



LaSertoma International Manual – General Information

The LaSertoma International emblem is a registered trademark of the organization and cannot be used for or by any other organization.

Mission Statement

To enhance the lives of all persons and to promote youth and education through public awareness as we strive to be “Leaders in Service to Mankind”

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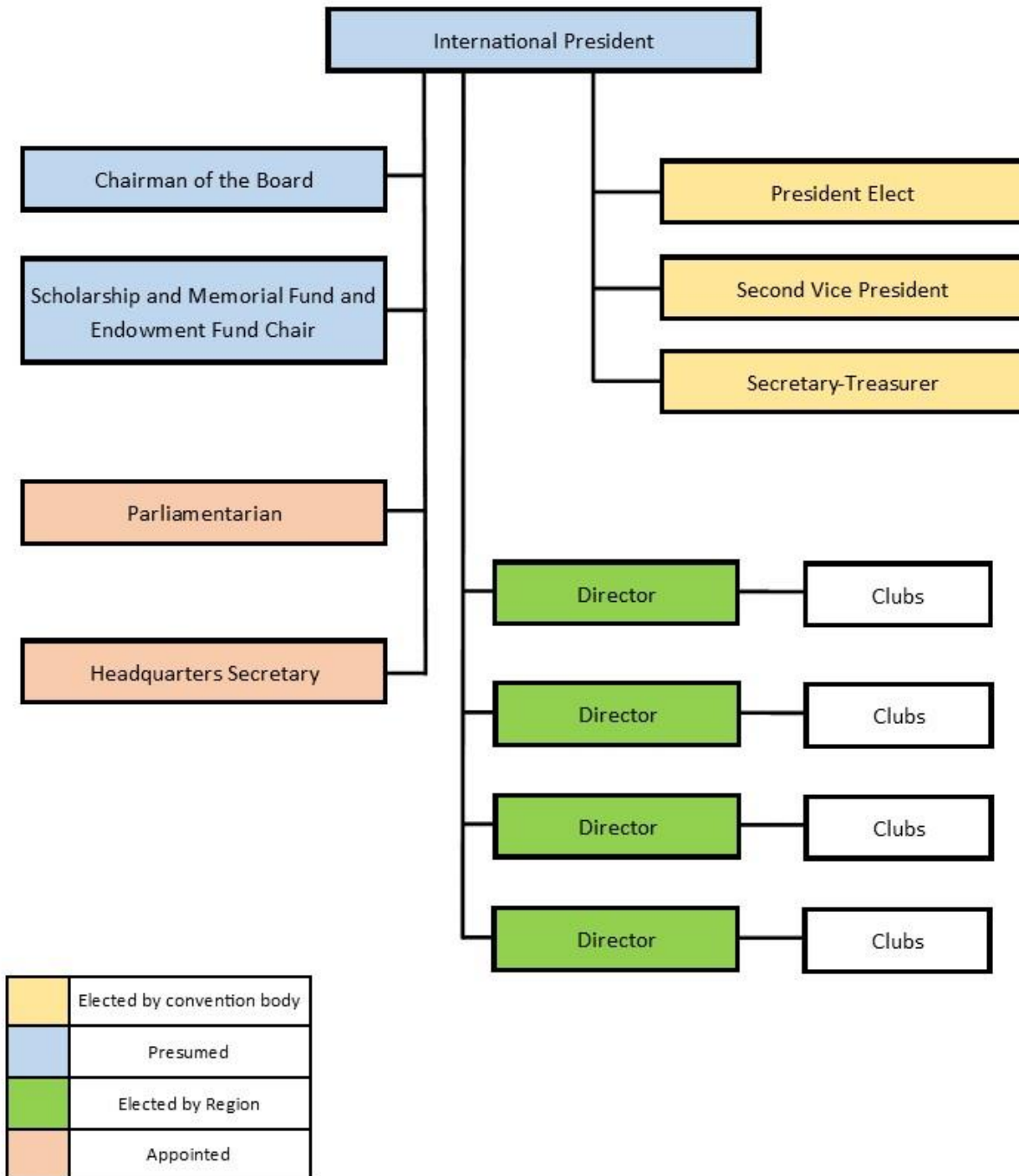
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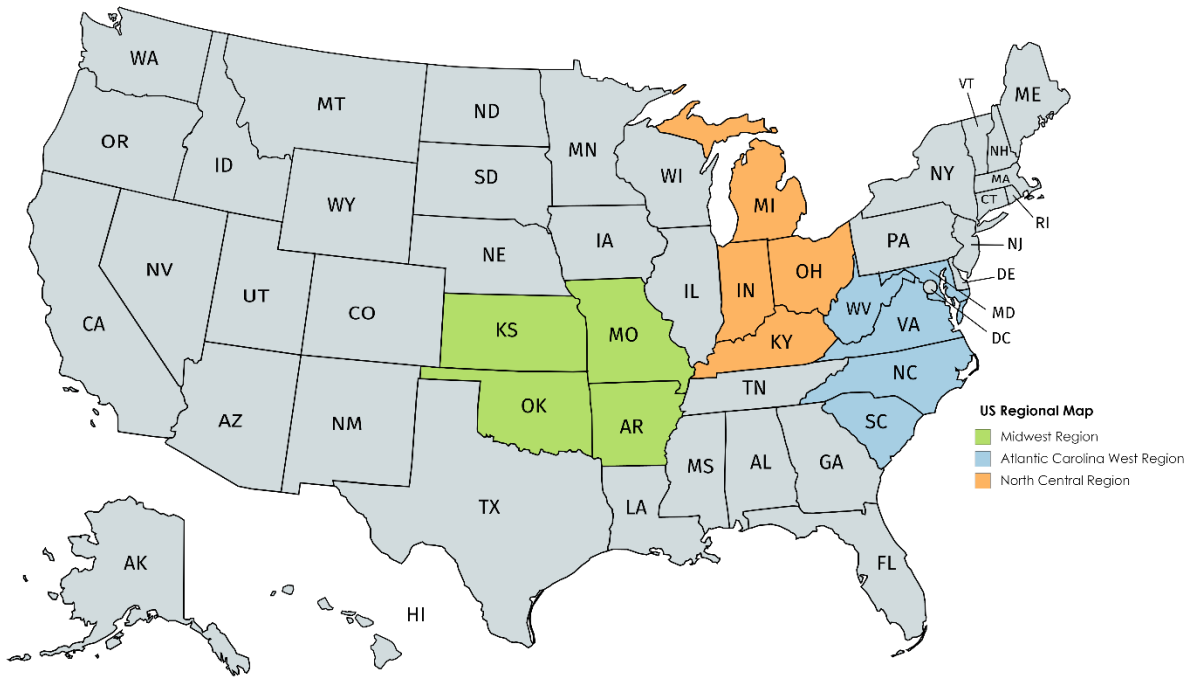
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HOW LASERTOMA IS ORGANIZED

Clubs within specific geographic areas are organized into Regions and governed by an International Director, who represents the Region on an International Board of Directors. These Directors and the International Officers, elected at an annual convention, make up the International Board that meets three times a year.



LASERTOMA INTERNATIONAL GEOGRAPHIC AREAS



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HISTORY OF LASERTOMA INTERNATIONAL

(Incorporated June 18, 1934)

In 1912, a group of able, outstanding men had the inspiration and vision to organize a service club in Kansas City, Missouri, known as the Co-Operative Club. In 1923, at Manhattan, Kansas, the wives of the members of the Co-Operative Club organized the Co-Op Lassies. During the following year, in 1924, the ladies in Tulsa, Oklahoma organized and decided on the name "Co-Operettes". More clubs were organized and in June of 1929 at the Co-Operative International Convention in Milwaukee, Wisconsin, the ladies, selecting the name "Co-Operettes", formed an International organization. The new International organization was sponsored by the Tulsa, Oklahoma, Co-Operative Club.

From this beginning, the organization has made a steady growth and has proved to be of inestimable value to each community it has served. The devotion of the members to work on various sponsorships has brought joy to many of the less fortunate and great satisfaction to the participants.

In 1950, the Co-Operative International changed its name to SERTOMA INTERNATIONAL, coined from their motto, "SERVICE TO MANKIND". In 1951, the Co-Operettes International adopted the name "LASERTOMA INTERNATIONAL", with the purpose of promoting friendship, fellowship and extension among its members; and to aid, assist, support and sponsor education and philanthropic enterprises and endeavors. In 1993, LaSertoma International amended its bylaws to delete a reference to women and open its membership to persons who are interested in Service to Mankind. LaSertoma International includes clubs in Canada and the United States. In 2004, LaSertoma adopted a new meaning for the name LaSertoma – Leaders in Service to Mankind.

LaSertoma International maintains its own charter, bylaws, and headquarters office, is incorporated and supports its own International programs. These are:

- Marguerite C. Leander Memorial Nursing Scholarship
- Rose Runzler Memorial Scholarship Program
- Scholarship and Memorial Program
- Youth Campership Program
- Youth Service Award Program
- LaSertoma Youth Volunteer Program
- Nancy Pratt Literacy Program
- Children's Hospital – Love from LaSertoma
- Endowment Program
- The Sertoma Foundation of Canada

The international organization is the bond that ties all LaSertoma Clubs together with UNITY and PURPOSE and this bond can be attained and maintained only through central organization. The leadership is vital to the comradeship and inspiration that exists within the LaSertoma Clubs and helps to maintain high objectives, hold the members together and reach the goals set up by each club in its endeavors to be of SERVICE TO MANKIND.

FACTS ABOUT LASERTOMA INTERNATIONAL

LaSertoma International includes all clubs in the United States and Canada. These clubs are divided into Regions. LaSertoma International is governed by a Board of Directors which includes the current International Officers, current International Directors, the International Past Presidents and a Parliamentarian. Duties of the members of the International Board of Directors are set forth in the LaSertoma International Bylaws.

Officers are elected annually as outlined in the International Bylaws (with the exception of the Chairman of the Board and the President) and take office at the beginning of the following fiscal year. At the same time, the outgoing President automatically advances to Chairman of the Board of Directors and the President Elect automatically advances to the Office of the President. All officers are installed at the International Convention.

International Directors are elected (one from each Region) and installed at their respective Regional Convention prior to taking their place on the International Board of Directors.

A Parliamentarian appointed by the International President is seated at the First Board meeting.

The voting membership of the Board of Directors includes the International Officers, all Regional Directors, and the two most immediate Past International Presidents. The most current Past President serves as Chairman of the Board; the most current past Chairman of the Board serves as Chairman of the Scholarship and Memorial Fund Committee and as Chairman of the LaSertoma Endowment Fund and Chairman of Past International Presidents. All other Past International Presidents serve as advisory members to the Board of Directors. The International Board of Directors holds three meetings each year: The first meeting is held at the close of the annual International Convention. The second is the Midterm Board Meeting held in February at a location selected by the Chairman of the Board. The third meeting is scheduled immediately preceding the annual International Convention held near the end of the fiscal year.

LASERTOMA PIN AND COLORS

The colors of LaSertoma International are GOLD and BLACK.

The emblem of LaSertoma International is a pin with:

Wreath meaning "HONOR AND GLORY"

Shield meaning "PROTECTION"

Fagots meaning "STRENGTH THROUGH UNITY"

LASERTOMA SONG (Music is the Notre Dame Victory March)

LASERTOMA, that is our name
Helping each other, that is our aim,
Many things we all can do,
Working together through and through,
When we meet and friends we greet,
Real enjoyment that can't be beat,
LA-S-E-R-T-O-M-A
LaSertoma leads the way.

LaSertoma, that is our name
Service to Mankind, that our is aim,
Sponsorships and projects too,
Bind us with loyal friendships true,
Aiding our youth to build leadership,
Helping their growth with our Scholarships,
Yes, we keep our standards high,
Our limit's the open sky.

First verse composed by St. Louis, Missouri, LaSertoma Club. Second verse composed by Mrs. Levi E. Reynolds, Salt Lake City, Utah, Past President LaSertoma International.

LASERTOMA PLEDGE TO ALL NATIONS

I pledge allegiance to the flag of my country
And to those principles for which it stands.
To honor and obey the laws of my country
And dedicate my service to maintain and protect
The freedoms we enjoy under God.

(as revised in 1981 by Mrs. R. B. Buchele and Mrs. James J. Casey, Past Presidents of LaSertoma International)

OFFICIAL TOAST TO THE NATIONS – (Used at a meal)

Pick up your water glasses and repeat after me:

A toast to the people of _____ (host nation)

(Drink a sip of water)

A toast to the people of _____ (Canada or US, the other nation)

(Drink a sip of water)

And a toast to the continued success of LaSertoma

(Drink a sip of water)

OFFICIAL LASERTOMA FLOWER – YELLOW ROSE



CLUB COLLECT

Keep us, O God, from pettiness;
Let us be large, in thought, in word, in deed.
Let us be done with fault finding and leave off self-seeking;
May we put aside all pretense and meet each other face to face,
Without self-pity and without prejudice.
May we never be hasty in judgement,
And always be generous.
Let us take time for all things;
Make us grow calm, serene and gentle.
Teach us to put into action our better impulses;
Straight forward and unafraid.
Grant that we may realize that it is the little things that create differences,
That in the big things in life, we are as one.
And may we strive to touch and to know
The great common human heart of us all;
And, O Lord God, let us not forget to be kind.

Mary Stewart

INCORPORATION

Incorporation of Individual LaSertoma Clubs may be necessary in some areas. This is for the protection of the members and officers in the event of a judgment against the Club from a lawsuit.

If the Club is not incorporated, each individual member could be held liable for their portion of the judgment. If the Club is incorporated, only the assets of the Club could be used to satisfy the judgement. These assets would include items such as the Club bank account, banner and gavel.

Liability laws vary. Consult legal counsel to determine the liability status for not-for-profit service organizations in your state or province. Since the laws governing incorporation also differ within each state or province, it will be necessary to work with legal counsel in your state or province to satisfy all requirements should incorporation be necessary or desired.

LASERTOMA MERCHANDISE

A variety of merchandise is available from LaSertoma International and may be ordered through LaSertoma Headquarters. To check current prices contact Headquarters or refer to the LaSertoma website. All merchandise checks should be made payable to LaSertoma International.

MERCHANDISE AVAILABLE FREE OF CHARGE:

- Jewel and Silver Jewel Award Score Cards
- Membership Cards
- SAC Kit (Sponsor a Club Kit)
- Membership application brochure

SPONSORSHIP/WAYS AND MEANS

LaSertoma is two-fold in its goals. Each club selects its own worthy causes in the community to sponsor financially and/or through time spent in service with those individuals needing attention. Example: bingo parties for senior citizens, parties at blind schools, etc. Monies for these sponsorships come from Ways & Means projects held by the club. Examples of this would be: card parties, reverse raffles, bazaars, auctions, concessions, etc. Each club also supports the LaSertoma International sponsorships.

Money raised should include:

Money donated by members or others to the club's sponsorships. It shall be reported both as raised and donated.

Items donated by members or others for the club's sponsorships, such as paper towels for a shelter or canned goods for a food bank or Christmas gifts for a family. Report actual cost of the items bought or of the materials used to produce the items. These would also be both money raised and donated.

Money or items donated for fundraisers, such as bake sales, bus trips, rummage sales, etc., are not included. Only the **NET PROFIT** is reported.

SERVICE HOURS DEFINITION

Service Hours are defined as: “Those hours of service given by club members on club voted sponsorship projects.” Service hours may be counted for any time spent by members on a sponsorship project such as:

- Visitation, planning events for projects, making food or other items for use on a project
- Travel time coming and going
- Counseling or otherwise helping anyone associated with the sponsorship project
- Time devoted to fundraisers where the proceeds go to club sponsorships

Credit for service hours given by club members to volunteer causes, such as 4-H Leader, Den Mother, PTA President, etc. may NOT be counted as LaSertoma service hours unless the activity is a club-voted sponsorship. In order to be counted as service hours, the time must be spent on or for sponsorship ONLY. The time devoted to fundraising for purposes other than LaSertoma sponsorship projects may not be counted (projects to raise money for general club expenses). LaSertoma pin and/or recognized LaSertoma apparel should be worn at all times when volunteering for service hours.

INSURANCE

LaSertoma International has a program of Blanket General Liability Insurance that covers LaSertoma clubs in the United States and Canada. The policy indemnifies worker members and other volunteers involved in a LaSertoma activity sponsored by Clubs, Regions and LaSertoma International, in the event a third party is injured while visiting the event. Details of the coverage provided may be obtained from Stephens Insurance Agency, Dayton, OH. Phone number is 937-293-6760, or email your request to pam@stephensinsurance.com

If additional insured status is requested by governmental or commercial facility where event is being held, the club sponsoring the event should contact the Insurance Agency to get a Certification of Insurance for the event. Below are questions that will be asked:

- Name of Club
- Name of Officer of Member requesting certificate
- Phone Number, Email and Mailing Address of person requesting certificate
- Name of Event or Function to be held by Club
- Is the Event Sponsored by your Club?
- What will your club actually do for the event?
- Date(s) of the Event or Function
- Name and Address of Facility requesting proof of your Liability Coverage
- Is Facility requesting to be named as an additional insured?
- Is this Facility the property owner where the event is being held?

TAX CLARIFICATION (FOR U.S. CLUBS)

LaSertoma International has a Federal Identification Number: 44-0627022 and a Group Exemption Number: 9452 that can only be used by LaSertoma International. Each LaSertoma Club should have a Federal Identification Number of its own. Contact the Internal Revenue Service to apply and notify the

International Secretary/Treasurer when that number is received. The identification number will allow a Club to open a checking or savings account. Internal Revenue Service Form 990-N must be filed if the Club's gross revenue is less than \$25,000 during its fiscal year and form 990 if gross is more than \$25,000. If this occurs, complete the form and return it to the Internal Revenue Service so the record will be in order. Further tax specific information may be obtained from the Internal Revenue Service by calling toll free: 1-800-424-1040.

Each LaSertoma Club should also contact its State Tax Office for State Tax Exemption Forms. The local Club is responsible for securing its own identification number for working with the respective State Tax Office if the Club wishes to have a tax-exemption number.

PROTOCOL

Protocol is a formal code of etiquette. It is a pattern of behavior that is generally accepted as the most desirable way to show recognition and honor to those in position of leadership. The organization honors the position not the person. Failing in due courtesy, the organization dishonors itself.

The President of LaSertoma International is the top-ranking Officer and is always the honored guest when attending any function of International, the Region or local Club. Arrangements should be made to meet the President at the plane, or point of arrival, and escort the President to the hotel, unless other arrangements have been made.

When housed in the home of a LaSertoma member, the President should be allowed time to relax, and permission should be obtained to schedule extra social affairs. Arrange for the President's transportation to all meetings and for luncheon and dinner tickets. Escort the President to the plane or point of departure. The action that shows the greatest degree of consideration reflects the proper etiquette for recognizing and honoring those in a position of leadership. Warmth of greeting and friendly intent are the most important points of all.

OFFICER RANK – The International President is the highest-ranking officer of LaSertoma and should be given the place of honor at all times. The Director is the highest-ranking officer of the region. It is customary to rise when the International President is presented. Also, rise for the Director, if presented at a meeting honoring the Director.

Past International Presidents should always receive courtesy and honor. In introduction, call their name and the year they served as president.

When a member of a local club becomes an International Officer, the member should be honored when visiting other clubs, and by virtue of the office, the International President should be honored on special occasions in the member's own club.

When the International President is introduced, all members are expected to rise. For introductions, introduce them by rank – the higher first, then proceed down the list. If they are expected to say a few words, always introduce the guest of lowest rank first and go up the list so the last greeting will come from your top ranking officer or guest.

Introductions should be gracious, but brief. Be sure to check on all names, and then pronounce them correctly. When the International President is a guest of honor of a club, as a courtesy, the International

President is always introduced or presented by the Club President. The membership rises in recognition of the **OFFICE**.

SEATING OF GUESTS WHEN HONORING INTERNATIONAL PRESIDENT – The presiding officer is always seated at the center of the head table. The guest of honor always takes precedence over any other dignitary and is seated at the right of the presiding officer. The second ranking guest is seated at the left of the presiding officer, except when there is a special chairman to present a part of the program – then the chairman should be seated at the left of the presiding officer. Other guests of honor may be seated right-left-right-left according to rank. As an alternative, seat all guests of honor to the right side of the presiding officer and other dignitaries or local officers on the left. When there are many guests, such as International Past Presidents, or a group participating in the program, the best plan is to place these groups near, or in front of, the head table.

REGIONAL CONVENTIONS – The presiding officer (International Director) is always seated at the center of the head table. The International President, if present, is seated at the right of the International Director. The secretary is seated left, also the Parliamentarian (at business meetings only). As a courtesy, other International Officers are seated alternately right and left.

RECEIVING LINES: Receiving lines should not be too long. The International President heads the line at International functions; the International Director at the Regional Level and the local President at the Club level.

If the local Club is serving as OFFICIAL HOST/HOSTESS at an International or Regional affair, the Club's President or designate, as hostess, heads the line with the International President at the right.

LASERTOMA MEMORIAL SERVICES

To be used at the funeral, viewing/wake or graveside of a deceased LaSertoma member. LaSertoma members will offer to give this service at the request or approval of the family. LaSertoma members attending this service will stand in a semicircle in front of the casket allowing a break in the circle to include the deceased and the casket. Each participating member will hold a yellow rose and be dressed in black and gold or other like attire.

The member who is leading the ceremony should be at the podium at one end of the semicircle and visible to the service attendees. The service will begin:

Leader: We are here today (tonight) to celebrate the life of our departed LaSertoma member (name of deceased). (Name of deceased) served the (name of Club) as (offices/positions held within the Club) during the past (number of years as a member) years as a member of our LaSertoma Club. She/he received (awards) during her/his years of membership. (Name of deceased) lived by example. LaSertoma is a service organization, which promotes friendship and fellowship among its members and assists, sponsors, and supports philanthropic endeavors within the community and internationally. (Name of deceased) believed and lived the purpose of LaSertoma.

Choose from 1-3:

1. She/He was a friend to all and exemplified the saying by James M. Barrie "Those who bring sunshine into the living of others, cannot keep it from themselves." (Name of deceased) will be

sorely missed by her/his family, LaSertoma members and others who were fortunate enough to call her/him friend.

2. She/He was a valued member of LaSertoma. There is a saying by Edwin Markham, which exemplifies our bond. "There is a destiny that makes us sisters (or sisters and brothers). No one goes her/his way alone. All that we send in the lives of others comes back into our own".
3. Although we grieve our friend's passing, we celebrate her/his life with us and are thankful she/he was part of us. As St. Francis de Sales once said, "Friendship begun in this world can be taken up again in heaven".

(Name of deceased), we will truly miss your presence and your bond with us in LaSertoma. You have given yourself to others so that their life on this earth might be better. You gave us love. Where there is love, there is God and eternal life. We may give without loving, but we cannot love without giving. You gave, and you loved and you were loved.

Choose from 1-3:

1. The Most Precious Gift (author unknown)

Life is filled with many gifts beyond our fondest dreams.
The shady trees, the meadowlands, the sliver lakes and streams
The morning sun, the evening stars, the blue sky high above.
The breezes of a summer day, the cooing of a dove
But in my mind, the greatest one that there could ever be is Friendship –
The most precious gift that you have given me.

2. The Crossing (by William Penn)

They that love beyond the world cannot be separated by it.
Death cannot kill what never dies.
Nor can spirits ever be divided, that love and live in the same device principle,
The root and record, of their friendship
Death is but crossing the world,
As friends so the seas; they live in one another still
This is the comfort of friends, that though they may be said to die,
Yet their friendship and society are, in the best sense, ever present because immortal.

3. Today (by Frances Butts)

Build a little fence of trust around today.
Fill each space with loving work and therein stay.
Look not through the sheltering bars upon tomorrow.
God will help thee bear what comes, of joy and sorrow.

Members will file, one by one, past the vase and place their yellow rose into the vase while the leader reads one of the following choices. The reader is the last to place a rose into the vase. Members will then either return to their seat or leave the area.

Choose from 1-3:

1. The Scent of the Roses (by Thomas More)

Let fate do her worst. There are relics of joy.
Bright dream of the past, which she cannot destroy.
Which come in the night-time of sorrow and care.
And bring back the features which joy used to wear.
Long, long be my heart with such memories filled.
Like the vase in which roses he once been distilled.
You may break, you may shatter the vase if you will.
But the scent of the roses will hang round it still.

2. The Yellow Rose of LaSertoma (by Nancy E. Pratt, Past International President)

The yellow rose of friendship is a symbol of our bond.
Its fragrance and its color like our history lingers on.
To remind us of our sisterhood that continues as life is long.
Its fragrance and its beauty are oh so strong.
But when in death we say goodbye to a sister who has given so much.
We are thankful for her years of service and the rose which holds her touch.

3. The Rose Beyond the Wall (by Nancy E. Pratt, Past International President)

A rose once grew where all could see, sheltered beside a garden wall...
And as the days passed swiftly by, it spreads its branches, straight and tall...
One day, a beam of light shone through a crevice that has opened wide...
The rose bent gently toward its warmth then passed beyond to the other side...
No, you who deeply feels its loss, be comforted – the rose blooms there –
Its beauty even greater now nurtured by God's own loving care.

LaSertoma International Manual

Awards

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OVERVIEW OF DUE DATES FOR AWARDS

Sept. 15	Distinguished Club of the Year	International Award – Framed certificate to club presented at Fall Conference or other appropriate time.
At the discretion of the Director	LaSertoma of the Year	Regional Level Award
At the discretion of the Director	Distinguished/Honor President	Notice to Director
June 1	LaSertoma of the Year	International Award – Special Pin
	Waitman	International Award – Banner Medallion
June 1	MAGIC	Award by Second Vice President – from LSI Form C1
June 1	Distinguished/Honor President	International Award – Certificate
June 20 to International	Silver Cup	International Award – Silver Traveling Trophy
No Deadline	Plus One	Club Award – Pin to member for sponsoring in a new member
No Deadline	Club Builder	Yellow Rose of Friendship Award – Pin to member
First Year Member	JEWEL	Club Award – Certificate presented by Club President
Fiscal Year	SILVER JEWEL	Club Award – Certificate presented by Club President
Fiscal Year	REBOC	International Award – Banner Medallion

NOTE: All forms must be postmarked/date stamped by due date as listed above. International awards are presented at the International Convention unless otherwise noted.

- To calculate per capita figures, use your Club’s monthly progress report forms (LSI C1)
- Use the service hours number and divide it by the ending membership number that month
- Use the dollar amount donated figure and divide by the ending membership number that month
- Use the dollar amount raised figure and divide by the ending membership number that month
- After calculating each month, take all 12 numbers and add them together to determine the annual per capita number to use for awards and sponsorships.
- This method should be used by everyone for consistency
- This would be used for the Distinguished Club of the Year form (C16), Travelling Silver Cup Award (C17), Youth Volunteer Club of the Year form (Y2) and the Youth Volunteer Club Member of the Year form (Y3).

INDIVIDUAL AWARDS

JEWEL AWARD (Jovial Enthusiastic Worthy Energetic LaSertoma)

PURPOSE: To encourage new club member participation and to promote understanding of club activities

FURNISHED and AWARDED BY: Club

TIME PERIOD: Member has one year from date of induction to complete requirements for the award

REQUIREMENTS: First year LaSertoma members only are eligible:

- Be formally inducted at a club meeting
- Be a member of a committee and attend its meetings
- Work on a fundraising or sponsorship at least fifteen (15) hours
- Bring a guest to a club meeting

PROCEDURE: At the time of induction, new members are presented with a wallet-sized card containing the above requirements. Requirements are checked off as they are completed by the new club member. Once all requirements are met, (must be within one year of induction), the club member presents her/his card to the Club President for verification.

SILVER JEWEL AWARD

PURPOSE: To promote member enthusiasm and continued participation in current club activities. All returning club members are eligible for the award annually

FURNISHED and AWARDED BY: Club

TIME PERIOD: LaSertoma fiscal year

REQUIREMENTS:

- Be a member of a committee and attend its meetings.
- Sponsor at least one (1) new member
- Work on fundraising or sponsorship project(s) at least 25 hours
- Attend another LaSertoma club meeting or conference
- Attend the Regional Convention, International Convention or Kuehne Training Session

PROCEDURE: Like the JEWEL Award for new members, the Silver Jewel is designed for all returning club members. At the first meeting of the new fiscal year for the club, all returning members are presented with a wallet-sized card containing the above requirements. Requirements are checked off as they are completed by members. Once all requirements are met (must be within the club's fiscal year), the member presents her/his card to the club president for verification.

