

# **SPONSORING CLUB**

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# **SAMPLE**

## **Introduction to prospective members.**

### **OPENING STATEMENT**

To be a part of LaSertoma means getting involved. To get involved means making a commitment to serve, which leads to serving others in the community and accepting the responsibility to be a leader.

LaSertoma continues to be a major focus in my life. The same volunteer spirit that attracted me has kept me involved. I have been challenged to continue to grow with LaSertoma, which overflows into my personal and professional life. When we spend time helping those who need our attention we can't help but feel better about life in general.

I believe LaSertoma exists to serve and support our community. This means listening, hearing and responding to needs greater than our own.

I am asking for your commitment. Do you have the desire to give of your time and talents just one day per month? If so, you'll be glad you're here tonight.

# ORGANIZATIONAL MEETING

**1st meeting**-at this inquiry meeting, have knowledgeable LaSertoma explain who and what LaSertoma is and the functions of our organization. Have a question and answer session. If enough interest is shown, set a date for another such meeting and ask the guests to bring other prospective members. Twelve members constitute a club.

**2nd meeting**-an acting chairman and secretary should be selected at this time. The club's purpose, plans for sponsorships and fundraisers should be addressed.

**3rd meeting**-sponsoring club should generate ideas for the newly formed club with commitments from guests to become members. Election of officers should be held. Officers include President, one or two Vice Presidents, Secretary and Treasurer, all elected by club members. The new club's bylaws shall be written. The club bylaws will be in compliance with the LaSertoma International Bylaws. Three copies of the bylaws are required. The original bylaws, the charter application, the dues and the charter fee, should be sent to the LaSertoma Headquarters. The second copy of the bylaws should be forwarded to the LaSertoma International President and the third copy of the bylaws should be sent to the LaSertoma International Parliamentarian. Allow 21 days for approval of the bylaws.

**4th meeting**-Upon receipt of approved Bylaws, plan the charter party with input from the sponsoring LaSertoma Club. All regional LaSertoma International Officers should be invited to the charter party.

**Charter Party**-everyone should generate enthusiasm, knowing the club is chartered and beginning its service to its members and community.

# ORGANIZING A NEW CLUB

## Set a Goal for Growth

Decide what group of individuals will be targeted for membership.  
Design activities and events to reach the target group.

## Ideas for getting Members

### Social Night:

- Invite potential members telling them in advance the purpose of the evening.
- Select a suitable location too conducive to the target group.
- Take time out to sell LaSertoma, using handout materials, slide presentation, and invited dignitaries.

### Direct Mail Campaigns

- Select target areas
- If the meetings are held in an office building, private club or restaurant, send mailings to the tenants of that building or surrounding buildings.
- Target potential businesses with in a certain zip code area. Names of key people in business can be obtained from sources such as the Yellow pages, cross-town directory, Chamber of Commerce, newspaper or church directories.
- Send out letters either asking the individual receiving the letter to join or to sponsor someone else from their workplace.

### Club promotion

- Send out news releases of hang posters in prominent community locations announcing an upcoming event.
- Place events on “Community Calendars”.
- Ask other interested LaSertoma to help contact persons you think would be good LaSertoma.
- Ask-Ask-Ask. Remember-ask any person who is interested in Service to Mankind.

# SAMPLE ONLY

Current Date

Prospective Member  
100 Main St.  
Anywhere, USA 00000

Dear Prospective Member,

GREAT NEWS! You are part of an elite group of women being asked to get in on the ground floor of a LaSertoma Club in the \_\_\_\_\_ area!

What is LaSertoma? LaSertoma (which stands for Leaders in Service to Mankind) is a community based service club. We accept into our fellowship, community minded citizens who have a desire to work toward our common goal of serving others and the enjoyment of lasting friendship.

With your schedule already so full of sports practices and dance lessons, where do you find time for LaSertoma membership? You don't! You make time for LaSertoma membership. But why, you ask? It is very simple. You make time for LaSertoma membership for yourself, your spouse and your family. You see, the need for LaSertoma Clubs in our society today has increased, not decreased. That may be well and good, but again, I ask, what does that have to do with you?

LaSertoma Clubs today offer a variety of activities and sponsorships that allow you, your spouse and your family to have a better quality of life. When you get involved, **LaSertoma will offer leadership training to you that can be applied in community activities and sponsorships. LaSertoma major focus is YOUTH AND EDUCATION. LaSertoma Clubs give an opportunity to initiate projects and programs in your LOCAL community by acting in concert as a group and not as an individual.**

Why should you join LaSertoma? Why not! It is an investment for you and your family **that only you can make. Join your local LaSertoma who are working to improve the quality of life in your community. Bring the spirit of SERVICE TO MANKIND** into your life today.

Your input may be two fold. We would appreciate referrals of interested, enthusiastic, energetic persons and would welcome suggestions of needed services within your community. Please join us for an organizational meeting, Week day, Date, Time at the \_\_\_\_\_ to find out more about this exciting opportunity. If you have any questions, please feel free to contact \_\_\_\_\_ phone \_\_\_\_\_(H) \_\_\_\_\_(W). We look forward to seeing you!

# SAMPLE ONLY

MAY 23, 2004

Jane Doe  
100 Happy Lane  
Anywhere, World 12345

Dear Jane,

We missed you at our organizational meeting held at the Heath United Methodist Church on Wednesday, May 22.

We feel that we have received enough support and interest that a new LaSertoma Club in the Heath/Newark area can become a reality.

**Please plan to join us on Tuesday, June 4, 2004, again at the church at 7PM to find out more about this exciting opportunity. It is truly a pleasure to be a part of LaSertoma Internatioinal. Few times in our life do we have the chance to realize the true joy of our time and talents to our community.**

Won't you consider one night a month for the opportunity to make a difference?

Hope to see you on the 4th as we explore this exciting opportunity! Please RSVP to Mary 555-1111, Sue 555-1212 or Ann 555-1234

Mary Member  
Happy LaSertoma  
LaSertoma International Qualified Trainer  
(H) 123-555-1111  
(W) 123-555-6565  
E-mail: mary@lasert.who

# CHARTER APPLICATION

## LaSERTOMA INTERNATIONAL

*Service to Mankind*

WE HEREBY MAKE APPLICATION FOR CHARTER MEMBERSHIP IN THE

\_\_\_\_\_  
(Club Name)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State/Prov)

\_\_\_\_\_  
(Zip/Postal Code)

located in the \_\_\_\_\_ Region, governed by \_\_\_\_\_

We understand that the LaSertoma Club is organized for the purpose of promotion and extension of friendship among its members; that the organization is a non-sectarian, non-political organization, and the objectives of the club and organization are to foster and support worthy causes and to aid, assist, support and sponsor educational and philanthropic enterprises in keeping with the object of LaSertoma.

