

CONSTITUTION AND BY-LAWS

DEAF AWARENESS

ARTICLE I. NAME AND TERRITORIAL LIMITS

Section 1. Name. The name of this organization shall be Deaf Awareness

Section 2. Territorial Limits. Its territorial limits shall be congruent to the limits of Campus and Sioux Falls. Such territorial limits shall mean the geographical area from which Members are obtained. It shall not mean the territorial limits of this Club shall be exclusive or that other clubs cannot be chartered within such territorial limits.

ARTICLE II. PURPOSE AND AUTHORITY

Section 1. Purposes. The purposes and objectives for which this Club is formed are:

- To promote acquaintance, friendship and fellowship as an opportunity for service;
- To encourage and foster the idea of service and to provide an opportunity for its Members to be of service to less fortunate of others and to the community;
- To promote in every way the freedom of individuals and the maintenance of the principles of free enterprise;
- To encourage good government and good citizenship;
- To further mutual tolerance and understanding among peoples.

The Clubs exist to serve their communities and to assist wherever needs are found in the true spirit of providing "Service to Mankind."

Section 2. Authority. The charter is granted by Sertoma International,

subject to approval and actions by the Board of Directors of Sertoma International.

ARTICLE III. MEMBERSHIP

Section 1. Qualifications. Sertoma Clubs Membership is open to young people 13 through 19 years of age. Collegiate Clubs. Membership is open to young men and women of college age through their graduation from an institution of higher learning or age 25, whichever is earlier.

Section 2. Procedure for Election to Membership. All applications for active membership shall be handed to the membership chairman. The committee shall make a full and careful investigation of the applicant. The committee will make a recommendation for acceptance or rejection of the applicant and announce its recommendation at the next meeting of the Board of Directors. The Board shall vote upon the application at the meeting during which the Vice President in charge of membership makes a report. A majority vote of the entire Board of Directors shall be necessary to elect an application to membership.

Section 3. Military Service Membership. Military leave of absence (military service membership) may be granted by the Board to Club Members who enter military service provided the age requirements of Section 1 of this Article are not abridged. The Club shall not be required to pay for the international dues for Members on a military leave, and the Club Board may suspend all dues obligations of such Members to the Club.

Section 4. Expulsion of Members. The Board of Directors shall have the power by a three-fourths vote of the entire membership of the Board to expel Members of the Club for any of the following causes:

(a) Misconduct of such character, as to be deemed by the Board to be a violation of the ethics and standards of the Club. Before any Member can be expelled for misconduct, the Member must be notified of the charges against him or her, just notice should be given by mail, and not less than 10 days before the Board plans to take action, the Member should be given an opportunity to appear before the Board in defense of the charges.

(b) Non-attendance of any Member at regularly scheduled meetings of the Club for a period of time which shall be considered by the Board to be unreasonable in view of the circumstances of the case in question.

(c) Failure to pay financial obligations due the Club within 30 days after the mailing of a bill by the Club Treasurer or within 30 after personal delivery of such a bill by the treasurer. The Board may in its discretion extend the time for the payment of a financial obligation in a particular case.

Section 5. Resignation of Member.

Section 6. Disposition of Membership Fees and Dues. Any Member who resign, is expelled or in any way forfeits membership in this Club shall also forfeit all monies paid into the Club and shall not be entitled to any refund of fees or dues paid. In extenuating circumstances the Board may, in its discretion, waive such a forfeiture in a particular case and allow a refund of monies paid.

ARTICLE IV. OFFICERS

The officers of the Club shall be:

- President (also presiding Officer of the Club Board of Directors)
- Vice President
- Secretary
- Treasurer (One person may hold both the offices of Secretary and Treasurer)

ARTICLE V. BOARD OF DIRECTORS

Section 1. Administration. The administration of the affairs of this Club shall be in the control of the Board of Directors.

Section 2. Composition of Board. The Board shall consist of the officers of the Club as set forth in Article IV plus four Directors, two of whom shall be elected annually at the annual meeting of the club to serve for two-year terms.

Section 3. Responsibilities of Board. The Board shall be the governing body of the Club and its decision in all matters shall be final, subject to reversal by the Club as a whole in the manner provided by section 4 of this Article. It shall have the power to adopt suitable By-laws for the Club; the power to remove officers of Directors from office upon a showing of good cause; the power to generally oversee the operation of all committees and to control all officers. Appeals from the decision of any committee or the ruling of any Officer may be heard by the Board. The Board shall meet at least once per month from September 1 through March 30.