INDIVIDUAL SERVICE HOURS ACHIEVEMENT AWARD

AWARD: A small pin depicting the numeral 100, 500, and 1,000 (to be worn in conjunction with the LaSertoma pin) and a certificate for each 100 hours of service between pins

ELIGIBILITY: Any LaSertoma member who has worked on a club-sponsored project

AWARDED TO: An individual club member

AWARDED BY: Club

TIME PERIOD: Cumulative, commencing with the start of the 1987-88 fiscal year

Club secretaries should keep individual records for each member and should keep running totals for that member, as long as the person is a member of LaSertoma. If a member moves, and/or joins a new LaSertoma club, the HOURS OF SERVICE record should be passed on to the new club.

PLUS ONE AWARD

AWARD: Established by the International Board of Directors in February 1987

PURPOSE: To encourage growth in LaSertoma

AWARDED TO: Individual member who is personally responsible for causing a new member to join a LaSertoma club

AWARD: May be purchased from LaSertoma International subject to availability

CLUB BUILDER "Yellow Rose of Friendship" AWARD

AWARD: Pin

PURPOSE: Incentive to promote LaSertoma growth and to provide recognition to the LaSertoma member most involved in club building. This will be recognized at International conventions.

AWARDED TO: Individual responsible for building a new LaSertoma Club or LaSertoma Youth Volunteer Club, or for completing REBOC with a net gain of nine (9) new members for an existing club.

REQUIREMENTS: The LaSertoma who is "most responsible for building" a new LaSertoma Club or LaSertoma Youth Volunteer Club, must attend the new LaSertoma Club's meeting as many times as possible during the year to encourage the growth of the new club and help them during their first year of growth.

ELIGIBILITY: The LaSertoma who is "most responsible for the building" of a new club is entitled to wear the yellow rose pin.

SPONSORING CLUB RECOGNITION: At the International convention a certificate of recognition will be presented to the club sponsoring a new LaSertoma Club or LaSertoma Youth Volunteer Club by the Second Vice President.

HONOR CLUB PRESIDENT

Completion of any six of the seven categories:

1. Club sponsors a new LaSertoma Club or a LaSertoma Youth Volunteer Club or REBOC
2. Increase club membership by 10% net gain by May 1st
3. Attend International Convention
4. Attend Regional Convention
5. All dues (International and Regional) paid on time and all club progress reports filed on time
6. Club participation in Youth Service Award, International Scholarship and Memorial Fund program, LaSertoma Endowment program, or (for Canadian Clubs only) The Sertoma Foundation of Canada
7. Conduct club leadership and committee conference.

The club must notify the International Director of the Region that the President of that club has qualified for one of these honors. The International Director must receive this notice by the date requested for the region.

The International Director must then provide the names of the club presidents who are eligible for these awards to the International Program Chair using the Club President Award form (LSI Form R34) and must be received by the Chair NO LATER THAN June 1 to allow time for preparation of the certificate.

DISTINGUISHED CLUB PRESIDENT

Completion of all seven categories as listed above.

MAGIC AWARD

The MAGIC Award is to encourage GROWTH within our clubs and was initiated by Linda Strawser in 2004. This award honors the club member who sponsors the most new members and brings the most guests to club meetings. This award will be under the direction of the International Second Vice President.

MAGIC stands for Members And Guests In Clubs.

Progress report (LSI C1) includes new members at top right hand. On the lower portion of the form, list the names of the new members with sponsoring members (in area where monthly events, sponsorships, etc. are listed.)

List guests brought to a club meeting with sponsoring member's name (in designated area on Form C1).

Upon receipt of C1, the International Director will track this information on the R33 form.

International Director will forward the form to the International Second Vice President by June 1.

The International Second Vice President will present the award at International Convention.

Criteria that must be met:

- The new members must be inducted and pay International dues by June 30th
- The guests must be legitimate prospective members for this club year
- If your club charters a new LaSertoma or LaSertoma Youth Volunteer Club, these members cannot be counted towards this award

LASERTOMA OF THE YEAR (Progressive Award)

AWARDED TO: Individual member who receives a specially designed pin furnished by LaSertoma International and registration fee for current year International Convention if member attends the entire convention.

AWARDED BY: LaSertoma International at the International Convention

TIME PERIOD: Previous fiscal year

JUDGING SYSTEM: Previous years (30%) with emphasis on immediate past club year August-July (70%). Entry should be typed within spaces provided using LaSertoma International Form C15 and must be in English.

ELIGIBILITY: Any active member not holding an International office at the time of club nomination. Previous International recipients are not eligible for this award at International.

PROCEDURE: Using LSI Form C15, each club may present to the International Director one candidate application for the Regional Award. This application must be received by the due date established by each International Director. The International Director will appoint a committee of judges to select a regional winner. Each Region will decide on the type of award to be presented and will order it for presentation at the Regional Convention. The cost of the award will be absorbed by the Region.

INTERNATIONAL AWARD: For International consideration, the International Director must present the application of the regional winner to the International Chairperson of the LaSertoma of the Year (as listed in the current Directory) by June 1.

The judging committee at Regional and International levels shall be comprised of non-LaSertoma members. When an application is disqualified, the committee shall notify the International Director for further explanation as to why the application was disqualified.

JUDGING CRITERIA FOR LASERTOMA OF THE YEAR AWARD

- I. Immediate past year (Maximum 70%): Three outstanding achievements of the immediate past year (List total percentage score by applicant's name.)
- II. Past Achievements (Maximum 30%): (List percentage score by each applicant's name.)
 - a. Club involvement and LaSertoma leadership (10%)
 - b. Fundraising and sponsorship activities (10%)
 - c. Community involvement other than LaSertoma affiliated (10%)

CLUB AWARDS

HONOR CLUB PRESIDENT

AWARD: Club receives a certificate

FURNISHED BY: LaSertoma International

AWARDED TO: Individual club

TIME PERIOD: Fiscal Year; the August 1st (first day of the fiscal year) membership count for each club will be based on the last report received from the club (July Report).

REPORTS: All Progress Reports must be submitted in a timely manner in accordance with the regional rules

ELIGIBILITY: Complete the following requirements:

- Raise an average of \$50.00 per member
- Average 25 service hours per member for sponsorship activities and/or fundraising activities
- Club participation in the International Scholarship & Memorial Fund, LaSertoma Endowment Program, the Youth Service Award Program and Youth Campership Program
- Build a new LaSertoma Club with a minimum of nine (9) charter members as of the date of the charter, build a LaSertoma Youth Volunteer Club or REBOC

The Distinguished Club of the Year (LSI Form C16) must be completed by the club applying for this award and approved by the International Director of the Region. The form signed by the club president and International Director must be forwarded to the International President no later than September 15th, in order to allow time for preparation of the certificate. The award will be sent by the International President to the International Director for presentation at the Fall Conference (or other appropriate time) to the winning club(s).

REBOC (Rebuild Your Own Club)

REQUIREMENTS: Add nine (9) new members to a club's roster during the fiscal year. It is imperative that the Treasurer's Remittance (LSI Form C4) be submitted showing additions and deletions as they occur. A club must show a net gain of nine (9) **new members** over any deletions during the year. The award is based on the International Secretary/Treasurer's membership records. The Director should submit notice to the Growth Chairman of a club's eligibility.

AWARD: Certificate

FURNISHED BY: LaSertoma International

AWARDED TO: Club - At International Convention (or other appropriate time)

TIME PERIOD: Fiscal year (August 1st - July 31st)

TRAVELING SILVER CUP AWARD

A beautiful silver trophy cup was donated by Past International President, Rosa Villanueva. It is one of the most coveted and prestigious awards given by LaSertoma International. The cup is passed to the club winning this award. (If club does not take the trophy home, it will be stored at Headquarters for the next year.)

To be eligible for the Traveling Silver Cup, a club must build at least one new LaSertoma Club or Youth Volunteer Club or REBOC during the current year.

The Traveling Silver Cup will be awarded to the club that achieves the highest number of points between June 1 - May 31 in all of the following categories:

- Money raised per capita
- Money donated per capita
- Service hours donated per capita
- LaSertoma Clubs chartered
- LaSertoma Youth Volunteer Clubs started

The application form (LSI Form C17) must be submitted by the club no later than June 7 to the International Director for verification. The figures must conform to those sent to the International Director on the Club Progress Report. The International Director must then forward the form to the chairperson of the Travelling Silver Cup award committee, no later than June 20.

The award will be presented at the International Convention. This award will be judged on the following basis:

- 5 points for each \$25.00 raised per capita
- 5 points for each \$25.00 donated per capita
- 1 point for each service hour performed per capita
- 100 points for each new LaSertoma Club or LaSertoma Youth Volunteer Club built or REBOC

WAITMAN AWARD

AWARD: Established by Mrs. Jack Waitman, a Past President of LaSertoma International. A certificate is presented at the International Convention to the winning club. Mrs. Waitman paid for this award for many years. It is considered a LaSertoma International Award and is now paid by LaSertoma International.

Winner of the award is determined by the International Secretary/Treasurer, who figures the percentage of increase in paid memberships of the clubs as of May 1st compared with the preceding May 1st membership of the same club. The winner is the club which shows the highest percentage of increase.

LASERTOMA INTERNATIONAL

SPONSORSHIPS

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OVERVIEW OF DUE DATES FOR SPONSORSHIPS

March 15	Youth Service – Club Level	Certificate given to Youth(s) by Club (submit club application to International Director)
At discretion of the Director	Youth Service – Regional Level	Regional (International Director submits regional application to International Chair)
June 1 - *	M. C. Leander Nursing	International Grant
June 1 - *	McKinney Nursing	International Grant
June 1 - *	Rose Runzler	International Grant
June 1 - *	Scholarship and Memorial Fund	International Grant
June 1	Youth Campership	International Sponsorship
June 1	Youth Service – International	International – Prestigious Award
June 1	Youth Volunteer Club of the Year	International – Traveling trophy
June 1	Youth Volunteer Member of the Year	International – Special pin
June 1	Nancy Pratt Literacy	International – Certificate
June 1	Children’s Hospital – Love from LaSertoma	International - Certificate
Ongoing	Endowment Program	International Sponsorship
July 15	The Sertoma Foundation of Canada	Canadian Grant

International recognition is presented at the International Convention unless otherwise noted.

- * Reminder for the Committee Chairperson to put article in In LaSertoma Circles.

Children and other relatives of a LaSertoma are excluded from participation in scholarship programs because of the tax-exempt status.

CAMPERSHIP PROGRAM

LaSertoma International adopted the Diabetes Program for Youth with a unanimous vote as an official sponsorship program at the 1986 International Convention. This program was designed to enhance name recognition and visibility of LaSertoma throughout the world and provides LaSertoma with a problem that affects a very large percentage of the population.

At the 1997 International Convention, the Diabetes program for Youth was expanded to Youth Campership Program. This was to broaden the scope of the Campership programs, giving all clubs the opportunity to participate with a youth camp. The Youth Campership Program:

- Gives LaSertoma a broader national identity
- Gives clubs an opportunity to reach out in new directions in the community
- Gives clubs another option for participation in the sponsorship programs of LaSertoma International

Sources of information available to enhance understanding of the Youth Campership Program include:

- American Diabetes Association pamphlets and speakers from ADA Visitations to Youth Camps in area.
- Children or Parents of children who have attended camps
- Publicity is one of the main thrusts for adopting the Youth Campership Program:
- Local level: Clubs should seek publicity through local news media and prepare articles for In LaSertoma Circles
- National level: ADA and many other camp organizations have networks of publicity such as bulletins, management letters and magazines

CLUB PARTICIPATION

Appoint a Youth Campership Program Chair and give all Program information to the Chair.

Responsibilities of the Chair are to:

- Work with the club program chair in arranging for speakers
- Provide the club publicity chair with information for press releases
- Inform the club budget committee about financial aspects of the program
- Complete the Youth Campership Program Report (LSI Form C14) and forward to LSI committee chairperson.
- Notify the Youth Campership Program Committee Chair of Club activities by June 1 to receive recognition at the International Convention. (LSI Form C14)

CONTRIBUTIONS AND SERVICE

Contributions may be in any amount. Participation in Campership related activities is encouraged and might include transportation, fund-raising, or volunteer service and equipment.

LASERTOMA ENDOWMENT PROGRAM

Created as a means to secure LaSertoma into the future, the LaSertoma Endowment Program is managed by the Past International Presidents and chaired by the immediate Past International Chairman of the Board. The funds in this center are from previous donations of clubs, members and supporters of LaSertoma. Ongoing donations continue to increase the Endowment Program, as do the earnings. Only the interest from this fund is used to ensure that it continues to support LaSertoma Sponsorships for now and into the future.

The interest from the Endowment Program is used for LaSertoma International Sponsorships with allocations determined at the mid-term board meeting by the Awards and Sponsorship committee.

Clubs and individuals are encouraged to make pledges and to contribute to the Endowment Program as a means to continue to enrich this program and to enrich the lives of others through this program. Donations are also encouraged from corporate sponsors and through wills and bequests.

The Past International Presidents have set up forms of recognition to members and clubs who make donations to the Endowment Program.

Accumulative Certificate for \$100 – BRONZE
Accumulative Certificate for \$500 – SILVER
Accumulative Certificate for \$1000 – GOLD
Accumulative Certificate for \$5000 – EMERALD
Accumulative Certificate for \$10,000 - DIAMOND

INDIVIDUAL DONATIONS: (Accumulative)

\$ 100 – Student Award – Certificate
\$ 500 – Undergraduate Award – Diploma Pin
\$ 1,000 – Bachelor Award – Open Book Pin
\$ 5,000 – Master Award – Graduation Cap Pin
\$10,000 – Doctorate Award – Scroll Pin
\$25,000 – Post Doctorate Award – Cap & Scroll Pin with .10 Diamond

Send pledges and donations to LaSertoma International Headquarters Office using LSI Form C10 to contribute to this special way to keep LaSertoma viable.

The duties of the Endowment Fund Chair are assumed at the beginning of the Fiscal Year of LSI and shall be:

1. Promote the fund through the Circles and/or letters (e-mail) to members, clubs and regions. (Include at least two (2) articles in Circles)
2. Encourage donations by informing purposes of this fund.
3. When in attendance at Board meetings and International Conventions promote the fund and encourage donations.
4. Always keep International Directors informed and ask them to promote fund
5. Shortly after Midterm ask the International President to include Endowment Fund in the agenda separate from Scholarship and Memorial presentation.
6. For Regional Conventions send special publicity for International Directors to use in encouraging donations.

7. Find businesses and corporations who might be willing to donate.
8. Work with LSI Secretary/Treasurer to receive notice concerning donations.
9. Notify clubs and individuals when nearing an award limit.
10. Present awards at International Convention if in attendance.

SCHOLARSHIP AND MEMORIAL FUND

The "International Sponsorship Fund" was conceived by the International Past Presidents in 1945 at the time of Past International President Gertrude Alter's death and in 1956 the name was changed to the "Scholarship and Memorial Fund." The fund is directed by the International Past Presidents and interest from the investments is awarded annually to aid in furthering the education of deserving and qualified youths whose applications are received through the individual LaSertoma clubs on behalf of such deserving and qualified youths. Grants may be given to students completing work on a graduate degree (Master's or PHD) as well as to the high school graduate just entering college. To supplement the monies earned from interest on the investments, clubs are encouraged to donate to the Scholarship and Memorial Fund. Clubs donating the equivalent of \$10 per member will be 100% clubs and will receive a banner medallion. Membership on May 1 will determine the total amount needed for 100%. To qualify, clubs must send their donation in by the end of the fiscal year.

Scholarships are awarded annually in accordance with criteria established by the International Past Presidents. All applications, together with statements of financial need of the applicant, must be submitted by LaSertoma Clubs. To submit one application, the club must make at least a \$100 donation by May 15. Relatives of LaSertoma members are excluded from participation in this program because of tax-exempt status. Although termed Scholarships, these awards are in reality a grant or amount of money that will help defray the expenses of the applicant to the college or university of his or her choice.

Grants are currently in the amount of \$1000 each. Applications are reviewed and ranked according to the total number of points awarded through the judging system and successful applicants are announced at the International Convention. Checks are distributed to sponsoring clubs at the International Convention, (Checks not picked up by a club representative at the International Convention will be sent via certified mail by the International Treasurer within two weeks after the convention.) Checks are void 120 days after the issue date.

NOTICE: There is a new requirement, effective with the 2013 Convention, for the disbursement of all International Scholarship & Memorial Grant Checks:

- Before any International scholarship check can be given to the student, that student must provide a letter from the School Registrar verifying attendance at the school
- This means that the check may not be issued to the student until classes start
- Once the letter from the Registrar is received by the club, the check may be given or sent to the student
- The club must then provide a copy of this letter to the International Secretary/Treasurer no later than December 31 of the year in which the scholarship is given

A LaSertoma Club should submit the following documents for an applicant:

- Endorsement of the sponsoring LaSertoma Club (LSI FORM C5) Completed application by the student (LSI FORM C7)
- Most recent available transcript of the student's school record Financial statement of need (LSI FORM C6)
- Pages 1 & 2 of IRS 1040 for student and parents (or a copy of the completed Free Application for Financial Student Aid form (FAFSA). (If a resident outside the US, please send appropriate financial documentation)

ALL materials requested MUST BE SENT IN ONE ENVELOPE POSTMARKED NO LATER THAN June 1or date published by the Chair. The completed information should be mailed to: Scholarship and Memorial Fund Chair, LaSertoma International as listed in the LaSertoma Directory.

Percentages used in the judging of Scholarship and Memorial Fund applications are:

1. Club Endorsement 10%
2. Future Education 10%
3. Financial Statement and Special Need 60%
4. Most Recent Available Transcript of grades 10%
5. Community Work and Leadership Ability 10%

Total 100%

Donations received for this fund are deposited in the appropriate account by Headquarters. Copies are sent to the Scholarship and Memorial Fund Chair and International Secretary/Treasurer.

ELSE A. NIELSEN SCHOLARSHIP FUND

This fund is currently invested in certificate accounts. The INTEREST ONLY is to be used for awarding scholarships. Each year that sufficient funds are earned, the number one scholarship winner (based on the established point system) selected by the Scholarship and Memorial Fund Committee is to be given up to \$1000 in addition to the same amount awarded to all the other applicants. The original principal amount of the fund is \$35,000.

MARGUERITE C. LEANDER MEMORIAL NURSING SCHOLARSHIP

This scholarship program was made possible through a bequest to LaSertoma International in the will of Marguerite C. Leander of Sioux Falls, South Dakota. The will stipulates that the bequest be allocated to the LaSertoma International Scholarship and Memorial Program as the MARGUERITE C. LEANDER MEMORIAL NURSING SCHOLARSHIP. Mrs. Leander was President of LaSertoma International in 1966-1967 and an active member of the Sioux Falls LaSertoma Club of the Great Plains Region.

As a part of the LaSertoma International Scholarship and Memorial Fund Program, which is under the direction of the Past International Presidents of LaSertoma International, this scholarship established in 1994 is to be used as a scholarship in the name of Marguerite C. Leander for a deserving student pursuing higher education in the field of nursing. The initial bequest of \$10,000 has been invested in an interest-bearing account and only the annual interest earned on the principal will be used for the grants, thereby making the bequest a "Living Memorial" to Past International President Marguerite C. Leander. A scholarship grant in the amount of \$1,000 shall be awarded. Should insufficient interest be earned in

any given year, no grant will be awarded for that year. When sufficient interest is accumulated on the principal investment during any one year, more than one scholarship may be presented.

The judging committee shall be comprised of non LaSertoma members. When an application is disqualified, the committee shall notify the Director, for further dissemination to the Clubs, why the application was disqualified.

To be eligible, an applicant must be:

- Currently enrolled in an accredited baccalaureate degree nursing program
- Entering no lower than the junior level of the program
- Sponsored by a LaSertoma Club that is a club in good standing

The completed application packet must be submitted to the LaSertoma International Marguerite C. Leander Memorial Nursing Scholarship Chair postmarked no later than June 1 or date published by the Chair. The Chair shall be elected by the Past International Presidents at their annual meeting. The name and address of the Chair is listed in the current LaSertoma International Directory.

The application packet must include the following:

- Endorsement of the sponsoring LaSertoma Club (LSI Form C5)
- Application form completed by the student (LSI Form C8)
- Most recent available transcript of the student's school record
- Financial statement (LSI Form C6), with all appropriate sections completed

Forms must be completed in English. Incomplete, illegible or late applications will be disqualified.

The check for the winning applicant will be presented to the sponsoring LaSertoma Club during the LaSertoma International Convention. It is the responsibility of the sponsoring club to verify that the winning applicant is pursuing completion of the nursing program.

A student who has received a Marguerite C. Leander Memorial Nursing Scholarship award may reapply for the award in subsequent years.

JUDGING CRITERIA for the Marguerite C. Leander Memorial Nursing Scholarship Program:

1. Financial need 40%
2. Scholarship Ability / Achievement 20%
3. Degree of Commitment 25%
4. Leadership Potential 15%

MCKINNEY MEMORIAL NURSING SCHOLARSHIP

This scholarship is presented by Frances Whisman. Frances states, "After going to school on scholarships, it was always Frances Whisman's desire to give back to the nursing profession that had been good to her for so many years and 2012 the time came to give back to the nursing profession in the form of a nursing scholarship for LaSertoma International. The scholarship is \$1000 per year and will be ongoing as long as LaSertoma is in existence."

To be eligible, an applicant must be:

- Currently enrolled in an accredited nursing program
- Enrolled in their final year of nursing school (can be in two-year or four-year program as long as it culminates in an RN degree)
- Sponsored by a LaSertoma Club that is a club in good standing

The application packet must be submitted to the Chair and postmarked no later than June 1 and the following documents must be included:

- Endorsement of the sponsoring LaSertoma Club (LSI Form C5) Application form completed by the student (LSI Form C8) Most recent available transcript of the student's school record
- Financial statement (LSI Form C6), with all appropriate sections completed

Incomplete, illegible or late applications will be disqualified. Qualified applications will be submitted for independent judging.

JUDGING CRITERIA for the McKinney Memorial Nursing Scholarship will be:

1. Financial need 40%
2. Scholarship Ability / Achievements 20%
3. Degree of Commitment 25%
4. Leadership Potential 15%

The check will be presented to the sponsoring LaSertoma Club at the LaSertoma International Convention each year. It is the responsibility of the sponsoring club to verify that the winning applicant is pursuing completion and enrolled in a nursing program.

ROSE RUNZLER MEMORIAL SCHOLARSHIP

This fund is currently invested in a certificate Account. The INTEREST ONLY is to be used for awarding scholarships. When the Rose Runzler Committee selects a recipient for a scholarship, a withdrawal for the amount of the scholarship is made from the savings account and deposited in the General Fund account.

This scholarship program was made possible through a 1967 bequest left to LaSertoma International in the will of Mrs. Rose Runzler, of Glendale, California. Since it was the wish of the donor that the money be used for assistance to the visually handicapped, the LaSertoma Board of Directors set up a program under which the bequest would be invested, and only the annual interest earned on the principal amount be used each year, thereby making the initial \$10,000 bequest a living memorial. In 2012, Rose Runzler's niece Arlen Runzler Westbrook contributed an additional \$10,000 to the fund. With her contribution, Ms. Westbrook requested that the scope of eligibility be expanded to include hearing impaired and that the grant be increased to \$1000 per year when sufficient interest on the total fund makes that possible.

Interest earned each year is used to award one-year, non-renewable scholarship grants in the amount of \$1000 each to a hearing or visually impaired student who is in a graduate or undergraduate program leading to professional competency in a recognized field of study. This grant may also be given to a non-handicapped student who is preparing to teach visually handicapped students. Should sufficient interest accumulate on the principal investment during any one year, more than one scholarship may be awarded.

Each LaSertoma Club may submit one candidate each year.

RULES AND REGULATIONS, which govern the Rose Runzler Memorial Scholarship program:

- Completed applications must be submitted by a LaSertoma Club, along with all supporting documents, which include the following:
 - Endorsement of the sponsoring LaSertoma Club (LSI FORM C5)
 - Completed application by the student (LSI FORM C9)
 - Most recent available transcript of the student's school record
 - Financial statement of need (LSI FORM C6)

ALL MATERIAL in support of application must be postmarked/date stamped no later than June 1 and must be mailed in one envelope to the Rose Runzler Memorial Scholarship Chair as listed in the current LaSertoma International Directory. All forms shall be completed in English.

Selection of the winner will be made by the Rose Runzler Memorial Scholarship Committee and the check for the winning applicant will be presented to the sponsoring club during the International Convention.

The check for this scholarship will be presented to the sponsoring club with the full understanding that it is the responsibility of the sponsoring club to verify that the winning applicant has enrolled in a qualified degree program at an accredited University prior to the release of the monies.

POINT SYSTEM FOR JUDGING

1. Financial Need – 40%
2. Transcript of Grades – 25%
3. Degree of Commitment – 25%
4. Club Endorsement – 10%

All materials requested MUST be sent to the LaSertoma International Rose Runzler Chair in one envelope postmarked no later than June 1. Forms must be completed in English. Completed application along with all supporting documents must be submitted by the deadline to qualify for judging, but this does not earn them extra points.

NANCY PRATT LASERTOMA LITERACY

LaSertoma Literacy was adopted at the 2001 International Convention as a pilot program. It was voted as a LaSertoma sponsorship at the 2003 International Convention and the name was changed to Nancy Pratt LaSertoma Literacy at the 2008 convention in memory of Past international President Nancy Pratt. Clubs are encouraged to participate in any project that fits the club's focus, ability or need. Examples of projects having to do with literacy that would be considered part of the program are:

- Supplying magazines for the waiting rooms of doctors' offices
- Tutoring children/adults with basic reading skills
- Reading to the elderly in nursing homes
- Assisting at a local library
- Tutoring in a school Church affiliated project
- Hosting a book sale or a swap meet
- Computer assistance
- Assistance with proficiency tests
- On the job assistance for persons with disabilities Story hours at a library or a book store
Children's choirs (helping them to read the lyrics)
- Purchasing books, magazines for a retirement center, recreation center, orphanage, etc.

Any project that deals with literacy is encouraged under this sponsorship. Be creative and find a literacy project needed in your community. You can donate time or money or both to qualify for involvement in the LaSertoma Literacy project. Send information about your project to the Chair of the Literacy Committee by June 1 for recognition in LaSertoma Circles and at the annual International Convention using LSI C-18 form.

THE SERTOMA FOUNDATION OF CANADA

The Sertoma Foundation of Canada Inc. was formed on April 28, 1978 in Dearborn, Michigan at the CAN-AM Regional Convention.

Membership in the Foundation is available to all LaSertoma and Sertoma affiliated persons at a cost of \$10 per individual. This entitles the individual to a voting membership. Club membership for LaSertoma and Sertoma purchased for \$100 entitles the Club to one vote.

Individuals and Clubs may contribute funds to the Foundation at any time and in any amount. Donations made by the Club are considered a sponsorship. Each year, locally and club sourced sponsorships submit a proposal by June 1st for consideration. PLEASE NOTE: All sponsorships must meet Speech and Hearing Criteria and be a Registered Charity with Canada Revenue Agency. The monies raised for sponsorship will be divided equally amongst those qualifying clubs (have met Membership criteria). This "allotment" will be allotted to each Club's chosen Sponsorship. Each Club will notify TSFC President in writing of their approved choice by the AGM. Any club not meeting "criteria" agrees that their allotment will be divided equally amongst those clubs meeting criteria.

The foundation is managed by a Board of Directors elected for a two-year term at the annual meeting by its members. Any member in good standing is eligible to become a director of the Foundation. All candidates nominated for Director must be approved by two existing Foundation members.

The Foundation accepts applications from post-secondary students entering into the hearing and/or speech field of study. The scholarship award is \$1000 per year of study and can be renewed for subsequent years. The Scholarship Chair will provide an application to the Club President each year. Deadline for submission is July 15th.

The Sertoma Foundation of Canada Awards

CLUB RECOGNITION

Club Membership 100% Paid

Award: Club receives a certificate' signifies all-member participation (\$100 + \$10 per member)

Requirements: 100% status

Awarded to: Club signifies all-Member participation

Deadline: Dues paid by the Annual General Meeting

Club Donations Awards

Award: Club receives recognition.

Requirements: Donations (levels of awards below)

Time Period: Fiscal Year in which contribution is made with the Foundation and eligible for a vote at the membership meeting and being in good standing.