It is further understood that the International dues of \$ \_\_\_\_\_ per member and the charter fee of \$ \_\_\_\_\_ is payable upon completion of this application.

A. Make check payable to LaSertoma International for the charter fee of \$ \_\_\_\_\_ and annual dues of \$ \_\_\_\_\_ per member for \_\_\_\_\_ Charter Members for a total of \$ \_\_\_\_\_, and mail to the **LaSertoma International Headquarters** with the following:

1. Three (3) copies of this Charter Application.
2. One (1) copy of the Club Bylaws adopted by club members, signed by the Club President and Secretary.

B. Make check payable to the International Director for Regional Dues of \$ \_\_\_\_\_ per member, and mail directly to International Director with one copy of this application.

This club is sponsored by the \_\_\_\_\_ Club of \_\_\_\_\_

Charter Date will be \_\_\_\_\_.

CHARTER OFFICERS AND MEMBERSHIP  
(please type or print)

(List in the following manner, using back of this sheet when more space is required)  
(list President's name first)

Name of Applicant

Street Address

City

State/Prov

Zip/Postal Code

Pres:

# SAMPLE ONLY

# BYLAWS

\_\_\_\_\_LaSertoma

All LaSertoma Clubs are chartered by LaSertoma International. Our charter is all that is necessary as a Constitution. All articles in the Constitution are a repetition in the Bylaws and a complete set of Bylaws will cover the governing need for our club.

## ARTICLE I-NAME

The name of this club shall be\_\_\_\_\_.

## ARTICLE II -OBJECT

Section 1. The object of this club is the promotion of friendship and the spirit of service and to foster and support worthy causes.

Section2. This club shall be non-sectarian and non-political.

## ARTICLE III-MEMBERSHIP

Section 1. The membership of this club shall be open to all parties interested in service to our community and supporting the object(s) of this organization. Policy for admission of any prospective member is strictly at the discretion of the club.

Section 2. Upon the payment of the dues, an interested party shall become a member.

## ARTICLE IV-OFFICERS

Section 1. Purpose-Each officer shall actively support the object of this organization, promote cooperation and understanding among the clubs within the organization, and encourage the founding of LaSertoma clubs wherever there is interest in Service to Mankind.

Section 2. The officers of this club shall be President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. The together with the Chairman of the Standing Committees shall constitute the Board of Directors.

## ARTICLE V-DUTIES OF OFFICERS

Section 1. PRESIDENT: The President shall preside at all meetings of the club, and shall perform such duties as are incident to their office. May sign all checks drawn on the treasury. Shall appoint the historian, the parliamentarian and the chairman of standing committees with the approval of the Board of Directors. Shall appoint all special committees and shall be ex-officio member of all committees except the Nominating Committee. The immediate past president shall serve as Chairman of the Board of Directors.

Section 2. First Vice President: Shall be Chairman of the Program Committee. In the absence of the President, shall perform the duties of that office. In case of permanent disability or resignation of the President, shall succeed to that office.

Section 3. Second Vice President: Shall be Chairman of the Membership Committee. Shall, in the absence of the

President and First Vice President, assume the duties of the presiding officer.

Section 4. Recording Secretary: Shall keep an accurate and permanent record of the meeting of the club and Board of Directors. Shall keep an official membership list.

Section 5. Corresponding Secretary: Shall conduct the correspondence of the club and perform such other duties as assigned by the President and shall have custody of all correspondence.

Section 6. Treasurer: Shall receive all funds of the club and deposit same in the name of the club in a bank designated by the Board of Directors. Shall pay, by check, all bills approved by the Board of Directors and/or signed by the President. Shall issue membership cards and shall notify members whom are delinquent prior to the October meeting. Shall keep an itemized account of all receipts and disbursements and render a written report at each business meeting and an audited report at the July meeting. The books shall be closed at least ten (10) days prior to the August meeting.

Section 7. Parliamentarian: Shall collect all fines and keep order at all times.

Section 8. All officers and chairmen of standing committees shall keep a permanent record incident of their office to be passed on to their successors at the close of their term of office.

#### ARTICLE VI-MEETING

Section 1. Regular meeting of the club shall be held on the \_\_\_\_\_ of each month from August to July at the \_\_\_\_\_ at \_\_\_\_\_ PM. August 1 to July 31 shall constitute the fiscal year.

Section 2. Special meetings of the club shall be held at the call of the President or upon written request of five (5) members of the club, provided seven (7) days notice shall have been given in writing, stating the purpose of the meeting.

Section 3. The Annual Meeting of the Club shall be the August meeting at which time all officers and chairmen shall present written reports.

Section 4. The Board of Directors shall meet within thirty (30) days after installation of officers to plan the program for the ensuing year and to transact such other business as may be necessary. The Board of Directors shall consist of all officers, chairman of standing committees, historian and parliamentarian. The Board of Directors shall meet on the call of the Chairman of the Board.

#### ARTICLE VII-DUES

Section 1. There shall be no initiation fee charged members of this club.

Section 2. Annual dues of members shall be (\$50.00) payable at the first meeting of the club year. The treasurer will personally contact members who are delinquent by the October meeting and a decision as to their wishes will constitute what action will be taken by the Treasurer, retention of membership or deletion. Members whose dues are not paid on or before October 1st shall be declared delinquent and notice of such delinquency shall be sent to the International Treasurer and members' name shall be deleted from the membership roster.

Section 3. New members inducted after August 1 of the current year will pay the pro-rata dues portion as specified by LaSertoma International.

#### ARTICLE VIII-NOMINATIONS AND ELECTIONS

Section 1. The Club President at the February business meeting shall appoint a nominating committee of three. This committee shall submit the name of one nominee for each office at the March meeting. Nominations may be made from the floor. No nominations may be made without the consent of the nominee.

Section 2. Election shall be by ballot, except when there is but one nominee, and then it may be via voice vote. Majority vote shall elect. If there are no nominations from the floor, the nominating ballot may become the elective ballot.

Section 3. When there is more than one nominee, a vote by ballot shall be taken. A majority of all votes cast shall be necessary to elect. After each elective ballot on which no one received a majority, the lowest shall be dropped.

Section 4. If a vacancy should occur in any office other than the President, it shall be filled at the next regular meeting following vacancy.

Section 5. Officers shall be elected at the club's meeting in April, installed in July and shall serve from August 1 to July 31, one year, or until their successors are elected, qualified and installed.

#### ARTICLE IX-COMMITTEES

Section 1. There may be the following standing committees: Membership, Program, Sponsorship, Ways & Means, Social, Telephone, and Publicity.

Section 2. The Membership Committee shall consist of at least two (2) members with the Second Vice President as chairman. This committee shall contact interested parties and invite them to become members.

Section 3. The Program Committee shall consist of at least three (3) members, with the First Vice President as chairman. This committee shall plan the programs for each meeting, and prepare and have printed the club's yearbook.

