



Club Administration

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CLUB SCHEDULE FOR YEAR

August/ September	Hold Executive Committee Meeting to determine operating and sponsorship budgets, plans and procedures for the year ahead and establish committee Chairpersons. Distribute forms to appropriate officers and committee Chairman. Remind members that ANNUAL DUES ARE DUE AND PAYABLE AS OF AUGUST 1st.
	International and Regional dues are DELINQUENT SEPTEMBER 1st. Distribute Club Yearbook/Mini-manual at August meeting to all members. Hold a training session for officers and new members to explain thoroughly the duties of each office and each committee. Select Sponsorships for the year, as well as Ways and Means projects. Send International dues to LaSertoma Headquarters and Regional dues to International Director as soon as collected but not later than September 30. Hold social for prospective new members.
October/ November	October is designated as LaSertoma month. Promote your club and its activities.
	Remind Youth Service Award Chairman to begin work for selection of a recipient.
	Attend Fall Conference.
	Send an article for "In LaSertoma Circles."
December	Do something special for the needy in your community.
January	The Youth Service Committee selects recipient/s. Refer to the Sponsorship Section of manual for details and forms to be submitted.
	Nominating Committee should be appointed by the President or elected (according to Club Bylaws).
	Inform your International Director of any concerns/discussions for Mid-term Board Meeting.
February	Hold special meeting or social for presentation of Youth Service. Nominating Committee reports slate of officers for coming year. (Follow Club Bylaws.) Review Sponsorships voted for year. Be sure to include all International sponsorships.
March	Start compiling report to be given by President at Regional Convention. Hold election of officers for the coming year. (Follow Club Bylaws as to time for election). Urge members to attend Regional Convention in April or May. Secretary and Treasurer check to be sure all sponsorship monies raised and given, as well as service hours for the year through March, have been reported to the International Director.
April/May	Submit Youth Service Award application (LSI Form C13) as designated by the International Director.
	Submit LaSertoma of the Year application (LSI Form C15) as designated by the International Director.
	Encourage members to attend Regional Convention. Secretary sends Club Officers (LSI Form C2) as directed on form.
	Remind members of dates of International Convention and encourage all members to attend. Discuss issues to come before the International Convention for a vote. Please reference the "Sponsorship" section and "Awards" section for details and complete the proper form/application to be eligible for presentations at International Convention.
June	Encourage members to attend the International Convention and Fred J. and Julia C. Kuehne Training Session. Determine your credentials for International Convention (delegate/alternate names) with proper officer signage.

	If no meeting in July, collect dues for the next fiscal year.
July/ August	Install new officers of the club (or according to club Bylaws.)
	Audit Treasurer's books.
	All officers and committee chairpersons should turn in records and files to be passed on to their successors. (If club meets during summer, records and files should be held until after the last meeting in July.)
	Attend Fred J. and Julia C. Kuehne Training.
	Bring a door prize/s to International Convention.
	Attend International Convention and gather information that will be beneficial to your club.
	As outgoing President become Chairman of the Board of your club for the coming fiscal year.

QUALIFICATIONS FOR CLUB OFFICERS

The basic officers of a LaSertoma Club must include a President, Secretary and Treasurer (may be combined). A club may add to these officers: two or more Vice Presidents, a Chairman of the Board and a Board of Directors. If these are added, they become part of your Executive Board.

Qualifications for officers are enthusiasm and dedication to the work of LaSertoma. Officers should have enthusiasm for the club and an ability to "sell" this enthusiasm to members and prospective members. Above all, each officer must be willing to devote the time necessary to perform the duties of the office being held.

CLUB PRESIDENT

The President should understand the purpose of LaSertoma and an interest in the continued success of those purposes. The President should keep completely familiar with the LaSertoma manual, the International Bylaws and Policy Statements, the Standing Rules of the Region and the Club Bylaws and Standing Rules.

DUTIES OF THE PRESIDENT

Preside at all club meetings and functions. If for some reason, the President cannot preside, the First Vice President, or in the absence of both the President and the First Vice President, the second Vice President, will conduct the meeting.

Prepare an agenda for each meeting in advance and follow the agenda in conducting the meeting.

As soon after elections as possible, the President should call a meeting for the officers and committee chairperson (International Directors may be included if desired) for training of positions. Goals of the club for the upcoming year should be set at this meeting. It is important that each officer understand the organizational structure of LaSertoma from the club, Region and International levels.

Conduct club officer/leadership training prior to October 1.

