

## NEW CLUB BUILDING REQUIREMENTS

The following provides a brief overview of Sertoma's club building requirements. For full guidance and requirements, please read the New Club Building Manual in its entirety. For more information, contact [infosertoma@sertomahq.org](mailto:infosertoma@sertomahq.org).

### EARNING AND HOLDING A CHARTER

New club building requires the commitment and coordinated effort of a number of individuals with a variety of skills. It is critical that everyone involved understands the requirements and financial obligations incumbent on the club and its members. Your team will work together in your pursuit to reach the two milestones required to successfully charter a new club:

#### 1) PRE-INCORPORATION AGREEMENT

Signed by at least five Charter Members, the Letter of Intent establishes your commitment to develop a new Sertoma club and grants official national membership status to the founding charter members (payment of dues required). These binding agreements authorize your club to use the Sertoma tax exemption and give access to our materials and programs. The agreements also provide guidance for a temporary Board of Directors to help your newly forming club navigate the challenges it will face.

Clubs will then be required to develop its bylaws, establish its policies and recruit members. Clubs are required to recruit at least **15 members** and file its governing documents with Sertoma Headquarters before moving onto the official Charter phase.

#### 2) SERTOMA CHARTER AGREEMENT

Upon completing the requirements of Charter as outlined below, your previous agreements will be replaced by the Sertoma Charter Agreement. The full expectations of a club are contained in the Charter Agreement and the Sertoma Governing Documents. Your club will have one (1) year to complete the following requirements to earn its official charter:

Standard	To Earn A Charter	To Hold A Charter
Mission Activity	Complete at least one approved Hearing Health Activity <u>and</u> conduct an approved fundraiser <sup>(1)</sup>	Complete at least two of the three Hearing Health Activities and be a supporter of the Annual Fund
Member Development	Club members complete club development training <sup>(2)</sup>	Send at least one member annually to the National Convention or other approved training programs

(1) Hearing Health Program Activities: See pages 5-6 for more information on these activities.  
(2) Regional and national meetings may be included as training. Other programs must be approved by Sertoma.

New clubs will either work with a Sertoma-appointed team of specialists or a sponsoring club throughout the charter process. These efforts will be documented through a variety of reports provided by club leaders, Sertoma staff and other volunteers. The official request for Charter is included with submission of the "Verification of Requirement Completion and Request for Charter." Once a request is approved, the club will be sent a Sertoma Charter Agreement to complete. The club will be officially classified as chartered once this document is received and countersigned by Sertoma.

### CLUB COSTS

There are also operating costs associated with any organization. These costs vary based on how the members structure their club and activities. It is important to be candid and open about the financial needs required to support your club's operations.

The following is a summary for the obligations for charter and Sertoma membership; it does not include club operating expenses.

**Club Fees**

- One-time Charter Fee: \$250
- Annual Club Membership Fee: \$175 (Billed in July)
- Annual Liability Insurance: Cost based on membership (Billed in August)

**Member Fees**

- Sertoma Member Dues: \$20/quarter (\$80/year total)
- Regional Fees: Billed quarterly, dues vary
- Club Dues: Billing schedule and dues vary

*Note: The one-time Charter Fee may be underwritten by a sponsoring club or region or built into the fee for joining your club.*