Section 4. The Sponsorship Committee shall consist of at least three (3) members, with one member acting as chairman. This committee shall recommend sponsorship projects and shall carry out such projects as may be adopted by the club.

Section 5. The Ways & Means Committee shall consist of at least two (2) members. This committee shall have charge of all moneymaking activities approved by the Board of Directors. The chairman of this committee shall have the power to appoint sub-committees, and shall receive from the chairman all monies accruing from their various activities and pay same to the treasurer.

Section 6. The Social Committee shall consist of at least two (2) members. This committee shall have charge of all social activities of the club.

Section 7. The Telephone Committee shall consist of at least two (2) members. This committee shall advise members by telephone of all activities as directed by the President.

Section 8. The Publicity Committee shall consist of at least one (1) member. This committee shall keep the activities of the club before the public through the newspaper, radio and television. All publicity shall have the approval of the President.

#### ARTICLE X-DELEGATES

Section 1. The President shall represent the club at Regional and International Conventions. Such other representatives to which the club may be entitled shall be elected by the club or appointed by the Board of Directors.

Section 2. Alternates in equal number to delegates shall be elected by the club.

Section 3. The President shall have the power to appoint delegates and alternates to a convention in the event it was impossible to have election by the club.

Section 4. The President's registration to the Regional and International Convention shall be the responsibility of the club providing the treasury allows.

#### ARTICLE XI-QUORUM

Section 1. A majority of the members of the Board of Directors shall constitute a quorum.

Section 2. One third (1/3) members shall constitute a quorum for the club.

ARTICLE XII-PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority for this club shall be Robert's Rules of Order, Revised, where not in conflict with the Bylaws of LaSertoma International.

ARTICLE XIII-AMENDMENTS

Section 1. These Bylaws may be amended at any regular business meeting by two thirds (2/3) vote of those voting, provided notice of such proposed amendment has been given at the previous business meeting.

Section 2. Amendments may also be made at any annual meeting without previous notice by the unanimous vote of all members present.

APPROVED \_\_\_\_\_ ADOPTED \_\_\_\_\_

LaSERTOMA INTERNATIONAL \_\_\_\_\_ LaSERTOMA CLUB.

\_\_\_\_\_ CLUB PRESIDENT

\_\_\_\_\_ CLUB SECRETARY

\_\_\_\_\_ INTERNATIONAL PRESIDENT

\_\_\_\_\_ INTERNATIONAL PARLIAMENTARIAN

## FINANCIAL OBLIGATIONS

The Charter Fee is \$100.00 \*

### Annual Dues

International dues are \$40.00 \* per member per year.

Regional dues are determined by the individual region.

Club dues are established by the membership in an amount sufficient to cover the local club's expenses.

\* As stated in current Bylaws.

# LaSERTOMA INTERNATIONAL

## LaSERTOMA'S PURPOSE

LaSertoma was organized with the purpose of promoting friendship, fellowship and extension among its members; and to aid, assist, support and sponsor educational and philanthropic enterprises and endeavors.

## MISSION STATEMENT

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

### Why Choose LaSertoma?

The investment of time and resources is small, and the rewards are tremendous!

- Satisfaction in knowing you are giving back to your community.
- Members develop leadership skills.
- Interesting and educational programs are presented at meetings.
- Opportunity to join with LaSertoma members from distant areas at annual Regional and International Conventions, who share common goals and aspirations.
- Fun, fellowship and extended social contacts combined to help those in need.
- LaSertoma clubs foster friendship and leadership skills.

### International Sponsorships

- LaSertoma International Scholarship and Memorial Program
- LaSertoma Youth Service
- Rose Runzler Scholarship
- LaSertoma YES Clubs
- LaSertoma Endowment Fund
- Youth Campership Program
- Literacy Program
- The Sertoma Foundation of Canada

# Suggested Club Yearly Schedule

## August-September-October

1. Hold Executive Committee Meeting to determine plans and procedures for the year ahead and to appoint committee chairman
2. **Remind members that ANNUAL DUES ARE DUE AND PAYABLE AS OF AUGUST 1st. Send International dues to headquarters Secretary and Regional dues to International Director. All dues are delinquent October 1st.**
3. Distribute club Yearbook at August meeting to all members.
4. Hold a training session for Officers and Committees to explain thoroughly the duties of each office and each committee.
5. Select Sponsorships and Ways & Means projects for the year.
6. Hold social for prospective members.
7. Celebrate LaSertoma month (October)

## November

1. Make plans for Christmas social.
2. Remind Youth Service Chairman that work should be in progress for selection of a recipient.

## December

1. Do something special for the needy in your community.
2. Hold a Christmas program or social.

## January

1. The Youth Service Committee reports its selection of a recipient for ratification by members.
2. Application for the Certificates should be sent to International Headquarters Office (allow thirty (30) days for delivery). Refer to the Awards Section of the LaSertoma International Manual for details and forms to be submitted to headquarters.
3. Nominating Committee should be appointed by the President or elected (according to Club Bylaws).

## February

1. Hold special meeting or social for presentation of Youth Service.
2. Nominating Committee reports slate of officers for coming year. (Follow Club Bylaws for time of nomination and elections).
3. Review Sponsorships voted for year. Be sure to include International Sponsorships.

## March

1. Hold election of officers for the coming year. (Follow your Club Bylaws as to time for election).
2. Urge members to attend Regional Convention in April or May.
3. Secretary and Treasurer check to be sure all sponsorship monies raised and given, as well as service hours for the year through March have been reported to International Director.
4. Send Youth Service recipient name to International Director by 15th for Regional Award.
5. Send LaSertoma of the Year nominee to International Director by 15th for Regional Award.

## April

1. Secretary send Club Officers and Members report (LSI Form #2 as directed on form).
2. Scholarship Chairman submits completed application for scholarship and Memorial Grant to International Chairman of Scholarship Grant Committee (See "Awards" section for details and form to use.)
3. Urge members to attend Regional Convention.
4. Door prizes may be requested for Regional Convention.

## May

1. Install New Officers of the Club according to Club Bylaws.
2. Audit Treasurer's books.
3. All Officers and Committee Chairmen should turn in records and files to be passed on to their successors.
4. Remind members of dates of International Convention and urge as many members as possible to attend.

## June

1. Urge members to attend International Convention in July.
2. If a club member is attending International Convention, send a door prize with them.
3. Urge members to attend International Convention and to gather information that will be beneficial to your club.

## July

1. Attend International Convention.
2. The outgoing President becomes Chairman of the Board of Directors of your club for the coming year.

## **TAX CLARIFICATION**

LaSertoma International has a Federal Identification Number: 44-062-7022. This number can only be used by LaSertoma International.