Club dues should be established or reviewed prior to the beginning of the fiscal year, remember to consider the dues that must be remitted to International and to the Region (if applicable) no later than August 1.

Each club Board of Directors should prepare an annual budget.

The President should set a date and time for regular meetings of the club at the beginning of the year.

It is the responsibility of the President to be certain the Secretary completes the Club Progress Report (LSI Form C1) on time and copies are submitted to the International Director and Club President with a copy of the minutes of the meeting. A copy of this progress report should also be retained by the Secretary for the club files.

The President appoints club members to serve as chairpersons of various committees, as set forth under "Committee Members and Duties" in this manual. While these committee chairpersons will greatly relieve the President of some of the duties, the President should always bear in mind that the President is responsible for supervision and guidance of these committees and must stay in close touch with these Chairpersons and be ready to offer assistance or advice whenever it is needed.

The President must be familiar with all awards available to the club and/or club members. The International Awards are fully covered in the "Awards" section of this manual. Regional awards are communicated by your International Director and can be referenced in your Region's Standing Rules.

The President should communicate with other local LaSertoma Clubs.

Ensure the Club Secretary has submitted the Club Officer Report (LSI Form C2) no later than June 1st. This is extremely important as this is the only way your club will be included in the LaSertoma Directory and/or placed on the communication list to receive information from LaSertoma International.

Should there be a change of officers during your club year, be sure the International Secretary-Treasurer and LaSertoma Headquarters is notified of the change using LSI Form C2. Your International Director will be notified of such change in the space provided for such information on your Club Progress Report.

The President will receive communication from the International Director and LaSertoma International. It is the responsibility of the President to read these communications carefully and pass on to the club all pertinent information that affects the club or would be of interest to the members.

The club's sponsorships should be voted on at the first meeting of the club year. The Ways and Means Committee should offer suggestions of projects for consideration by the members as early in the year as possible in order to allow sufficient time to plan and carry through the fundraising projects.

The President should attend both the Regional and International Conventions. At the Regional Convention the President will present a report of the club's activities and achievements from the beginning of the current year to date. Each President should prepare sufficient copies of the report as requested by the International Director.

AGENDA FOR CLUB MEETINGS

CALL TO ORDER (by President)

INVOCATION (optional)

PLEDGE (optional)

MINUTES OF PREVIOUS MEETING (read by Secretary and approved as read or as corrected)

ROLL CALL

CORRESPONDENCE

TREASURER'S REPORT

- Itemized report of income and expenditures for the previous month.
- Balance on both operating account and sponsorship account
- Approval on any outstanding bills
- Report on any delinquent dues, if any

COMMITTEE REPORTS (given by each Chairman)

UNFINISHED BUSINESS and BOARD RECOMMENDATIONS

NEW BUSINESS

PROGRAM (Optional to hold program prior to meeting, as some speakers prefer to leave before business meeting)

ADJOURNMENT

BENEDICTION (optional)

If visitors are present, they should be welcomed and introduced by the President, immediately after the meeting is called to order. Also, Invocation and Pledge of Allegiance may be given prior to the reading of the minutes. Most large clubs follow this more formal procedure; smaller clubs sometimes keep their meetings more informal and dispense with the invocation and pledge.

PROCEDURE FOR CONDUCTING CLUB MEETING

President stands, taps gavel once, waits for quiet.

"The meeting of the _____ LaSertoma Club will come to order. Will you please rise for the invocation to be given by _____ and remain standing for the Pledge of Allegiance?"

President welcomes members and guests, introduces special guests and requests members to introduce any guests with them.

Luncheon or Dinner (where applicable — some Clubs prefer to complete their business session prior to the meal).

PRESIDENT: "The Secretary will call the roll."

PRESIDENT: "The Secretary will read the minutes of the previous meeting."

"Are there any corrections to the minutes? If there are no corrections, they will stand approved as read." (If there are corrections to the minutes, the President states: "The minutes stand approved as corrected.")

PRESIDENT: "Does the Corresponding Secretary have any correspondence to be read?"

PRESIDENT: "The Treasurer will give the Treasurer's Report." "Are there any questions on the Treasurer's Report? If there are no questions on the Treasurer's Report, it will be filed for audit."

PRESIDENT: "The next order of business is the Committee Reports.

