

# LASERTOMA INTERNATIONAL BYLAWS

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# LASERTOMA INTERNATIONAL BYLAWS

## ARTICLE I

### NAME AND EMBLEM

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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

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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**

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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**

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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.
4. In the event of unforeseen circumstances such as inclement weather, illness, death in the family etc ... (as approved by the Executive Committee), the Board member may teleconference into the Board meeting and count as being present.

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

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#### 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 Secretary/Treasurer 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

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#### 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**

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#### **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**

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#### **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 September 15 shall be considered delinquent. Dues that are not postmarked to International by the delinquent date of September 15. Mailing of Circles and eligibility for delegate votes will be suspended until dues 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

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### 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**

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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**

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#### **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.

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**

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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.