Each LaSertoma Club may apply for a Federal Identification Number of its own. Contact the Internal Revenue Service to request the appropriate application forms. When tax Identification Number is obtained send to LaSertoma International Headquarters.

Each LaSertoma Club should also Contact its State Tax Office for State Tax Exemption forms. The local club is responsible for securing its own identification number and working with the respective State Tax Office if the club wishes to have a tax-exempt number.

## **SPONSORSHIPS-WAYS & MEANS**

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

### **SERVICE HOURS**

Definition: Those hour of service given by club members on club voted sponsorship projects.

Service hours may be counted for any time spent by members on a sponsorship project such as:

- a. Visitations
- b. Planning events for projects
- c. Making food or other items for use on a project
- d. Travel time coming and going
- e. Counseling or otherwise helping anyone associated with the sponsorship project.
- f. Time devoted to fund raisers where the proceeds go to the Club sponsorships

# EIGHT EASY STEPS TO BECOMING A LaSERTOMA CLUB

1. The minimum of twelve members constitutes a LaSertoma Club.
2. Election of officers includes a President, one or two Vice Presidents, Secretary, and Treasurer, all elected by Club members.
3. The Club's bylaws should be written and adopted by the club in compliance with LaSertoma International Bylaws.
4. Board of Directors of the Club is made up of the elected Officers and others as stated in the Club Bylaws.
5. Suggested Standing Committees are: Ways & Means, Sponsorship, Membership, Social, Program, Telephone, Publicity and Growth.
6. The Charter fee of \$100.00 is to be paid to LaSertoma International.
7. Dues are payable to Local, Regional and International. Total dues are determined by the members.
8. Meetings are scheduled at the discretion of the club.

## HISTORY OF LaSERTOMA

In 1922, a group of able, outstanding men had the inspiration and vision to organize a service club in Kansas City, Missouri, known as the Co-Operative Club. In 1923, in Manhattan, Kansas, the wives of the members of the Co-Operative Club organized the Co-Op Lassies. During the following year, in 1924 the ladies in Tulsa, Oklahoma, organized and decided on the name Co-Operettes.

In 1950, the Co-Operative International change its name to SERTOMA INTERNATIONAL, coined from their motto, "SERVICE TO MANKIND". In 1951 the Co-Operettes International adopted the name "LaSERTOMA INTERNATIONAL", with the purpose of promoting friendship, fellowship and extension among its members; and to aid, assist, support and sponsor educational and philanthropic enterprises and endeavors. LaSertoma International includes clubs in Mexico, Canada, the United States and Puerto Rico.

In July, 1993, at the International convention in Portland, Oregon, a unanimous vote was taken by the members to amend the current Bylaws. Membership was extended to everyone regardless of gender. Within two days of the Bylaw change, a 200 member, all male LaSertoma club was formed-the Crossover Club.

## QUALIFICATIONS FOR CLUB OFFICERS

The basic officers of a LaSertoma Club must include a President, Secretary and Treasurer.

A club may add to these officers: two or more Vice Presidents, A Chairperson of the Board and a Board of Directors. If these are added, they become part of your Executive Board.

Qualifications for officers are enthusiasm and dedication to the work of LaSertoma. Officers should have enthusiasm for the club and an ability to “sell” this enthusiasm to members and prospective members. Above all, each officer must be willing to devote the time necessary to perform the duties of the office being held.

# LaSERTOMA INTERNATIONAL SPONSORSHIP PROGRAMS

## Scholarship and Memorial Fund

LaSertoma International Scholarships are awarded annually to college bound students. All applications, together with statements of financial need of the applicant, must be submitted by the LaSertoma clubs.

Grants are currently in the amount of \$1,000.00 each and are announced at the International Convention.

## Youth Service Program

The month of February is our “Youth Service Month” throughout all of LaSertoma International. During the month, the accent is on youth and what is being done by youth, rather than for youth. We look for nominees in schools, churches, volunteer centres and other youth organizations.

Principles, Aims and Purposes:

1. To seek out those youth who are setting a pattern of leadership and service in their local communities.
2. To recognize and reward these efforts with a citation.
3. To inspire and encourage other youths to emulate these recognized leaders.

## LaSertoma Endowment Fund

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

The interest from the LaSertoma Endowment Fund is used for LaSertoma International Sponsorships like the Scholarship and Memorial Fund Program, the Progressive Youth Service Program and the YES Club Program.

(See LaSertoma International Manual -Sponsorship Programs for complete details)

### Rose Runzler Memorial Program

A \$500.00 scholarship is awarded to a visually handicapped student who has completed, or is in the process of completing, a Bachelor's degree and has declared intent to continue graduate study leading to professional competency, such as education, law, etc. Top priority, other factors being equal, will be given to the applicant wishing to pursue specialized study at the graduate level in areas of continued assistance of the visually handicapped.

### LaSertoma YES Clubs Program

LaSertoma YES Clubs are organized by LaSertoma so young men and women may become active in providing service to their communities.

The LaSertoma YES Club Program is open to students 13 through 19 years of age. This club promotes the growth of individuals, good government, leadership, mutual tolerance and understanding among all people.

### Youth Campership Program

Involvement of this program allows LaSertoma Clubs the opportunity to make contributions in any amount to Youth Campership Programs. This may be accomplished through local American (Canadian) Diabetes Association affiliates, Muscular Dystrophy Programs or Cancer Camps.

Contributions are used for sponsoring children attending these camps or for research projects. Participation in this program may also include raising funds, transporting, purchase of equipment or volunteer service with children.

### Literacy Program

This program encourages clubs to participate in Literacy and to recognize their efforts. This could include clubs that participates in reading programs through the schools, libraries, etc. or donates for books to be bought for reading programs.

### The Sertoma Foundation of Canada

The Sertoma Foundation of Canada is available to all Sertoma and LaSertoma members at a cost of \$10.00 per person. this entitles members to vote at the annual meeting. Clubs or individuals may contribute to the Foundation at any time. Contributions come in as In Memorial, In Honor or just as donations. Each year 5% of the earnings are given out in Scholarships to students who are pursuing a career in the Speech and Hearing Field. The rest is divided into a reserve fund, operating expenses and the remainder is given to worthy causes in the speech and hearing field which usually involves The Canadian Hearing Society and The Hearing Foundation of Canada.

# NEW CLUB

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# WELCOME TO LaSERTOMA

**LaSertoma is an International Organization dedicated to friendship and Service to Mankind. The rewards of these endeavors far exceed the efforts you may put into it.**

Inside this kit you will find the history of LaSertoma, as well as all the basic information needed to start a club. Your sponsoring club will always be there to answer any questions you may have, and to help you in any way to start you on the road to fun, fellowship and service. If you need a sponsoring club, headquarters will be able to put you in touch with one near your area.

