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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 31<sup>st</sup>
- **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 15<sup>th</sup> 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.