

SERTOMA CLUB POLICY STATEMENTS

ARTICLE I - Meetings

Section 1. Club Meetings. Regular meetings of the club shall be held every _____ at _____ A.M./P.M. unless otherwise ordered by the Board of Directors, in which event the members shall be given ample notice of such change.

Section 2. Board Meetings. Regular meetings of the Board of Directors shall be held each month at such time as determined by the Board.

ARTICLE II - Quorum.

Section 1. Club Quorum. One-third of the voting members of the club shall constitute a quorum for the transaction of business of the club.

Section 2. Board Quorum. A majority of the total membership of the Board of Directors shall constitute a quorum for the transaction of business of the Board.

Section 3. Proxies Prohibited. Proxies shall not be recognized in the club for any purpose.

ARTICLE III - Membership

Section 1. Admission Fee. The admission fee shall be _____ Dollars (\$_____) for members, the payment of which shall be required for membership.

A. Transfer of Membership. A member in good standing of another club in Sertoma moving to the location of this club and making application for membership, shall be entitled to admission to the club without the payment of an additional admission fee. Such transfer member must be added to the club roster of membership, as maintained by Sertoma, within ninety (90) days after the member has been dropped from the other club and shall be required to pay the regular annual dues.

B. Reinstatement. A member who is readmitted to membership shall be entitled to admission upon payment of an additional admission fee.

Section 2. Club Dues. The annual dues of all members, except Honorary Members, shall be _____ dollars (\$_____).

Section 3. Dues. Dues, magazine subscriptions and membership fees to Sertoma shall be payable in accordance with the Bylaws and Policy Statements of Sertoma, as amended.

Section 4. Regional Dues. Dues and fees of the Region to which this club is assigned shall be payable in accordance with the Bylaws and Policy Statements of Sertoma and the decisions of the Regional Convention.

Section 5. District Dues. Dues and fees of the District to which this club is assigned shall be payable in accordance with the Bylaws and Policy Statements of Sertoma and the decisions of the District Convention.

ARTICLE IV - Funds and Disbursements

Section 1. Funds. The Club must maintain all funds under one EIN number as reported to Sertoma. Deposits into the Club funds include all dues and fees paid by members and income from all sponsorship activities. The Club may have more than one bank account to track funds, but all accounts must be under the EIN number reported to Sertoma.

Section 2. Expenditures. All expenditures shall be approved by the Board of Directors. All disbursements shall be paid by check, which shall be signed by the Treasurer and countersigned by the President or any Vice President.

ARTICLE V - Organization of Committees

Section 1. First Meeting. Within ten (10) days following the annual election, the newly elected President of the club shall call a meeting of the newly elected Officers, Directors and Continuing Directors for the purpose of assigning to each Officer and Director the committee chairmanships for the ensuing year. It shall be the duty of the newly elected President to conduct an annual Club Leadership Conference for Officers, Directors and committee chairmen, preferably in the month of June, just prior to the beginning of the fiscal year, July 1.

Section 2. Committees Appointed. Within thirty days thereafter, a second meeting of such newly elected Officers and Directors shall be held, at which meeting committee members shall be appointed by the respective Officer or Director in charge of such committees.

Section 3. Committee Reports. At the first meeting of the Board of Directors after July 1, each Board member shall report to the Board, in writing, the plans for his or her committee. Such report(s) may be accepted, amended or rejected by the Board.

ARTICLE VI - Committees

The following may be standing committees and may be appointed by the Officer or Director in charge thereof as provided in Article V, subject to approval of the Board of

Directors:

- * Membership
- * Awards
- * Program
- * Sponsorship
- * Growth
- * Inter-Club Relations
- * Attendance
- * Reception
- * Social
- * Public Relations
- * Foundation

ARTICLE VII - Duties of Committees

Section 1. The Membership Committee, under the supervision of one of the Vice Presidents designated by the President, shall formulate and put into operation plans to obtain new members.

Section 2. The Awards Committee, under the supervision of one of the Directors designated by the President, shall promote the Sertoma awards programs.

Section 3. The Program Committee, under the supervision of one of the Vice Presidents designated by the President, shall arrange a program and entertainment for every meeting of the club.

Section 4. The Sponsorship Committee, under the supervision of one of the Vice Presidents designated by the President, shall study local charities and the benevolence field and draw up a program of sponsoring some worthy activity under this heading for adoption by the board and shall have general supervision over the sponsorships so adopted.

Section 5. The Growth Committee, under the supervision of one of the Directors designated by the President, shall be responsible for the building of new Sertoma clubs in the surrounding territory.

Section 6. The Inter-Club Relations Committee, under the supervision of one of the Directors designated by the president, shall promote activities and fellowship with other Sertoma clubs and promote participation in all Sertoma Conventions, meetings and conferences and any sports or social functions of the District.

Section 7. The Attendance Committee, under the supervision of one of the Directors designated by the President, shall be responsible for securing and maintaining full attendance at all club meetings.

Section 8. The Reception Committee, under the supervision of the Sergeant-at-Arms, shall greet all members and guests as they arrive at meetings and see that the new members are properly introduced and welcomed.

Section 9. The Social Committee, under the supervision of one of the Directors designated by the President, shall have charge of all social activities of the club.

Section 10. The Public Relations Committee, under the supervision of one of the Directors designated by the President, shall enlighten the public through the media concerning the ideals, aims, purposes and acts of Sertoma clubs in general and this club in particular and publish periodic newsletters.

Section 11. The Foundation Committee, under the supervision of one of the Directors designated by the President shall encourage club and member participation in the Sertoma Foundation.

ARTICLE VIII - Nominations and Elections

Section 1. Nomination Committee. At the first meeting of the club in March of each year, the board of Directors shall appoint a nominating committee which shall consist of at least five active members, one of whom shall be designated as chairman.

Section 2. Nominations. The nominating committee shall nominate one or more candidates for each office and three candidates for the three expiring terms of Directors on the Board.

Section 3. Nominating Committee Report. At the club meeting two meetings prior to the annual meeting (by the first of April), the nominating committee shall make a report. At the next meeting, the one preceding the annual meeting, additional nominations may be made from the floor for any office or for the Board of Directors. At its annual meeting, the club shall vote on all candidates thus nominated.

Section 4. Balloting. With the exception hereinafter noted relative to Directors, a majority of all votes cast shall be necessary for the election to any office. In the event that any ballot case does not show a majority for any nominee for that office, the balloting shall continued until such majority shall have been obtained by one of the nominees. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be

dropped and, on each succeeding ballot, the same procedure shall be followed until some nominee shall receive the majority of all votes cast.

In the event more members are nominated for offices of Director than there are expiring terms, only one ballot shall be taken and those receiving the highest number of votes case shall be elected.

ARTICLE IX - Parliamentary Authority

"Roberts Rules of Order" (revised and latest version) shall be the parliamentary authority for all matters or procedures not specifically covered by the Bylaws.

ARTICLE X - Amendments

These Policy Statements may be amended by the Board of Directors at any meeting of such Board upon a two-thirds vote of the entire membership of the Board. Amendments to the Bylaws shall become effective only upon approval by the Board of Directors of Sertoma.

OFFICIAL RECORD

Adopted: _____, _____

Club Name: _____

By President: _____

By Secretary: _____

RATIFICATION

Approved: _____, _____

**EXECUTIVE DIRECTOR
SERTOMA**