Our headquarters is located in Spring Hill, Kansas. To have any questions answered, to get more supplies or support in any way, just call 913-686-3000, e-mail [lasertomahq@earthlink.net](mailto:lasertomahq@earthlink.net) or write LaSertoma International, 21710 S. Race, Spring Hill, KS, 66083.

**From all of us in LaSertoma, we send you our friendship, best wishes and support in your desire to get others started on their road toward providing Service to Mankind.**

# LaSERTOMA INTERNATIONAL

## LaSERTOMA'S PURPOSE

LaSertoma was organized with the purpose of promoting friendship, fellowship and extension among its members; and to aid, assist, support and sponsor educational and philanthropic enterprises and endeavors.

## MISSION STATEMENT

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

### Why Choose LaSertoma?

The investment of time and resources is small, and the rewards are tremendous!

- Satisfaction in knowing you are giving back to your community.
- Members develop leadership skills.
- Interesting and educational programs are presented at meetings.
- Opportunity to join with LaSertoma members from distant areas at annual Regional and International Conventions, who share common goals and aspirations.
- Fun, fellowship and extended social contacts combined to help those in need.
- LaSertoma clubs foster friendship and leadership skills.

### International Sponsorships

- LaSertoma International Scholarship and Memorial Program
- LaSertoma Youth Service
- Rose Runzler Scholarship
- LaSertoma YES Clubs
- LaSertoma Endowment Fund
- Youth Campership Program
- Literacy Program
- The Sertoma Foundation of Canada

# GENERAL INFORMATION



LaSertoma  
Yellow Rose

## LaSertoma Colors

The colors of Lasertoma International are GOLD and BLACK. The emblem of LaSertoma International is a pin with a Wreath meaning "HONOR AND GLORY", a shield meaning "PROTECTION"; and faggots meaning "STRENGTH THROUGH UNITY"

## PLEDGE TO ALL NATIONS

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

## CLUB COLLECT

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

.....Mary Stewart

## OFFICIAL TOAST TO ALL NATIONS

Please pick up your water glasses and repeat after me:

A toast to the people of \_\_\_\_\_(Canada,US, Mexico, Puerto Rico)

(host country is last)

A toast to the people \_\_\_\_\_-(others present in alpha order).

A toast to the people of all other LaSertoma nations.

# HISTORY OF LaSERTOMA

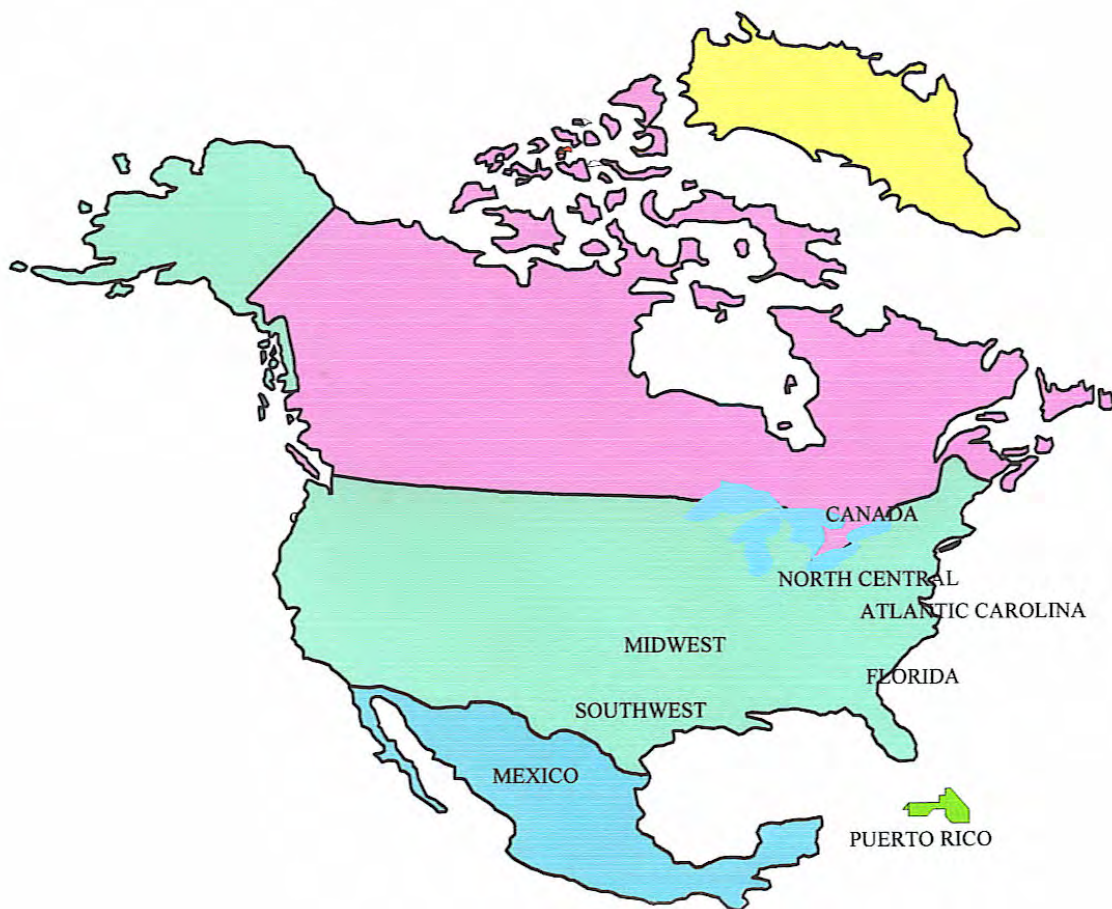
In 1922, a group of able, outstanding men had the inspiration and vision to organize a service club in Kansas City, Missouri, known as the Co-Operative Club. In 1923, in Manhattan, Kansas, the wives of the members of the Co-Operative Club organized the Co-Op Lassies. During the following year, in 1924 the ladies in Tulsa, Oklahoma, organized and decided on the name Co-Operettes.

In 1950, the Co-Operative International change its name to SERTOMA INTERNATIONAL, coined from their motto, "SERVICE TO MANKIND". In 1951 the Co-Operettes International adopted the name "LaSERTOMA INTERNATIONAL", with the purpose of promoting friendship, fellowship and extension among its members; and to aid, assist, support and sponsor educational and philanthropic enterprises and endeavors. LaSertoma International includes clubs in Mexico, Canada, the United States and Puerto Rico.

In July, 1993, at the International convention in Portland, Oregon, a unanimous vote was taken by the members to amend the current Bylaws. Membership was extended to everyone regardless of gender. Within two days of the Bylaw change, a 200 member, all male LaSertoma club was formed-the Crossover Club.

## HOW IS LaSERTOMA INTERNATIONAL ORGANIZED

Clubs within specific geographic areas are organized into Regions and presided over by an International Director who represents the Region on an International Board of Directors. These Directors and the International Officers, elected at an annual convention, make up the International Board, which meets three (3) times a year.