Bylaws and Yearbook

Publicity

Scrapbook and Historian

Membership

Sponsorship

Telephone

Program

Social

Ways and Means

PRESIDENT: "The next order of business is unfinished business." "The Secretary will read the board recommendations." (The Secretary says after each recommendation, "Madam President, I move the adoption of this recommendation.") PRESIDENT: "It has been moved that we adopt _____. Is there a second? Is there any discussion?" (Repeat motion after it is passed) Each recommendation of the Board is taken individually. PRESIDENT: "The next order of business is new business." PROGRAM: The President introduces the Program Chairman who presents the program or introduces the speaker. PRESIDENT: "Is there any further business?" "If there is no further business, the Chair declares the meeting adjourned."

CHAIRMAN OF THE BOARD

The Chairman of the Board shall be the immediate past president of the club, or in the case of a newly chartered club, a past president of the sponsoring club.

The Chairman of the Board, when feasible, will see that regular board meetings are held and will conduct and chair all board meetings (regular and special) in a business-like manner. The Chairman will be an advisor to the President and see that the members of the Board of Directors support the President in all club activities. The Chairman of the Board shall vote only to make or break a tie.

AGENDA FOR CLUB BOARD MEETINGS If the group is small, it is not necessary for the Chairman to stand while presiding. All meetings should be conducted on a business-like basis. CALL TO ORDER (by the Chairman of the Board) (Invocation and pledge are optional) MINUTES OF PREVIOUS MEETING (read by the Secretary and approved as read or as corrected)

ROLL CALL (by the Secretary)

TREASURER'S REPORT

COMMITTEE REPORTS (given by each Chairman)

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT (Benediction is optional)

CLUB SECRETARY

The Club Secretary is the "right hand" of the Club President. The Secretary is the keeper of the records for the club and should be seated next to the President. The minutes of the club's meetings are the legal record of the club's proceedings. They should be **RETAINED AND NOT DESTROYED**.

The Secretary is responsible for sending the Club Progress Report (LSI Form C1) to the International Director, Club President and retain a copy for the club files with the minutes of each meeting. This report is due within ten (10) days after each monthly meeting.

A copy of the minutes of the meeting should be provided to the Club President well in advance of the next meeting. The President needs this information for reference to prepare the agenda for the next meeting.

The Secretary is also responsible for submitting the Club Officer Report (LSI Form C2) by June 1st of each year.

In the event of any change of officers in the club during the year, the Secretary should immediately complete and submit LSI Form C2.

The Secretary will keep all records up to date, recording complete information on membership, sponsorships, money raised for sponsorships, money given to sponsorships, service hours and Ways and Means projects.

The Secretary will read/distribute the minutes from the previous meeting at both Board and Regular meetings. These minutes are approved or amended at a meeting.

Some clubs have a Recording Secretary and a Corresponding Secretary. In small clubs the Secretary performs both duties. The Corresponding Secretary reads all communications received by the club, and on the instructions from the President, answers such communications.

SUGGESTIONS ON WRITING THE MINUTES OF A MEETING

The essentials of the record are as follows:

The kind of meeting — i.e., "Regular Meeting", "Called Meeting", "Board Meeting".

The name of the organization. (Years from now the records will be history, and names can change over the years).

Date of meeting and place of meeting and the time the meeting was opened.

Presiding Officer(s)

Record whether minutes of previous meeting were read/distributed and approved either "as read/distributed" or "as corrected/amended".

Number of members and guests in attendance.

All business and recommendations are recorded in the minutes. Unfinished business first; recommendations of the Board next; and New Business last.

Program — All that is recorded is that the program or speaker was presented by _____ and the title of the program. No other remarks are recorded in the minutes.

Time of adjournment.

Record business briefly and concisely.

State motions in full. Include name of the person making the motion — name of person seconding the motion is not necessary — indicate action taken on the motion ("Failed" or "Carried").

Include all motions, both carried and failed. Motion withdrawn is not recorded.

Include the number of "Ayes" and "No's" if a ballot vote or counted vote is taken, i.e., "motion failed — 5 votes Aye, 6 votes No."

Board Minutes - record the name, time, place of meeting and presiding officer. List Board Members present. Record the business of the meeting in the same manner as for a Regular Meeting.

DO NOT include "after discussion" in the minutes. This is understood without recording the discussion.

DO NOT sign minutes with "Respectfully Submitted." Minutes are read for approval. The word "Approved" is written in the left-hand corner with the date of the approval.

DO NOT record refreshments. They were enjoyed, but they are not a part of the club's business.