Deadline: June 30th

Awards Criteria for money donated:

Amethyst Level	\$ 750.00 - \$ 1,500.00	Ruby Level	\$ 1,501.00 - \$ 3,000.00
Sapphire Level	\$ 3,001.00 – \$ 5,000.00	Emerald Level	\$ 5,001.00 – \$ 7,500.00
Diamond Level	\$7,501.00 - \$10,000.00	Diamond Circle Level	OVER \$10,001.00

YOUTH SERVICE PROGRAM

LaSertoma International adopted the Youth Service Program at its annual convention in Miami, Florida, in 1960.

THE PRINCIPLE AIMS AND PURPOSES ARE:

- Seek out youths who are setting a pattern of leadership and service in local communities.
- Recognize and reward these efforts with a certificate.
- Inspire and encourage other youths to emulate these recognized leaders.
- This program provides an opportunity for LaSertoma to let our communities know that we believe in our youth! Recognition encourages the youths to strive for greater achievements. Through this program they know that adults really care about them and their progress.
- The month of February is LaSertoma International "Youth Service Month." That month the focus is on youth and what is being done by youth, rather than for youth. However, a Youth Service award may be presented during any month of the year.
- Acquaint your local news media with the program and seek advice and assistance. Invite members of the media to your Youth Service Award meeting where they can take pictures of the recipient and hear what he/she has accomplished.

WHO COULD BE RECOGNIZED TO RECEIVE AN AWARD?

- A youth, boy or girl 19 years or younger, who shows leadership ability and has been doing such recognized work in his or her community. (Awards may be made to several youths if club members desire.)
- A youth organization that is doing worthwhile work with youth 19 years or younger and encouraging youth to be leaders.

Remember, it's what the youth is doing -- not what is being done for the youth that counts.

AWARDS TO ADULTS - An adult may be selected to receive a certificate because of some self-originated service that is solely for the benefit of youth. This is, however, a youth program and this certificate should not be given to an adult unless his/her dedication and service to the youth of the community is of his/her own free spirit and on his/her own time, not a part of his/her job or profession for which he/she is paid. If your community has a qualified adult candidate working with youth, feel free to consider that person for an award.

HOW TO PARTICIPATE IN THE YOUTH SERVICE PROGRAM:

- Appoint a Chair and possibly two (2) other members to serve on the committee
- Give all Youth Service Program material to the Chair to study
- Recognize the youth/recipient
- Look for nominees in schools, churches, youth organizations, recreation centers, youth clubs, YMCA, YWCA, etc.
- Visit local school principals, student counselors, or superintendents. Contact church ministers, youth leaders or organizations, or directors of various youth groups
- Distribute copies of LSI Form C13 for use by others in making nominations for your Youth Service Award program

WHAT AWARD SHOULD BE GIVEN?

A recognition of the Youth Service Award at the local level can be determined individually by each club. This award should give proper recognition of service and leadership ability and denoting an honor. No other gift is necessary. Some clubs do award additional gifts, such as savings bonds, etc., but it is not necessary, and the gift should be incidental.

Plan a special program to honor the Youth Service winner(s). It could be a special club meeting inviting guests, a special dinner or a presentation at the Youth's school. Applicants are asked to write an essay about their most meaningful experience. This could give an idea for the theme of the party. Whatever type of program you plan for this occasion, make it one of the best of the year!

YOUTH SERVICE PROGRESSIVE PROGRAM

PURPOSE: To select and recognize outstanding Youth Service recipients at Regional and International level through participation in a progressive award program.

PROCEDURE: Each club may present one candidate to the International Director for the regional award provided the youth is 19 years old or younger for progression to International level for judging. The application must be submitted to the International Director by the date required by the International Director of the region. All applications must be submitted in English.

Judges will be appointed by the International Director. Each region will decide on the type of award to be presented. The cost of the award will be absorbed by the region. The expenses of the award winner to the Regional Convention are to be absorbed by the sponsoring club.

The application of the regional winner must be forwarded to the LSI Youth Service Chair by June 1. The name and address of the current Youth Service Chair is listed in the LaSertoma Directory.

The Regional and International Chairmen should notify the sponsoring club when the winner is selected so the club may bring the recipient to the International Convention. The International award will be presented at the International Convention. The winner's expense for travel to the International Convention may be partially offset by the International budget.

The following format may be useful in listing the percentages applied in the judging for the club, regional and international Youth Service Program winner.

JUDGING CRITERIA FOR YOUTH SERVICE PROGRAM

ESSAY (50%)

This essay should be judged on content, level of commitment, length of involvement and activity and the ability of expression.

ACTIVITIES (50%)

Activities need to include leadership, consistency and length of involvement in an activity and voluntary versus required activities. Diversity in the activities is pertinent to percentages awarded in this category.

APPLICANT'S NAME	ESSAY (50%)	ACTIVITIES (50%)	TOTAL

LASERTOMA YOUTH VOLUNTEER CLUB

Youth Volunteer clubs may be formed in schools, community centers, churches, a member's home, etc.

The formation of a LaSertoma Youth Volunteer Club will enable the sponsoring LaSertoma Club and its members to be eligible for all awards requiring the sponsorship of a new LaSertoma Club.

The International Director will promote and oversee Youth Volunteer Clubs in the Region.

The Club will receive a charter certificate, individual member charter certificates, individual member youth charter pins and the same liability insurance coverage available to LaSertoma Clubs.

Clubs may submit articles to "In LaSertoma Circles". This is available on our LaSertoma website.

Special awards, competitions, etc. are to be developed as needed. Training is to be provided at Kuehne on establishing and sponsoring Youth Volunteer clubs.

Nine Easy Steps to Forming a LaSertoma Youth Volunteer Club:

1. The minimum of nine (9) members constitutes a LaSertoma Youth Volunteer Club.
2. The sponsoring LaSertoma Club appoints a LaSertoma Youth Volunteer Club Advisor.
3. Election of officers includes a President, Vice President, Secretary and Treasurer (or one person may serve at Secretary/Treasurer).
4. The club's bylaws should be written and adopted by the club in compliance with LaSertoma International Youth Volunteer Club bylaws.
(Sample bylaws and other information are available in the SAC Kit from LaSertoma headquarters or the LaSertoma website.)
5. Board of Directors of the Club is made up of the elected Officers and Chairmen of the Standing Committees.
6. Suggested Standing Committees are:
 - a. Membership
 - b. Program
 - c. Fundraising
 - d. Sponsorship
7. The Charter fee of \$100.00 and the first year's dues of \$100.00 are paid to LaSertoma International.
8. Club dues are determined by the sponsoring club advisor and the club members.
9. Meetings are scheduled at least once each month with members deciding on day, time and place.

LASERTOMA YOUTH VOLUNTEER CLUB OF THE YEAR

AWARD: Traveling trophy

AWARDED TO: The Club showing the most overall activity during the year will be the winner.

AWARDED BY: LaSertoma International at the International Convention

TIME PERIOD: Current fiscal year

ELIGIBILITY: Any active Youth Club who is a club in good standing.

The criteria for this award will be based on information reported on the Club of the Year Application (LSI FORM Y2).

Application for the club of the year must be submitted by June 1 to the Youth Volunteer Club Chair as listed in the LaSertoma Directory.

LASERTOMA YOUTH VOLUNTEER CLUB MEMBER OF THE YEAR

AWARD: Pin

AWARDED BY: LaSertoma International at the International Convention

TIME PERIOD: Current fiscal year

ELIGIBILITY: This award is based on the member's participation in the club for the current year only. It includes club activities (officer, attendance, sponsoring new members) and service activities (service hours, projects, participation).

The Youth Volunteer Club Member of the Year Application (LSI Form Y3) lists the points for each category. The Youth Volunteer Club Member of the Year application must be submitted by June 1 to the committee chairman as listed in the LaSertoma Directory.

CHILDREN'S HOSPITALS – LOVE FROM LASERTOMA

Children's Hospitals – Love from LaSertoma was adopted as a LaSertoma International Sponsorship at the 2009 International Convention in Richmond, Virginia at the initiation of Linda Strawser. The overall purpose of this sponsorship is twofold: to allow all members an opportunity to put their leadership abilities into action by being able to have a positive effect on a child's life; and to provide a new outlet for growth for LaSertoma with the expansion of a sponsorship that reaches and touches everyone in one way or another. This global sponsorship directly fulfills our LaSertoma mission statement. A few examples of the endless ways a club and region can participate in the Love from LaSertoma sponsorship include:

- Monetary donations to a Children's Hospital or the Children's wing of a hospital
- Sponsor a wagon or crib that will be inscribed with the name of LaSertoma
- Items that children can use while bedridden such as crayons and coloring books, reading and puzzle books, CD's games, cards, safe toys, art supplies, etc.
- Clothing such as socks or bedding items like blankets that have been crocheted, knitted, sewn, etc. or purchased by club members
- Items the parents can use while in the waiting room such as magazines or books composed of short stories

The involvement in this sponsorship should be recorded on Form C19 and sent to the chairman appointed to the Love from LaSertoma sponsorship no later than June 1 for recognition to be given at the annual convention.



Growth and Public Relations

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GROWTH IS A TOP PRIORITY!

GROWTH must be one of the most important priorities for LaSertoma at all levels if our organization is to move forward. GROWTH is essential to secure a future for LaSertoma among service organizations. GROWTH will enhance the benefit of more service in our communities for those in need and bring recognition to LaSertoma as a viable working force among service-oriented organizations.

GROWTH for LaSertoma needs to be twofold: first, through increasing membership in our existing clubs and secondly, through the building of new LaSertoma clubs. It is interesting to note that the same approach can be used to accomplish both areas of growth.

It is also very necessary to maintain our current members. Membership retention is vital to our clubs. They are our foundation and we need each and every member. They are invaluable to our success.

GROWTH FUND

The Growth Fund was established during the Midterm Board meeting and became effective February 22, 2002. Monies are used from the Lifeline fund to help sponsoring clubs finalize the chartering of a new club.

Please reference the SAC kit for full details on how to charter a club. Forms are to be approved by the Exec with the payment of fees.

The Growth Fund can provide:

- Two manuals, charter membership pins, club charter, individual charter certificates and two copies of the latest edition of "In LaSertoma Circles"
- Up to \$100.00 per chartering of a LaSertoma or Youth Volunteer Club which will be paid upon receipt of expenses for a LaSertoma International representative to help with the closing of chartering a new club, i.e., printing, transportation, lodging, etc.
- Up to \$50.00 to supply club officer bars to be passed on each year within the club
- Up to \$100.00 to help the sponsoring Club with chartering expenses, i.e. speakers, printing, etc.;; to be paid upon receipt of expenses after the club has been chartered
- Any LaSertoma Club can donate to the Growth Fund by mailing a check made payable to LaSertoma International with a notation on the check for "Growth Fund"

THE 3 R'S OF GROWTH: "RECRUIT, REGAIN, RETAIN"

GET ORGANIZED -- SET GOALS FOR GROWTH!

Before you begin to recruit new members, it is important to involve all your club members in setting goals for growth. The goal may be adding just a few members, or it may be a more dramatic one, such as REBOC. The number of members desired is not as important as setting a formal, common goal. This goal should be agreed upon by all members so that all members feel an ownership in the goal. A policy for

growth that involves everyone in achieving a numerical goal is a vital element of any membership campaign. The goal challenges members to turn a vision of growth into action and reality.

MEMBERSHIP OR GROWTH CHAIRMAN

The President should appoint a growth chairman or the club should elect a growth chairman, one who is willing to serve; not being forced to do this. A willing chairman will do a much more efficient and enthusiastic job. The chairman may want to enlist help with this position, so a growth or membership committee may be formed. The growth chairman should report at every meeting about the progress of the growth campaign. They can present incentive ideas to entice the members to bring in new members.

WHERE TO START?

Some local clubs may wish to recruit:

- younger members
- specific occupations or places of employment (ie. Web designer)
- socioeconomic factors
- particular skills or talents or resources (ie. Accounting, scrapbooker)

HAVE FUN WITH THIS GROWTH CAMPAIGN:

Some suggested slogans:

“Committed to Growth” “Keep LaSertoma Healthy...Grow”
“Each One, Reach One” “Recruit, Regain, Retain”
“Speak Out for LaSertoma” ... be creative ...make your own...

Campaign Ideas:

Divide membership into teams. Have the two teams compete in seeing which team can take in the most members in a specified amount of time. Choose unlike rewards for prizes for the team which takes in the most members. The losing team could take the winning team to dinner or serve them dinner or clean their houses for a day, or have to donate money to Scholarship and Memorial, etc. etc. Be creative and have fun doing this!!!

During the month of October, LASERTOMA MONTH, publicize and advertise your club:

- Hand out information brochures at the local shopping centers
- Post an article in the local newspaper and/or social media
- Have a very visible service project which will be noticed by many citizens and then recruit at this site
- Plan a recruiting effort such as a membership tea on a Sunday afternoon or a weekday evening at a local establishment like the city’s library or a bank building. Advertise, send out personal invitations, and make phone calls to those interested in a service club.

- Interest your church members in helping in service organizations. You certainly don't have to convince them how much service is needed in our world. They already believe in it.
- Have an organizational meeting at a business which you know already helps organizations such as United Way and Operation Feed. Try and enlist the support of the President or designated appointees so that they can lend their encouragement to their employees. Sometimes, businesses even give time off for charitable organization work. We just need to ask.

MEMBERSHIP RETENTION

Your current members need to know they are our best asset — our strength and ideas, the foundation upon which we build. We don't want to lose any of them. Remember the number one rule of retaining members is to demonstrate their worth in LaSertoma and how their membership benefits their personal lives.

TO RETAIN MEMBERS:

Utilize everyone's skills. Maintain a skill bank of members' talents.

Recognize members' contributions, successes, service to the community, etc. with "spotlights" in the newsletter and/or talk about them at the meetings. Present member story/profile in newsletters or at meetings. Orient new members and involve the present members in this orientation. Assign new members to a buddy/mentor. Present certificates and honors as achieved. Don't procrastinate. Provide meaningful meetings with qualified and interesting speakers; ask for member input when planning. Streamline business meetings so that they are not tedious. Preplan your club year using a yearbook.

Conduct an annual survey of all members as to suggestions, criticisms, etc. Recognize birthdays, anniversaries, etc. for each member making them feel special. Recognize charter members whenever possible. Keep members involved by asking them to hold offices, serve on committees, and participate in projects. Make sure club communication keeps everyone informed. Ensure each member feels important!

NEW MEMBER RECRUITMENT

Share with prospective members why/how membership will benefit them; what is the payback to them for giving up one evening per month to join your organization. Ensure each prospective member receives information about LaSertoma.

Register your club and the names and contact information for officers with your local chamber of commerce.

Organize a special function/membership drive such as a tea, wine and cheese party, ice cream social, etc. and invite prospective members and advertise in the newspaper, radio and/or social media.

Rent booth space at local festivals, flea markets or community events to make your club better known; be sure to have a guest book for follow-ups. Mail the newsletter to those who visited with you.

Send news releases and hang posters in prominent community locations. Place events on "community calendars." Participate in parades. Sponsor local contests of interest to community. Try for local radio or

TV spots. Pair each prospective member with a “buddy” member when they come to visit a meeting. Keep prospective members on a newsletter mailing list for three months. Divide up list of prospects after a tea, etc. and follow-up with a telephone call. Organize contest for recruiting members within your club. Don’t forget to close the sale...ASK a prospective member to join.

Have an application ready. Single side member brochures are available free of charge from LaSertoma Headquarters. Club should print back side with local activities and contact information and ask **every member to carry one everywhere they go**. Be ready to explain LaSertoma benefits, paying special note to what will appeal to the prospect.

Overcome objections. Turn the negatives into positive reasons why someone would join!

CLUB BUILDING (SAC)

Your LaSertoma International manual is the best source for seeking information about how to SAC (SPONSOR A CLUB.) There is also a SAC kit available from LaSertoma Headquarters at no cost to your club or it can be downloaded from the LaSertoma website www.lasertoma.com. In the SAC kit you will find the following items:

- Welcome to LaSertoma!!!
- New member application
- Charter application
- General information about LaSertoma International
- Explanation of our Sponsorship Programs
- Suggested Bylaws for local clubs

As the need arises, the SAC kit is periodically revised and improved. More information may be added at that time.

When a person/community demonstrates serious interest in LaSertoma, schedule an inquiry meeting. The International Director should be notified.

At this inquiry meeting, have a knowledgeable LaSertoma member explain who and what LaSertoma is and the functions of our organization. Have a question and answer session.

If enough interest is shown, set a date for another such meeting and ask the guests to bring other prospective members. A club can charter with a minimum of nine members, but it is much better if you can charter with a larger number of members.

At the second meeting, a more informal, relaxed atmosphere might be encouraged. The sponsoring club should be well represented at this meeting also. This second meeting could generate ideas for this particular club and commitments from the guests to become members. The new club's bylaws can be written with the suggested bylaws information from the SAC kit. The club bylaws must be in compliance with the bylaws of LaSertoma International. Everyone should leave this meeting full of enthusiasm knowing that the club will be chartered and successful.

The new members should plan their charter party with input from the sponsoring LaSertoma Club and/or the International Director. All Regional and International officers should be invited to the charter party.

TWO SAMPLE LETTERS TO PROSPECTIVE MEMBERS

(insert name) LaSertoma Club

Date

Dear _____,

LaSertoma is coming to town! What, you may ask, is LaSertoma? We thought you would never ask!

Chartered in Kansas City in 1929, LaSertoma has grown and prospered. However, our goal has remained the same - Service to Mankind. Our International sponsorships include: scholarship programs, hearing and speech projects, Campership program for youth, and an annual Youth Service program. In addition to supporting these sponsorships, local LaSertoma clubs throughout Canada and the US offer many varied services to their communities; ranging from youth projects, battered women projects to nursing home projects.

We accept into our fellowship people who have a desire to work toward our common goal of serving others and the enjoyment of lasting friendships.

Our club, LaSertoma of _____, is chartering a new club in your city. We value your input and need your support for this undertaking. Your input may be two-fold. We would appreciate referrals of interested, enthusiastic, energetic people and would welcome suggestions of needed services within your community.

For further information about this exciting event, you may contact me at _____.

In LaSertoma Service,

(insert name) LaSertoma Club

Date

Dear _____,

It has come to our attention that _____ LaSertoma would greatly benefit by having YOU as a member. Our club was chartered over (___ years ago) by a group of concerned people who, by networking together, promote service to mankind. Members come together for a regular monthly meeting for special programs to learn from each other, to share friendship and to develop projects that will serve our community. LaSertoma offers people an opportunity to "reach out" to those in need. It is a structured, international organization.

We meet monthly in the (evening) at _____. Our meetings are fun and productive. You will have a chance to meet new friends, find great satisfaction in service, be involved in special projects

and socials, hear great speakers, and much more. We will help you broaden your horizons with only a small investment of time from you.

Please return the enclosed card. For questions or for more information, call _____ (xxx-xxx-xxxx) or _____ (xxx-xxx-xxxx), Membership Co-Chairman.

The card may read as follows:

The _____ LaSertoma Club
cordially invites you to attend their
Annual Membership Tea
to be held at _____
on (Sunday, May 1 at 2:00 pm)
The favor of a reply is requested by
April 25th.
Name _____

____ Accepts ____ Regrets

GENERAL INFORMATION TO BE GIVEN TO POTENTIAL MEMBERS

The purpose of LaSertoma is to promote friendship and support worthy causes (sponsorships.)

Meetings are scheduled at least once each month with members deciding on day and time. Some clubs do not meet during the summer months, but many do continue all year around.

Dues are payable to the local club and include regional and international dues. Total dues are determined by members, taking into consideration the amount due above the local level.

The club's bylaws will be written by the club and adopted upon approval of LaSertoma International.

LaSertoma is two-fold in its goals. Each Club selects its own worthy causes in the community to sponsor financially, and/or through time spent in service with those individuals needing attention. Example: bingo parties for senior citizens, parties at blind schools, the deaf, the Salvation Army, unwed mothers, battered women, halfway houses, drug and alcohol abuse. Monies for these Sponsorships come from Ways and Means projects held by the Club. Example: card parties, bazaars, auctions, 50/50 drawings, car washes, flower sales, fashion shows, luncheons, sale of cards and candy.

The other goal is to promote friendship among the members of LaSertoma. Each club may have a social chairman who will plan get-togethers and outings for members and/or members and their families.

Service hours are derived from the number of hours of service given to each club's sponsorships.

LaSertoma provides a mutual interest for people involved in serving their communities.

TO BECOME A LASERTOMA CLUB

Nine members constitute a club.

The charter fee of \$100.00 is to be paid to LaSertoma International.

The club's bylaws will be written by the club and adopted as approved by LaSertoma International.

Pay International dues as noted in LaSertoma International Bylaws.

Local dues are determined by members. Be sure to set them high enough to include both Regional and International dues.

Meetings are scheduled at least once each month with members deciding on day and time.

Officers may include a President, one or two Vice Presidents, Secretary and Treasurer; all elected by Club members.

Suggested standing committees are Ways and Means, Sponsorship, Membership, Social, Program, Telephone, Publicity and Growth.

The Board of Directors of the Club is made up of the elected officers and Chairman of the Board.

The best way to make yourself (club) known in the community is publicity. Contact your local press, TV or radio stations, social media etc. to publicize any fundraisers you may be sponsoring, any donations you may be presenting to some charitable organization, or any awards you may be giving to some deserving person, as well as any other activities that your club is involved in.

LaSertoma International is a SERVICE ORGANIZATION, and Leaders in Service to Mankind has a real meaning.

It has been said if you want to live in and become a part of the community, you must give something of yourself. This certainly applies to LaSertoma. By becoming an active member in a Service Organization, like LaSertoma, you will find it the most rewarding experience you ever had. The friendships we make while accomplishing so much seem like ample repayment; but we receive so much more than we give, when we serve as "Leaders in Service to Mankind."

CLUB MEMBERSHIP

MEMBERSHIP ELIGIBILITY: Membership is open to persons who are interested in Leaders in Service to Mankind. Each member must pay LaSertoma International, Regional and local club dues.

LaSertoma members may hold multiple club memberships (dual membership) provided they are in good standing and they pay full dues in each club. Refer to the Policy Statements of LaSertoma International for full details.

RETENTION OF MEMBERS: Retaining members is just as important to the local club as gaining new members. Good programs are essential to keep members interested in attending meetings and staying active in the club's projects. LaSertoma clubs are service clubs, and it is vital to make the member realize our slogan has real meaning and that the activities of the club contribute to worthwhile sponsorships in the community.

The following information may be provided on a plain sheet of paper to record information on new members if the membership pamphlet/application is not readily available.

APPLICATION FOR MEMBERSHIP

Name _____

Address _____

City _____ State/Prov _____ Zip/Postal Code _____ Email _____

Telephone Number: (____) _____

Date of Birth _____

Date of Application _____

INSTALLATION OF OFFICERS AND INDUCTION OF MEMBERS

Below are examples of installations of officers and inductions of members. Other installations may be performed according to the officer in charge. We encourage you to be creative with the themes of current International/Local Club Officers.

INDUCTION OF NEW MEMBERS AND PRESENTATION OF CHARTER TO NEW CLUB

(To current LaSertoma members present)

Members of LaSertoma International, according to the authority delegated in our bylaws, we are now to receive into our membership the following Charter Members of the _____ LaSertoma Club.

(Call each member's name and have member stand until all are standing.)

(To New LaSertoma Members:)

Each of you has been duly elected to membership in our great organization and can share with us the many benefits and privileges that we enjoy. You are now with us in the activities of unity, fellowship and service.

PRESENTATION OF CHARTER

We are proud and delighted to present this charter to you today. Cherish it and hold it sacred for it signifies the ideals for which LaSertoma stands. It represents our convictions that are woven together into a single, strong, unbreakable fiber of love and service. It also represents our quest for a rich, happy and productive life of service. It is not what we get but what we give and become that is meaningful.

_____, as Charter President of the _____ LaSertoma Club, we place this treasure in your hands.

ACCEPTANCE OF CHARTER

It is with deep humility and conviction that I accept this Charter and shall guard and protect it and keep uppermost in mind the priceless precepts for which it stands.

PRESENTATION OF GAVEL (if gavel is available)

This gavel is a symbol of the power and authority that you have as President. It also signifies the responsibilities, duties and obligations its possession involves.

As you and your entire membership work together, play together, and grow together, may you enjoy the love, friendship, respect and cooperation that come as your reward for your Service to Mankind.

ACCEPTANCE OF GAVEL (if gavel is presented)

I accept this gavel with full realization of the responsibilities of this office. I shall, with dignity and unwavering determination, carry out my duties to the best of my abilities. I shall endeavor to use this authority with wisdom and love.

JOINT INSTALLATION OF CLUB OFFICERS (CHARTER BANQUET)

It is an honor and privilege to install the Officers of this new club. Not only do I wish to congratulate the Charter Members on the great job they have done in organizing the club, but also I feel that congratulations are in order for members of the _____ LaSertoma Club, as sponsors of this new club.

As the new members of _____ LaSertoma Club look to a new year of unity with enthusiasm and growth through service, it is appropriate that we think of leadership and the true meaning of leadership. Wilford Petersen defines leadership as "those who have followers." Leaders deserve to have followers and to receive recognition, because authority alone is no longer enough to command respect. Leaders must be great servants. They must keep their eyes on high goals and strive to make the efforts of their followers and themselves contribute to the personal enrichment, the achievement of more abundant living for all, and the improvement of our civilization.

Before introducing the Officers you have selected to lead your Club for the year ahead, I must remind each member that by electing these officers to be installed here tonight, you have pledged your support to them. Now, give them that support — willingly and gladly. Serve on committees that will be formed to help carry the load of your officers. Offer suggestions that you feel will be for the good of the Club,

and voice your opinion on matters that come before the membership for a vote. Remember that each and every member is a vital part of this new club, and your views and opinions are important.

The time has now come to introduce the Officers of this new club, to honor them, and to install them as leaders of the _____ LaSertoma Club. As I call your name, would you please come forward and stand to my left: (Call each officer — giving the Office and the member's name.)

Congratulations to each of you. Upon you has been bestowed a high honor. But along with the honor comes responsibility. As I challenged the members to support you, I now charge you to justify this faith by recognizing that it is your responsibility to organize, to lead, to inspire, to motivate and to encourage others. In every phase of life, there must be leaders, and there must be followers. Leadership is a special talent which the members of this club have recognized in you. You are the possessors of qualities such as integrity, sincerity, loyalty and true dedication to serve mankind.

As Officers, you are going to be asked to give a portion of your time and energies to the club activities during the coming year. Please don't feel that you are giving just to the club because your club's main purpose is to serve others. So, while you may be away from your usual routine, you will be using your time in serving mankind and making life more pleasant for others.

Each of you knows the responsibilities of your respective offices, and knowing that each of you will carry out these duties as you work together in the name of LaSertoma, in unity and with enthusiasm. Now, by the authority vested in me by LaSertoma International, I hereby declare you duly installed Officers of the _____ LaSertoma Club for the 20__ fiscal year. Ladies and Gentlemen, I present to you the new LaSertoma Club Officers.

(Presented at Fairhope, AL Charter, August 15, 1981, by Jenny Prather)

INDUCTION OF MEMBERS (to existing clubs)

(TO ASSEMBLED LASERTOMAS) Extend the hand of friendship as we receive _____ and _____ into the fellowship of the _____ LaSertoma Club. From this day forward, according to the authority delegated in our Bylaws, _____ and _____ will share in the unity and service of this great organization.

(TO THE NEW LASERTOMA MEMBERS) To each of you, I present a yellow rose as a symbol of friendship. You have been duly elected members of the _____ LaSertoma Club, and you are asked to share in the responsibilities as well as the joy of being a LaSertoma member.

Just as the stem of the rose is vital to the survival of that rose, so too are you important to this LaSertoma Club. You will be called upon to support your leaders and to hold up the purpose and goals of LaSertoma International. Your support is vital to our organization.

Take the hand of friendship offered by the members of the _____ LaSertoma Club. Receive it in the spirit in which it is given, and return it with sincerity.

On behalf of LaSertoma International, I give you this rose, to remind you to join the fellowship and Service to Mankind as promoted by LaSertoma.

It is a great pleasure to welcome you to LaSertoma, and with the authority delegated by our Bylaws, I extend to you a welcome into our outstanding service organization.

(By Phyllis Haack, Chairman of the Board, LaSertoma International, June, 1981)

INSTALLATIONS - CLUB OFFICERS – (to existing clubs)

Newly-elected Officers should be formally installed by an International Officer at a special meeting arranged for this purpose. An International Officer, the International Director or such Past Officer may be invited to perform this ceremony. They should be invited well in advance and should be placed at the head table, along with such Officers-Elect as can be placed there. Installations may be conducted by installing Officers individually or collectively. Items or mementos may be used during the ceremony, then given to each Officer. However, this is optional and not required.