Section 4. Board Decisions. Decisions of the Board on all matters will be final unless challenged by the general membership of the Club. To overrule a Board decision, there must be a two-thirds majority vote of the Club Members present at a regular Club meeting.

Section 5. Attendance at Board Meetings. In the event that any member of the Board misses two consecutive regular Board meetings, the Board may, if it deems the reasons for such absence insufficient, declare the office of such Member vacant. Board meetings shall at all times be open to the general membership of the Club and any Club Member may attend and enter into discussions and debates. However, only Board members may vote at such meetings.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. Composition. The President, Vice President, Treasurer and Secretary shall constitute the Executive Committee of the Club, with the President presiding as Chairman.

Section 2. Responsibilities. The Executive Committee shall meet at least once each month and always before the regular monthly Board meeting. Plans for the following month will be outlined by the Committee at the regular Board meeting.

ARTICLE VII. DUTIES OF OFFICERS

Section 1. President. The President shall:

- A. Preside at all Club meetings and Executive Committee Meetings.
- B. Perform all duties necessary to insure the successful operation of the Club.
- C. Delegates specific functions to other Club Officers.
- D. Appoint committee chairman.
- E. Oversee operation of all committees.
- F. Annually attend a District Leadership Conference.
- G. Preside over the Board of Directors meetings.

Section 2. Vice President. The Vice President shall:

- A. Preside in absence of the President.
- B. Carry out duties arranged by the President.
- C. Be the Ex-officio Member of Sponsorship, Fund-Raising, Membership, Program and Attendance Committees.

Section 3. Secretary. The Secretary shall:

- A. Keep all records of business transactions.
- B. Maintain a roster of Club Members and addresses.
- C. Arrange for publication of the Club bulletin.
- D. Act as recording Secretary at Board Meetings.
- E. Carry out responsibilities of the office and others specifically assigned by the Board of Directors.
- F. Annually attend a District Leadership Conference.
- G. Submit reports and dues to Sertoma International with copies of the reports going to the sponsor club.

Section 4. Treasurer. The Treasurer shall:

- A. Have custody of all Club funds.
- B. Account monthly to the Board of Directors.
- C. Maintain records of Club finances and dues status of membership.
- D. Leaving office, will conduct audit with President, advisor and new Treasurer (new Treasurer assumes control of Club funds).

ARTICLE VIII. ELECTION OF OFFICERS AND DIRECTORS

Section 1. Time of Election. The annual meeting of the Club shall be the first meeting of the Club held in May, at which time the Officers and Directors will be elected.

Section 2. Term of Office. Officers shall serve for a period of one year commencing on September 1 following election to office or until their succession shall have been elected and assumed office. Directors shall serve for a term of two years commencing with September 1 following election to office.

Section 3. Vacancies in Office. Any vacancy in an office or directorship which occurs after the annual election of Officers shall be filled by the Board of Directors for the unexpired term.

Section 4. Succession in Office. No officer or Director may serve more than one consecutive term in the same office except the Treasurer or Secretary who may serve successive terms. No person may hold more than one office or directorship at the same time except that one person may serve as both Secretary and Treasurer.

ARTICLE IX. DISTRICT ORGANIZATION

Section 1. When Established. A Sertoma or Collegiate Sertoma District may be established by any Regional Director of Sertoma international having at least five (5) Clubs which are in good standing with Sertoma International and are located within the territorial limits of the Region. Each District so formed must have the approval Sertoma International.

Section 2. Territory. The territorial limits of the Region shall apply to the Sertoma/Collegiate District or Districts. Each Club located within the territorial limits of the Region shall be a member of the District.

Section 3. District Committee. The organization of a District, its programs and activities shall be under the direction and supervision of a District Committee. The committee shall be appointed by the

Regional Director of Sertoma International.

Section 4. Governor. The elective Officer of a District shall be a Governor. The Governor shall be elected at the annual District convention. Report the District Governor's name, address, phone number, Sertoma/Collegiate Club name and District to Sertoma international immediately after the election.

Section 5. Governor's Duties. The Governor shall:

- A. Conduct the District Leadership Conference
- B. Preside at the District Convention.
- C. Attend at least one Sertoma./La Sertoma Club meeting.
- D. Publish quarterly newsletter.

Section 6. Other District Officers. The Governor shall appoint a secretary-treasurer.

