $2 million to the Alzheimer's Association to date. The Alzheimer's Association is a designated SIF National Charity. Frances Cipriotti is chair of the Sons of Italy® National Alzheimer's Committee.

Cooley's Anemia Foundation

The Cooley's Anemia Foundation (CAF) serves people affected by the fatal genetic blood disease thalassemia, or Cooley's anemia, often found in people of Mediterranean descent. Its mission is to advance treatment, enhance the quality of life of patients and educate the medical community, trait carriers and the public about the disease.

The SIF has contributed $2 million to the CAF to date. The Cooley's Anemia Foundation is a designated SIF National Charity. Joan Rondinelli is chair of the Sons of Italy® National Cooley's Anemia Committee.

Learn more about OSIA's Cooley's Anemia fundraising project, A Cure is In Sight.

American Cancer Society, Coaches vs. Cancer

The Coaches vs. Cancer program unites the American Cancer Society and the National Association of Basketball Coaches in the fight against cancer. The initiative leverages the personal experiences, community leadership, and professional excellence of basketball coaches nationwide to increase cancer awareness efforts, fundraising activities and advocacy programs.

Coaches vs. Cancer is a designated SIF National Charity.

Doug Flutie Jr. Foundation for Autism

The mission of the Doug Flutie Jr. Foundation for Autism is to **support families** affected by Autism Spectrum Disorder. The Foundation is committed to **increasing awareness** of the challenges of living with autism and helping families find resources to help address those challenges. The Doug Flutie Jr. Foundation provides individuals with autism and their families an opportunity to **improve their quality of life** by funding educational, therapeutic, recreational and advocacy programs.

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Wounded troops' & veterans' causes

The Sons of Italy Foundation® (SIF) is taking an increasing role in helping returning wounded servicemen and women and veterans adjust to a new way of life. The SIF's range of support includes scholarships for wounded warriors, partial funding of events/programs by veterans/military support organizations (such as the Gary Sinise Foundation and an organization that assists troops with airfare costs to return home for the holidays), and hosting veterans and active military at the annual NELA Gala.

Contributions to this fund help the SIF honor these brave men and women who sacrifice for their country.

Garibaldi-Meucci Museum

This national landmark, owned and operated by the Sons of Italy Foundation®, is the former home of Italian inventor Antonio Meucci. He and his friend, famous Italian revolutionary leader Giuseppe Garibaldi, spent time in this home in Staten Island, N.Y. It is the actual place where telephone history was made, where a great friendship thrived and where the vision of Italian unification was formed.

The museum's operation and variety of programs rely on charitable donations in addition to its modest admission fees.

SIF Scholarship Fund

Each year, the Sons of Italy Foundation® (SIF) holds its merit-based college scholarship competition, the National Leadership Grant Competition, to award scholarships to the nation's brightest Italian American students.

Some of these scholarships are provided through perpetual funds while others require supplemental funding from, or are completely funded by, the SIF's general scholarship fund.

One-time and recurring donations are welcome to grow the scholarship fund and enable the SIF to continue this important goal of supporting educational excellence.

Endowed perpetual scholarships or completely funded one-time scholarships are also welcome; please contact the National Office if you wish to make a scholarship gift of this type.

General charity fund

Contributions to the SIF's general charity fund enable the Sons of Italy Foundation® to apply funds when and where it is needed most.

Sons of Italy Foundation® Philanthropic Efforts & Grant Beneficiaries

This list represents the range of organizations and causes the SIF and OSIA have supported through the years or are currently supporting.

- 9/11 Disaster Relief & Florentine Flood Relief
- Alzheimer's Association
- American Cancer Society, Coaches vs. Cancer