The Officers being installed are taking on positions of leadership, and as leaders, they must perform to the very best of their abilities. The actions and performance of these new officers will be watched by all, and each officer should strive for excellence and club harmony. Ceremonies should be prepared with a message, but never make them too lengthy. The importance of the ceremony is in the words expressed and does take some time and thought on the part of the installing Officer. The installing officer should incorporate these thoughts in the ceremony used, and if mementos are used, the thoughts should be worded around the mementos.

The age of members, the degree of activity of the Club, and the locale will determine, to some extent, the type of installation that should be used. Enthusiasm should be prevalent throughout the ceremony. This will help to create enthusiasm among the Officers being installed.

All Club Officers and Board Members to be installed should be called by name and asked to stand before the head table during the installation.

BIRTHDAY INSTALLATION

Would the 1994-95 (change year) LaSertoma officers please come forward? (give names and offices.)

Tonight I have chosen the theme of building a birthday cake in honor of your 10th anniversary.

Treasurer _____: I give you a bowl to gather the monies for club members and the club's fund raisers; to keep accurate records. With your bowl you will mix the money into the club and watch it as it grows. Your job will take time and patience.

Secretary(s) _____: I give you a spoon(s); you will gather information about each club member and mix the information with your spoons. Even though the information you mix will keep its own individual properties, you will soon blend this information into a club progress report. Remember that successful accomplishments of this club will depend on the full and accurate manner in which the correspondence, recording and reports are mixed and blended. You have an important job as secretary(s); mix your information and talents well.

Vice President____: I give you measuring cups so you can mix the proper proportions of information as you plan outside speakers, social programs and member participation. You will also assist the President when you are needed.

President____: I give you a candle so you can lead your club in being active, energetic and a vital part of the community. You will light up and motivate your members.

Chairman of the Board____: I give you a knife to cut the cake for your members and to point (very carefully) the way for the new officers. It will be your duty to preside over Board meetings and to act as a guide for the officers.

Now take these instruments and build with them a bigger and better club this year. Happy 10th anniversary, and let's make it 10 more.

Now, by the authority vested in me by LaSertoma International and our Bylaws, I proclaim the Officers of the _____ LaSertoma Club duly installed for the 1994-95 (change date) year.

Given by Governor, Marty Zechar, to National Trails LaSertoma Club, Englewood, Ohio on June 11, 1994.

PIN INSTALLATION

Another year has passed and _____ LaSertoma Club is entering upon a new year with great hope. Your election to serve as Officers of this Club for the ensuing year is evidence of the confidence your fellow members have in you and your ability to build upon the foundation that has been laid. Into your hands has been placed the guidance of your Club; its progress, sponsorship activities and welfare during the year will depend upon how well you perform your duties.

Here is our LaSertoma pin.

TREASURER: _____, as Treasurer, you represent the shield. It is symbolic of protection. You are the protector of the monies, and in you is entrusted the financial affairs of the Club. Your position is an important one, demanding integrity and honesty. Your election to this office signifies that your Club members have implicit trust in you. Protect the assets of the treasury as with a shield.

SECRETARIES: _____ and _____, as Secretaries, you represent the colors of LaSertoma, gold and black. Gold represents the sunshine, with its rays reaching out, as correspondence from the Club is reaching others. The rays reach inward also in keeping minutes to enlighten the Club's direction.

Black is the only color which includes all colors; so it is with your duties. You will find them many, varied, and, at times, taxing of your crowded hours. Remember that successful accomplishments of this Club will depend on the full and accurate manner in which the correspondence, recording and reports are maintained.

VICE PRESIDENTS: _____ and _____, you are the wreath of our pin. It is symbolic of Honor and Glory. Your duties will bring both honor and glory to the Club. No single factor has such important influence on the Club's success as membership. You are to develop member interest through entertaining and instructive programs. You will assist the President in the sponsorship activities and

community interests. The results of your contributions to this Club will be evidenced as it grows to greater heights of success during the year.

PRESIDENT: _____ our President. The fagots on your pin are symbolic of Strength through Unity. It is because of your strength as a leader the Club can be unified in its purpose, in its friendship and in its service. To you is entrusted supervision of the duties of all Officers and the guiding reins of the Club.

MEMBERS: All Club Members should wear their LaSertoma pins proudly, know its symbolic meanings and recognize the word inscribed thereon. "LaSertoma" stands for "Leaders" working together in "Service to Mankind". Together, we can make a better community in which we may live and grow in the philosophy of our motto.

TO ALL OFFICERS: It is now my pleasure to proclaim you duly installed Officers of _____ Club of LaSertoma International.

Congratulations.

It is very effective if the ceremony is concluded with the President's pin being presented to the new President and the past President's pin to the retiring President.

INSTALLATION OF DIRECTOR (Sample 1)

(NAME), newly elected Director of the _____ Region of LaSertoma International, I congratulate you. You have proven worthy of faith and esteem. We are placing upon your shoulders the mantle of leadership, responsibility and service. It is true; a great leader is a great servant.

In your endeavors, you will find that your highest award is not what you get, but what you become. As you progress in the Region, be determined to:

Give time and talents so you will get the expected results. Strive for greater excellence.

Serve others without thought of praise.

Be optimistic, for optimism is the harmony between man's spirit and all achievements that are good.

Be willing to work; be enthusiastic; be our leaders.

As you lead us this year, remember you are only as great as the values redeemed, the happiness shared, the truth you speak, the help you give, THE LIFE YOU LIVE.

As _(your LaSertoma title)_____ of LaSertoma International, it is now my great pleasure to proclaim you duly installed Director of the _(name of region)___ Region of LaSertoma International.

(A short poem of your choosing may be used before or after to lengthen the installation).

INSTALLATION OF DIRECTOR (Sample 2)

It is an honor and a privilege to install the newly elected Director of the _____ Region of LaSertoma International, _____. We congratulate you for your willingness to accept the responsibilities of your office, and we extend to you our love and appreciation.

The quality of our organization is determined by its leadership. As a leader, your image must be the very best. Everyone will watch your performance. Because of previous experience in LaSertoma, you are thoroughly prepared to assume the responsibilities, duties and opportunities of your office.

It gives me great pleasure to review the years of devoted service you have had in preparation for this high and important place. I want to remind you that in a very large measure the success of LaSertoma in your Region depends upon you. You are the important link between LaSertoma International and the local clubs. The club is the very heart throb of International. It is your duty as Director to know the complete programs of International, to work loyally and closely with your club presidents, and through your contact with them, to carry forward the programs and objectives into ACTION and SERVICE.

Your office carries with it many responsibilities. It is your duty to represent LaSertoma International on many and varied occasions. You must know your organization and represent it with pride, dignity and confidence.

By the power vested in me by LaSertoma International, I install you as Director of the _____ Region. Ladies and gentlemen, I present to you, your International Director for the _____ Region for the year _____.

TO BECOME A PROJECT CLUB

The possibility of a “project club” would be where members would work strictly on fundraisers or projects which would help our organization grow with more potential members. The thought of having the “project club” would really benefit regions by adding new clubs and members. The members would still pay dues as any club does now, however, members of the project club don’t have the time to attend monthly meetings due to work schedules, family needs, etc., but are willing to have fundraisers or projects. LaSertoma could still grow with this concept.

Nine members constitute a project club.

The charter fee of \$100.00 is to be paid to LaSertoma International.

The club's bylaws will be written by the club and adopted as approved by LaSertoma International.

Pay International dues as noted in LaSertoma International Bylaws

Local dues are determined by members. Be sure to set them high enough to include both Regional and International dues.

Club Progress Reports (LSI C-1) are sent to International Director the month of the fundraiser/project. Reports should be filed at a minimum of once per year. If club decides not to elect officers, at least two members should be designated as “contact persons” on the membership roster for that club. (One will receive general information; the other will receive treasurer information.)

NEW MEMBERS: In making contact with prospective LaSertoma members, make certain they understand the purpose of LaSertoma, how the organization operates and the benefits of becoming a member. Ensure new members feel welcome and create understanding among new and older members that will bring about a desire to belong. **DO NOT RUSH PROSPECTIVE MEMBERS** into joining, however, continue to educate them on the functions of the organization.

GENERAL: Keep all members well informed about International and local programs. Impress upon members that International is not beyond their reach, but merely a part of LaSertoma. The Region is the link between the local clubs and International. Through it local clubs are kept informed of the functions of LaSertoma International.

PUBLIC RELATIONS

PUBLICITY FOR INTERNATIONAL VENUES

“In LaSertoma Circles” Guidelines

CLUBS:

All clubs are encouraged to submit articles about events. Clubs are encouraged to send the information digitally using jpg or gif format.

INTERNATIONAL:

The following shall place no less than two (2) articles per year in the Circles:

- Individual Chairman of each Awards and Sponsorship committee (one preceding, and one following the International Convention)
- International Officers regarding their duties (with the exception of the International President who shall submit an article for every Circles)
- International Headquarters Secretary
- International Directors with regional articles

EDITOR:

- Shall use their judgment on placement of articles
- Shall not change the substance of any article without first consulting the writer of such article
- If articles are received by email, send reply to the sender that the article was received
- Shall place every article received in a timely manner into the Circles for which it was submitted as space permits
- Shall make changes as directed by the International President after the proofing of the Circles
- Shall complete the Circles within fifteen (15) days after the announced deadline
- Shall send a PDF file of the Circles to the Webmaster for uploading to the LaSertoma website. The webmaster should have it on the website within five (5) days after receiving the PDF file.

LASERTOMA.COM WEBSITE

Clubs are encouraged to send digital pictures and articles describing their activities for publishing to the website. All pictures submitted must be accompanied by a clearly written description of the activity shown. Additionally, pictures must have an extension of jpg or gif for best results when uploaded. Articles must be in electronic format, and may be sent by email directly to the site webmaster (see link on home page) and will be included in future uploads to the website.

Club events that are successful fundraisers or recurring annual service projects and those that have earned local recognition are especially helpful to others who may see them. Let the world know what your clubs are doing!

PUBLICITY FOR LOCAL CLUBS

FOUR EASY STEPS TO GOOD PUBLICITY

1. Early personal contact with the local newspaper or other personnel of the local media is important. Give them a complete list of current club officers. Invite them to attend your meetings and special events. Ask for suggestions as to what kind of articles they would like and will use.

Is there a regular calendar of local club meetings?

What is the radio and television's policy regarding public service announcements?

What about pictures? Will the newspaper send its own photographer to cover special events? Will it accept the club's own pictures? What size? Will either black and white or color be accepted?

Letters to the editor can be a good way to thank the public for its support when a project is completed. You may wish to focus on a different theme in each monthly issue.

Example: If in January you are having a speaker on nursing homes, you may wish to focus on a local nursing home. Include statistics in your article, i.e. "There are 100,000 people over 70 years old in Central Ohio. Twenty eight thousand of those people are in nursing homes. The guest speaker at the Wednesday night Tri County LaSertoma club meeting gave a graphic view of the peaks of aging."

2. Always type your publicity, double or triple spaced on 8½" x 11" paper. Be accurate with all facts, including dates and spelling of names. Type your own name, address and phone number and the name of your club in the upper left hand corner for reference.

3. A good news article includes five points: Who, What, Where, When, Why and, if possible, How. Try to get all of these in the first couple of sentences. Be brief, but complete. Send your article to only one person of each newspaper and list at the top, all newspapers and broadcast outlets which are getting the same information.

4. It is always a good idea to send a copy of publicity to the Editor of "In LaSertoma Circles". Also a copy of all publicity should be sent to the International Director of your region.

All LaSertoma Clubs have potential stories for "In LaSertoma Circles," and it takes just a little time and organization to compile the complete information and supporting photographs to send to the Editor of "In LaSertoma Circles," who is appointed by the International President.

First, think about what makes a good feature for "In LaSertoma Circles." It can be many different things: an unusual project or sponsorship, or articles regarding membership campaigns, community projects, new speech and hearing services, etc.

Be sure to send several photographs (with identification) to use with the article. Black and white photos print best.

IDEAS FOR CELEBRATING AND PUBLICIZING LASERTOMA MONTH IN OCTOBER

Ask for a proclamation from your mayor.

Seek publicity in your local newspaper explaining LaSertoma or attend neighborhood meetings answering questions about LaSertoma.

Hand out flyers describing LaSertoma or other promotional items that help describe LaSertoma at shopping centers, in grocery bags, etc., print LaSertoma information on Halloween trick or treat bags, and send PSI's to radio stations, TV, etc.

“SPEAK OUT FOR LASERTOMA” Set up LaSertoma information booths at fairs, flea markets, school functions, stores, library, etc. Use one of your local sponsorships and promote helping it and discuss how LaSertoma has already helped that sponsorship. Speak at other service organization meetings. Run a concession stand for fall sports in your community or school.

Wear your pins the entire month of October...answer questions about them. Order and wear LaSertoma apparel.

Begin an award for your community or city to honor a certain person with the qualifications you have asked for and give your LaSertoma club lots of credit.

Sponsor events: a ball team in your community bearing your LaSertoma club's name, a contest in your community or city bearing your LaSertoma club's name, or sponsor a youth for an event in LaSertoma's name and receive publicity for this occurrence.

Sell pumpkins for Halloween or other Halloween craft items advertising LaSertoma during your sale.

Your members should participate in any civic affairs that occur during the month of October to help publicize LaSertoma.

THE ABC'S OF BUILDING MEMBER POWER

A IS FOR ACCESS

Visibility is essential. You are doing exciting and worthwhile things. Let the public hear about them.

Establish good relationships with local media. Find out the rules for public announcements.

Invite local media people to a meeting, just to get acquainted and let them know what you're all about.

Use the LaSertoma media packet prepared for you and available at LaSertoma Headquarters.

Check out your local companies and see if they have an intranet to which they would let you submit notices or ads, maybe even paid ads.

Check out programs for community colleges, seminars, arts and music activities. Space in these programs is often very affordable and readers are responsive because you have supported their favorite cause.

The more publicity your club gets, the more credible it becomes and the easier it will be to recruit new members.

Wear your LaSertoma pin and other LaSertoma items.

Be proud of LaSertoma and your membership!

B IS FOR BRIGHT IDEAS

Brainstorm "out of the ordinary" approaches.

If you have a sale at the shopping center, do something out of the ordinary like dress like a clown, dress alike, play music, specialize in something novel. Don't just set up your card table, hang your banner and wait. Do something to stand out so people notice you and remember you.

Do snappy posters, or fliers. Hang them on public bulletin boards in such places as stores, libraries, lunchrooms, places of work, schools, etc. Change them often.

C IS FOR COMMUNICATION

The key to getting people's attention is regular communication.

One "shot" won't do it. No matter how much effort you put into it, people usually have to be asked to attend or join several times.

Establish your lines of communication. They may be radio, TV, newspapers, bulletin boards, etc.

A picture is worth a thousand words. Use pictures whenever possible to advertise your club.

Your club newsletter can be invaluable to you and your members. Send it to the local newspapers, prospective members, chamber of commerce, other local service clubs, and so forth.

LASERTOMA INTERNATIONAL BYLAWS

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LASERTOMA INTERNATIONAL BYLAWS

ARTICLE I

NAME AND EMBLEM

The name of this organization shall be LaSertoma International, Inc. The name shall not be translated into any other language.

The colors of LaSertoma shall be gold and black. The emblem of LaSertoma shall be a pin with:

WREATH	Honor and Glory
SHIELD	Protection
FAGGOTS	Strength and Unity

A diamond at the top of the wreath shall indicate a Past International President. A guard, in the form of a gavel, shall indicate those members who have served, or are presently serving as a President of a constituent club.

ARTICLE II

OBJECT

The objects of LaSertoma International shall be:

A. To aid, assist, support, and sponsor educational and philanthropic enterprises and endeavors, including, but not limited to, training and educating young people, establishing scholarships, or providing aid to worthy youth sponsorships which have as their aims the teaching of citizenship responsibilities.

B. To distribute International Scholarship and Memorial Fund assets in annual awards to qualified young people in accordance with criteria approved by the Past International Presidents of LaSertoma International, and in accordance with Section 501c(3) of the Internal Revenue Code.

C. To promote the extension of friendship and fellowship among its members.

D. To provide opportunities for members to become active in civic affairs.

ARTICLE III

POLICY

This organization shall be non-political, non-profit, and non-sectarian, and its policy shall be to:

- A. Accept gifts, donations and bequeaths of money or property for use in promoting its Object.
- B. Own, hold, rent, convey and encumber property of all kinds in furthering its Object. C. Issue no shares of stock.
- D. Declare or pay no dividends.
- E. Distribute or disburse no part of its net income to its members, officers, or directors unless otherwise provided for in these bylaws.

ARTICLE IV

MEMBERSHIP

Membership in LaSertoma International shall consist of persons who are interested in supporting the object(s) of LaSertoma International. Policy for admission of any prospective member is strictly at the discretion of each club.

ARTICLE V

SECTION 1. STRUCTURE –

LaSertoma International shall include clubs in United States, and Canada and in such other countries, as LaSertoma shall organize. Clubs shall be organized into Regions under the guidance of an International Director. In all instances, each member shall be subject to those rules adopted by this organization that are necessary to the implementation of its Object and Policy. In the event adopted rules are inconsistent with the laws of the nation in which a particular Region or Club is located, the laws of that nation shall prevail.

SECTION 2. DEFINITIONS –

The terms Executive Committee, Board of Directors, or Headquarters Office, and the offices of International President, President Elect, Second Vice President, Secretary/Treasurer, Chairman of the Board, Parliamentarian, and Past International President, where referred to in these By- Laws, shall be interpreted as if each had the title of LaSertoma International prefixed thereto.

SECTION 3. EXECUTIVE COMMITTEE–

The Executive Committee shall be composed of the International President, President Elect, Second Vice President, Secretary/Treasurer, Chairman of the Board, and

Parliamentarian. The Executive Committee shall:

- A. Transact the emergency business of the organization between meetings of the Board of Directors.
- B. Meet at the call of the International President or a majority of its members, provided all members have been notified at least (20) days prior to the date of the meeting.
- C. Two thirds (2/3) of the members will constitute a quorum.

SECTION 4. BOARD OF DIRECTORS –

The Board of Directors shall consist of the Executive Committee, Scholarship and Memorial Chairman and the International Directors with one vote each. All other Past International Presidents, who are current members of LaSertoma International, shall serve as members of the board in an advisory capacity, but will not have a vote. The Parliamentarian, who is a member of the organization, shall have one vote on ballot issues only. The Board of Directors shall:

- A. Have as its presiding officer the immediate Past International President (Chairman of the Board).
- B. Transact the business of the Organization between annual conventions.
- C. Fill vacancies in office, except that of the International President or of a Director.
- D. In the absence of the presiding officer, permit the International President to act as Chairman.
- E. Meet at the call of the Chairman, International President, or a majority of the members of the Board, provided all members have been sent a written notice, signed by those calling the meeting, at least twenty (20) days prior to the date the meeting is to be held. Two Thirds (2/3) of the voting members of the Board of Directors shall constitute a quorum.

SECTION 5. STANDING COMMITTEES –

The Standing Committees of LaSertoma International shall be:

AWARDS & SPONSORSHIP

FINANCE

LEADERSHIP

BYLAWS & POLICY GROWTH AND PUBLIC RELATIONS

A. CHAIRMANSHIP

A second year International Director shall be appointed by the International President to chair the Awards and Sponsorship and Bylaws & Policy Committees. All other committees are delegated to a member of the Executive Committee under "The duties of Officers." Each Committee shall:

1. Present a report of the work of the committee to the Board of Directors at the Mid-term Board meeting.
2. Present a written annual report of the committee at the annual convention. Copies of the report are to be provided for the International Executive Committee, the Secretary and the committee files.

B. DUTIES

Each Committee will perform the duties assigned to the committee in accordance with the guidelines presented in these Policy Statements; the LaSertoma International Manual of Procedures for Officers and Committees; and at the direction of the International President, or the Board of Directors.

SECTION 6, SPECIAL COMMITTEES

Shall be appointed by the International President when needed to accomplish a particular function.

A. CHAIRMANSHIP

Chairs of all special committees will be appointed by the International President. Each Special Committee Chair shall:

1. Present a report of the work of the committee to the Board of Directors at the Mid-Term Board Meeting.
2. Present a written annual report of the committee at the annual convention.
3. Copies of the report are to be provided for the International Executive Committee, the Secretary and the committee files.

B. DUTIES

Each committee will perform the duties assigned to the committee in accordance with the guidelines presented in the Policy Statements; the LaSertoma International Manual of Procedures for Officers and Committees; and at the direction of the International President or the Board of Directors.

SECTION 7. MEETINGS

A. INTERNATIONAL

1. LaSertoma International shall convene an annual convention. The official call to the annual convention shall be mailed to all clubs at least thirty (30) days prior to the date the annual convention is to convene.
2. The Board of Directors shall meet three times per year: immediately following the annual convention, at Mid-Term, and immediately preceding the next annual convention. An official call for each regularly scheduled meeting shall be mailed to each Board member at least thirty (30) days prior to the date the meeting is to convene.
3. Special meetings of LaSertoma International may be called by the International President, or upon a majority vote of the Board of Directors. Written notice of a special meeting shall be sent to each party concerned at least twenty (20) days prior to the date the meeting is to be held.

B. REGION - Each region shall convene an annual Regional Convention.

SECTION 8. CLUBS

A. MEMBERSHIP

1. Persons eligible for club membership may be invited to join any existing LaSertoma Club, or encouraged to charter a new club, provided they comply with the requirements of these Bylaws pertaining to membership and dues.

2. A minimum of nine (9) persons is required to charter a new "LaSertoma Club, REBOC a LaSertoma Club or Charter a LaSertoma International Youth Volunteers Club."

3. LaSertoma International reserves the right to withhold a charter.

4. LaSertoma members must be at least 18 years old in order to hold an office at the club level.

B. CHARTERING

1. A charter may be requested in accordance with instructions shown on the official charter application form available at the Headquarters. The original signed charter application, with the number of copies specified in the instructions, the club's proposed bylaws, charter fee, and current yearly dues for each charter member shall be sent to the International Headquarters.

2. Upon receipt of all required documents and charter fees, and subsequent approval of the International President, a club charter, two copies of the LaSertoma International Basic Manual, two copies of the LaSertoma International Bylaws and Policy Statements, two copies of most recent Circles, individual membership cards, and pins shall be provided by LaSertoma International to the newly chartered club.

3. Upon receiving a charter, a club automatically becomes a part of LaSertoma International and all of the club members shall be members of LaSertoma International.

C. INACTIVE CLUB – RETAINED CHARTER

A club that is no longer holding regular meetings, not actively promoting sponsorship programs, nor otherwise complying with the Object of LaSertoma International may elect to be placed on inactive status for a period not to exceed two (2) years. Failure to pay International dues annually by January 1 will also result in the club being placed in an inactive status.

1. During each of the two years of an inactive period, a club must pay International dues for two members in order to retain the club charter.

2. A club placed on inactive status shall not have a vote at Regional, or International conventions, nor have the privilege of using the name of LaSertoma without the specific written approval of the LaSertoma International Executive Committee.

3. An inactive club may reactivate its charter, upon payment of international dues for a minimum of nine (9) members.

4. An inactive club that has not reactivated its charter within two (2) years shall be deleted from the membership roll of LaSertoma International and a new charter application shall be necessary for reinstatement on the roll.

D. RESIGNATION

To resign from LaSertoma International a club shall:

1. Hold a meeting to discuss and vote on Club Resignation. A notice of this meeting should be given in writing via mail or email with no less than 30 day notice to 100% of said Club's current membership, the International Director, International President and the International Parliamentarian.

2. Send a written resignation to the International President.

3. Submit a complete financial report to the International Director, showing that the club has met all of its financial obligations.

4. Surrender its club charter to the International Director of the region.

E. DUTIES

Each club in all Regions shall:

1. Submit reports to the International Director as directed by LaSertoma International.

2. Submit reports as required at their respective Conferences and Regional Conventions.

3. Provide information relating to membership records and identification of elected officers upon request and as directed by LaSertoma International.

ARTICLE VI

OFFICERS

SECTION 1. PURPOSE –

Each officer shall actively support the object of this organization, promote cooperation and understanding among the clubs within the organization, and encourage the founding of LaSertoma clubs wherever there is interest in Service to Mankind.

SECTION 2. INTERNATIONAL –

The Executive Committee offices of International President and Chairman of the Board shall be assumed by the retiring President Elect and the retiring International President respectively. The offices of President Elect, Second Vice President, Secretary/Treasurer shall be filled through election by majority vote of the ballots cast, by those delegates in attendance at the annual convention meeting. The Parliamentarian shall be appointed by the International President.

A. ELIGIBILITY – To be eligible for an Executive Committee office, a member shall:

1. Be a member in good standing of LaSertoma International.

2. Have held an office no lower than that of International Director.

3. Have served at least two (2) years on the Board of Directors, one (1) of which must have been on the Executive Committee to be eligible for the office of President Elect.

4. No member shall occupy more than one elective International office at any one time.

B. NOMINATION

1. Members shall be nominated for International Office at the annual convention either by announced candidacy or by nomination from the floor. If nominated from the floor, the consent and qualifications of the nominee shall have been obtained in writing prior to the nomination.

2. Members who wish to announce their candidacy for a specific office may send their qualifications to the International President for publication in the spring issue of "In LaSertoma Circles." Such information shall be hand delivered or postmarked no later than the conclusion of the Mid-Term Board Meeting.

3. When there is more than one nominee for an office, all nominees' qualifications shall be presented to the convention body.

C. TERM – All officers except the Secretary/Treasurer shall serve for a term of one (1) year, or until a successor is elected and assumes the duties of the office. The candidate/s must have been a Past International Director or had a minimum of three (3) years' experience in financial management, and have been a past Club Officer as well as having been a member of LaSertoma for a minimum of five (5) years. The Secretary/Treasurer shall serve for a term of five (5) years or until a successor is elected and assumes the duties of the office. No officer except Secretary/Treasurer shall succeed themselves in office.

D. ELECTION

1. The election of the International Officers shall be by ballot, except where there is but one candidate for each office and then, by motion from the floor, the election shall be by voice vote.

2. Where a vote by ballot is taken, a majority vote based on the number of all ballots cast shall be necessary to constitute an election. After each elective ballot on which no candidate receives a majority vote, the candidate with the lowest number of votes shall be dropped. Ballots shall be available for public review in accordance with parliamentary law.

E. INSTALLATION – The newly elected officers shall be installed at the annual convention, and shall assume their duties at the beginning of the fiscal year.

F. VACANCY IN OFFICE – Excluding the office of International President, a vacancy on the Executive Committee shall be filled by vote of the Board of Directors, with the consent of the nominee.

SECTION 3. REGION

A. DUTIES – Regional Officers shall represent LaSertoma International in their respective Region. In addition, each shall perform the duties listed and further described in "The LaSertoma International Manual".

1. INTERNATIONAL DIRECTOR – shall:

a. Be a member in good standing of LaSertoma International.

b. Be elected at the Regional Convention, assume duties at the beginning of the fiscal year and shall serve for a two (2) year term or until a successor is elected.

c. Represent the Clubs of their Region as a Director on the Board of Directors.

d. Preside at the Annual Regional Convention.

e. Appoint a Convention Secretary, a Convention Parliamentarian and committees deemed necessary to carry on the work of the Region.

f. Conduct leadership training at the Regional Convention and at other times as necessary for effective administration of the Region.

g. Compile reports from the clubs in their Region and present summary reports as directed by LaSertoma International. Note: If a Region does not have an ID, all reports should be sent to the International President Elect.

- h. Follow up on the status of inactive clubs and make an effort to help them return to active status.
 - i. Collect the charter of a disbanding club and return same to the Headquarters Office.
 - j. Accept committee appointments as delegated by the International President.
 - k. Perform such other duties as may be assigned by International President.
- B. VACANCY IN OFFICE

In the event of a vacancy in the office of the International Director, the Club Presidents shall elect a Director.