Section 7. Secretary-Treasurer's Duties. The Secretary-Treasurer shall:

- A. Prepare a budget of estimated incomes and expenses for the ensuing year.
- B. Assist at the District Leadership Conference.
- C. Attend the District Convention.
- D. Maintain communications with Club Secretaries in the District.

Section 8. Administrative Body. The administrative body of the District shall consist of the Governor and the Secretary Treasurer.

Section 9. Term of Office. The term of office for all District Officers shall be for one year. The Officers shall assume their respective offices the first day of the fiscal year following their election or appointment.

Section 10. Annual Convention. Each District shall hold an annual convention during the months of April or May, at such time and place as shall be

determine by the Sertoma International Regional Director. (Convention will be separated from the Sertoma International Convention.).

Section 11. Voting Delegates. Each Serteen or Collegiate Sertoma Club, in good standing, shall be entitled to one voting Delegate for each five Members or fraction thereof at the Sertoma/Collegiate Annual District Convention. The Governor shall be considered a Delegate-at-large and shall be entitled to cast one vote on each question submitted to vote. There shall be no voting by proxy.

Section 12. Convention Registration Fees. An individual District Convention registration fee shall be charged with each Serteen or Collegiate Sertoma Member in attendance to cover the cost of the convention. The fee shall be determined by each District.

Section 13. District Leadership Conference. The Governor shall hold one District Conference during the months of September or October each year at such time and place as may be determined by the Governor and the Chairman of the District Committee. It shall be subject to the approval of the Regional Director of Sertoma International.

Section 14. District Budget and Dues. Each Serteen or Collegiate Club shall pay annual per capita dues to its District Convention for each of its Members, other than Military Members. Such dues shall be payable quarterly in advance based upon the membership of the Club for the quarters ending November 30, the last day of February and May 31.

A budget of estimated income and expenses for the ensuing year shall be prepared by the Secretary-Treasurer base on anticipated income for the fiscal year. The budget shall be approved at the

District Leadership Conference and should cover, in so far as possible, the expenses for travel to conferences and conventions, Club visitations, and necessary office and administrative expenses. A copy of such budget shall be submitted to Sertoma International.

ARTICLE X. CLUB FISCAL YEAR

The Club fiscal year shall begin on September 1 and end on August 31.

ARTILCE XI. AMENDMENTS

This Constitution may be amended at any regular meeting of the Club by a two-thirds vote of all the Members present, provided that a quorum of the membership is present and provided that a written copy of any proposed amendments has been mailed to each Club Member at least 10 days prior to the meeting at which it is to be voted on. Changes or modifications germane to such proposed amendments may be adopted at such regular meetings without further notice. Amendments to the Constitution shall become effective only upon approval by the Executive Director of Sertoma International.

BY-LAWS

ARTILCE I. CLUB MEETINGS

Section 1. Regular Club meetings. Regular Club meetings shall be held every _____ at ____ a.m./p.m. unless otherwise ordered by the Board.

Section 2. Board of Directors Meetings. Regular monthly Board meetings shall be held on _____ at a time fixed by the Board.

ARTICLE II. QUORUM

Section 1. Club Quorum. One-third of the Members of the Club in good standing shall constitute a quorum of the

Club for the transaction of Club business.

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

Section 3. Proxies. Proxies, verbal, or written, shall not be recognized for any purpose in this Club.

ARTICLE III. FEES , DUES, AND DISBURSEMENTS.

Section 1. Fees and Dues. All Club fees and dues shall be determined by the sponsoring Club Advisor and Serteen/Collegiate Club Members.

Secton 2. Club Admission fee. A Club admission fee shall not exceed \$5.00 This payment may be a condition precedent to membership.

Section 3. Annual Dues. The annual individual dues of this Club shall be \$_____.

Section 4. Funds. The Club Treasurer shall maintain an operating fund handling dues and fees and miscellaneous income and appropriate disbursements and an entirely separate sponsorship fund for the handling of fund-raising project receipts and appropriate charitable disbursements. All funds in the sponsorship fund must be used solely for sponsorship and charitable projects.

Section 5. Disbursements. All disbursements will be made strictly by check. All checks will be signed by the Treasurer or Secretary and Countersigned by the President and Vice President.

ARTICLE IV. ORGANIZATION OF COMMITTEES

Section 1. First Meeting. Within 30 days of the election of Officers, the President-Elect shall call a meeting of the newly elected Officers and Directors (and the

Directors holding over) for the purpose of assigning chairmanships and memberships of each of the committees for the coming year beginning September 1.