CLUB TREASURER

The Treasurer is the financial advisor of the Club as well as the custodian of the club's funds. Every club, large or small, must maintain good financial records. The Treasurer should assist in preparing a budget to be approved by the Board of Directors. Budgets should be based on anticipated annual income.

The Treasurer will receive all monies for the club — such as dues, special contributions, monies from Ways & Means projects, etc. All funds should be deposited in the bank as soon as received by the Treasurer.

The Treasurer pays all duly authorized expenditures of the club (as designated by the Club's Bylaws). Checks may be co-signed by the Club President, if the Bylaws require it; however the Treasurer's signature alone is sufficient. Signatures required should be recorded with the bank of deposit immediately following the election of officers for the coming year.

Clubs should maintain two accounts — an operating fund and a sponsorship fund. Club dues, special fees, etc. are deposited into the operating fund account and all usual club expenses are financed from this account. Income from Ways and Means projects and any funds received for donation to the club's voted sponsorships are deposited in the sponsorship account and used only for projects approved by the Sponsorship Committee and the Board of Directors. As a rule of thumb, up to 20% of the profit may be retained by the club as general operating expense.

An itemized account of all receipts and disbursements must be kept by the Treasurer, and a report must be made at each meeting. If large amounts of money are handled, the Treasurer (and President, if the check is co-signed) should be bonded, and such bonding should be financed by the local Club.

****SAMPLE**** ONLY

BAKE SALE		BINGO	
Gross	\$650.00	Gross	\$650.00
Expenses	150.00	Expenses	98.00
Subtotal	\$500.00	Subtotal	\$552.00
20% General Fund	\$100.00	20% General Fund	\$110.00
80% Sponsorship	\$400.00	80% Sponsorship	\$442.00

The Treasurer notifies members of delinquent dues and keeps a complete roster of the Club's membership and a record of dues paid by each member. Membership cards (which may be obtained from LaSertoma Headquarters without cost) should be filled out and given to each member upon payment of dues.

Make a note of the date that International and Regional dues are due. Keep in mind that full dues are required for any member joining your club between August 1st and January 31st and prorated dues (International and Regional) for members joining between February 1st and July 31st. The International Secretary-Treasurer will provide a club roster to Club President and Treasurer no later than International Convention. If the Club President has not received the listing by the end of July, contact your International Director. The club roster must be reviewed and returned to the International Secretary-Treasurer and LaSertoma Headquarters. All dues are sent to LaSertoma Headquarters. Club Treasurer should review all member information detail including email addresses and make changes directly on the C3 form. This information is needed for International's records (number of members, number of dual members, amount enclosed, etc.) You will not receive a notice from LaSertoma Headquarters for Regional dues, but these dues should be provided to the International Director at the same time International dues are paid. Remit immediately upon receipt, any dues of new members throughout the year, using Remit Form C4.

NOTE TO CLUB TREASURER AND CLUB PRESIDENT

The Club Treasurer has a responsibility to the members of the club to be certain the International and Regional dues are paid on time in order to ensure the club its Delegate vote(s) at Regional and/or International Convention. If the International Secretary-Treasurer has not received a check from the Club Treasurer paying the International dues by September 1st, the Club is "Delinquent" and subject to a 10% penalty.

It does not matter that the members of the club may have paid their local dues; if the Club Treasurer neglects to send a check for the International and Regional dues, the club is not entitled to delegate vote(s). This can be very embarrassing for a member who attends a convention having paid dues to the local Club, only to find the club is not entitled to delegates because dues were not paid on time. The member is deprived of a delegate ribbon and the right to vote on issues to come before the convention body.

SUGGESTED CLUB COMMITTEES

COMMITTEE MEMBERS

The Chairperson of a Standing Committee is appointed or elected, according to the Club's Bylaws. The Chairperson of a Special Committee is appointed by the Club President along with the other members of the committee.

Members serving on Standing Committees are usually selected by the Chairperson of the Committee. (Since a Standing Committee works together for an entire club year, it is usually more satisfactory to allow the Chairperson to pick the committee members, choosing people that are good workers and will work well together.) Club Bylaws may state how committee members are selected. Members of a Special Committee are usually appointed by the Club President at the time the Chairman is appointed.

A committee needs a secretary to keep a record of the business of the committee. The secretary will be selected from among the committee members.

The Club President is ex-officio member of all committees except the Nominating Committee. The President is not counted in the quorum, and does not preside at the meeting, but has the same rights as members of a committee.