ARTICLE VII

LASERTOMA INTERNATIONAL SPONSORSHIP PROGRAMS

SECTION 1. SPONSORSHIP PROGRAMS –

The Sponsorship Programs of LaSertoma International shall be:

SCHOLARSHIP AND MEMORIAL FUND PROGRAM

PROGRESSIVE YOUTH SERVICE PROGRAM

ROSE RUNZLER MEMORIAL SCHOLARSHIP PROGRAM YOUTH CAMPERSHIP PROGRAM

LASERTOMA INTERNATIONAL YOUTH VOLUNTEERS

THE SERTOMA FOUNDATION OF CANADA THE NANCY PRATT LITERACY PROGRAM

LASERTOMA INTERNATIONAL ENDOWMENT FUND

CHILDREN’S HOSPITAL (LOVE FROM LASERTOMA)

A. CHAIRMANSHIP – Chairmanship of the Sponsoring Programs shall be as follows:

1. Scholarship and Memorial Fund Program/LaSertoma Endowment Fund – Immediate Past Chairman of the Board of Directors automatically assumes this responsibility.
2. The Sertoma Foundation of Canada – International Director from the Canada Region automatically assumes this responsibility.
3. All other committees are chaired by appointment of the International President. Each sponsorship program chair shall present a report to the Board of Directors at the Mid-Term Board Meeting; and shall submit a written annual report at the annual convention; copies of the report are to be provided for the International President and the program’s files.

B. DUTIES:

1. SCHOLARSHIP AND MEMORIAL FUND / LASERTOMA INTERNATIONAL ENDOWMENT FUND – The Scholarship and Memorial Fund Program, under the direction of the Past International Presidents, shall receive applications of college level students submitted by the LaSertoma clubs for review and consideration. Scholarship grants are awarded to students selected according to rules established and approved by the Past International

Presidents. The total number of scholarships awarded in a given year will be based on the amount of donations received for the Scholarship and Memorial Fund for that particular year, plus the interest earned on certificates of deposit or other capital investments. The LaSertoma International Endowment Fund Representative shall encourage clubs and individuals to participate in the Endowment Fund and be recognized for their efforts.

2. PROGRESSIVE YOUTH SERVICE PROGRAM – The Youth Service Program Chair shall receive all Regional Youth Service applications and send them to an outside judge who will choose the annual recipient of the Progressive LaSertoma International Youth Service Award.

3. ROSE RUNZLER MEMORIAL SCHOLARSHIP PROGRAM – The Rose Runzler Memorial Scholarship Program Chair, shall review and evaluate the applications of the students submitted by LaSertoma Clubs. Grants be awarded to a visually handicapped student who is in a graduate or undergraduate program leading to professional competency in a recognized field of study. This grant may also be given to a non-handicapped student who is preparing to teach visually handicapped students.

4. YOUTH CAMBERSHIP PROGRAM – The Youth Campership Program Chair shall monitor club participation in youth programs and report events and statistics to the Board of Directors and the International Convention.

5. LASERTOMA INTERNATIONAL YOUTH VOLUNTEERS - LaSertoma International Volunteers Program Chair shall review and evaluate the Youth Clubs and present awards as appropriate.

6. THE SERTOMA FOUNDATION OF CANADA – Report activities and status of The Sertoma Foundation of Canada at board meetings and annual meeting of LaSertoma International.

7. THE NANCY PRATT LITERACY PROGRAM – The Nancy Pratt Literacy Program Chair shall encourage clubs to participate in the Literacy program and recognize their efforts.

8. CHILDREN’S HOSPITAL (Love from LaSertoma) – The Children’s Hospital (Love from LaSertoma) Chair shall encourage clubs to participate in the program and recognize their efforts.

ARTICLE VIII

VOTING BODY

SECTION 1. ELIGIBLE VOTERS –

The voting body of LaSertoma International shall be comprised of Delegates and Delegates-at-Large who are fully registered at the annual LaSertoma International Convention and must be 18 years of age by May 31 of the convention year. The vote shall be decided by a majority vote or two-thirds vote (as the case may require) based on the number of votes cast by either:

1. Show of hands / Voice vote or
2. Written ballot. Written ballot format may be requested for any vote and is mandatory

for all By-law changes.

3. By-laws will be presented to the Convention body on the first business day and a ballot vote will be conducted on the second business day.

A. DELEGATES AT LARGE include:

1. All members of the Board of Directors.
2. Past International Presidents who are current members of LaSertoma International.

B. DELEGATES include:

1. One delegate for each five (5) members, or fraction thereof as listed on the International membership record on May 1, for each active club in good standing.
2. One alternate for each authorized delegate may be designated to stand in the absence of the delegate.

SECTION 2. QUORUM – Twenty-five percent (25%) of the voting body registered for the Annual LaSertoma Convention shall constitute a quorum.

ARTICLE IX

FINANCE

SECTION 1. FISCAL YEAR –

The fiscal year of LaSertoma International shall be from August 1 to July 31.

SECTION 2. CURRENCY –

All monies received shall be in United States funds.

SECTION 3. REVENUE AND EXPENSES

A. INTERNATIONAL

1. DUES STRUCTURE

a. Dues shall be \$40.00 per year, per member. Members inducted into a club beginning with the seventh month shall pay prorated dues:

7th month - \$20	10th month - \$11
8th month - \$17	11th month - \$8
9th month - \$14	12th month - \$5

b. A member who transfers from one LaSertoma club to another will not pay additional International dues for the remainder of the year.

c. Past International Presidents shall pay their annual membership dues through the clubs with which they are affiliated. If a Past International President is not affiliated with a club, the annual dues shall be paid directly to the International Headquarters.

d. Youth clubs shall pay annual dues of \$100.00 per year per club.

2. DUES PAYMENT

- a. Each Club and Youth Club shall collect dues for LaSertoma and remit, with a list of its members and the appropriate forms, to International Headquarters by August 1 of each year.
- b. Clubs and Youth Clubs whose dues are not postmarked by August 31 shall be considered delinquent. Dues that are not postmarked to International by the delinquent date of August 31 shall be assessed a ten percent (10%) late penalty. Mailing of Circles and eligibility for delegate votes will be suspended until dues and penalties are paid.
- c. Dues collected for new members after the initial report (C3) has been submitted shall be forwarded immediately with the remit form (C4) to the International Headquarters.

3. CHARTER FEES – At the time of application for membership in LaSertoma International, each Club or Youth Club shall forward a charter fee to LaSertoma International in the amount stipulated in the Policy Statements of LaSertoma International. The fee is payable with the initial application regardless of charter date.

4. DISBURSEMENTS – All disbursements shall be made by check, electronic banking or debit/credit card by the Treasurer and/or Headquarters Secretary/Representative. Payment of operating expenses shall be in accordance with the Policy Statements of LaSertoma International and as authorized by the International President and Board of Directors.

B. REGION

Each region will establish policy for collecting revenue to cover regional expenses. These policies will be stated in regional Standing Rules.

ARTICLE X

DISCIPLINE

SECTION 1. OBLIGATION OF MEMBERSHIP –

In accepting membership in LaSertoma International, an individual assumes the obligation to protect the organization, its ideals and its purposes against misrepresentation, unethical practice and the misuse of the name LaSertoma International. A member failing to fulfill these requirements or enlisting in any movement detrimental to the progress, object or well-being of LaSertoma International, or in any way bringing discredit to the organization by disobeying its rules or by improper conduct or enlisting in any movement against cooperative effort in carrying out its object, shall be subject to discipline as set forth in SECTION 2, REMOVAL FOR CAUSE.

SECTION 2. REMOVAL FOR CAUSE –

All questions of removal for an individual from membership and/or office shall be referred to the LaSertoma International Executive Committee. After investigation, a hearing and a two-thirds (2/3) ballot vote in the affirmative, the Executive Committee may request the resignation of any LaSertoma International member and/or officer whose conduct is considered to be injurious to the welfare of LaSertoma International. If

voluntary resignation is not received within thirty (30) days after notification, removal from membership and/or office shall become automatic. A member who has been requested to resign from membership and/or office may appeal to the LaSertoma International Board of Directors. A two-thirds (2/3) vote in the affirmative by the Board of Directors shall sustain the decision of the Executive Committee and shall be final.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, current edition, shall govern the proceedings of LaSertoma International in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or Policy Statements.

ARTICLE XII

AMENDMENTS

SECTION 1. APPROVAL –

These Bylaws may be amended by a two-thirds (2/3) vote at any annual or special meeting of the organization, provided the proposed amendment has been appended to the official call for the meeting.

A. WITHOUT NOTICE – Without previous notice, these Bylaws may be amended only by a unanimous vote at any annual or special meeting. Note: New Business can be brought up at Convention without prior notice and be acted on at current convention.

B. EFFECTIVE DATE – Amendments of these Bylaws shall become effective at the adjournment of the annual or special meeting at which they are adopted.

SECTION 2. TOTAL REVISION – A two-thirds (2/3) vote of a convention body shall be required to approve a total revision of these Bylaws. A copy of a revision, as proposed, shall be appended to the call for the Annual Convention. A total revision becomes effective at the adjournment of the annual meeting at which the revision is adopted.

ARTICLE XIII

DISSOLUTION

In the event that this organization shall be dissolved for any reason, it shall: A. Use its net assets to satisfy all financial obligations and liabilities.

B. Transfer to one or more organizations engaged in education and/or charitable enterprises any remaining assets for a like purpose, but not held due to any condition requiring return.

C. Return, transfer, or convey any equipment or any other assets held for the organization in accordance with agreements and/or stipulations requiring such action.

LaSertoma International Policy Statements

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LaSertoma International Policy Statements

ARTICLE I – ORGANIZATIONAL STRUCTURE

Section A. – Authority

These Policy Statements have been issued by the Board of Directors of LaSertoma International pursuant to decision by the Board from any Board Meeting. These approved policies will replace all previous policies.

Section B. – Amendments

These Policy Statements may be amended at any regularly held meeting of the Board of Directors of LaSertoma International by a majority vote of the members present. Approved amendments to these Policy Statements of LaSertoma International become effective upon the approval of the Board of Directors at the conclusion of the meeting where they have been approved, unless otherwise specified by the Board of Directors.

Section C. – LaSertoma Name and Emblem

The name and emblem of LaSertoma is copyrighted and may not be used by any other organization.

The name LaSertoma shall be written as one word.

No Director or member may use LaSertoma International stationary, or facsimile thereof, to send special directives to all members without permission from the LaSertoma International Board of Directors.

Members shall use LaSertoma Emblem to promote and/or publicize the name of LaSertoma International in an appropriate manner and for the good of the organization only.

Section D. – Records

All Articles of Incorporation of LaSertoma International shall be placed in a fireproof container at the LaSertoma International Headquarters for safekeeping.

No material shall be removed from record books or Headquarters files of this organization without permission of the International Board of Directors.

Section E. – Meetings (Recording of)

All Board Meetings and Convention Meetings shall be tape recorded.

Tapes shall be kept for a period of five years.

LaSertoma International Policy Statements

Section F. – Organization

An organizational chart and regional map of LaSertoma International shall be included in the LaSertoma International Manual, and also shall be included in the SAC Kit.

Section G. – Regions

If a region falls below sixty (60) paid members, the regional status shall be reviewed by the Executive Committee. After review, the region, may combine with the next geographically convenient region or choose to stand alone. Should a Region fall to 15 members or fewer, that region may combine or choose to stand alone but will receive no financial support from LaSertoma International.

1. The procedure for a club to join another Region is:
 - a. Written consent of the club(s) involved.
 - b. Written consent of the International Director involved.
 - c. Without consent of all parties involved, the Board of Directors has final authority.
2. The procedure to become a new region is:
 - a. Written consent of the club(s) involved.
 - b. Written consent of the International Director involved.
 - c. Without written consent of all parties, the Board of Directors has final authority.

Section H. – Clubs

1. Club in good standing
 - a. All appropriate dues paid.
 - b. All appropriate reports filed on time.
2. In-Active Clubs

Secretary/Treasurer will notify the International President; International President will notify the International Director and Club President of their inactive status.

3. Combining of Existing Clubs
 - a. The return of existing charters of clubs to Headquarters.
 - b. The agreed upon name should be selected by the members.
 - c. The agreed upon charter date should be selected by the members, (the oldest club's charter date may be used).

LaSertoma International Policy Statements

d. New charters must be ordered at the current replacement cost.

4. Multiple Memberships

a. LaSertoma members may hold multiple club membership provided they are in good standing and they pay full dues in each club. Such multiple club members are allowed to vote as a delegate at Regional and International conventions from one club only.

b. LaSertoma members holding multiple memberships shall be counted as members of each club when attendance (roll call) of clubs is taken at Regional Conventions and International Conventions.

5. V.I.P. attendance at New Club Chartering or other special Events.

The President of LaSertoma International is empowered to appoint an Officer or Past President to attend LaSertoma functions when a request for such attendance has been made. In the interest of keeping costs to a minimum, the President shall consider the location of the officer or Past President when making the appointment.

6. Clubs at large shall consist of members who span more than one Region.

a. The club shall pay International Dues.

b. The club shall have equal voting privileges at the International level.

c. The club shall be exempt from all awards programs and scholarship applications.

d. The club shall receive all International Communications.

ARTICLE II – PROCEDURES

Section A. – Candidates/Campaigns

1. Candidates for International Office

a. Announced candidates shall submit their intent, in writing, to the International President thirty (30) days prior to International Convention.

b. Announced candidates must submit their intent, in writing, by the close of the Mid-Term Board of Directors Meeting to be included in the Spring issue of "In LaSertoma Circles".

c. Announced candidates must have letters of endorsement from their home club.

d. Candidates may be nominated from the convention floor with their consent and a letter of endorsement.

LaSertoma International Policy Statements

e. All candidates for International Office will be allowed to speak on their own behalf for two minutes at the first business session of the International Convention.

2. Campaigning, campaign literature or any campaign material is not allowed at the Credentials desk but is allowed at LaSertoma functions as long as business sessions are not disrupted.

3. During official business sessions the LaSertoma International Board of Directors shall not display campaign material for other candidates.

Section B. – Credentials for International Convention

1. The voting power shall be determined by the number of votes cast, not to exceed the number of registered delegates.

2. Delegate Ribbons will be distributed by the Credentials Committee at the International Convention only upon presentation of properly executed credentials forms and convention registration receipt.

3. The deadline for delegates and alternates to present credentials at the International Convention is fifteen minutes before the Business Session prior to elections.

4. The International Parliamentarian, if a member of the organization, shall be allowed to vote on ballot votes only.

Section C. – Election/ Voting on Issues Procedure for International Convention

1. All offices shall be listed on one ballot.

2. Vote by checking the box alongside the name of the nominated candidate or by writing in the name of a candidate nominated from the floor.

3. Immediately deposit ballot in sealed boxes provided by Election Committee Chairman.

4. Procedure for Counting Ballots:

a. A closed room is to be provided by convention committee.

b. Ballots counted are to be equal to or less than voting power at the time of convention elections.

c. All votes shall be counted twice (double checked.)

d. Elected candidate receives majority count, i.e., one (1) vote over one-half (1/2) of the ballots cast.

LaSertoma International Policy Statements

e. Names of elected candidates are given to the LaSertoma International President by the Election Committee Chairman with the total number of votes cast. All Committee members shall sign the report.

f. Ballots shall be kept on file at International Headquarters for (60) days following date of election. The tally count sheet of elected officers, showing name and total number of votes shall also be kept on file at Headquarters Office. The number of votes a candidate received will not be publicly announced; however, this information shall be available to anyone who requests it.

Section D. – International Convention Installation of Officers

An official presentation of LaSertoma Officers at the International Convention will be conducted on the day of the election. The Installation of LaSertoma Officers at the International Convention will be conducted by a Past International President of the Incoming President's choice at the Installation Banquet.

Section E. – International Convention Goals & Challenges

It is appropriate for (but not limited to) Executive Officers and/or Committee Chairpersons to issue goals and challenges for the upcoming fiscal year at International Convention.

ARTICLE III – OFFICERS AND SPECIAL APPOINTMENTS

Section A. – Duties of Officers

1. Each officer shall perform the duties of their respective office described in the LaSertoma International "Manual of Procedures for Officers and Committees." Each officer shall deliver all material relating to their office to the succeeding officer, two weeks prior to the beginning of the fiscal year. Should an officer fail to perform duties of the office, the officer may be subject to removal from office as set forth in Bylaws Article X, Section 2, REMOVAL FOR CAUSE.
2. The appointed secretary have minutes completed, reviewed by parliamentarian and presiding officer and distributed no more than FIFTEEN days after the adjournment of the meeting. All changes to the policies, errata sheets and bylaws "if applicable" be posted on the website no more than THIRTY days after the adjournment of the meeting.

ARTICLE IV – FINANCE

Section A. – Board of Directors and Parliamentarian

1. Office Expense monies shall be provided for as follows:
 - a. \$50.00 for Directors, \$75.00 for International Officers with the exception of the President and Secretary/Treasurer, and \$75.00 each for the Parliamentarian and the Scholarship and Memorial Chair.

LaSertoma International Policy Statements

b. No monies will be paid to any Director(s) for second year if reports have not been received from said Director(s) during the first year, or if not in attendance at all board meetings or International Convention unless approved by the Executive Committee. All requests must be submitted in writing to the Executive Committee no later than 30 days after the close of the event.

2. The International President shall receive:

a. \$400.00 for office expense to be paid upon presentation of receipts.

b. General membership mailings, board member name badges, and the President's stationary shall be paid by LaSertoma International.

c. \$50.00 for International Convention shall be paid no later than Aug. 15.

d. An honorarium of \$200.00 shall be presented at International convention.

e. Registration shall be paid for International Convention.

f. President's room will be complementary for Thursday, Friday and Saturday nights during the International Convention. The International President will have one guest's banquet dinner paid for included in the budget.

3. The Secretary/Treasurer shall receive \$200.00 to cover office expense.

4. All voting members of the LaSertoma International Board of Directors and the Parliamentarian shall receive fifty dollars (\$50) for each required night hotel stay at scheduled committee and Second Board meetings (except as modified by Article I Section G).

5. Travel expense to Mid-term Board of Directors Meeting for the Parliamentarian and members of the Board of Directors with a vote, shall be paid as follows:

a. Most economical commercial flight transportation to include: round-trip air fare; one baggage fee and most economical transportation to/from hotel if complimentary transportation is not available. Charges for upgrades or seat changes will NOT be reimbursed.

b. Mileage at current amount per mile as set by the LaSertoma International Board, such cost not to exceed cost of coach class air fare; no mileage to be paid to and from airport.

LaSertoma International Policy Statements

6. If sufficient funds are available, LaSertoma International Convention registration may be reimbursed (50%) for the Board of Directors, Parliamentarian, and International Convention Chairman who attend the convention.

Section B. – Other Expenses

1. Collect telephone calls will not be accepted at Headquarters Office.
2. A donation by LaSertoma International in memory of a Past International President or other current Board Members, their spouses, children and parents, at the time of death, shall be made to the Scholarship and Memorial Fund, in the amount of thirty dollars (\$30.00). Individual or club donations may be made in honor or memory of a friend or loved one in any amount.
3. All educational material for International Leadership Conference and convention training costs may be absorbed by Kuehne Funds, if the International Leadership Committee so desires.
4. The Executive Committee shall be accountable to the Board of Directors of LaSertoma International for income/expense statements of each International Convention within 90 days following convention via "In LaSertoma Circles".
5. The International LaSertoma of the Year shall be reimbursed for registration to International Convention if in attendance for the entire convention.
6. Payment from the International Convention budget of \$150.00 for Youth Service Award of the Year recipient and \$150.00 for Youth Club Member of the Year recipient to offset expenses for attendance at the International Convention Awards luncheon. In addition, lunch will provided at no charge for recipients and up to two guests each.
7. Cancellation date for any meeting registration is 30 days prior to the start of the event. No refunds will be made after that date unless approved by the Executive Committee. All requests must be submitted in writing to the International President with copy to the Convention Chair.
8. Electronic signature is an acceptable admission with the permission of the signatory.

Section C. – Club Expenses

1. The fee for chartering a new club shall be \$100.00. The charter fee is payable with the initial application regardless of charter date. The fee is payable to LaSertoma International regardless of the country in which the club is chartered.
2. A fee of \$10.00 shall be charged for replacing a charter, if the charter is lost or misplaced.

LaSertoma International Policy Statements

3. LaSertoma International Membership Cards shall be furnished free of charge.
4. LaSertoma merchandise may be purchased through LaSertoma International Headquarters.

Section D. – Banking Authorization

1. There needs to be at least two (2) signatures on file on our LaSertoma International bank accounts that are non-familial.
2. A minimum of two (2) LaSertoma members who are authorized will have access to all banking accounts.

ARTICLE V – LASERTOMA INTERNATIONAL DEFINITIONS

Section A. – In Kind Donations

In Kind Donations are fair market value of goods received and donated.

Section B. – Service Hours

Service Hours are defined as: Those hours of service given by club members on CLUB VOTED SPONSORSHIP PROJECTS. Service hours given by club members to volunteer causes such as Gray Lady, 4-H Leader, Den Mother, PTA, etc., may be counted provided it is a club voted sponsorship, even if only one or two members can participate.

Section C. – International Language

All Regional correspondence to the International level shall be recorded in English.

ARTICLE VI – AWARDS

Section A. – President’s Award

1. A President’s Award may be presented by the International President.
2. A Special Recognition Award may be presented by the International President upon request by a local club, an individual member or the International Board of Directors. The Board of Directors must approve this award.

ARTICLE VII – OTHER

Section A. – The Fred J. and Julia C. Kuehne Education Training Session

1. An annual International Leadership Conference will be conducted which will provide training for the International Officers, International Directors, and Club Presidents or their Club Representative for the upcoming year. The date is to be approved by the Executive Committee.

LaSertoma International Policy Statements

2. Transportation assistance for International Officers, International Directors, Club Presidents (or their club representative), attendees at other KTS class and 1 trainer for each class be reimbursed for travel and meal per year if the person is travelling over 50 miles each way from home to the meeting location.

- a. Travel reimbursement for Club Presidents (or their representative) is limited to three years per class (Director Class or Member Class).

- b. All assigned trainers shall receive a stipend of up to \$50 upon receipts provided for any necessary materials, printing, etc... used for the class.

- c. Any person who has held the office of International Director or above is welcome to attend the member Kuehne Training Session class but will not be reimbursed for travel expense even if they are the club representative.

- d. Travel Assistance:

1. Amount of assistance for attendance at the Member class will not exceed \$450 for air fare or mileage.

2. Amount of assistance for Directors will be equal to the current Board travel reimbursement.

3. Kuehne will pay for lunch for all the Board and PIPs that attend training.

- e. Most economical commercial flight transportation will be reimbursed to include: round-trip air fare; one baggage fee and most economical transportation to/from hotel if complimentary transportation is not available. Charges for upgrades or seat changes will NOT be reimbursed. NOTE: Up to full travel reimbursement can be issued in lieu of air fare for mileage if combined eligible members travel together. (mileage calculation to be used).

3. No reimbursement for expenses for Fred J. and Julia C Kuehne Training Sessions for any member of an in-active club will be paid.

4. Any registered convention attendee is eligible to attend the Member training class.

Section B. – Publications

1. All items that are printed by LaSertoma International such as Bylaws, Policy Statements, forms, etc., shall be dated and whenever revisions occur, the date of such revisions shall be printed on the page of the particular printed matter that is revised. The last revision date is the only one to be used.

LaSertoma International Policy Statements

2. A minimum of six (6) issues of "In LaSertoma Circles" shall be published annually.
3. Website- 3 people will have access to the password for the Website; the Webmaster, the International President and Headquarters Secretary.

Section C. – Official Attire

Navy Blue Blazers shall be worn by all members of the LaSertoma International Board of Directors at all official functions.



LaSertoma International Manual

Officers

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LASERTOMA INTERNATIONAL BOARD OF DIRECTORS

The International Board of Directors is composed of the following:

- Chairman of the Board (the immediate Past President)
- International President
- Elected Officers: President Elect, Second Vice President, Secretary/Treasurer
- Scholarship & Memorial Fund and LaSertoma Endowment Fund Chair (the immediate past Chairman of the Board)
- Parliamentarian (Appointed by the President)
- International Directors - One from each Region - Elected at the Regional Conventions

All other Past International Presidents serve as members of the Board in an advisory capacity.

The elected officers, the Chairman of the Board, and the Parliamentarian form the EXECUTIVE COMMITTEE, which is authorized at the call of the President to transact the business of the organization in an emergency. An emergency would be an instance where a decision on a very important matter had to be made immediately and could not be postponed until the next scheduled or called convention or Board of Directors meeting. The primary responsibility of each member of the Board of Directors is to serve all members of LaSertoma and to protect their interests at all times. It is most important that this be remembered always, and that this fact governs all actions.

The International Officers are responsible for the operational procedures of LaSertoma on the International level -- to see that these procedures are carried out in an efficient manner to ensure the continued progress of the organization. All International Officers except the Secretary/Treasurer must bring all official files and records to the convention for passing to their successor.

International Directors are responsible to the clubs for bringing to the Board of Directors any suggestions or constructive criticisms for serious consideration.

EXECUTIVE OFFICERS

The Executive Committee reviews short- and long-range plans, develops new ones in response to identified needs, reviews items referred to it from others, and presents recommendations to the Board of Directors. This committee will also review the list of goals (or goal) presented by the President Elect at the second Board Meeting.

During the term of office, each officer will carefully review the duties for each office described in the International Bylaws, International Policies, and this manual. If recommendations for change are substantive in nature they will be presented to the Board of Directors for approval. Changes to policy that are approved by the Board will be forwarded at the direction of the International President for printing and distribution as soon as possible following the close of Midterm Board Meeting.

Each officer shall plan the current year schedule to include the following:

July	Pass files to successor two weeks prior to beginning of the fiscal year.
August	Review the LaSertoma Bylaws, Policies, and Manual in entirety and become completely familiar with the duties of your new office. Prepare your list of questions for discussion at the Fall Executive Committee meeting.
September	Attend Fred J. and Julia C. Kuehne International Officer Leadership Training as scheduled. Attend Executive and other committee meetings as scheduled, as well as Board Meeting (usually Thursday to Sunday). Bring a copy of your airfare receipt or roundtrip mileage record for reimbursement as determined by current policy. Airfare based on lowest economy class fare is reimbursed from Kuehne earnings.
	Executive Committee meeting agenda will include review and appropriate revisions of the LSI 3-year plan, Fred J. and Julia C. Kuehne training, convention education and upcoming convention plans and budgets. Status of these items will be reported to Board of Directors at Mid-term meeting.
April/May	Attend Regional Convention(s) at the direction of the International President. The Regional Convention Budget may provide room accommodations and registration.
July	Attend International Convention and the appropriate Board of Directors meetings. Registration fee is to be paid by each officer and reimbursed as provided in current year Policies. (Each officer is responsible for own airfare and room accommodation, usually Tuesday to Sunday.)

DUTIES OF THE CHAIRMAN OF THE BOARD

- Preside at all meetings of the Board of Directors
- Serve as a member of the Finance committee
- Serve as Secretary/Treasurer of the Past Presidents
- Serve as a member of the Bylaws and Policy Committee
- Perform such other duties as may be assigned by the International President
- The retiring International President automatically becomes Chairman of the Board of Directors. One of the most important duties will be to plan all details in preparation for meetings of the Board of Directors and to preside at those meetings.
- The Chairman of the Board prepares the agenda, appoints a Secretary and a Sergeant of Arms for all Board Meetings. IT IS MOST IMPORTANT THAT THE CHAIRMAN CHECK WITH THE INTERNATIONAL PRESIDENT before preparing these agendas to be certain that all matters the President wishes to come before the Board Meeting are included in the agenda.
- The Chairman of the Board initiates the official call to each Board of Directors Meeting and either emails or mails the call so that it will be received thirty (30) days prior to each meeting. Alternatively, the Chair may request LaSertoma Headquarters to email or mail the Chair's letter and official call. A sample of an "official call" letter follows this description of the Chair's position. As the incoming Chairman of the Board, you will already have issued the call for the 1st Meeting of the Board, which was conducted at the conclusion of the International Convention.
- The next such call will be for the Midterm Board Meeting. Announce the date and location of the Midterm Board Meeting at the first meeting of the Board. Prepare the call letter and agenda for the Midterm Board Meeting. Email the call and attachments to Officers, International

Directors and Past International Presidents no later than 30 days prior to convening of the first scheduled meeting. Be sure to include itineraries and comments in the call letter about reports that are required from each participant at the Board Meeting and to enclose hotel/motel information where the meeting is to be held. Follow up to ensure that all Board members received the call and be prepared to mail paper copies as necessary. Sufficient copies of the agenda should be printed for distribution to all members of the Board attending the meeting. Keep a copy of the agenda for your own file and to be taken to the Board Meeting.

- The final call will be for the Third Board Meeting that is held just prior to the International Convention. The call and agenda are to be prepared and sent by electronic media along with the Official Call to Convention and the call to the First Board meeting.
- Always follow up to ensure call is sent in time to reach members 30 days prior to any scheduled meeting. Timing is imperative. Calls not received by members 30 days prior to the meeting put the conduct of important business in jeopardy!