Section 2. Committee Reports.

Following the Leadership Conference conducted by the retiring President for the newly elected Officers and Directors, each committee shall make a written report to the Board of Directors of the plans for the operation of the committee (s) during the following year. The Board of Directors may accept, amend or reject the recommendations of the committees.

ARTICLE V. COMMITTEES

Section 1. Membership Committee.

There shall be a Membership Committee headed by a Chairman, as designated by the President, which shall screen all membership applications and recommend acceptance or rejection of applicants.

Section 2. Program Committee. There shall be a Program Committee headed by a Chairman, as designated by the President, which Committee shall arrange for interesting, informative or educational programs for all meetings except business meetings.

Section 3. Fund Raising and Sponsorship Committee. There will be a Sponsorship Committee headed by a Chairman, as designated by the President, which shall arrange for fund-raising and sponsorship projects and activities.

Section 4. Inter-Club Relations Committee. There shall be an Inter-Club Relations Committee headed by a Director appointed by the President which shall promote inter-club social activities and inter-club projects.

Section 5. Attendance Committee. There shall be an Attendance Committee

headed by a Director appointed by the President which shall promote good attendance at club meetings and which Committee will investigate attendance delinquencies of Members.

Section 6. Social Committee. There shall be a Social Committee headed by a Director appointed by the President which shall promote good attendance at Club meetings and which Committee will investigate attendance delinquencies of Members.

Section 6. Social Committee. There shall be a social Committee headed by a Director appointed by the President which shall arrange for Club social activities.

Section 7. Sergeant-At-Arms. The Sergeant-At-Arms shall preserve order at Club meetings and Board meetings. The Sergeant-at-Arms shall have custody of name badges, banners, gongs, gavels and other meeting room equipment.

Section 8. Reception Committee. There shall be a Reception Committee, headed by the Sergeant-At-Arms which shall greet Members and prospective Members at Club meetings. This committee shall also insure that the meeting room is properly arranged prior to each meeting.

Section 9. Other Committees. There shall be a committee consisting not less than five Club Members appointed in March each year by the Club President. The committee shall meet and formulate recommendations for the offices and directorships to be filled at eh annual election. The committee shall make its report to the Club at the first meeting in April of each year. The floor will be open for further nominations with all Members given ample opportunity to make such nominations. The Club shall then vote at the annual meeting (first meeting in May) for the various Officers

and Directors from among those nominated at eh March meeting. Names and addresses of newly elected Club Officers shall be reported to Sertoma International.

Section 10. Balloting for President, Vice President, Treasurer or Secretary/Treasurer and Directors. All voting in elections will be done by secret written ballot. A majority of votes cast shall be required to elect other committees as the Board of Directors desires to establish from time to time.

ARTICLE VI. ATTENDANCE AT MEETINGS.

Section 1. Attendance Requirements.

Any Member who misses four consecutive regular Club meetings in a calendar quarter shall be considered delinquent in attendance and may be dropped from the membership rolls by the Board.

Section 2. Delinquent Attendance. Prior to the regular monthly meetings, the Secretary shall prepare a list of those Members delinquent in attendance. The list will be read at eh Board meeting and the Board may drop any Member found to be delinquent in this attendance if the reasons for such delinquency are insufficient in the opinion of the Board.

Section 3. Absence Make-up. Missed Club meetings may be made up for credit by attendance at any Club Board meeting, the regular meeting of any similar Sertoma or Collegiate Sertoma Club, La Sertoma or regular Sertoma Club meeting, or a District Convention or Conference. Such an attendance make-up must be accomplished one week prior to the meeting to be missed or not more than one month after the meeting is missed.

ARTICLE VII. NOMINATIONS AND ELECTIONS

Section 1. In nominating a person to office, if a given ballot does not disclose a clear majority for any candidate, the candidate receiving the lowest number of votes will be dropped, and the balloting shall continue in like manner until, upon a given ballot, one candidate receives a clear majority.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order (revised and latest version) shall be the parliamentary authority for all matters and procedures not covered by the Constitution and By-laws.

ARTICLE IX. AMENDMENTS

These By-laws may be amended by the Board of Directors at any meeting upon a two-thirds vote of the Members present. However, no change to any provision respecting international dues or reports may be made without express approval of the Board of Directors of Sertoma International.