

LaSertoma International Policy Statements

Table of Contents

ARTICLE I – ORGANIZATIONAL STRUCTURE	1
Section A. – Authority.....	1
Section B. – Amendments.....	1
Section C. – LaSertoma Name and Emblem.....	1
Section D. – Records	1
Section E. – Meetings (Recording of).....	1
Section F. – Organization	2
Section G. – Regions	2
Section H. – Clubs.....	2
ARTICLE II – PROCEDURES	3
Section A. – Candidates/Campaigns	3
Section B. – Credentials for International Convention.....	4
Section C. – Election/ Voting on Issues Procedure for International	4
Section D. – International Convention Installation of Officers	5
Section E. – International Convention Goals & Challenges.....	5
ARTICLE III – OFFICERS AND SPECIAL APPOINTMENTS	5
Section A. – Duties of Officers.....	5
ARTICLE IV – FINANCE	6
Section A. – Board of Directors and Parliamentarian	6
Section B. – Other Expenses.....	7
Section C. – Club Expenses	7
Section D. – Signing Authority.....	8
ARTICLE V – LASERTOMA INTERNATIONAL DEFINITIONS.....	8
Section A. – In Kind Donations	8
Section B. – Service Hours	8
Section C. – International Language.....	8
ARTICLE VI – AWARDS	8
Section A. – President’s Award.....	8
ARTICLE VII – OTHER	8
Section A. – The Fred J. and Julia C. Kuehne Training Session.....	8
Section B. – Publications.....	9
Section C. – Official Attire	9

LaSertoma International Policy Statements

ARTICLE I – ORGANIZATIONAL STRUCTURE

Section A. – Authority

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

Section B. – Amendments

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

Section C. – LaSertoma Name and Emblem

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

The name LaSertoma shall be written as one word.

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

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

Section D. – Records

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

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

Section E. – Meetings (Recording of)

All Board Meetings and Convention Meetings shall be tape recorded.

Tapes shall be kept for a period of five years.

LaSertoma International Policy Statements

Section F. – Organization

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

Section G. – Regions

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

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

Section H. – Clubs

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

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

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

LaSertoma International Policy Statements

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

4. Multiple Memberships

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

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

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

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

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

a. The club shall pay International Dues.

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

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

d. The club shall receive all International Communications.

ARTICLE II – PROCEDURES

Section A. – Candidates/Campaigns

1. Candidates for International Office

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

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

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

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

LaSertoma International Policy Statements

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

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

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

Section B. – Credentials for International Convention

1. The voting power shall be determined by the number of votes cast, not to exceed the number of registered delegates.
2. Delegate Ribbons will be distributed by the Credentials Committee at the International Convention only upon presentation of properly executed credentials forms and convention registration receipt.
3. The deadline for delegates and alternates to present credentials at the International Convention is fifteen minutes before the Business Session prior to elections.
4. The International Parliamentarian, if a member of the organization, shall be allowed to vote on ballot votes only.

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

1. All offices shall be listed on one ballot.
2. Vote by checking the box alongside the name of the nominated candidate or by writing in the name of a candidate nominated from the floor.
3. Immediately deposit ballot in sealed boxes provided by Election Committee Chairman.
4. Procedure for Counting Ballots:
 - a. A closed room is to be provided by convention committee.
 - b. Ballots counted are to be equal to or less than voting power at the time of convention elections.
 - c. All votes shall be counted twice (double checked.)
 - d. Elected candidate receives majority count, i.e., one (1) vote over one-half (1/2) of the ballots cast.

LaSertoma International Policy Statements

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

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

Section D. – International Convention Installation of Officers

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

Section E. – International Convention Goals & Challenges

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

ARTICLE III – OFFICERS AND SPECIAL APPOINTMENTS

Section A. – Duties of Officers

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

ARTICLE IV – FINANCE

Section A. – Board of Directors and Parliamentarian

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

LaSertoma International Policy Statements

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

2. The International President shall receive:

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

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

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

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

e. Registration shall be paid for International Convention.

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

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

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

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

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

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

LaSertoma International Policy Statements

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

Section B. – Other Expenses

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

Section C. – Club Expenses

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

LaSertoma International Policy Statements

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

Section D. – Banking Authorization

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

ARTICLE V – LASERTOMA INTERNATIONAL DEFINITIONS

Section A. – In Kind Donations

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

Section B. – Service Hours

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

Section C. – International Language

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

ARTICLE VI – AWARDS

Section A. – President’s Award

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

ARTICLE VII – OTHER

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

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

LaSertoma International Policy Statements

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

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

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

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

d. Travel Assistance:

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

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

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

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

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

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

Section B. – Publications

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

LaSertoma International Policy Statements

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

Section C. – Official Attire

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