SAMPLE OF OFFICIAL CALL TO BOARD OF DIRECTORS MEETING

January __, 20__

OFFICIAL CALL

The Midterm Board Meeting of the LaSertoma International Board of Directors will be held on (day of week), February __, 20__ and (day of week), February __, 20__ with each session beginning at 9:00 a.m., at the

(Name of Hotel or Motel)

(City and State)

Please notify the Chairman of the Board whether or not you will be attending this meeting.

(You may want to add additional information concerning transportation from the airport to the hotel or motel, etc.)

Signed: _____

SUGGESTED AGENDA FOR BOARD MEETING

- Call to Order: Chairman of the Board
- Invocation and Pledge of Allegiance: _____
- Welcome: _____
- Response to Welcome: _____
- Roll Call: Secretary as appointed by Chairperson
- Introduction of Past International Presidents and Guests: Chairman of the Board
- Announcements: Chairman of the Board
- Changes to the printed agenda: Chairman of the Board
- Reading of Minutes and Correspondence: Secretary
- Appointments: Chairman of the Board
- Reports of Officers
- Secretary/Treasurer (include report on Membership and Retention)

- Second Vice President (include report on Club Extension)
- President Elect (include report on Club progress, proposed ILC and Convention Education Seminars.)
- International President (year to date activities)
- Chairman of the Board
- Reports of International Directors: List each Region in alphabetical order with name of International Director written reports: List each Committee and Chair who will give report.
- Approval of Payment of Bills
- Unfinished Business
- New Business
- Resolutions: Second Vice President
- Benediction
- Adjournment

Retain information and copies of the minutes of the Board Meeting held just prior to the end of your year as International President, as well as the Board Meeting held immediately following the International Convention. Be sure that any action items referred from those meetings are included in the Midterm Board agenda. Study the files turned over to you by the outgoing Chairman of the Board, and **DO NOT HESITATE TO ASK QUESTIONS IF NEEDED IN ORDER TO OBTAIN HELP OR ADVICE.**

Upon completion of term as Chairman of the Board, all files, records, and other materials pertaining to the office will be turned over promptly to the new Chairman of the Board. Lend any help and assistance as may be needed by the new Chairman of the Board during the coming year.

It is the responsibility of the Chairman of the Board to order a recognition plaque to honor the outgoing International President, see to the preparation and engraving, and present plaque to the International President at the appropriate time during the International Convention. The wording for engraving the plaque, as approved at the Midterm Board Meeting in Kansas City, January 1982, is as follows:

**LaSertoma International
presents this
token of appreciation
to**

**for effective leadership as
INTERNATIONAL PRESIDENT
20__ - 20__
and for years of unselfish
service to LaSertoma International as a
member of the Executive Committee.
We look forward to further
benefiting from her/his continuing
effort on behalf of
LaSertoma International**

Chronological Schedule of Events for Chairman of the Board

- **July**
 - Attend first meeting of the Board of Directors of LaSertoma International
 - Pass files to successor two weeks prior to beginning of the fiscal year
 - Submit article for the Circles
- **September**
 - Review the LaSertoma Bylaws, Policies, and Manual in entirety and become completely familiar with the duties of your new office
 - Prepare your list of questions for discussion at the Fall Executive Committee meeting
 - Attend Fall Meeting of the Executive Committee and the Fred J. and Julia C. Kuehne International Executive Officer Leadership Training
 - Bring a copy of your airfare receipt or roundtrip mileage record for reimbursement as determined by current policy
 - Airfare (based on lowest economy class fare) is reimbursed from Kuehne earnings
 - Executive Committee meeting agenda will include review and appropriate revisions of the LSI 3-year plan, Fred J. and Julia C. Kuehne training, convention education and upcoming convention plans and budgets
 - Status of these items will be reported to Board of Directors at Midterm meeting
 - Submit article for the Circles
 - Contact International Directors on status of Regional Kuehne training
- **October**
 - Celebrate and promote LaSertoma month
- **November**
 - Submit article for the Circles
- **December**
 - Send call for Midterm
 - Prepare reports for Midterm
 - Make hotel reservations for Midterm
- **January**
 - Submit article for the Circles
 - Continue preparing for Midterm
- **February**
 - Attend Midterm
 - Come to Midterm prepared with your responsibilities
- **March**
 - Submit article for the Circles
 - If you are the designated International representative at a Regional convention, contact the International Director to see what is expected of you
- **April**
 - Attend Regional Convention(s) at the direction of the President
 - The Regional Convention budget may provide room accommodations and registration
 - Order plaque for outgoing International President
- **May**

- Coordinate with International President to make sure Official Call to Third Board Meeting is sent with convention information
- Submit article for the Circles
- Be sure convention responsibilities are close to completion
- **July**
 - Conduct Third Board of Directors meeting.
 - Attend meeting of the Past International Presidents
 - Attend International Convention
 - Registration fee is to be paid by each officer and reimbursed as provided in current year Policies
 - Each officer is responsible for own airfare and room accommodation, usually Tuesday to Sunday
 - Pass files to successor two weeks prior to beginning of the fiscal year
 - Submit article for the Circles

DUTIES OF THE PRESIDENT

- Preside at all meetings of the Organization and of the Executive Committee, excluding meetings of the Board of Directors
- Appoint Special Committees in response to the needs of the Organization
- Appoint a Parliamentarian
- Serve as an ex-officio member of all committees
- Co-sign all checks with the Treasurer
- Have custody of all correspondence of LaSertoma International
- Prepare a written report for the succeeding officer
- Visit, or request representation by another International Officer, to Region/Regionals when unable to attend
- Perform other duties of the office as defined elsewhere in LaSertoma International Policy Statements
- Serve as Editor or appoint an Editor of “In LaSertoma Circles”

FILES AND RECORDS

The outgoing President should pass to the incoming President the files and records accumulated during the year

- The President should become familiar with these files and use the information to organize work for the year
- When finished with the files they should be returned to the Past President
- Files from the current year will be passed to the President Elect
- All files should be in neat logical order to facilitate use and understanding of the processes of the office

FACSIMILE SIGNATURE STAMP

The President will provide the Secretary/Treasurer with a facsimile stamp to be used for checks and correspondence. (The stamps may be ordered at any office supply store, but order well in advance so you have it in hand at the beginning of the fiscal year.)

NEW CLUBS

The Headquarters Secretary will prepare a charter document and forward charter and proposed bylaws to the International President

- Review all documents forwarded to you from International Headquarters
- Sign the charter document and return it to Headquarters.
- Review the bylaws and forward to the International Parliamentarian. (If the documents pertain to a new Youth Volunteer Club, the appointed international chair should also evaluate the bylaws.)
- After approval, the Parliamentarian will forward the bylaws back to the Headquarters Secretary who will package new club supplies and signed documents and return all to the sponsoring Club
- Membership pins are not included in charter package but may be purchased from Headquarters
- Check with the Headquarters Secretary for current price

“In LASERTOMA CIRCLES”

Write article for each issue. (It is recommended that you write these articles before you actually take office. This will reduce much of the pressure of getting them written since you will have more time to write and edit what you will say!)

INTERNATIONAL COMMITTEES

- You will announce appointments at the Board of Directors meeting immediately following International Convention
- Notify the Chair of each committee of the appointment
- Provide copy of committee appointments to the Parliamentarian, Board Chairman, Appointed Secretary for attachment to the minutes of First Board, and to the LaSertoma.com webmaster for uploading to the website

CONVENTION PLANNING AND BOARD MEETINGS

- Check and recheck all manuals, forms, minutes and correspondence to know what business is to be covered at the Convention, what awards are to be given, who has responsibility for various activities, etc.
- Reread the International Bylaws to understand them completely
- Review current edition of Robert's Rules of Order Newly Revised in sufficient detail to be comfortable with requirements for voting on issues and how to handle problems that might arise
- Communicate with the Parliamentarian so duties are understood. Advise your appointed secretary that minutes must be completed, reviewed by the Parliamentarian, approved by the presiding officer, and distributed no more than FIFTEEN days after adjournment of the meeting

President's Role in Convention Planning

- Work with President Elect, Convention Coordinator and/or Host Club to plan convention and finalize the registration form(s) prior to the Midterm Board meeting
- Plans include location and dates of Kuehne, Board meetings, committee meetings and convention
- Refer to the detailed Convention section of the manual for additional planning guidance
- Appoint Convention Chair
- Make the appointment as soon after taking office as possible
- Major responsibilities are:
 - secure pages
 - decorations
 - door prizes
 - room set-up
 - distributing gifts
 - flags
 - merchandise
 - The duties may also include coordination with hotel
 - Follow up with Convention Chair to ensure convention schedule is sent to acknowledge each convention registration
 - Appoint a secretary, convention chaplain, elections/voting chair, pages, sergeant-at-arms and a person responsible for setting up and operating the merchandise table
 - Schedule sufficient open hours to allow all members access to the merchandise brought to the meeting for purchase
 - Ask the person responsible for merchandise to name one other person to help with sales during open hours
 - Prepare an agenda for review by the Parliamentarian
 - Use the agenda to print a program booklet (include printing cost in convention budget) to give to convention attendees
 - Separate agendas for Installation Banquet and Awards Luncheon are a nice touch
 - Prepare a scripted agenda for use in conducting the Convention business sessions
 - The script should include nearly every word necessary for clear communication
 - The Parliamentarian should review this scripted agenda prior to the Convention
 - The Parliamentarian will not only check for procedural discrepancies, **but as a Past International President** can also spot any inconsistencies with tradition
 - Send scripted agenda to the appointed Secretary for use for taking minutes. This will help to ensure that names are accurate and speed up the final minutes
 - Provide this draft to the Secretary as early as possible but not later than the day prior to convening the first business session
 - Confirm with Headquarters the availability of special awards, certificates and pins to be given at International Convention – Youth Service, LaSertoma of the Year, Youth Club Member of the Year, President's awards, meeting nameplates, etc.
 - Print copies of scripted agenda for the President, Parliamentarian and Appointed Secretary

- Other members of the Board may follow the International convention program during the meeting
- Prepare table nameplates for the head table(s) for International convention meeting rooms and the board of directors meeting
- Provide two early bird door prizes for the International convention meetings
- Work with Parliamentarian to develop rules and procedures for the convention meeting

Chronological Schedule of Events for President's Office

- **July**
 - Attend first meeting of the Board of Directors of LaSertoma International
 - Pass files to successor two weeks prior to beginning of the fiscal year
 - Submit article for the Circles
 - Supply an 8 x 10 portrait for display at Headquarters
- **August**
 - Review the LaSertoma Bylaws, Policies, and Manual in entirety and become completely familiar with the duties of your new office
 - Prepare your list of questions for discussion at the Fall Executive Committee meeting
 - Attend Fall Meeting of the Executive Committee and the Fred J. and Julia C. Kuehne International Executive Officer Leadership Training
 - Bring a copy of your airfare receipt or roundtrip mileage record for reimbursement as determined by current policy
 - Airfare (based on lowest economy class fare) is reimbursed from Kuehne earnings
 - Executive Committee meeting agenda will include review and appropriate revisions of the LSI 3-year plan, Fred J. and Julia C. Kuehne training, convention education and upcoming convention plans and budgets. Status of these items will be reported to Board of Directors at Midterm meeting
 - Prepare draft convention registration form and budget to present at Fall Executive Committee meeting
 - Plan the fall meeting of the Executive Committee and the Fred J. and Julia C. Kuehne International Executive Officer Leadership Training.
 - Contact the Parliamentarian for suggestions and recommendations for the International Convention agenda.
 - Contact the President Elect to confirm status of International Leadership training plans.
- **September**
 - Submit article for the Circles
- **October**
 - Celebrate and promote LaSertoma month
- **November**
 - Submit article for the Circles
- **December**
 - Prepare reports for Midterm
 - Make hotel reservations for Midterm

- **January**
 - Submit article for the Circles
 - Continue preparing for Midterm
 - Prepare a report of your activity as President year to date for presentation at Midterm Board Meeting
 - Prepare International President's speech for Midterm meeting
- **February**
 - Attend Midterm
 - Conduct the Executive Committee meeting and the Fred J. and Julia C. Kuehne International Executive Officer training
 - Facilitate a discussion of the LaSertoma International three-year plan with the Executive Committee (President Elect is Chair and actually leads discussion) and update as recommended by the Executive Committee
 - Review plans for Fred J. and Julia C. Kuehne and upcoming International Conventions
 - Prepare a report on preliminary plans for presentation at Midterm
 - Immediately following the Board Meeting, carry out all instructions as approved by the Board
 - Come to Midterm prepared with your responsibilities
- **March**
 - Submit article for the Circles
 - If you are the designated International representative at a Regional convention, contact the International Director to see what is expected of you
 - Continue plans for the International Convention. Work closely with the President Elect to finalize registration form(s) for Fred J. and Julia C. Kuehne and International Convention
- **April**
 - Attend Regional Convention(s)
 - The Regional Convention budget may provide room accommodations and registration
 - Finalize the International Convention agenda. Plan every item in detail. Confirm duties with all who will be participating in the Convention. Confirm all award pins or certificates are available as necessary for presenting at convention.
 - Prepare a detailed agenda for the First Board of Directors Meeting after the International Convention.
 - Send both the Convention and Board agendas to the Parliamentarian for review or suggestion.
- **May**
 - Submit article for the Circles
 - Be sure Convention responsibilities are close to completion
 - Finalize agenda to be sent to all members who registered for Convention
- **July**
 - Attend International Convention
 - Attend Past International President's meeting as honorary guest

- Registration fee is to be paid by each officer and reimbursed as provided in current year Policies
- Each officer is responsible for own airfare and room accommodation, usually Tuesday to Sunday
- Pass files to successor two weeks prior to beginning of the fiscal year
- Submit article for the Circles
- Prepare a report of your year in sufficient number to be distributed to the Convention assembly
- Check and recheck all details for the Convention and Board Meeting
- Work closely with the Headquarters Secretary and Convention Coordinator regarding details of banners, flags, printed material, and other items requiring transportation from Headquarters to the Convention
- Conduct International Convention
- Recognize all new clubs chartered during the year, and the sponsoring club(s) with a certificate
- Recognize Distinguished and Honor Clubs and Distinguished and Honor Presidents

THROUGHOUT THE YEAR

- Copy the Board of Directors on all correspondence sent to clubs.
- Memorials: Instruct the Secretary/Treasurer to make a donation of \$30.00 to the Scholarship and Memorial Fund as a memorial for any LaSertoma International Officer or Past International President who has passed on during your year as President.
- Have a written memorial prepared for use in the Circles when you are notified of the death of a LaSertoma Officer or Past International President.
- Write a letter of sympathy to the family of the deceased.

DUTIES OF THE PRESIDENT ELECT

- Serve on the Executive Committee, and in the absence of the International President, assume the duties of the office of International President.
- Chair the International Leadership Training Committee.
- Perform such other duties as may be assigned by the International President.
- The President Elect shall aid the International President, and in case of total disability of the President, shall assume the duties of the President.
- In preparation for the following year, present the goals for your Presidential year to the Executive Committee at Midterm Board Meeting.
- Be responsible for "overseeing" Club Projects including Sponsorships and Ways and Means, and assisting Directors or Clubs on these matters.
- Prepare summary LSI Form R33 Club Progress reports for presentation at Third Board meeting and the International Convention.
- Serve on the Finance Committee and any other Committee to which you are appointed. Familiarize yourself with the duties of these committees.

LEADERSHIP TRAINING

- As Chair of International Leadership Committee, follow through on plans for Fred J. and Julia C. Kuehne Training in the Regions. Training may be in the form of seminars, clinics, or workshops.
- You will also plan the Convention Education session to be presented during the International Convention.

Chronological Schedule of Events for President Elect

- **July**
 - Attend first meeting of the Board of Directors of LaSertoma International
 - Pass files to successor two weeks prior to beginning of the fiscal year
 - Submit article for the Circles
- **August**
 - Attend fall meeting of the Executive Committee and the Fred J. and Julia C. Kuehne International Executive Officer Leadership training.
 - Review the LaSertoma Bylaws, Policies, and Manual in entirety and become completely familiar with the duties of your new office
 - Prepare your list of questions for discussion at the Fall Executive Committee meeting
 - Attend Fall Meeting of the Executive Committee and the Fred J. and Julia C. Kuehne International Executive Officer Leadership Training
 - Bring a copy of your airfare receipt or roundtrip mileage record for reimbursement as determined by current policy
 - Airfare (based on lowest economy class fare) is reimbursed from Kuehne earnings
 - Executive Committee meeting agenda will include review and appropriate revisions of the LSI 3-year plan, Fred J. and Julia C. Kuehne training, convention education and upcoming convention plans and budgets
 - Status of these items will be reported to Board of Directors at Midterm meeting
- **September**
 - Write an article for the Circles
- **October**
 - Celebrate and promote LaSertoma month
- **November**
 - Send a reminder to Directors to return R32 & R33 reports to you no later than December 31st
- **December**
 - Start planning for the Fred J. and Julia C. Kuehne Training Session and Convention Education Program
 - Submit an article on Sponsorships to be published in “In LaSertoma Circles”
 - Encourage clubs to submit ideas about projects they are involved in within their community for publication in future “In LaSertoma Circles”
- **January**
 - Prepare a written report of any committee on which you served as chair (make 20 copies to distribute)

- Present a report outlining Fred J. and Julia C. Kuehne Training Sessions & Convention Education Program
- Prepare a summary of Regional Progress Reports for the period of June 1st through November 30 (LSI R33) (make 20 copies to distribute)
- **February**
 - Attend Midterm Board of Directors Meeting where you shall: Report activities of your office for the year to date
- **March**
 - Choose an individual to perform the Installation of Officers (refer to International Policies before making your decision)
 - Consider your selection of your Parliamentarian
 - From these reports, you shall prepare your annual report for the International Convention
 - REQUEST DIRECTORS TO RETURN THESE REPORTS TO YOU NO LATER THAN JUNE 15th, in order to allow time for preparation of your Summary report for the Third Board of Directors meeting (December to May) & the International Convention (full year)
 - Prepare a summary of Regional Progress Reports for the period of December 1st through May 31st (LSI R33) (make 20 copies to distribute). This will be reported at 3rd Board
 - Prepare a summary of Regional Progress Reports for the period of June 1st through May 31st (LSI R33) (make 20 copies to distribute)
- **June**
 - Complete plans for Convention Education and prepare necessary material for convention participants
 - Email your completed letter to the editor of the newsletter for publishing
- **July**
 - Attend the Third Board of Directors meeting, where you shall:
 - Report activities of your office for the year
 - Prepare a written report of any committee on which you served as chair.
 - Attend the International Convention, where you shall:
 - Report on the current year of the Fred J and Julia C Kuehne Training Session.
 - Conduct the Convention Education Program.
 - Report the Regional Progress Summary June 1 - Dec 31 (R33).
 - Attend First Board Immediately following the International Convention.
 - Prepare for the Installation Banquet by having an emcee, installer of officers, acceptance speech, etc.
 - Bring one 8x10 portrait to be displayed in the Headquarters Office during your year as International President

DUTIES OF THE SECOND VICE PRESIDENT

- Serve on the Executive Committee, and in the absence of the International President and President-Elect, assume the duties of the office of International President.

CLUB EXTENSION, GROWTH AND PUBLIC RELATIONS

- Primary responsibilities of the Second Vice President are promoting growth, club extension, and public relations.
- These activities are ongoing throughout the year.
- A growth challenge to the regions may be issued at the International Convention in order to create growth.
- Continue throughout the year with encouragement and assistance in promoting club extension, membership growth, recruitment, member retention, and public relations.
- Correspond frequently with club presidents and Directors so you stay aware of their efforts in these areas.
- Prepare reports on activity well in advance of the International Convention and be prepared to present certificates as recognition for club and individual activity.
- Extend any assistance needed in chartering new clubs or reactivating inactive clubs.
- Write letters of congratulations to the President of each new club upon receipt of notice of application for charter, with copies of the letter to the Director and International President.
- Letters should be mailed for reading at the Charter party.
- Throughout the year, furnish ideas to clubs and regions for getting publicity within the communities.
- Highlight some suggestions from Public Relations section of LSI Manual.
- Show how to prepare a press release, etc.
- Publicize International Convention in area when held.
- Prepare the Courtesy Resolutions for all Board Meetings, and International Convention. Present them as scheduled on each agenda and send copies to those mentioned in the resolutions. (or a thank you card to the hotel and staff signed by attendees.)
- Serve on the International Leadership Training Committee which is chaired by the President Elect.
- Perform the role of Secretary at all Exec Meetings.
- Offer suggestions and assistance as needed and be a willing sounding board if asked.
- Perform such other duties as may be assigned by the International President.
- At the International Convention, you will:
 - Present a club extension report of activities you have prepared from information provided to you by International Directors
 - Prepare certificates to identify and recognize new clubs, new club sponsors, and other awards (See Awards and Sponsorship Section for additional information regarding Awards)
 - Manage the Credentials table at the International Convention to collect signatures of all Delegates and Delegates-at-large as they check in for the convention
 - Determine voting power at International Convention based on credentials and members present, and report this to the presiding officer

- Chair the Credentials Committee and assist with Leadership Training as requested
- As Chair of the Credentials Committee, you will prepare Credentials based on club membership, email these to each club President, follow up to ensure receipt, and record names of delegates in official record to be used at convention.
- Check with the International Secretary-Treasurer for membership numbers for each club as of May 1
- The number of votes for each club is determined by this number
- Solicit volunteers to remain at the Credentials table anytime Convention Registration is open
- Be sure to inventory the supply of voter ribbons and order more if necessary

Chronological Schedule of Events for Second Vice President

- **June**
 - In anticipation of your election to this position, prepare a growth challenge to be presented to the International Directors
- **July**
 - Present growth challenge at convention
- **September**
 - Attend fall meeting of the Executive Committee and the Fred J. and Julia C. Kuehne International Executive Officer Leadership training
 - Submit an article on Club Extension (sponsoring new clubs, reactivating clubs and offering assistance to Directors in their efforts to increase the number of LaSertoma clubs) for publication in the “In LaSertoma Circles”
- **December**
 - Submit an article for “In LaSertoma Circles” regarding public relations/publications
 - Contact International Directors to get their Regional Convention dates and place these in the Circles
- **February**
 - Prepare the Courtesy Resolutions for all Board Meetings, and International Convention Present them as scheduled on each agenda and send copies to those mentioned in the resolutions (or a thank you card to the hotel and staff signed by attendees)
- **May**
 - Verify with the International President and Secretary/Treasurer the new clubs chartered since the last convention
 - Prepare a certificate for the newly chartered club and the sponsoring club(s)
 - Prepare Credentials based on club membership
- **July**
 - Attend the Third Board of Directors meeting, where you shall: Report activities of your office for the year
 - Prepare and present a written report of any committee on which you served as chair.
 - Manage Credentials check in at International Convention
 - Attend the international Convention, where you shall present the Magic Award
 - Come prepared with a proposal for a convention site with site, tentative dates and range of room rates

- If no bids are presented from the convention floor, present your proposal (for 3rd year after election as Second Vice President)
- Present the Courtesy Resolutions and send copies to those mentioned in the resolutions (or a thank you card to the hotel and staff signed by attendees)
- Present ID's with Regional Growth Award
- Attend First Board Immediately following the International Convention

DUTIES OF THE INTERNATIONAL SECRETARY/TREASURER

- Serve as a member of the Executive Committee, Finance Committee, and Awards Committee.
- List all new clubs, and those clubs that have been disbanded during the year, in the annual report.
- Notify clubs of dates relating to the payment of dues.
- Be accountable for the general funds of the organization.
- Deposit general fund receipts in a bank subject to the approval of the Board of Directors.
- Disburse funds in accordance with Policy Statements, the LaSertoma International Bylaws, and as specifically authorized by the International president or the Board of Directors.
- Cosign all checks with the International President.
- Keep an itemized record of receipts and disbursements.
- Be bonded at the hands of the organization.
- Chair the Finance Committee and prepare an annual budget.
- Determine the recipients of the Waitman and REBOC Awards.
- Prepare all city, state, and Federal tax and other governmental reports which are required by law to be filed by LaSertoma International.
- Immediately following installation of Officers at the International Convention, the incoming Secretary/Treasurer should meet with the outgoing Secretary/Treasurer for instructions.
- The outgoing Secretary/Treasurer must provide a list of all banks, savings and loan associations, or other organizations that handle any of the funds, securities, or other items of value.
- This list should include complete addresses and names of any people in the organizations who handle LaSertoma transactions.
- The outgoing Secretary/Treasurer should provide signature cards and forms as required by the banks, signed by the new International President and Secretary/Treasurer.
- Within a reasonable period of time following completion of the International Convention, all records are to be turned over to the incoming Secretary/Treasurer.
- Include insurance papers, items of value, and other pertinent data that the incoming Secretary/Treasurer will need to begin the new year.
- Develop procedures for the one- year training program for those interested in becoming qualified to be a candidate for Secretary/Treasurer.
- Perform such other duties as may be assigned by the International President GENERAL FUND. The general fund is to be deposited in a bank approved by the Board of Directors.
- Interest earned on the checking account remains in the General Fund and is to be used for administrative expense.

FINANCIAL STATEMENTS AND REPORTS

- Prepare a reconciliation statement of income and disbursements for each month as soon after the end of the month as possible.
- Prepare a report for each Board of Directors meeting, showing clubs which paid dues on time, clubs which paid dues after delinquent date, and clubs which have not paid dues to date.
- The report should be made up by regions with sufficient copies for each member of the Board of Directors and extra copies for the Secretary/Treasurer's file.
- Prepare a financial report listing total receipts and expenditures for the year to date for presentation at each Board of Directors meeting and the International Convention.
- Duplicate 20 copies to distribute at the Board meeting.
- Prepare an Annual Financial Statement covering the Fiscal year as supporting documentation for the IRS Form 990.

DISBURSEMENTS

- The Secretary/Treasurer keeps a copy of all invoices.
- A list of checks issued showing to whom issued, check number and date paid is maintained and a copy provided to the audit committee.
- Prior to the second Board meeting, prepare checks for distribution to Board Members to pay travel and per diem expense as authorized by LaSertoma Policy.
- Checks will be issued to Board Members on the last day of the meeting.

CLUB AND MEMBERSHIP

- Keep an accurate record of all clubs.
- This record shall include club name, club number, charter date, date of dues payments, number of members paid, total received, and the date of inactive status or disbanding (if applicable).
- Retain all delinquent and inactive club records for one (1) year.
- VERY IMPORTANT!! The list of clubs must show number of full year paid members and part year paid members as of May 1st.
- For clubs whose dues were received after January 1st (show date dues were actually received as these clubs will not be entitled to delegates at International Convention unless on the paid-up records of the International Secretary/Treasurer as of May 1st.
- Include Past International Presidents paid, and date paid), clubs disbanded and clubs which are inactive.
- Count of active clubs and members SHOULD BE SENT NO LATER THAN MAY 15th to the Second Vice President for use in making up the Convention Credential Forms.
- Accuracy is of the utmost importance as this is the information that determines the number of delegates for each club.
- Prepare LSI Form C-3 for all clubs and present the form to Regional Directors at International Convention.
- Each Director will distribute these forms to each club in their region with the reminder to review and return LSI Form C-3 to the International Treasurer along with dues for the new year.
- Dues payment is due August 1st. LSI Form C-3 and dues money must be postmarked no later than September 15th to avoid delinquent status.

- Review club status annually and follow up as necessary with appropriate club contact and notification to the Executive Committee and International Director.
- In August, remind all clubs which have elected to go on "inactive" status the previous year that in order to retain this status, dues for two members must be paid for the second year if they wish to retain the Club Charter and inactive status. (Limit of "inactive club" status is two years).
- Keep the International President well informed of all changes in club status (inactive, disbanded, or change in officers or addresses), and all transactions or problems as a letter from the President may help to solve issues.

WAITMAN AWARD

- The Secretary/Treasurer computes the percentage of increase in membership of all clubs as of April 30th, using the club membership data.
- The Secretary/Treasurer presents a certificate for this award at the International Convention.

POSTING ACCOUNTS

- A double entry bookkeeping system should be used.
- Categories listed on the IRS Form 990 should be used as guidance in setting up the various disbursement account records.

INSURANCE

- Most insurance documents are received electronically, and copies are available from the current carrier.
- The Secretary/Treasurer prints and files one copy for quick reference.
- The President and Chairman of the Board pins are listed property.
- If clubs hosting events require a certificate naming additional insured, they may contact the carrier direct to obtain the certificate.

TAX EXEMPT LETTERS

- The original letters from IRS exempting LaSertoma International are kept with the LaSertoma International archives.
- Copies are in the Secretary/Treasurer files.