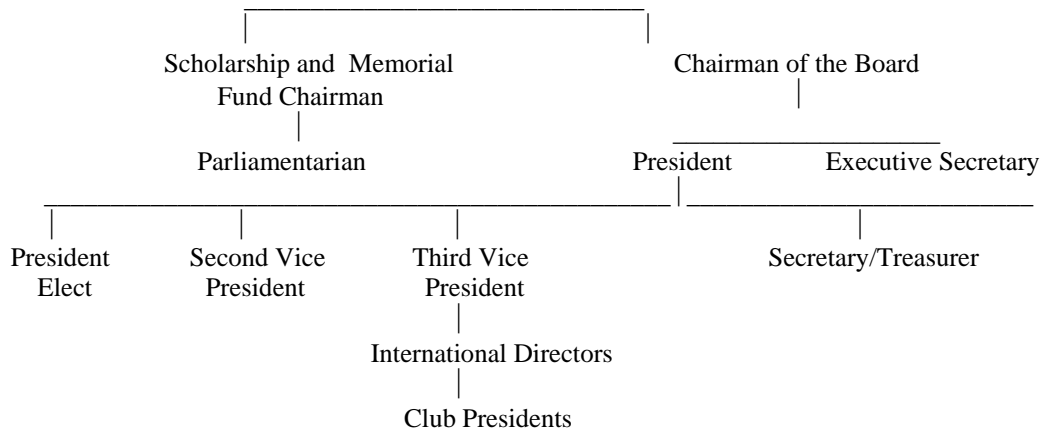
# LaSERTOMA INTERNATIONAL ORGANIZATIONAL STRUCTURE

LaSertoma International includes all clubs in the United States, Puerto Rico, Canada and Mexico. These clubs are divided into Regions according to the geographic location.

LaSertoma International is governed by a Board of Directors and the International Officers who are composed of the elected officers and International Directors from each of the Regions. Officers are: The Chairman of the Board and the President, the President Elect, the two Vice Presidents, and the Secretary/Treasurer. Directors from each Region are elected at their respective Regional Conventions.

The immediate Past President serves as Chairman of the Board and the immediate Past Chairman of the Board serving as Chairman of Scholarship and Memorial Grant Program, are also members of the Board of Directors. All Past International Presidents serve as advisory members to the Board of Directors.

## ORGANIZATIONAL CHART



# LaSERTOMA INTERNATIONAL SPONSORSHIP PROGRAMS

## Scholarship and Memorial Fund

LaSertoma International Scholarships are awarded annually to college bound students. All applications, together with statements of financial need of the applicant, must be submitted by the LaSertoma clubs.

Grants are currently in the amount of \$1,000.00 each and are announced at the International Convention.

## Youth Service Program

The month of February is our “Youth Service Month” throughout all of LaSertoma International. During the month, the accent is on youth and what is being done by youth, rather than for youth. We look for nominees in schools, churches, volunteer centres and other youth organizations.

Principles, Aims and Purposes:

1. To seek out those youth who are setting a pattern of leadership and service in their local communities.
2. To recognize and reward these efforts with a citation.
3. To inspire and encourage other youths to emulate these recognized leaders.

## LaSertoma Endowment Fund

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

The interest from the LaSertoma Endowment Fund is used for LaSertoma International Sponsorships like the Scholarship and Memorial Fund Program, the Progressive Youth Service Program and the YES Club Program.

(See LaSertoma International Manual -Sponsorship Programs for complete details)

### Rose Runzler Memorial Program

A \$500.00 scholarship is awarded to a visually handicapped student who has completed, or is in the process of completing, a Bachelor's degree and has declared intent to continue graduate study leading to professional competency, such as education, law, etc. Top priority, other factors being equal, will be given to the applicant wishing to pursue specialized study at the graduate level in areas of continued assistance of the visually handicapped.

### LaSertoma YES Clubs Program

LaSertoma YES Clubs are organized by LaSertoma so young men and women may become active in providing service to their communities.

The LaSertoma YES Club Program is open to students 13 through 19 years of age. This club promotes the growth of individuals, good government, leadership, mutual tolerance and understanding among all people.

### Youth Campership Program

Involvement of this program allows LaSertoma Clubs the opportunity to make contributions in any amount to Youth Campership Programs. This may be accomplished through local American (Canadian) Diabetes Association affiliates, Muscular Dystrophy Programs or Cancer Camps.

Contributions are used for sponsoring children attending these camps or for research projects. Participation in this program may also include raising funds, transporting, purchase of equipment or volunteer service with children.

### Literacy Program

This program encourages clubs to participate in Literacy and to recognize their efforts. This could include clubs that participates in reading programs through the schools, libraries, etc. or donates for books to be bought for reading programs.

### The Sertoma Foundation of Canada

The Sertoma Foundation of Canada is available to all Sertoma and LaSertoma members at a cost of \$10.00 per person. this entitles members to vote at the annual meeting. Clubs or individuals may contribute to the Foundation at any time. Contributions come in as In Memorial, In Honor or just as donations. Each year 5% of the earnings are given out in Scholarships to students who are pursuing a career in the Speech and Hearing Field. The rest is divided into a reserve fund, operating expenses and the remainder is given to worthy causes in the speech and hearing field which usually involves The Canadian Hearing Society and The Hearing Foundation of Canada.

# EIGHT EASY STEPS TO BECOMING A LaSERTOMA CLUB

1. The minimum of twelve members constitutes a LaSertoma Club.
2. Election of officers includes a President, one or two Vice Presidents, Secretary, and Treasurer, all elected by Club members.
3. The Club's bylaws should be written and adopted by the club in compliance with LaSertoma International Bylaws.
4. Board of Directors of the Club is made up of the elected Officers and others as stated in the Club Bylaws.
5. Suggested Standing Committees are: Ways & Means, Sponsorship, Membership, Social, Program, Telephone, Publicity and Growth.
6. The Charter fee of \$100.00 is to be paid to LaSertoma International.
7. Dues are payable to Local, Regional and International. Total dues are determined by the members.
8. Meetings are scheduled at the discretion of the club.

## **SPONSORSHIPS-WAYS & MEANS**

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

### **SERVICE HOURS**

Definition: Those hour of service given by club members on club voted sponsorship projects.

Service hours may be counted for any time spent by members on a sponsorship project such as:

- a. Visitations
- b. Planning events for projects
- c. Making food or other items for use on a project
- d. Travel time coming and going
- e. Counseling or otherwise helping anyone associated with the sponsorship project.
- f. Time devoted to fund raisers where the proceeds go to the Club sponsorships.