Each Committee Chairperson should present a report of the activities of the committee at the last club meeting of the year. The Chairperson should keep a file of the activities of the Committee to be passed on to the next year's Chairperson of that particular committee.

CLUB COMMITTEE DUTIES

NEWSLETTER COMMITTEE

The Newsletter Committee publishes periodically a newsletter of club activities, which is sent to each club member and the International Director.

COURTESY/SUNSHINE COMMITTEE

The Courtesy Committee assists in extending the acquaintance of members and guests. It is the duty of this committee to see that members who become ill are visited or contacted and that those in sorrow are extended the proper courtesy.

MEMBERSHIP COMMITTEE

The Membership Committee should contact all prospective members and extend to them a cordial invitation to join LaSertoma. At least once a year plan a special meeting or a social to invite prospective members.

The Second Vice President of LaSertoma International is in charge of promoting growth. So contact the Second Vice President for assistance or suggestions. Some clubs provide in their Bylaws that the Second Vice President shall serve as Chairperson of the Membership Committee.

PROGRAM COMMITTEE

The Program Committee arranges programs of an interesting variety, both entertaining and educational. The responsibility of this committee is extremely important because good and consistent attendance can be developed only when programs are interesting.

Suggestions for programs — contact such sources as the local Fire Department, staff of a Battered Persons' Center, local politicians, the Public Library's Public Relations Center, local museums, etc. Most public agencies in your city have a Public Relations Department and are glad to provide speakers.

Some clubs provide in their Bylaws that the First Vice President shall serve as Chairman of the Program Committee.

PUBLICITY COMMITTEE

The Publicity Committee enlightens the public through the press and other news media concerning the activities of the club. It also arranges to have photographers present for pictures for special events. It should submit articles for "In LaSertoma Circles." See Manual Section on Public Relations for more information.

SCRAPBOOK COMMITTEE

This Committee keeps a historical record of club activities in a scrapbook. This scrapbook is not entered for competition at the International level, but there may be Regional competition for scrapbooks (see your Regional Awards structure or Regional Standing Rules.)

SOCIAL COMMITTEE

The Social Committee has the responsibility for arranging activities that promote fellowship among the members through social activities not related to Ways and Means projects, i.e., picnics, pot-luck suppers, Christmas parties, etc.

SPONSOR-A-CLUB (SAC) COMMITTEE

The responsibility of the Committee is to determine what possibilities there are in the area for establishing a new LaSertoma Club or a LaSertoma Youth Volunteer Club, and discussing the findings with the Club President.

The next step would be to proceed with the implementation of the organization of the club as outlined in the SAC Kit. Throughout the process, the Committee would serve as the liaison between the sponsoring club and the new club.

SPONSORSHIP COMMITTEE

The Sponsorship Committee is the keystone in a LaSertoma Club's effort to be of service to the community. This committee has charge of all sponsorship projects of the club and supervises activities of the club in connection with the selected sponsorships.

The Sponsorship Committee must have an enthusiastic Chairperson who will lead the Committee into an active consideration, adoption and activation of service projects. Sponsorship activity must have a stimulating impact on the club's membership.

Selected sponsorships may include community development or service to individuals or groups. The project(s) must not be an overpowering burden, either financially or in man-hours required, to the club members.

TELEPHONE COMMITTEE

The Telephone Committee advises members by telephone of any activity of the club, as directed by the Club President.

WAYS AND MEANS COMMITTEE

The Ways and Means Committee has charge of all money-making activities approved by the LaSertoma Club membership.

When raising money from the public for sponsorships, a club may use up to 20% of the net profit for club operating expenses.

Money raised from individual members, such as a bazaar within the club, or money raised from a money-making project that is not advertised or represented to the public as a money-raising project for Sponsorships, may be used for the club's operating expenses.

YEARBOOK/MINI-MANUAL COMMITTEE

The Yearbook Committee prepares and edits the Club's Yearbook. In order to be of much value, such Yearbooks should be ready for distribution by the September meeting. Copies of Club Yearbooks should be sent to the International Director of your region and to the International President. It is also a nice gesture to send to other clubs in your region.

YOUTH SERVICE COMMITTEE

This Committee has the responsibility of recommending to the club members a person(s), to receive the club's award. This Committee should start seeking nominations for this award in the fall of the year. The Committee may also have responsibility for the full program when the award is presented to the recipient.

This Committee should report to the club membership in December, and a certificate prepared. (The award may be presented at any time during the year if a club prefers a date other than February.)