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- The American Foundation for St. George Hospital
- American Fund for Dental Health
- American Institute for Foreign Study (AIFS)
- Academic Year in America (AYA)
- American Italian Cancer Foundation
- American Italian Historical Association (AIHA)
- American Red Cross
- Annette Funicello Fund for Neurological Disorders
- Arab American Institute
- Arthritis Foundation
- Assisi Earthquake Relief
- Barbara Sinatra Children's Center
- Bard College
- Boy Scouts of America
- Boys Town of Italy
- Business Council for International Understanding
- California State University
- Catholic Relief Services (Naples earthquake relief)
- Catholics United
- Cavaliere Ufficiale Aldo Mancusi
- Center for Italian & Italian-American Culture, Inc.
- Center for Migration Studies
- CES Foundation
- Children's Inn at NIH
- Christopher Columbus Catholic Center
- The College Board
- Commission for Social Justice® (CSJ)
- Concordia Language Villages
- Cooley's Anemia Foundation
- COPILAS
- Crohn's & Colitis Foundation of America
- The Daniel Pitino Foundation
- Dante School for Children
- DC Friends of Ireland
- Doctors Without Borders
- Don Orione Home & Madonna Queen National Shrine
- Doug Flutie Jr., Foundation for Autism
- Ethiopian Famine Relief
- FIERI International
- Fox Chase Cancer Center
- Garibaldi-Meucci Museum
- The Gary Sinise Foundation
- Gene Upshaw Memorial Fund
- Hurricane Andrew Relief
- Hoop Dreams Scholarship Fund
- Immigration History Research Center
- *In Italiano* Language Program
- The Isaac Hayes Foundation
- *Italian Americana*
- Italian-American Cultural Center
- Italian Flood Relief
- Italian Hospital Society
- Italian Musicale
- Italian Welfare League
- Istituto Italiano di Cultura
- John Cabot University (JCU)
- The John F. Kennedy Center for the Performing Arts
- John. D. Calandra Italian American Institute
- L'Aquila Earthquake Relief
- Lombardi Cancer Center at George Washington University Medical Center
- Luke's Wings
- March of Dimes
- Mentoring and Internships
- Mexican Earthquake Relief
- Michael Bolton Charities
- Multiple Sclerosis
- National Law Enforcement Officers Memorial
- National Leadership Grants (SIF's scholarship program)
- National Policy Association
- National September 11 Memorial & Museum
- National World War II Memorial

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- Oklahoma City Bombing
- OSIA National Student Summit
- Penfed Foundation
- Rienzi Foundation for Cochlear Implant Surgery
- Seton Hall University School of Diplomacy and International Relations
- SLE (Lupus) Foundation & Elizabeth Fund
- Special Olympics
- The Statue of Liberty Restoration Project / Ellis Island Foundation (American Immigration Wall of Honor)
- The V Foundation
- U.S. State Department (American Embassy & Villa Taverna in Rome)
- Washington, DC Police Foundation
- Washington Revels
- William J. Clinton Foundation
- Wounded Warrior Project

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Grand Lodge Membership Applications Process

Order Sons of Italy in America

Daniel J. Longo
National 2nd Vice President
1215 Marston Drive
Bel Air, MD 21015-8604
(410) 893-4222
Dano6212@MSN.Com

Grand Lodge Membership Applications Process

January 23, 2014

1. The prospective member completes an "Order Sons of Italy in America Membership Application" form with the $8.00 National Initiation Fee (it's up to the local lodge to collect any other dues or fees as required). This form is presented to the Recording Secretary of the Local Lodge for approval.
2. The Local Lodge votes to approve the application.
3. Once approved, the Local Lodge will complete the section of the "Order Sons of Italy in America Membership Application" by placing the date in the field "Date Accepted by Local Lodge".
4. The **"White Copy"** of the "Order Sons of Italy in America Membership Application" form, approved by the Local Lodge and the $8.00 National Initiation Fee (it's up to the local lodge to forward any other dues or fees as required), is presented to the Recording Secretary of the Grand Lodge to be approved by the Grand Council of the State.
5. The Grand Council votes to approve the application.
6. Once the "Order Sons of Italy in America Membership Application" form has been approved by the Grand Council,
    a. The $8.00 National Initiation Fee is held by the Grand Lodge until the next quarterly National Per Capita is billed by the National Office. At that time the Grand Lodge will report the total number of new members and the total amount of the National Initiation Fee for those new members.
    b. The Grand Lodge Recording Secretary will complete the "Order Sons of Italy in America Membership Application" by entering the date into "Date Accepted by the State Council" field.

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i. The “White Copy of the “Order Sons of Italy in America Membership Application” form will be retained by the Grand Lodge for their records.
ii. The “Yellow” copy of the “Order Sons of Italy in America Membership Application” form will be returned to the Local Lodge for their records.

c. If the new member has an email address, send the new member’s full name, mailing address, lodge number and email address to Krystyne Hayes, Social Media & Communications Coordinator at khayes@osia.org indicating a new member to be added to our email lists. **NOTE: This same procedure can be used to change an email address by providing the same information as indicated above in this section.**

7. In order to have this member receive the publication of Italian American immediately, see the titled “Grand Subordinate Lodge Data Submission to ABR Services”.