# SAMPLE ONLY

## BYLAWS

\_\_\_\_\_ **LaSertoma**

All LaSertoma Clubs are chartered by LaSertoma International. Our charter is all that is necessary as a Constitution. All articles in the Constitution are a repetition in the Bylaws and a complete set of Bylaws will cover the governing need for our club.

### ARTICLE I-NAME

The name of this club shall be \_\_\_\_\_.

### ARTICLE II -OBJECT

Section 1. The object of this club is the promotion of friendship and the spirit of service and to foster and support worthy causes.

Section2. This club shall be non-sectarian and non-political.

### ARTICLE III-MEMBERSHIP

Section 1. The membership of this club shall be open to all parties interested in service to our community and supporting the object(s) of this organization. Policy for admissiion of any prospective member is strictly at the discretion of the club.

Section 2. Upon the payment of the dues, an interested party shall become a member.

### ARTICLE IV-OFFICERS

Section 1. Purpose-Each officer shall actively support the object of this organization, promote cooperation and understanding among the clubs within the organization, and encourage the founding of LaSertoma clubs wherever there is interest in Service to Mankind.

Section 2. The officers of this club shall be President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. The together with the Chairman of the Standing Committees shall constitute the Board of Directors.

### ARTICLE V-DUTIES OF OFFICERS

Section 1. PRESIDENT: The President shall preside at all meetings of the club, and shall perform such duties as are incident to her office. mmay sign all checks drawn on the treasury. Shall appoint the historian, the parliamentary and the chairman of standing committees with the approval of the Board of Directors. Shall appoint all special committees and shall be ex-officio member of all committees except the Nominating Committee. The immediate past president shall serve as Chairman of the Board of Directors.

Section 2. First Vice President: Shall be Chairman of the Program Committee. In the absence of the President, shall perform the duties of that office. In case of permanent disability or resignation of the President, shall succeed to that office.

Section 3. Second Vice President: Shall be Chairman of the Membership Committee. Shall, in the absence of the President and First Vice President, assume the duties of the presiding officer.

Section 4. Recording Secretary: Shall keep an accurate and permanent record of the meeting of the club and Board of Directors. Shall keep an official membership list.

Section 5. Corresponding Secretary: Shall conduct the correspondence of the club and perform such other duties as assigned by the President and shall have custody of all correspondence.

Section 6. Treasurer: Shall receive all funds of the club and deposit same in the name of the club in a bank designated by the Board of Directors. Shall pay, by check, all bills approved by the Board of Directors and/or signed by the President. Shall issue membership cards and shall notify members whom are delinquent prior to the October meeting. Shall keep an itemized account of all receipts and disbursements and render a written report at each business meeting and an audited report at the July meeting. The books shall be closed at least ten (10) days prior to the August meeting.

Section 7. Parliamentarian: Shall collect all fines and keep order at all times.

Section 8. All officers and chairmen of standing committees shall keep a permanent record incident of their office to be passed on to their successors at the close of their term of office.

#### ARTICLE VI-MEETING

Section 1. Regular meeting of the club shall be held on the \_\_\_\_\_ of each month from August to July at the \_\_\_\_\_ at \_\_\_\_\_ PM. August 1 to July 31 shall constitute the fiscal year.

Section 2. Special meetings of the club shall be held at the call of the President or upon written request of five (5) members of the club, provided seven (7) days notice shall have been given in writing, stating the purpose of the meeting.

Section 3. The Annual Meeting of the Club shall be the August meeting at which time all officers and chairmen shall present written reports.

Section 4. The Board of Directors shall meet within thirty (30) days after installation of officers to plan the program for the ensuing year and to transact such other business as may be necessary. The Board of Directors shall consist of all officers, chairman of standing committees, historian and parliamentarian. The Board of Directors shall meet on the call of the Chairman of the Board.

#### ARTICLE VII-DUES

Section 1. There shall be no initiation fee charged members of this club.

Section 2. Annual dues of members shall be (\$50.00) payable at the first meeting of the club year. The treasurer will personally contact members who are delinquent by the October meeting and a decision as to their wishes will constitute what action will be taken by the Treasurer, retention of membership or deletion. Members whose dues are not paid on or before October 1 shall be declared delinquent and notice of such delinquency shall be sent to the International Treasurer and members' name shall be deleted from the membership roster.

Section 3. New members inducted after August 1 of the current year will pay the pro-rata dues portion as specified by LaSertoma International.

## ARTICLE VIII-NOMINATIONS AND ELECTIONS

Section 1. The Club President at the February business meeting shall appoint a nominating committee of three. This committee shall submit the name of one nominee for each office at the March meeting. Nominations may be made from the floor. No nominations may be made without the consent of the nominee.

Section 2. Election shall be by ballot, except when there is but one nominee, and then it may be via voice vote. Majority vote shall elect. If there are no nominations from the floor, the nominating ballot may become the elective ballot.

Section 3. When there is more than one nominee, a vote by ballot shall be taken. A majority of all votes cast shall be necessary to elect. After each elective ballot on which no one received a majority, the lowest shall be dropped.

Section 4. If a vacancy should occur in any office other than the President, it shall be filled at the next regular meeting following vacancy.

Section 5. Officers shall be elected at the club's meeting in April, installed in July and shall serve from August 1 to July 31, one year, or until their successors are elected, qualified and installed.

## ARTICLE IX-COMMITTEES

Section 1. There may be the following standing committees: Membership, Program, Sponsorship, Ways & Means, Social, Telephone, and Publicity.

Section 2. The Membership Committee shall consist of at least two (2) members with the Second Vice President as chairman. This committee shall contact interested parties and invite them to become members.

Section 3. The Program Committee shall consist of at least three (3) members, with the First Vice President as chairman. This committee shall plan the programs for each meeting, and prepare and have printed the club's yearbook.

Section 4. The Sponsorship Committee shall consist of at least three (3) members, with one member acting as chairman. This committee shall recommend sponsorship projects and shall carry out such projects as may be adopted by the club.

Section 5. The Ways & Means Committee shall consist of at least two (2) members. This committee shall have charge of all moneymaking activities approved by the Board of Directors. The chairman of this committee shall have the power to appoint sub-committees, and shall receive from the chairman all monies accruing from their various activities and pay same to the treasurer.

Section 6. The Social Committee shall consist of at least two (2) members. This committee shall have charge of all social activities of the club.

Section 7. The Telephone Committee shall consist of at least two (2) members. This committee shall advise members by telephone of all activities as directed by the President.

Section 8. The Publicity Committee shall consist of at least one (1) member. This committee shall keep the activities of the club before the public through the newspaper, radio and television. All publicity shall have the approval of the President.

## ARTICLE X-DELEGATES

Section 1. The President shall represent the club at Regional and International Conventions. Such other representatives to which the club may be entitled shall be elected by the club or appointed by the Board of Directors.

Section 2. Alternates in equal number to delegates shall be elected by the club.