TAX FILINGS

- The Secretary/Treasurer shall stay informed of changes to tax filing requirements for International and individual clubs, and should provide each club with information related to necessary tax filings, International tax exempt number and the tax form number which must be filed with IRS.

ARTICLES OF INCORPORATION

- The Articles of Incorporation must be updated periodically with the office of the Kansas Secretary of State. Headquarters offices outside the state of Kansas require a registered agent and annual filings to maintain legal status.

ROSE RUNZLER MEMORIAL FUNDS

- This fund is invested in certificate accounts. The INTEREST ONLY is to be used for awarding scholarships. When the Rose Runzler Committee selects a recipient for a scholarship, the amount required for the scholarship is deposited in the General Fund account and paid by check from that account.

SCHOLARSHIP & MEMORIAL AND ENDOWMENT FUNDS

- Monies received for these funds are deposited in the appropriate account.
- A copy of deposit slips and list of monies received showing donor, amount and purpose of the donation are maintained for the record.
- Copies of the forms provided with any donations are provided to the Scholarship and Memorial Fund Chair.
- Any donation forms received by the Scholarship and Memorial Fund Chair are forwarded to the Secretary/Treasurer.
- Contributions to Endowment Funds are tracked by individual or club name to support identification of recognition levels achieved.
- A list of names for approved scholarships must be received from the Scholarship and Memorial Fund Chair by July 1st.
- The Secretary/Treasurer will issue checks for the persons named on the list and distribute to clubs with representatives in attendance at the International Convention.
- The remaining checks will be mailed via Certified Mail within two weeks after the close of the convention.

SCHOLARSHIP FUNDS

- These funds are invested in certificates of deposit according to each bequest document. The INTEREST ONLY is to be used for awarding scholarships. The number one scholarship winner (based on the established point system) selected by the Scholarship and Memorial Fund Committee will also be granted the Else A. Nielsen Honorarium of \$1000 in addition to the same amount awarded to all the other applicants. ENDOWMENT FUNDS: These funds are invested in certificate accounts. The INTEREST ONLY is to be used for awarding scholarships.

Chronological Schedule of Events for Secretary/Treasurer

- **August**
 - Contact clubs that have elected to go on inactive status and remind them of criteria to retain this status.
- **September**
 - Determine additional recipients of REBOC awards and notify appropriate International Director.
 - Contact clubs with delinquent dues payment.
 - Attend fall meeting of the Fred J. and Julia C. Kuehne International Executive Officer Leadership Training and Executive Committee meeting.

- **December**
 - File IRS Forms 990 for LaSertoma International and LaSertoma International Scholarship and Memorial Fund not later than December 15th for the fiscal year that ended the previous July 30th. PENALTIES ARE STIFF IF NOT FILED ON TIME!
- **February**
 - Attend Midterm Board of Directors meeting. Prepare report of activities of office for current year, current financial status, and a budget review document for presentation to Finance Committee and Board.
- **May**
 - Verify accuracy of club lists for purpose of determining number of eligible delegates to the International Convention.
- **July**
 - Prepare scholarship grant checks for distribution at convention.
 - Attend meeting of Executive Committee and Third Board of Directors meeting.
 - Report activities of the office for the year and financial report covering the fiscal year to date. Present proposed annual budget for adoption.
 - Attend International Convention and present Treasurer's report and Finance Committee report.
 - Announce the recipient of the Waitman Award and any REBOC awards.
 - Attend Board of Directors immediately following International Convention.
 - Close out the books for the fiscal year.
 - Prepare annual report that includes all income and expenses through the end of the fiscal year.
 - Setup files and report formats for the new fiscal year
 - Send letter to clubs that are required to file tax forms with reminder of EIN numbers, form numbers and due dates.

DUTIES OF THE PARLIAMENTARIAN

- The Bylaws of LaSertoma International do not contain specific duties of the Parliamentarian; except for serving as a member of the Executive Committee.
- The Parliamentarian should be well-versed in the International Bylaws and Roberts Rules of Order, Newly Revised, Current Edition.
- In preparation for the International Convention, the Parliamentarian will receive a detailed working agenda from the President.
- Prior to each Board Meeting, the Parliamentarian should receive the detailed working agenda from the Chairman of the Board.
- Each of these working agendas should be carefully reviewed to determine if any potential for procedural error exists and to allow time for correction of the error.
- During a meeting, the work of the Parliamentarian is limited to giving advice to the Presiding Officer when requested.
- If a member requests "point of clarification", the Presiding Officer may or may not ask the Parliamentarian to respond.

- It is also the duty of the Parliamentarian, as inconspicuously as possible, to call the attention of the Presiding Officer to any error in proceedings that may affect the substantive rights of any member or may otherwise do harm.
- Only on the most involved matters should the Parliamentarian actually be called upon to speak.
- The Parliamentarian should be assigned a seat next to the Presiding Officer, to be convenient for consultation in a low voice, but the Presiding Officer should try to avoid checking with the Parliamentarian too frequently or too obviously.
- After the Parliamentarian has expressed an opinion on a point, the Presiding Officer has the duty to make the final ruling, and in doing so, has the right to follow the advice of the Parliamentarian, or to disregard it.
- When serving as a member of a committee, the Parliamentarian's duties extend beyond giving opinions to the Presiding Officer, as during Board and Convention meetings, and may include assisting in the planning and steering of business to be introduced.
- The Parliamentarian shall review minutes within five (5) business days after the date they were emailed or mailed by the Appointed Secretary.
- The Parliamentarian serves as a member of the Bylaws and Policy Committee.

Chronological Schedule of Events for Parliamentarian

- **July**
 - Attend 1st Board
 - Review minutes of 1st Board and return to presiding officer within the specified timeframe
- **August**
 - Attend Fall Executive Meeting Fred J. and Julia C. Kuehne International Executive Officer Leadership Training
 - Review the LaSertoma Bylaws, Policies, and Manual in entirety and become completely familiar with the duties of your new office
 - Prepare your list of questions for discussion at the Fall Executive Committee meeting
 - Bring a copy of your airfare receipt or roundtrip mileage record for reimbursement as determined by current policy
 - Airfare (based on lowest economy class fare) is reimbursed from Fred J. and Julia C. Kuehne earnings
 - Executive Committee meeting agenda will include review and appropriate revisions of the LSI 3-year plan, Fred J. and Julia C. Kuehne training, convention education and upcoming convention plans and budgets
 - Status of these items will be reported to Board of Directors at Midterm meeting
- **October**
 - Celebrate and promote LaSertoma month
- **February**
 - Attend Midterm
 - Come to Midterm prepared with your responsibilities
- **March**

- If you are the designated International representative at a Regional convention, contact the International Director to see what is expected of you
- **April**
 - Attend Regional Convention(s) at the direction of the President
 - The Regional Convention budget may provide room accommodations and registration
- **July**
 - Attend International Convention
 - Registration fee is to be paid by each officer and reimbursed as provided in current year Policies
 - Each officer is responsible for own airfare and room accommodation, usually Tuesday to Sunday
 - Pass files to successor two weeks prior to beginning of the fiscal year

STANDING COMMITTEES

LaSertoma International Bylaws list five (5) Standing Committees. These are: Awards and Sponsorship, Leadership, Finance, Growth and Public Relations, and Bylaws and Policy. Chairmanship of these committees is assigned in the Policies or by the International President.

Each committee Chair shall correspond with committee members as soon as committee appointments are made, stating briefly the purpose of the committee and any other information available on the committee and asking for ideas and suggestions.

On the day prior to Midterm Board meeting each standing committee will convene at the time scheduled by the presiding officer. To prepare for this meeting the Committee Chair shall:

- Review the portions of the Manual applicable to the Committee (under Programs, Duties of Office and Committee Sections) and make recommended changes to the Executive Committee
- Review past minutes of the Board and International Convention to ensure that proposed changes have been implemented properly
- Review forms and applications for these awards to ensure accuracy and consistency
- Prepare an agenda for the committee and appoint a secretary to record the minutes of meetings

During each meeting, the standing committee shall:

- Review the respective program description for accuracy and completeness and to ensure that the sponsorship is keeping pace with the goals and direction of LaSertoma International
- Review any recommendations for changes to the program and report any recommended changes to the Board of Directors

After the committee meeting, the Chair will report orally (and in writing on LSI Form I41) the results of committee work to the Board of Directors. Specifically designated committee chairs will also report at the International Convention.

Each time a committee report is given, the Chair shall be prepared with copies of the committee report. Typewritten copies are preferred but any legible report is acceptable. If the report is extensive or complicated (as bylaws often are) it is suggested that a copy of the report be available for all Board members (approximately 20 copies), and must be given to the appointed Secretary, Parliamentarian, Presiding Officer, International President and committee file.

Follow through on Committee recommendations approved by the Board of Directors and ensure that all changes are entered in the appropriate documents (Bylaws, Policies, Manual, or Forms.)

Maintain a file for committee work that shall be passed to the next year's Committee Chair. These files should contain five years of Committee reports. When a Committee Chair receives a file the Chair should discard the oldest file and add to the file the current year's reports. If the Committee file has not been received, correspond with the prior year's Chair requesting such. The continuity of passing files is vital to the continuous, productive work of the committee and LaSertoma International.

AWARDS and SPONSORSHIP COMMITTEE

LaSertoma International has several sponsorships and a number of different types of awards for individuals as well as clubs. The Awards and Sponsorship Committee is a committee established to facilitate effective time management prior to the Board of Directors meeting. Membership in this committee is comprised of a Chair for each award and sponsorship program (appointed by International President or designated by duties of office). Although all Chairpersons meet as a group to share recommendations for change, each Chair is required to report individually as stated in the International Bylaws and/or Policies.

Awards programs include: (listed with person responsible)

Plus One, Jewel, Silver Jewel, Individual Service Hours	given at club level, appointed committee member
Traveling Silver Cup	appointed by International President
Progressive LaSertoma of the Year	appointed by International President
Distinguished and Honor Presidents Awards	Second Vice President
REBOC and Waitman	Secretary/Treasurer
Distinguished Club of Year	International President

As appropriate, each person responsible for an award shall:

- Appoint a committee and establish a time line with committee members for judging and returning results to Chairperson and establish the judging system
- At the deadline for submission of entries, duplicate each entry, send copies of each entry that meets the criteria to each committee member for judging, and remind them of the established deadline for return of judged entries
- Prepare a summary of the winner's accomplishments and be prepared to read it and/or help present the award if asked to do so by the International President
- Notify the International President and LaSertoma Headquarters about the winner so that the appropriate plaque, pin or certificate may be ordered for presentation at convention

Sponsorship Programs (listed with person responsible)

Progressive Youth Service Award	appointed by International President
Rose Runzler Memorial Fund Grant	appointed by International President
Youth Campership	appointed by International President
Youth Volunteer Clubs	appointed by International President
Nancy Pratt LaSertoma Literacy	appointed by International President
Children's Hospital – Love from LaSertoma (Linda Strawser)	Appointed by International President
Scholarship and Memorial Fund	immediate past Chairman of the Board
LaSertoma Endowment Fund	immediate past Chairman of the Board
Marguerite C. Leander Scholarship	appointed by Past Presidents
McKinney Memorial Nursing Scholarship	Frances Whisman, Past International President
The Sertoma Foundation of Canada	International Director of Canada Region

Progressive Youth Service

The Youth Service Program Chair shall receive all Regional Youth Service applications and select a committee of non LaSertoma members to choose the annual recipient of the Progressive LaSertoma International Youth Service program.

The Chair shall:

- Establish a timeline with committee members for judging and returning results to Chair and establish the judging system
- At the deadline for submission of entries, duplicate each entry and send copies of each entry that meets the criteria to each committee member for judging. Chair should remind committee members of the established deadlines for return of judged entries
- When all judges' decisions have been returned to the Chair, notify the International President of the winner
- Prepare a resume of the winner's accomplishments and be prepared to read it and/or help present the award if asked to do so by the International President
- Plan to make this presentation a very momentous one for the winner of our most coveted sponsorship award
- Notify the International Director of the winning applicant so the club can contact the winner to make arrangements for attendance at the International Convention

The committee members shall:

- Judge each Regional Youth Service application, LSI Form C13, submitted to the committee as prescribed by the judging system
- Adhere to the specific deadline for returning the results to the Chair

Rose Runzler

This program Chair, appointed by the International President, selects a committee that reviews and evaluates applications submitted by clubs to identify the top applicant(s) who will receive scholarship funds available for the current year. All members of the committee should familiarize themselves with the information on this project which is detailed in the LaSertoma Manual. The Chair is encouraged to write a letter for publication in the "In LaSertoma Circles."

See Sponsorship section of this manual and LSI Form C5, C6 and C9 for rules and procedures for applying. Usually a single scholarship is awarded from the interest on the Rose Runzler fund. If more funds are available from the interest, then more than one scholarship may be awarded. The Committee will judge applications as they are received and submit their recommendations to the Chair by the designated date.

Youth Campership Program

The Youth Campership Program Chair responsibilities are to encourage and monitor club participation in the program and report events and statistics to the Board of Directors and the convention assembly. The Chair should seek publicity first on a local level and then seek regional and national recognition. The Chair will also review policies and procedures for the program and make recommendations for program enhancements as necessary. Refer to LSI Form C14 for further information.

Youth Volunteer Clubs

The Youth Volunteer Club Program Chair shall encourage LaSertoma clubs to form Youth Volunteer clubs and monitor the progress of the clubs. The Chair will receive the charters of forming clubs for approval. The Chair will (along with the entire Awards and Sponsorship Committee) suggest awards for youth volunteer clubs and be responsible for setting criteria and forming a committee for judging any awards.

The Youth Volunteer Club of the Year and the Youth Volunteer Member of the Year awards are presented at International Convention as listed in the Sponsorship and Awards Section of this Manual.

Nancy Pratt LaSertoma Literacy Program

See Sponsorship section of this manual for rules and procedures in which clubs are encouraged to participate. Form C18 is to be completed and sent to the Chair appointed by the International President and postmarked no later than date designated by the Chair.

Scholarships

For a complete description of the Scholarship and Memorial Fund and other scholarship programs, refer to the Scholarship section of the LaSertoma Manual. Scholarship and Memorial applications submitted by the clubs are received by the appropriate responsible person, reviewed and ranked according to criteria established by the International Past Presidents. The total number of scholarships awarded in a given year will be based on the amount of donations received for that particular year, plus the interest earned on certificates of deposit or other capital investments in the previous year. The amount of the scholarship is set by the International Past Presidents. In addition to the amount established by the International Past Presidents, additional funds (based on interest available) are awarded to the number one scholar as stipulated in the Else A. Nielsen Honorarium gift documentation.

The Marguerite C. Leander Nursing Scholarship

The Chair is appointed by the International Past Presidents.

Rules for application and eligibility criteria are in the Sponsorship Section of this Manual and LSI Forms C5, C6 and C8a.

This committee will publicize this program by using articles in the "In LaSertoma Circles" and/or letters to LaSertoma Club Presidents and International Officers and International Directors.

McKinney Memorial Nursing Scholarship

Presented and chaired by Frances Whisman. Criteria for this \$1000 scholarship is listed in the Sponsorship Section of this manual.

The Sertoma Foundation of Canada

The International Director of the Canada Region presents a report at each Board meeting or Convention on The Sertoma Foundation of Canada. This Foundation consists of a Board of Directors made up of Sertoma and LaSertoma Club members. For more information refer to the Sponsorship Section of this manual.

Children's Hospitals – Love From LaSertoma (Linda Strawser):

The chair should encourage clubs to participate in this sponsorship and should recognize clubs at International Convention. See Sponsorship section for details.

LEADERSHIP COMMITTEE

The Leadership committee is chaired by the President Elect and includes the entire Executive Committee. This committee's primary responsibilities are to plan and orchestrate the annual Convention Education Program and Fred J. and Julia C. Kuehne Training Sessions for the year.

Prior to determining the extent of either the Convention Education Program or the leadership training, the Chair should refer to the approved convention budget for the amount of money available to conduct such training.

Before selecting the type of training sessions to be presented, the committee shall review prior year's evaluations for changes to be currently implemented, select the site for the leadership training, prepare an agenda and select workshop leaders. It is advisable to contact the persons selected as workshop leaders prior to the Midterm Board meeting and have their reply before the meeting. Copies of any material may be printed at LaSertoma Headquarters provided two weeks' notice is given.

FINANCE COMMITTEE

The Finance Committee is chaired by the International Secretary/Treasurer. The Chair should consult LaSertoma Headquarters as to any sizeable purchases of supplies, office equipment, etc. that will be needed during the coming year so that provisions for these extra expenses may be taken into consideration by the Committee in finalizing the proposed budget. The Secretary/Treasurer will prepare a proposed budget based on all available information and provide a copy of the proposal to each committee member for consideration and approval at the meeting. Printed copies of the approved budget will be made available for consideration at the Board meeting.

The Finance Committee shall review the funds available in the Fred J. and Julia C. Kuehne accounts and determine how the funds and in what amount the funds shall be expended in accordance with the terms of the bequest in the will of Fred J. and Julia C. Kuehne.

The Finance Committee shall review the insurance needs of LaSertoma International, solicit and review insurance bids and decide on the insurance carrier for the upcoming year.

The Audit Committee is a subcommittee under Finance and shall be composed of at least three members. The Audit Committee is required to audit the Secretary/Treasurer's books prior to Midterm and Third Board meetings, and at such times as may be ordered by the Board of Directors.

The members of the Audit Committee will meet with the Secretary/Treasurer and shall: verify all bank account balances with bank statements, check expenditures against budget and ascertain reasons for any significant overage in the budgeted amount. They should also ask the Secretary/Treasurer if there is anything of significance that should be included in the committee's report to the Board and/or Annual Meeting. It is of course up to the discretion of the members of the Committee as to whether the information suggested by the Secretary/Treasurer should be included in the report submitted to the Board of Directors or to the Annual Convention.

BYLAWS and POLICIES

The Chair of Bylaws and Policy Committee, appointed by the International President, should be thoroughly versed in the current LaSertoma International Bylaws and Roberts Rules of Order, Newly Revised. The first issue of "In LaSertoma Circles" should include an article reminding all members that any resolution or recommendation for changes in the International Bylaws or Policies MUST be in the hands of each member of this committee and the International President at a minimum of two weeks prior to any scheduled committee meeting if the change or amendment is to be considered. Chair of the Committee should acknowledge each resolution or proposed amendment promptly upon receipt with information as to when the committee will meet to consider the proposed change.

Early in each fiscal year and certainly prior to the committee meeting, each member of the Bylaws and Policy committee shall review the current Bylaws and current Policies for accuracy and to ascertain that they are still correct for the current procedures of the organization.

Each member of the Committee should carefully study each proposed amendment or resolution prior to the meeting of the Committee. The Chair should request sufficient time be set aside for this committee meeting so that all recommendations to be considered may be adequately discussed.

The Bylaws and Policy committee then meets at the time appointed by the Chairman of the Board prior to Midterm Board meeting to further review and report recommendations for changes to the Board of Directors. The Chair should appoint a secretary to take minutes of the meeting to be kept in the Committee's file that is turned over to the succeeding Chair.

At the Midterm Board meeting the Chair will provide a written report of the resolutions and proposed changes reviewed by the committee and the committee's recommendation for Board action on each item. Any and all requests submitted by a club or individual must be included in the report and will specify the committee rationale to approve or reject. By official letter immediately following adjournment of the Board Meeting, the Chair will advise the person proposing the change of Board action. Additionally, any recommendations supported by rationale and recommended action of the Board of Directors shall be appended to the Call to Convention.

At the request of the International President, the Chair of the Bylaws and Policy Committee will read a written report to the Convention Body for action.

All Bylaw amendments, rationale and previous actions, are to be made available in writing to the delegates at International Convention for final approval or rejection. Immediately following the convention, the Chair will provide approved smooth copy of the amended bylaws to the Appointed Secretary for printing and distribution with the minutes of the meeting.

GROWTH

The Growth Committee shall address growth of LaSertoma and plan ways to attain growth through Club Building and Membership Retention. They will also review and update as necessary the Starting A Club (SAC) Kit for use by club builders. Review of the SAC Kit should include determining if it is in full compliance with current Bylaws and Policies and to make recommended changes that make it easier to use. The future of LaSertoma International is dependent on club building and membership retention. This Committee shall also review past recommendations made by this committee.

SPECIAL COMMITTEES

Special Committees are AdHoc and may be assigned by the President according to the needs of LaSertoma. These committees are established for a specific purpose and should remain as one entity only until the task is completed. Once the task(s) is completed and results reported to the appropriate persons the committee should be dissolved. The International President should provide a clear direction to the special committees. The following committees are examples of committees that have been appointed or are currently in place at the International level:

ARCHIVES

The Archives Committee shall ensure that all permanent records, such as Convention Minutes, Board Minutes and Past Presidents Minutes are properly filed in binders as set up at LaSertoma Headquarters. Such records are history and are never to be destroyed. The committee shall bring to the attention of the Board of Directors any concern LaSertoma Headquarters Secretary may have regarding the retention of other files.

ELECTIONS/TELLERS

The Elections and/or Tellers Committee shall be responsible for the voting process during the Annual Convention according to the International Bylaws Article VIII, Section 1, or the International Policies Article II, Section C4a-d. During voice-votes and show-of-hand votes it is imperative that only authorized Delegate and Delegate-at-large votes be counted. For conventions, majority and two-thirds vote requirements are based on number of votes cast, but the total number of votes on any issue cannot exceed the number of registered voters. The final tally and result is announced by the International President.

For ballot votes (such as Bylaws) the Chair shall have necessary supplies ready at the International Convention so that voting can be conducted, i.e., ballot boxes, pencils, ballots and credentials report of registered voters. LaSertoma Headquarters provides the original ballots and the Chair provides the credentials forms for each club. Prior to balloting the Chair should gather the committee and ensure that they understand the voting procedures and assigned duties. The committee shall:

- Conduct ballot distribution only to registered delegates during prescribed time for voting
- Collect and safe guard all ballots

- Tally all ballots and prepare a report stating the election results for the International President to present to the assembly
- Package ballots and forward to LaSertoma Headquarters for retention as prescribed in the Bylaws

FORMS AND MANUAL

The Forms and Manual Committee is an Ad Hoc committee which will be appointed by the President when needed. If appointed, the committee shall be responsible for reviewing all sections of the LaSertoma International Manual and annotating all approved changes on a copy of the most recent published version. During the review, the Forms and Manual Committee shall review the manual for completeness, consistency and accuracy of content, typography and grammar.

Specific attention should be given to dates listed in narrative sections and on forms. It is helpful to review immediate past minutes of the Board and the International Convention to ensure that proposed changes are in accordance with current Bylaws and have been accurately inserted in all appropriate sections of the manual. Review the description of each Officer/Committee to ensure that each description accurately describes the current responsibilities of each. The annotated copy showing all approved changes will be provided to LaSertoma Headquarters for proper distribution and publication.



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INTERNATIONAL DIRECTOR THUMBNAIL SKETCH

Represent the clubs of the Region as a member of the LaSertoma International Board of Directors.

Read and understand the International Bylaws, Policies, and all sections of the LaSertoma Manual.

Compile statistics and prepare a report (LSI Form R32) of the International Director's activities in the Region for presentation at the Midterm Board and a report covering the entire year at the International Convention.

Attend International Convention, International Board of Director's meetings and International leadership training. Serve on such International Committees as requested by the International President.

If a club in your region disbands, follow the procedures stated in the International Bylaws.

Plan and conduct a Regional LaSertoma Convention, appoint a secretary, parliamentarian and any other committee/chairperson as deemed necessary to successfully carry on the work of the convention.

Conduct a regional leadership training session.

Submit Regional Convention Report (LSI Form R31) to LaSertoma Headquarters and the International President immediately following regional convention. This report should include name and address of newly elected or continuing director, and any other regional officers.

CALENDAR FOR INTERNATIONAL DIRECTORS

April/May	Elected to office at Regional Convention.
June/July/ August	If possible, obtain copy of International Director's Guide from previous International Director and start studying contents in order to be familiar with duties of the office before you officially take office on August 1st.
	Attend the Fred J. and Julia C. Kuehne Director's training session as provided by LaSertoma International. This is where the International Directors, particularly the first year International Directors, will receive training for the duties of their office for the year ahead. International Directors re-elected to a second term should also attend, as new material and different International Officers conduct the training session each year.
	Obtain files from outgoing International Director, as soon as they can be released. Check to be sure a list of new club officers has been received from each club in the Region.
	All incoming International Directors are invited to sit in on the International Board meeting the day prior to International Convention. The incoming International Directors will not have a vote at this Board Meeting, but it will give them an opportunity to become familiar with proceedings of the International Board meetings.
	All newly elected International Directors shall attend the First International Board meeting, held immediately following adjournment of the LaSertoma International Convention.
	The International Director officially takes over the office at the beginning of the International fiscal year.
	Review award structures for the Region for possible changes. Check to be sure each club has a copy of all current award structures and rules.

	Review Regional Standing Rules (if any), for possible necessary changes. Be sure clubs have copies of up-to-date Standing Rules for the Region.
	Issue newsletter or bulletin, listing new International Officers, Presidents in the Region (with addresses). Remind clubs to send Progress Reports, correspondence, bulletins, etc. to the new International Director.
	Start planning Fall Conference if one is held in your Region.
	Publish newsletter or bulletin, reminding Clubs that all International and Regional dues are due and payable August 1st - delinquent as of September 15 th .
September /October	Hold meeting with club presidents in the Region to discuss problems within the Region and start plans for Regional Convention to be held in April/May. Appoint convention chair and secure meeting location.
	Communicate to clubs regarding all International Awards, Sponsorships, Scholarships and forms for eligibility.
December/ January	Review all monthly Club Progress Reports (LSI Form C1) . If any are missing, check with club to bring reports up to date.
February	Attend Mid-term International Board meeting, where the International Director shall give a highlight report of activities in the Region for the year-to-date using LSI Form R-32. Prepare twenty (20) copies of this report to be distributed to the Board. The International Director will file one copy of the report in the Regional files.
March	Review record of points accumulated by each club in the Region toward Regional Awards. Notify clubs of standings and what is needed to achieve awards.
	Continue plans for Regional Convention, notifying those who are to serve on committees, present programs, etc. Plans for the Convention should be about finalized at this point.
	Send out reminder of Regional Convention dates to Clubs and reminders of deadlines for submitting yearbooks and bulletins to be judged for Regional Awards.
April/May	Complete convention plans and conduct Regional Convention. Preside at all business sessions and supervise all functions.
	Complete and submit LSI Form R31.
	Conduct a training session for the newly-elected officers within the Region.
	Send the name and address of the new International Director of the Region to each Club President, with instructions to send in the Club Officers Report (LSI Form C2) by June 1st.
	After approval of Regional Convention minutes, send copies to: International Headquarters, International President and each Club President in the Region.
June/ July	Complete LSI Form R33 and send to International President Elect as to activities in the Region for the period June 1 through May 31st. Mail as early as possible but NO LATER THAN DATE SPECIFIED ON THE FORM.
	Issue reminders of International Convention Dates.
	Attend Third Board of Directors Meeting held immediately prior to the International Convention and report on activities of Region, using LSI Form R-32.
	Attend the International Convention, where you will present a report of the activities of the Region for the period June 1st through May 31st, using LSI Form R-32 and/or R-33.
	Turn all files and records over to the incoming International Director for the Region. Be sure the files contain all Club Progress Reports; these will be needed for accumulation of points toward Regional Awards.

	Check to be sure the files contain the LSI Form C2, list of Club Officers for the new year, which was due June 1st. Call the new International Director's attention to any clubs not having sent in this report so the new Director can contact the clubs.
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LASERTOMA INTERNATIONAL DIRECTOR RESPONSIBILITIES

The most important thing the International Director can do to prepare for this office is to know and understand the LaSertoma Manual. You need to know the duties that go with the office of International Director, but also you must be completely familiar with what is expected of the clubs in the Region. It is important that the International Director be knowledgeable of the International Bylaws and Policy Statements, all International Programs, the history of LaSertoma International and any Policy Statements that may apply to the Region.

As a member of the Board of Directors, you have many responsibilities. First, you have a responsibility to every member of LaSertoma International -- not to dictate, but to serve each of the members and protect their interests at all times. Second, your responsibility is to cooperate with the International Officers who are responsible for the operational procedures of LaSertoma on the International level. As International Director, you are not expected to agree with the International Officers "without question." Express your opinions and those of your Region.