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Subordinate Lodge Membership Applications Process

Order Sons of Italy in America

Daniel J. Longo
National 2nd Vice President
1215 Marston Drive
Bel Air, MD 21015-8604
(410) 893-4222
Dano6212@MSN.Com

Founded June 22,1905

January 23, 2014

1. Subordinate Lodge has a prospective member.
2. The prospective member fills out a "Order Sons of Italy in America Membership Application" form.
3. The $8.00 Initiation Fee and membership dues are collected from the new member and held by the Subordinate Lodge. The Subordinate Lodge will record the initiation fee for submission to National during the next Per Capita cycle.
4. The completed "Order Sons of Italy in America Membership Application" is presented to the Subordinate Lodge Council for acceptance.
5. When the Subordinate Lodge Council approves the "Order Sons of Italy in America Membership Application" it will complete the section of the "Order Sons of Italy in America Membership Application" by placing the date in the field "Date Accepted by Local Lodge".
6. The "Order Sons of Italy in America Membership Application" is mailed or emailed to the National Membership Commission Chairperson.
7. The National Membership Commission Chairperson will obtain acceptance of the application from the National President and the National Membership Commission.
8. Once accepted, the National Membership Commission Chairperson will:
    a. Complete the "Order Sons of Italy in America Membership Application" by entering the date into "Date Accepted by the State Council" field.
    b. Send the completed "Order Sons of Italy in America Membership Application" to the National Office for processing by adding the new member to the ABR, Email lists.
    c. Return the completed "Order Sons of Italy in America Membership Application" to the individual who requested acceptance of the new member.
9. When the Subordinate Lodge lists the individual under the "New Member" section on the Per Capita invoice, the Subordinate Lodge will pay the Initiation Fee.

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Membership Application Form

ORDER SONS OF ITALY IN AMERICA MEMBERSHIP APPLICATION

CHECK ONE BOX: ☐ New Member ☐ Change Info ☐ Deceased ☐ Inactive
☐ Reinstatement ☐ Transfer from Lodge # _____ to # _____

MEMBER TYPE: ☐ Adult Regular ☐ Youth Member ☐ Social Member ☐ At-Large
☐ Associate ☐ Meritorious ☐ Honorary

Member Number: ☐ Local Lodge Number: ☐ Local Lodge Name: ☐

First Name of Applicant: ☐ M. I.: ☐ Last Name: ☐

Postal Mailing Address: ☐

City: ☐ State: ☐ Zip Code: ☐ Home Phone: ☐

Date of Birth: ☐ / / Marital Status: ☐ Married ☐ Single ☐ Widowed Sex: Male ☐ Female ☐

Occupation: ☐

Email Address: ☐ Italian Family Name: ☐

I certify the information above is true and correct to the best of my knowledge and belief.

Date: ☐ / / Applicants Signature: _____

I certify that the applicant is fully eligible for the above membership and recommend membership approval.

Date: ☐ / / Sponsor's Signature: _____

Date Accepted by Local Lodge: ☐ / / Date Approved by the State Council: ☐ / /

White - Grand Lodge Copy ● Yellow - Local Lodge Copy

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APPENDIX F

Achieving Membership Goals

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Acknowledgement

It is with deep appreciation we acknowledge efforts of Laura Frappollo, Membership Chairperson and the Grand Lodge of Virginia for their contribution to this presentation.

Dan Longo
National 2nd Vice President

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Basic Goals for Membership

- As we all know, the lifeblood of any organization is its membership. The number of members who renew each year, the number of members who take an active part in meetings and activities, and the number of members who pay their dues each year but only attend special events.

- There is another type of member every organization absolutely must have if it is to survive – they are new members.

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Keep Members Coming Back!

- We have found that keeping meetings brief and programs fun is the most effective way to keep your members coming back. Most business is conducted during the Council meetings. During Lodge meetings present the Council's recommendations and decisions, then move on to an entertaining program. Try to have food or food-related programs because, believe it or not, we love to eat! Making sure we have some socializing time is important. Your lodge is like an extended family to many of members and we do our best to warmly welcome all new members into our family.

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Suggestions for Membership Retention

- The most important thing you can do to draw in new member is to make your Lodge fun, productive, accessible and exciting.

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Lodge Meetings Can Be Fun!

- Take a serious look at your meeting place (if you do not have a Lodge building), dates and times. Are they convenient for young families?
- Are your business meetings long and boring? Although OSIA does recommend the prescribed form of meeting and this should be adhered to; try conducting all business on the Council level. Let your General Meetings be a place to have fun after a *brief* business meeting.
- Do your meetings only have speakers? Many younger people are not excited about sitting for ½ hour or so listening to a lecture. Consider some of the following programs to make your Lodge more fun:
  - Cooking contests
  - Wine tasting
  - Move Nights
  - Game Nights
  - Cooking demonstrations
  - Parties based on time of year (Valentine's Day, Christmas, etc.)
  - Make Pizza or Gelato

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Lodge Meetings Can Be Fun!

