

LaSertoma International Manual

Headquarters Office

The LaSertoma International Headquarters Office exists to serve the needs of the membership. Since LaSertoma International is a Kansas corporation, and the current Headquarters Office is located in Ohio, the corporation is legally registered to do business in both states. The Secretary of State requirement for a physical presence in Kansas is satisfied by a registered agent located in Topeka KS. Space used to store archives and merchandise is currently donated by a member at no charge but location and cost is subject to change based on organizational need. The office is staffed by a member volunteer until such time as workload and the number of members warrants reinstatement of the paid position for Headquarters Secretary.

Headquarters Secretary

The primary duties of the volunteer Headquarters Secretary are to provide a central location for maintenance and distribution of logo items made available to members, and to redirect any other requests received by phone, email, or postal mail to the appropriate officer for resolution. Duties are subject to change based on the most efficient method for meeting the needs of the membership. For the benefit of clubs and members, a general description is outlined below.

Maintain the LaSertoma International Headquarters office as directed by the President.

Deposit any monies on behalf of LaSertoma International and notify the International Secretary/Treasurer of the deposit. Work closely with the Scholarship and Memorial Fund Chairman to inscribe names of donors and recipients in the LaSertoma Golden Book of Memories.

Keep a record of all supplies on hand in the Headquarters Office and notify the International President and Secretary/Treasurer when supplies need to be replenished.

Maintain an accurate receipt, inventory and sales system for all merchandise authorized for sale as official LaSertoma International logo items. Make on hand merchandise available for member purchase at each scheduled meeting of the Board of Directors and at International Convention. Accept orders for selected additional items that are not standard on hand items. (Full cost of order including shipping will be collected at time of order.)

Update the manual and bylaws/policies as approved by the Board of Directors and/or membership.

Prepare a report of activity to be given at the Midterm Board of Directors Meeting and International Convention.

Upon notification of a new Club or Youth Volunteer Club being chartered:

- Send proposed bylaws to International President who forwards to Parliamentarian (and Youth Volunteer Club chairman if Youth Volunteer Club) for review. International President will return bylaws as corrected or approved bylaws to the club.
- Prepare a Charter Certificate.

- Notify all International Officers of the new club giving the name of the club; President's name and address; date of charter; and sponsoring club, if any. If the new club is a youth club, also notify youth club chairman.
- After charter is approved, mail to the new club President: two copies of the LaSertoma manual; original club charter; sufficient charter member certificates, member pins (if ordered and paid), and one copy of the last issue of In LaSertoma Circles for each member.

Assist with In LaSertoma Circles as instructed by the editor.

Telephone Use: Do not accept collect telephone calls. Long distance telephone calls are to be made sparingly and only as necessary. Voice mail will pick up messages whenever the Headquarters Secretary is out of the office or away from desk. Outgoing message will notify callers to leave message including email address for response (if available) or request that caller call again between regular hours stated.

Upon notification of the death of a LaSertoma International Officer, spouse or Past International President, send a notice to the International President.