

STANDING RULES

KANSAS DISTRICT SERTOMA INTERNATIONAL

I. ORGANIZATION

1. Name. The name of this organization shall be Kansas District-Sertoma International.
2. Governing Documents. The Governing Documents of Sertoma are the International Constitution and By-Laws. In addition, the Sertoma manual also spells out the proper operation of Clubs, Districts, Regions and International.
3. Purpose. The purpose of these Kansas District standing rules is to spell out some specific items for the Kansas District, especially financial. These standing rules do not incorporate all the references contained in the governing documents and manual.
4. Boundaries. All Sertoma Clubs in Kansas, and individual members of same, which are properly chartered by Sertoma International, are members of this organization. Exception to this may be in cases where another District builds a Club in Kansas and services that Club through the first year. Boundaries of the District are subject to approval by Sertoma International.
5. Governor. The Kansas District Governor shall be in charge of the Kansas District and shall carry out the duties and responsibilities of his office as outlined in the Sertoma International Constitution and By-Laws; Sertoma International Manual and Kansas District Standing Rules.
6. Appointments. The District Governor shall appoint a District Secretary-Treasurer, Foundation District Representative and such other Officers and Committees as deemed necessary.
7. Qualifications. The District Governor, District Secretary-Treasurer and Foundation District Representative shall be active members in good standing of a Kansas District Club.
3. Voting. Only those Kansas District Delegates (Alternates) and Delegates-at-large paying the full registration fee or having a full complimentary registration at Conventions will be eligible to make motions or vote.
4. District Sponsorships. In addition to other International sponsorships the primary sponsorship of the Kansas District is the Sertoma Hearing Aid Recycling Program ("SHARP"). SHARP operates with its own set of By-Laws. SHARP Budget, financing, and funds are handled separately from District Budget, financing, and funds.
5. Files. A permanent file of minutes of District meetings. Conferences and Conventions shall be retained. This file to be passed from Governor to Governor.

III. FINANCE

1. Budget. The Governor-Elect shall present his budget for the coming fiscal year at the Governor-Elect's District leadership Conference for discussion and adoption.
2. District Dues. Each Sertoma Club in the Kansas District shall pay annual per capita dues to the District Treasurer equal to six dollars (\$6.00) for each individual active, senior-active, associate and reserve Member, including Life Members. Dues shall be paid quarterly in advance.
3. Depository. All District dues and funds shall be deposited only in federally insured accounts in the name of "Kansas District-Sertoma International". Funds determined by the District Governor and Secretary-Treasurer to be in excess of funds needed for current operating expenses, shall be deposited in an interest bearing account.
4. Expenditures. Funds necessary for current operating expenses shall be deposited in a checking account and all expenditures shall be made only by check and shall require the signature of both the Kansas District Governor and Kansas District Secretary-Treasurer.

II. ADMINISTRATION

1. Fiscal Year. The fiscal year of the Kansas District shall conform with Sertoma International fiscal year.
2. Official Publication. The official publication of the Kansas District shall be the monthly Governor's Newsletter. A copy of each newsletter shall be mailed to each Kansas District Club President and Club Secretary.

5. Expenses. Reimbursement to the Governor, Secretary-Treasurer and if funds permit to the Foundation District Representative shall, be in accordance with Sertoma International By-Laws, which reads as follows:

"Article VI, Section 11 (d) Expenses. Each budget shall provide, insofar as income will allow, for such items of expense as travel to the Conferences; travel for official Club visitations; travel to the Conventions, office supplies; postage; telephone and telegraph; awards; and past Officer lapel buttons. Reimbursement shall be made for the above expenses within the limitations of the budget and actual income upon filing with the Secretary-Treasurer the proper expense voucher forms provided by the International Office."
6. Fund Definitions. "Actual Income" is current year District Dues, contributions or donations plus interest from all District Funds including Reserve Funds. "Reserve" is the balance remaining each year after deducting expenses from Actual Income.
7. Reserve Fund Policy. It is the policy and intention of the Kansas District to accumulate Reserve Funds until additional Clubs are built in the District and it is feasible to create an additional District(s), at which time the Reserve Funds will be apportioned between the Districts in Kansas. If extraordinary circumstances arise, use of a portion of the Reserve Funds may be authorized at a Kansas District Convention in accordance with paragraph IV, 1 below.
8. Travel. Travel expenses, by personal car, shall be paid on the basis of business mileage allowance by I.R.S., plus toll fees, automobile parking, etc. The Governor and Secretary-Treasurer may elect to travel via commercial airline, in this case NO MORE than "coach" fare is authorized.
9. Housing. The Governor and Secretary-Treasurer shall be reimbursed for hotel or motel room for himself only while attending Conferences or Convention/receipted statements for hotel or motel, airline tickets, etc., shall be attached to expense vouchers.
10. Tax Reports. The District Secretary-Treasurer shall prepare annual income tax reports as required by law.

11. Audit. The Governor shall appoint an Auditing Committee, consisting of three (3) members from Kansas District Clubs, to audit the books of the District Treasurer. The District Governor and Secretary-Treasurer being audited shall not be members of the audit Committee. Audit to be made at the close of the fiscal year. The Auditors' Report shall be presented for approval at the following Fall District Conference.
12. Financial Report. At the end of the fiscal year, copies of the complete financial report for the year, shall be furnished to the secretary of each club.
13. Records. All financial records, including canceled checks, of the District, shall be retained for a period of five (5) years. Complete files to be passed from Governor to Governor.

IV. AMENDMENTS TO STANDING RULES

1. Amendments. These Kansas District Standing Rules may be amended by a two thirds (2/3) vote of the Delegates and Delegates-at-Large present and voting at a Kansas District Convention provided that all Kansas District Clubs have been given advance written notice of any proposed amendments and that the written notice shall be given at least thirty (30) days prior to the Convention, or by unanimous vote of the Delegates and Delegates-at-Large present and voting at the Kansas District Convention without previous notice. At least one half (1/2) of the Kansas District Clubs must be represented.
2. Conflicts. In the event that any Kansas District Standing Rule conflicts with rules or By-Laws of Sertoma International, The Kansas District Standing Rules shall be automatically amended to conform with International.
3. Publication. Within 90 days following a convention at which these standing rules are amended, the District Governor shall furnish a revised copy to each Kansas District Club President and Secretary.

Adopted: June 1, 1974
 Effective: July 1, 1974
 Revised: May 20, 1989