- Hold special events.
  - Trips to vineyards
  - Go to local shows
  - Go out to dinner at local restaurants
  - Take a trip to an Italian Festival
  - Participate in a local community event selling Italian goods (food, etc.) to help make your name known community-wide.
  - Columbus Day Dinner and/or Dance
  - Carnevale
- How to get members involved:
  - Ask them personally! Rather than wait for someone to volunteer, ask them personally to do a job. Most people will say yes, they've just been waiting to be asked.
  - Divide your membership up into teams . When you need jobs done, divide the jobs between the teams (Incentives). This is also a good way to have lodge contests (cooking, etc.).

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Try These Suggestions

- Send application with newsletter.
- Have brochure about lodge ready to hand to newly found prospect.
- Give free Italian language lessons.
- Show Italian films.
- Sell gift certificates for membership (a great Christmas gift idea!)
- At events have a sponsor/mentor at each table of new members.
- Have Pizza making demo program.
- Contact prospect/recruit after first meeting.
- Have very little business at General Membership meetings; handle most business at Council meetings.
- Have wine tasting program
- Mail letters to those of Italian surnames; get names from church directory.
- Publish notice of activities each month; takes three notices for some to act.
- Join the Chamber of Commerce

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Try These Suggestions

- Make a library display, e.g. of donated books.
- Hold dances.
- Food, food, food!
- Have a lunch bunch of buddies, and have them invite a friend.
- Have meatball making contest.
- Have cooking contests with teams; invite non-members to judge.
- Have three teams of cooks: appetizers, main course, dessert for pot luck dinners.
- Feed students.
- Have fashion show program.
- Make meeting reminder calls.

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Try These Suggestions

- Make birthday calls.
- Give free meal on birthday.
- Call members who don't have email.
- Have special children events.
- Have weekend meetings, so children can come on non-school night. Take friends to meetings; provide incentives to do so, if needed.
- Hold flea markets.
- Target recent retirees.
- Raffle theater tickets to public; have to be present to win.
- Rent a race track box.

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Promote our National Presence

- OSIA is a National Organization
  - Supreme Lodge
  - Grand Lodge
  - Local Lodge
- All members are part of OSIA Foundation for all charitable endeavors
- All members are part of Commission for Social Justice fighting stereotyping and discrimination

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Promote our National Presence

- Italian America Magazine
- Commemorative Italian American Heroes of Baseball
- Unitours OSIA Travel
- OSIA Cookbook
- "Italian Heritage" Continuity DVD Program
- Licensing Agreement with Votto Wines Launching 6 varieties under the exclusive label Leone D'Oro, presented by Figli d'Italia, Inc.

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Increasing Your Membership

- Select several zip codes in your area and identify people with Italian surnames. *(Ask several members to search the telephone directory of your area noting Italian names is one way to do this.)*
- Mail out a letter of introduction, which should include the following:
  - The name of your lodge
  - The name and telephone number of your president and membership chair
  - The web address of your lodge (if you have one); the web address of the Grand Lodge; and the web address of National OSIA (WWW.OSIA.ORG)
  - Some of the activities and charities of interest to your lodge
  - An invitation to your next meeting or special event.
  - An invitation to attend even if they are not interested in joining. It is important not to pressure anyone into attending. If they feel pressured, they will not attend and they will be left with a bad impression about us.

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Increasing Your Membership

- At an open house or special event, have name badges for all members and a different color name badge for those who are gusts. Members can then easily identify each guest, introduce themselves and help to make the guest feel at home. After all, that is what being Italian is all about.
- Each guest should be given a packet which should contain information about the Sons of Italy, about your lodge (including names and phone numbers or email addresses of officers,) your latest newsletter, and an application form.
- Each guest should receive a newsletter for a minimum of three months. Longer, if they attend meetings and events.

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Increasing Your Membership

- The president and membership chair should keep in touch with those guests who have not become members and find out why not. It is important to identify why they do not want to join. It might be the types of activities, or the lack of activities. Once the reason is identified, they and others might join.
- Membership drives must continue all year long or the membership will dwindle. It is harder to build back up than it is to expand.

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Conclusion

- To keep OSIA membership growing will take hard work on the part of all members and supporters.
- These tips will help you on our journey to the future of OSIA.

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