Section 3. The President shall have the power to appoint delegates and alternates to a convention in the event it was impossible to have election by the club.

Section 4. The President's registration to the Regional and International Convention shall be the responsibility of the club providing the treasury allows.

ARTICLE XI-QUORUM

Section 1. A majority of the members of the Board of Directors shall constitute a quorum.

Section 2. One third (1/3) members shall constitute a quorum for the club.

ARTICLE XII-PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority for this club shall be Robert's Rules of Order, Revised, where not in conflict with the Bylaws of LaSertoma International.

ARTICLE XIII-AMENDMENTS

Section 1. These Bylaws may be amended at any regular business meeting by two thirds (2/3) vote of those voting, provided notice of such proposed amendment has been given at the previous business meeting.

Section 2. Amendments may also be made at any annual meeting without previous notice by the unanimous vote of all members present.

APPROVED \_\_\_\_\_ ADOPTED \_\_\_\_\_

LaSERTOMA INTERNATIONAL \_\_\_\_\_ LaSERTOMA CLUB.

\_\_\_\_\_ CLUB PRESIDENT

\_\_\_\_\_ CLUB SECRETARY

\_\_\_\_\_ INTERNATIONAL PRESIDENT

\_\_\_\_\_ INTERNATIONAL PARLIAMENTARIAN

# PARLIAMENTARY PROCEDURE BOOKLETS

Booklets are available for purchase at the following addresses:

National Association of Parliamentarians  
213 S. Main  
Kansas City MO.  
64080

## **TAX CLARIFICATION**

LaSertoma International has a Federal Identification Number: 44-062-7022. This number can only be used by LaSertoma International.

Each LaSertoma Club may apply for a Federal Identification Number of its own. Contact the Internal Revenue Service to request the appropriate application forms. When tax Identification Number is obtained send to LaSertoma International Headquarters.

Each LaSertoma Club should also Contact its State Tax Office for State Tax Exemption forms. The local club is responsible for securing its own identification number and working with the respective State Tax Office if the club wishes to have a tax-exempt number.

# FOUR EASY STEPS TO GOOD PUBLICITY

- A. Early personal contact with the local newspaper or other personnel of the local media is important. Give them a complete list of current club officers. Invite them to attend your meetings and special events. Ask for suggestions as to what kind of articles they would like and will use.
1. Is there a regular calendar of local club meetings?
  2. What is the radio and television stations' policies regarding public service announcements.
  3. What about pictures? Will it accept the club's own pictures? What size? Will either black and white or color be accepted?
  4. Letters to the editor can be a good way to thank the public for its support when a project is completed.
- B. Always type your publicity, double or triple spaced, on a 8½" X 11" paper. Be accurate with all facts, including dates and spelling of names. Type your own name, address and phone number and the name of your club in the upper left hand corner for reference.
- C. A good news article includes five (5) points: who, what, where, when, why, and if possible, how. Try to get all of these in the first couple of sentences. Be brief, but complete. Send your article to only one person of each newspaper and list on the top all newspapers and broadcast outlets, which are getting the same information.
- D. It is always a good idea to send a copy of publicity to the editor of "The Circles". Also a copy of all publicity should be sent to your International Director.

# Suggested Club Yearly Schedule

## August-September-October

1. Hold Executive Committee Meeting to determine plans and procedures for the year ahead and to appoint committee chairman
2. **Remind members that ANNUAL DUES ARE DUE AND PAYABLE AS OF AUGUST 1st. Send International dues to headquarters Secretary and Regional dues to International Director. All dues are delinquent October 1st.**
3. Distribute club Yearbook at August meeting to all members.
4. Hold a training session for Officers and Committees to explain thoroughly the duties of each office and each committee.
5. Select Sponsorships and Ways & Means projects for the year.
6. Hold social for prospective members.
7. Celebrate LaSertoma month (October)

## November

1. Make plans for Christmas social.
2. Remind Youth Service Chairman that work should be in progress for selection of a recipient.

## December

1. Do something special for the needy in your community.
2. Hold a Christmas program or social.

## January

1. The Youth Service Award Committee reports its selection of a recipient for ratification by members.
2. Application for the Certificates should be sent to International Headquarters Office (allow thirty (30) days for delivery). Refer to the Awards Section of the LaSertoma International Manual for details and forms to be submitted to headquarters.
3. Nominating Committee should be appointed by the President or elected (according to Club Bylaws).

## February

1. Hold special meeting or social for presentation of Youth Service.
2. Nominating Committee reports slate of officers for coming year. (Follow Club Bylaws for time of nomination and elections).
3. Review Sponsorships voted for year. Be sure to include International Sponsorships.

## March

1. Hold election of officers for the coming year. (Follow your Club Bylaws as to time for election).
2. Urge members to attend Regional Convention in April or May.
3. Secretary and Treasurer check to be sure all sponsorship monies raised and given, as well as service hours for the year through March have been reported to International Director.
4. Send Youth Service recipient name to International Director by 15th for Regional Award.
5. Send LaSertoma of the Year nominee to International Director by 15th for Regional Award.

## April

1. Secretary send Club Officers and Members report (LSI Form #2 as directed on form).
2. Scholarship Chairman submits completed application for scholarship and Memorial Grant to International Chairman of Scholarship Grant Committee (See "Awards" section for details and form to use.)
3. Urge members to attend Regional Convention.
4. Door prizes may be requested for Regional Convention.

## May

1. Install New Officers of the Club according to Club Bylaws.
2. Audit Treasurer's books.
3. All Officers and Committee Chairmen should turn in records and files to be passed on to their successors.
4. Remind members of dates of International Convention and urge as many members as possible to attend.

## June

1. Urge members to attend International Convention in July.
2. If a club member is attending International Convention, send a door prize with them.
3. Urge members to attend International Convention and to gather information that will be beneficial to your club.

## July

1. Attend International Convention.
2. The outgoing President becomes Chairman of the Board of Directors of your club for the coming year.

# RESPONSIBILITIES OF A LaSERTOMA MEMBER

## Attendance

- Club meetings
- Fundraisers
- Socials
- Conferences, Conventions

## Knowledge of LaSertoma at all levels of involvement

- History of LaSertoma International and your club
- Purpose and goals of LaSertoma International
- Your club's purpose and its involvement within the community

## Financial Support

- Dues-Club, Region and International
- Projects, fundraisers
- Sponsorship donations-monetary and in-kind
- Personal expenditures for conferences and conventions

## Donation of Personal Time

- For club meetings and functions
- Committee work
- Membership recruitment

- Be an active member of your club
- Be a member of at least one committee
- Accept an officer's position
- Suggest new ideas for meetings, fundraisers and sponsors
- Be supportive of your officers and other club members

We give service and friendship to strangers-we must remember to give it to our LaSertoma Club and its members.