As International Director, you will receive many questions from clubs and members. BE SURE you give correct information. If you are in doubt, get an official answer from an International Officer before passing it on to a local club. Incorrect information is worse than no answer and can cause far-reaching problems. Always send copies of correspondence of importance, such as a problem or question of significance, to the International President to keep the President abreast of what is going on throughout all Regions.

All correspondence should be answered promptly, and all records should be posted regularly (Club Progress Reports).

You will receive invitations to install new club officers and to present Charters to new clubs. Be prepared with a good installation program, charter presentation and brief speech or remarks for other occasions. (Some examples are listed in the Growth Section of this manual.) Be knowledgeable about your Region and about International so that you will be able to answer questions asked of you at these occasions.

The International Director is the link between the clubs in the Region and International. It is of utmost importance that you create a good working relationship with the presidents in your Region. Let them know you are always ready to lend a helping hand. Above all, remember that the International Director may not take action within a club.

The International Director is responsible for keeping the clubs in the Region advised of the Board action on matters of importance that are conducted at the International Board of Directors Meetings. The International Director is responsible to the members in the Region for directives sent out by LaSertoma International.

The International Director shall attend three (3) meetings of the LaSertoma International Board of Directors as follows:

1. Held immediately following adjournment of the International Convention.
2. Mid-term Board; as designated by the International Chairperson of the Board.
3. Held just prior to International Convention; (usually early in the day of International Convention opening session, or the day prior to the first day of Convention).

OTHER RESPONSIBILITIES OF THE INTERNATIONAL DIRECTOR (In addition to duties set forth in International Bylaws)

Notify the International President and LaSertoma Headquarters of any change of a Club President – with complete mailing address and phone number(s).

Supervise the Regional Awards as per your Regional Standing Rules.

OF GREAT IMPORTANCE is the fact that you are responsible for the preservation of the public image of LaSertoma. Not only must you preserve this image, but also you must strive to improve it. Many people will be watching, and your actions often unconsciously create an opinion of the entire organization. Be sure that opinion is a good one.

EXPENSES OF INTERNATIONAL DIRECTOR

As a member of the Board of Directors of LaSertoma International, you will receive:

A small stipend annually from LaSertoma International to help cover office expenses. (See proration information in International Policy for smaller regions.)

Reimbursement as defined in the LaSertoma International Policies for lowest fare travel expense to the Mid-term Board Meeting from your home city to the city where the meeting is held. If you choose to travel to the Board meeting by car, you will be reimbursed for your roundtrip at the per mile rate documented in the current LaSertoma International Policies (Total reimbursement will not exceed lowest cost airfare).

Per Diem (as approved by the Board) for attendance at committee meetings immediately prior to Midterm Board and Mid-term Board meeting.

Registration of International Directors in attendance at the International Convention will be paid as set out in current Policy Statements.

Travel to Fred J. and Julia C. Kuehne International Director Training.

SUGGESTED REGIONAL STANDING RULES

It is mandatory for each Region to have in place a set of Regional Standing Rules. A copy of each Region's most recently approved Standing Rules must be on file with LaSertoma Headquarters.

To obtain Suggestions for Standing Rules, contact LaSertoma Headquarters.

REGIONAL CONVENTION

STRUCTURE AND DUTIES

The Regional Convention shall be held annually.

The International Director shall be responsible for and preside over all business sessions, the business program, and approve all plans made by the host club. The International Director shall also appoint a convention secretary, parliamentarian, and any committees necessary for the convention.

If the International Director is unable to attend the Regional Convention, the immediate past International Director shall preside. If that person is unable to attend, the Club Presidents shall elect a chairperson.

The Regional Convention Secretary shall record, type, and distribute the minutes of the Regional Convention to the International Director, Parliamentarian, and to the Club Presidents. The Secretary shall also handle any other duties that are pertinent to the office (ie. Committee referral forms, motion slips, letters of endorsement etc.)

VOTING BODY

Each LaSertoma registered and in attendance at the annual Regional Convention will be allowed to vote on all issues and elections.

Each LaSertoma member must be registered by the time previously announced or published by the International Director.

EXPENSES

The International Director shall submit a financial statement showing receipts and disbursements to date to the Regional Convention body.

A complete International Director's Financial Report will be distributed to the Club Presidents by September 15.

The International Director's registration and lodging expenses at the Regional convention may come from the convention budget.

DISSOLUTION

The organization shall not at any time be dissolved without obtaining the votes, or written consent, of nine-tenths of the members in good standing. When its dissolution is decided upon, the intended appropriation or division of funds of the organization shall be fairly and distinctly stated in the proposed plan of dissolution. In order to participate in the dissolution, members must have been in good standing in the organization for at least one year.

Letter of Dissolution shall be sent to LaSertoma Headquarters.

An audit should be completed by an International officer.

Transfer any remaining assets to one or more sponsorships engaged in education and/or charitable enterprises.

Return, transfer, or convey any equipment or any other assets held for the organization in accordance with agreements and/or stipulations requiring such action (i.e., banners, flags, gavels, etc.).

PLANNING THE REGIONAL CONVENTION

The Regional Convention is the responsibility of the International Director (working with the Clubs in the Region). Location, dates and times are at the choice of the LaSertoma Region. A Convention Committee might be appointed.

The International Director will be responsible for and preside over all LaSertoma business sessions. The International Director will be responsible for approval of all plans made by the Host LaSertoma Club. If there is a LaSertoma Club in the city where the Regional Convention will be held you may wish to appoint that President (or someone from the club) to be convention chairperson. A convention planning session could be held early in the year with representatives from clubs giving input concerning the planning of the convention.

At this convention planning meeting, the budget for the convention is set and approved. It is at this time that the International Director's needs are made known to the Convention Committee for inclusion in the budget. These needs may include the expenses of a LaSertoma International Officer Representative and the LaSertoma International Director.

The International Director working with the planning committee prepares and submits material and information for the Convention printed program. Some items in planning a Convention include:

- Contract with Convention Hotel
- Notices to Clubs with Place, Date, Time
- Application for Registration
- Convention Agenda (to include times and location of all business meetings, meals and other functions).

Workshops, Seminars or training programs should be presented at the Regional Convention. This is where the International Director may call on the Club Presidents and have them do this portion of the program.

All newly elected International Directors (even though they are reelected to serve a second term) will attend the International Director's Fred J. and Julia C. training session. It is at this conference that the first-year International Directors will receive complete orientation for the duties of their office; the second-year International Directors always learn something new by attending the second time.

IMMEDIATELY FOLLOWING THE REGIONAL CONVENTION, name and address of the newly-elected Director of the Region must be sent to the International President, International President-Elect and LaSertoma Headquarters. (LSI Form R31)

PLEASE NOTE: The International Director of each Region is responsible for seeing that all information is forwarded to International concerning newly elected International Directors.

Copies of the Convention Agenda should be furnished to Convention Secretary and the Parliamentarian prior to the Convention date, in order for them to be familiar with the agenda to be followed.

IDEAS FOR EDUCATIONAL PROGRAMS

Educational program needs will differ for each Region. Some suggestions are growth, retention, leadership development, forms completion, sponsorship, awards, and ways and means.

Many secretaries assume their important office without realizing the necessity of understanding how to complete reports and record minutes. There is always someone within your Region who would be qualified to lead a clinic for secretaries.

ITEMS NEEDED FOR THE BUSINESS SESSIONS

- Head table large enough to accommodate the Director, Convention Secretary, Parliamentarian and/ or the International Officer Representative
- The Head Table should have a microphone and podium and gavel
- There should be a flag of the host nation, and/or flags of the LaSertoma nations
- Flowers/decorations for head table and meeting space
- Sufficient chairs to accommodate the members and guests in attendance. (Minutes of previous conventions can give you an idea of how many attend these meetings)
- Pitchers of water, glasses.
- Luncheon plans, including table favors (optional)
- If door prizes are to be given, there must be tickets for drawings

The International Director should prepare the following items for the business session:

- Scripted agenda for self, Convention Secretary and Parliamentarian
- Table agenda for all members in attendance
- List of Clubs for Roll Call -- copy for Secretary
- Ballots for voting
- International Director's Report
- Early Bird Door Prize

CHECKLIST FOR REGIONAL CONVENTION

_____ Rooms for Regional Meetings

_____ Head Table

_____ Microphone & Podium

_____ Flags

_____ Flowers/Decorations

_____ Luncheon Plans

_____ Door Prizes – tickets

_____ First timer recognition

_____ Awards Program (if scheduled)

_____ Educational Training

_____ Message/greeting from International Director and/or International Representative

_____ Gift for International Representative

APPOINTMENTS:

_____ Convention Secretary

_____ Parliamentarian

_____ Convention Chaplain

_____ Chairperson Resolutions Committee

_____ Elections Committee (Tellers)

_____ Awards Committee

_____ Pages

_____ Photographer (International Director, International Representative - As early as December or January, you should contact the International Representative for pictures that may appear in the Convention Program.

SUGGESTED SEATING ARRANGEMENTS

The head table for all sessions should be arranged as follows:

International Director and Convention Secretary at the center, with Secretary on International Director's left. (During business sessions, some prefer Parliamentarian to be seated next to International Director so that the International Director may confer with Parliamentarian quietly in the event a parliamentary ruling is needed. In such instances, the Convention Secretary is then seated next.)

International Officers or other dignitaries present seated to the International Director's right in order of rank.

President of Host Club and General Convention Chairperson (optional,) on either side.

Convention Chaplain seated at end (either side to balance table.)

MODEL FOR INTRODUCTIONS

INTRODUCTIONS: The International Director should introduce each person at the head table following the invocation, pledge of allegiance, singing or other opening ceremonies. Start from one end and come up to the center, then start from the opposite end and come up to the center. Most effective introductions give information about the person in the following order:

Title and Home City, Name (Give loud and clear just before having the person rise)

Example: "Next is the International Second Vice President, from North Star, Minnesota, – -Mary Jane Doe."

Immediately after introducing those at the head table, introduce persons deserving recognition in the audience, such as LaSertoma International current and Past International Officers.

SUGGESTED BUSINESS AGENDA – REGIONAL CONVENTION

FIRST SESSION

Day, Date - _____

9:00 A.M. Call to Order by Director – Time _____

Invocation - Convention Chaplain

Pledge of Allegiance

Welcome by Host Club

Response by _____

Introduction (Head Table, Past Director, other Dignitaries)

Reading of Rules and Procedures by Parliamentarian

Announcements

Roll Call of Clubs by Secretary (List Clubs)

Recognition of New Clubs

Report of Midterm Board of Directors Meeting by International Director

9:30 A.M. COFFEE BREAK

10:00 A.M. Appointment of judging committees by Director

EDUCATIONAL SESSIONS

Announcements

FINAL BUSINESS SESSION

Day, Date - _____

9:00 a.m. Call to order by Director - Time _____

Invocation - Convention Chaplain

Introductions

Roll Call of Clubs by Secretary

Minutes of previous day by Secretary

Director's Report

Announcement of Award Winners

10:00 am COFFEE BREAK

10:10 am Unfinished Business

New Business

Ballot Endorsement for International Officers, Election of International Director of Region

Other new business

Director thanks outgoing Presidents for assistance during year, presents token of appreciation

(Unless Installation is to be during the final night banquet, time must be allotted for installation during the morning session.)

Resolutions by Chairperson Resolutions Committee

Final reading of minutes by Secretary

Drawing for Door Prizes

Announcements

Benediction by Convention Chaplain

11:40 a.m. Adjournment

INSTALLATIONS

At Regional Conventions, the International Director may be responsible for the installation of the newly elected International Director. This duty is a privilege and an honor and should be done with utmost sincerity. In the event other International Officers are in attendance, they should be asked to be the installing officer, or to assist in the ceremony. The installation should be scheduled just prior to the close of the Convention. See Growth Section for installations for International Directors and for induction of members for existing and newly chartered clubs.



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.)



Conventions

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CONVENTION PLANNING

Planning for a successful convention begins more than two years prior to convening date and requires collaboration of many leaders. Proper and thorough planning reduces stress for everyone involved. Early planning includes identifying a potential city, hotel, and dates for Fred J. and Julia C. Kuehne Training Sessions and International Convention.

A Hotel Coordinator will have to be appointed as well as a Convention Chairman to work with the International President and President Elect.

Fred J. and Julia C. Kuehne Training Sessions are to be offered during convention week and are the responsibility of the President Elect. Coordinate with Hotel Coordinator to accommodate the extra meeting rooms and times.

Separate Fred J. and Julia C. Kuehne Training Sessions and convention budgets are required for review at Fall Executive Committee eighteen months prior, and tentative approval by the International Board of Directors at the following Midterm. Budgets will again be reviewed during the year prior to the convention and modified as necessary.

As time gets closer to actual convention date, the International President will work with the Chairman of the Board, President Elect, International Leadership Committee, Convention Chairman, Hotel Coordinator, and the Host Club to follow up on detailed plans for the convention. Plans include specific room locations, dates and times of Board meetings, committee meetings, and convention business sessions.

Many special awards, certificates and pins are to be given at International Convention – Youth Service, LaSertoma of the Year, Youth Volunteer Club Member of the Year, President's awards, etc. Ordering these several months in advance will help ensure they are available.

A printed agenda is required to provide structure to the business session and to provide general information to convention attendees. It is helpful to print the agenda and other program items in booklet form that is easy to read and carry throughout the sessions. A separate agenda for the banquet is a nice touch.

The Convention Chairman should be involved early in the process. Major responsibilities include room/decoration set up and securing flags.

For more detailed information refer to the following Convention Guidelines. If you don't find the answers there, ask someone who has done it.

CONVENTION GUIDELINES

International President Duties

1. During your term of office as Present Elect you will have identified a hotel, prepared a convention budget, established the number of sleeping rooms to be blocked by the hotel, and negotiated a contract with the hotel for all meeting rooms. Be aware of any required deposits and due dates, as well as room block expiration dates and other commitments to the hotel. Negotiate and lock in the food cost per person (including tax and gratuity) as soon as possible but no later than 120 days prior to the meeting. This information is mandatory before setting registration fees.
2. Appoint a convention secretary, convention chaplain, elections/voting chairman, pages, sergeant-at-arms, a person responsible to manage and secure the merchandise table and storage and distributing door prizes/gifts.
3. Before the conclusion of Midterm Board meeting, check with committee chairmen to see which committees will need to report at Convention.
4. Present to Midterm Board a registration form for convention (and Fred J. and Julia C. Kuehne Training Sessions if appropriate) and information on the hotel. Deadline dates for registration and hotel registration should be provided.
5. At least ninety days prior to convention date, review the draft agenda, including only necessary committee reports, for use by the Hotel Coordinator and Convention Chairman to verify room assignments. When all information is accurate and complete, this will be included in the program booklet to be printed for convention attendees.
6. Thirty days or more prior to convention, prepare a totally scripted agenda for use in conducting the convention business sessions. The script should include nearly every word necessary for clear communication. The Parliamentarian should review and approve this scripted agenda prior to the convention. The Parliamentarian will not only check for procedural discrepancies, but as a Past International President can also spot any inconsistencies with tradition. When finalized, prepare three sets (President, Secretary and Parliamentarian).
7. Send a copy of the scripted agenda to the appointed secretary for use in taking minutes. This will help to ensure that names are accurate and speed up the final minutes. Provide this draft to the secretary as early as possible but no later than ten days prior to convening the first business session.
8. Obtain two early bird door prizes to be given at the beginning of each morning business session during the International Convention.
9. Work with Hotel Coordinator and Convention Chairman to select meals for Thursday evening, Friday awards lunch, and Saturday installation banquet.
10. After all this has been discussed with the hotel sales liaison, put together a budget and set the registration fee to cover expenses no later than January prior to the convention. If individual tickets are available for certain events, establish the pricing for those tickets. As a rule of thumb, the registration package for all events is usually the best deal so more are encouraged to register in advance. Work with the Headquarters Office to prepare a registration form for distribution. Write an enthusiastic article for publication to encourage members to attend. Make your readers feel they wouldn't miss it for anything.
11. Make schedules to cover the registration desk with specific hours and post those hours in the registration area so attendees know when to come back if they arrive when it is closed. If the hotel has an electronic system, they may also put these hours on the system.

President Elect Duties

1. Prepare Fred J. and Julia C. Kuehne Training Sessions by selecting the trainers.
2. Coordinate with Fred J. and Julia C. Kuehne Training Session trainers to ensure all information is shared regarding registered attendees and training material.
3. Select entertainment for opening session and installation banquet if desired.
4. Appoint an emcee and installing officer for the installation banquet (Past International President is used to officially install officers.)
5. Decide on theme or topic for convention education and select person to conduct the session. This is usually held on Friday afternoon, but other times may work better for any number of reasons. Be sure to note scheduled time and duration on the official agenda.

Host Club Responsibilities

1. Furnish “goody” bags.
2. Furnish food and drink for hospitality room (if such a room is available.)
3. Set up registration area with tables for registration and credentials. Ensure advertised hours for opening the convention registration desk are covered by designated persons.
4. Arrange for table decorations as directed by:
 - A) **International President** for the International Convention business meetings and Awards luncheon.
 - B) **International President Elect** for any Fred J. and Julia C. Kuehne Training Session lunches and/or banquets and for the International Convention installation banquet.

International Headquarter’s Responsibility

1. Ensure table nameplates for the head table(s) for International Convention meeting rooms and the board of directors meeting.
2. Other duties as assigned/requested by the Exec Officers.

Hotel Coordinator Duties

1. Work closely with the International President and President Elect and the Host Club or Region.
2. Establish contact with selected hotel of choice, supply them with LSI tax identification and determine deadlines for signing contract, required deposits (if any) and changes if necessary. Provide this information to the President Elect for presentation to the Board of Directors at the Midterm board meeting.
3. Work with the dates for Fred J. and Julia C. Kuehne Training and International Convention as approved by the Board of Directors.
4. Negotiate room rates, menus, food prices and inquire as to any comp rooms.
5. Be specific to the hotel representative how many meeting rooms will be set up, (i.e.) theater, classroom, extra tables for reports and merchandise, microphone(s), head table(s), riser(s) etc. and set up a hollow square for the board meetings.
6. Block off sleeping rooms with hotel representative.
7. Keep host club informed of hotel accommodations pertaining to hanging of anything on the walls, if a hospitality room is allowed and if so, what kind of food, drink, etc., is permitted.
8. Confirm menu selections at least twelve (12) weeks prior to Fred J. and Julia C. Kuehne Training Sessions and International Convention. Provide options for medically-necessary items such as sugar-free dessert. Remember to add taxes and gratuity to total for each meal.
9. Secure a separate room for the convention Awards lunch.
10. During the months and days prior to the convention, monitor the guarantee numbers for each meal service. If registration is down, decrease the guarantee from those originally planned and find out when a final count is locked in. Frequently, the final guarantee is 3-5 days prior to each event but can be different depending on hotel policy.
11. Work with the host club, International President and President Elect to select specific meals and lock in meal prices. Registration receipts have to compensate fully for the number of meals charged. Don't forget to check on availability of "dietetic or allergic" special needs.
12. Planning is the key to a successful week. Avoid last minute chaos by having everything possible completed in advance. Work with convention chair and committee chairs to get name badges, "goodie" bags etc.... organized before the first day of registration.
13. Check out each room at least an hour before each event to see if layout is what was ordered. Follow a checklist so nothing is overlooked. Make sure the microphones are set where they are supposed to be and that they are powered on. Determine if an extension cord is needed.

Details!

(If you are also convention chair, you may appoint a committee chair to handle decorations and favors, entertainment, room setup assistance, registration desk, transportation, other logistics issues.)

Start by laying out the schedule based on a typical agenda. For the time being, assume we are having Fred J. and Julia C. Kuehne Training Sessions unless otherwise notified. If Fred J. and Julia C. Kuehne Training Sessions are not being offered or the schedule is shortened, the entire schedule should be adjusted to accommodate the agenda. It is easier to cancel rooms than to add on after the hotel has given away rooms to other groups!

BEWARE OF THE CONTRACT:

- Ask about penalties if sleeping block is not filled or if meeting and banquet room numbers are reduced.
- What is the latest date the contract can be changed without penalty?
- What deposits are required?
- When is final payment expected?
- Are comped rooms based on number used per night or aggregate for all days?
- What is the charge for meeting rooms with or without meals associated?

Establish sleeping room block from Sunday to Sunday so those that want to arrive early may do so at the convention rate. **Typical numbers based on history are:**

Sunday - 5 double rooms

Monday – 5 double rooms

Tuesday – 10-12 additional rooms for a total of 15-17 rooms to accommodate incoming Fred J. and Julia C. Kuehne Training Session participants

Wednesday – same as Tuesday

Thursday, Friday and Saturday – add another 15-20 rooms to the block for convention attendees

Typical schedule (reserve meeting rooms as required by agenda):

To be scheduled -

If International President has a suite with space suitable for a meeting, use that space to avoid meeting room rental cost. If not, reserve small room with Board-type table and comfortable chairs as per the time requested by the International President. This meeting can also be held in a suite if table and chairs are available to spread out books and other papers.

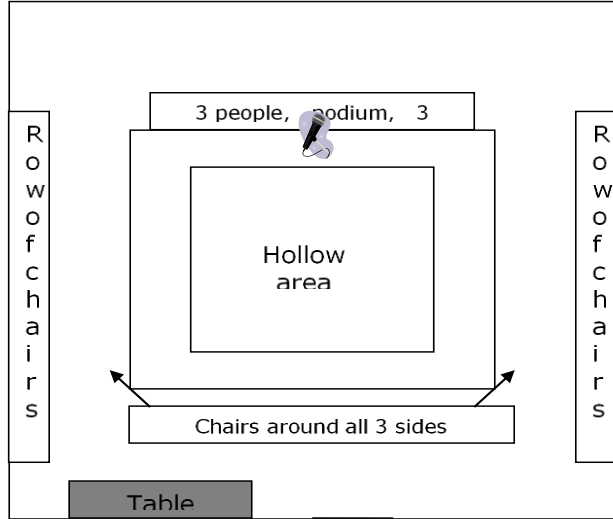
Wednesday (all day) Fred J. and Julia C. Kuehne Training Session

Reserve rooms as needed to accommodate the number of different classes being offered (Member, International Director, Parliamentarian, Qualified Trainers etc.) Advise hotel of layout desired (usually classroom style in breakout rooms.)

Determine if audio-visual materials are needed (microphone, flip charts, projectors, etc....)

Thursday (9am to 5 pm) – Third Board Meeting

Reserve a room large enough to accommodate “hollow square” layout with extra space for reports. Each side of the square should be long enough to seat at least six people. Order a podium (and microphone if necessary) to be placed in the center of “front” side of the square. Most hotels have this but may have only one, so request it early before someone else does. A separate stand-alone podium does not work well because the Parliamentarian is too far away from the Presiding Officer. Ask for extra chairs to be placed along walls on each side so guests will have a place to sit. See drawing for layout of room. **(This same arrangement is required for Saturday afternoon First Board meeting.)**



Thursday evening Opening Session for Convention

Size of room depends on number registered and what kind of entertainment will be offered (if any) during the opening session. Sometimes, the opening will recess and group will move to a different room for dinner and entertainment. Check with presiding officer for planned event and layout requirements. Reserve a microphone for opening business session if group is large. Also reserve audio equipment for entertainment unless entertainer is providing (usually they do). Ask entertainment committee chair if dance floor is needed. Hotel may not have it on site, but can probably get one for extra cost if necessary.

Friday (all day) and Saturday morning Business Session

Reserve a room for number of registered members/guests from 9am to 5pm on Friday and 9am to 3pm on Saturday. Watch these numbers carefully as registrations are received and adjust with hotel as necessary. The Saturday meeting may finish earlier but the room should still be blocked until 3pm. Layout is with two head tables with at least one riser, and theatre or classroom style for remainder of participants with center aisle and standing floor microphone.

Friday Awards Luncheon (approximately 12 noon– 1:30 pm)

Set up with rounds of 8 to 10 for number registered. Add a few extra seats for Youth Service Award and Youth Volunteer Club Member of Year and their families if planning to attend. Plan for either a head table (full or abbreviated) or at least a stand-alone podium and microphone for presentations. Make sure water glasses are on tables for toast to all nations.

Saturday - First Board meeting

Same set up as Thursday Third Board meeting that immediately follows the convention session. Reserve the room for 1pm to 5pm to provide flexibility in the schedule.

Saturday Banquet

Reserve a room to accommodate registered members/guests in dinner setting. This is usually the largest event since often times there are many guests coming in for the installation as well as spouses of registered attendees. Room layout includes a head table and rounds of 8-10 for others. Stand-alone podium at the end of the head table works best so others not at the head table can get to the microphone without walking behind the head table. (Please allow room for those sitting at the head table to walk

behind without endangering self or others). Make sure water and glasses are on tables for toast to all nations.

More details can be found in the Duties of the President Elect portion of this section.

Sample Budget

International Convention (Dates) Fabulous Hotel, Anywhere USA				
Income				
	Convention Registration	100 @ \$100 ea	10000	
	Extra meals	10	687	
	Total Income			12187.00
Expense				
	Audio Visual: projection screen, microphones	Podium microphone, one floor microphone	115	
	Entertainment, Thurs/Sat	DJ, singer, band	500	
	Food breakout each meal			
	Thursday opening	100+1 @ \$29	2929	
	Friday Awards lunch	105+1 @ \$19	2115	
	Saturday banquet	105+1 @ \$38	4028	
	Meeting rooms	Ballroom, Board room, breakout rooms	500	
	Decorations	Keep it simple	200	
	President's room	Thurs, Fri, Sat only a \$100 per night	300	
	Total Expense			12187.00
Profit/ (Loss)		Goal is to break even!		000.00

Fred J. and Julia C. Kuehne Training (Dates) Fabulous Hotel, Anywhere USA				
Income				
	Fred J. and Julia C. Kuehne registration	30 @ \$50 ea	1500	
	Extra meals	10 @ \$20	200	
	Total Income			1700.00
Expense				
	Audio Visual: projection screen, microphones	Podium or floor microphone	50	
	Kuehne meals	30 @ \$50	1500	
	Meeting rooms	General session, breakout rooms	100	
	Decorations	Keep it simple	50	
	Total Expense			1700.00
Profit/ (Loss)		Goal is to break even!		00.00

THE BUSINESS OF BEING A DELEGATE

A delegate should:

1. Comply with the rules for obtaining credentials and reservations for the convention functions.
2. Be well-informed of business, previous to convention.
3. Be prepared to actively participate in the discussion of the business of the convention. A majority vote of those present and voting, commits the whole organization by such action. Every Delegate should feel a responsibility to vote. An important phase of the business of a convention is the consideration and adoption of amendments to the Bylaws. Such amendments, when adopted, become law by which the organization lives, and lawmaking should result from the best thinking of the entire convention body.
4. Attend all business meetings.
5. Abide by the rules adopted by the Convention.
6. Ask questions. If you don't understand the motion, chances are others don't either. Request clarification on everything you don't understand fully.
7. The presiding officer should restate each motion just before calling for the vote. If this doesn't happen, ask that it be done. Know what you are voting on.
8. Vote according to your conscience on all questions and to report to the club on the business of the convention.

VOTING - It is a delegate's duty to formulate an opinion and to VOTE that opinion, whether it is the popular opinion or not. Too often those who are not in accord with the popular view will not advance their ideas in discussion and will not vote their consciences lest they be frowned upon as "dissenters." It is better to have a conviction, right or wrong, than to remain silent when the time comes to vote.

INSTRUCTING DELEGATES - The home Club may instruct its delegates on how to vote on the various issues that will come before the convention. Delegates usually try to speak and vote according to the thinking of those they represent. However, they are obligated to consider all points of view presented to the convention and vote according to their conscience for the best interests of the whole organization. Delegates must explain and justify their voting to their local Clubs. The members must rely on the good judgment of those they elected to represent them.

REPORTING - A delegate's responsibility includes the obligation to report the "meat" of the convention to the home club. This report should be given while it is still news.

THE CONVENTION'S LOOK TO THE FUTURE

What is the real purpose of a convention? To be sure, it is to hear reports of work completed, to elect officers and to enjoy the association of people of like interests. But a convention must be more than these to warrant the time and expense involved. A convention has the responsibility to plan for the future. The convention body should set the course for the officers and chairmen to follow in the coming year.

APPROVED RULES AND PROCEDURES FOR CONVENTIONS AND BOARD MEETINGS

The following two rules are not listed in the International Policies but have been formally adopted for implementation at conventions and Board meetings. Additional rules may be added as appropriate for efficient conduct of meetings.

1. There shall be a dress code for International Convention meetings. Apparel shall be casual business attire.
2. The only items to be sold at International Convention will be merchandise sponsored by LaSertoma International.

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.