



# **Altrusa International, Inc. Official Policies**

**July 2025**

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## 1. ASTRA

- (a) Altrusa Clubs are encouraged to sponsor ASTRA Clubs for youths between the ages of 11 and 25. The sponsoring Altrusa Club shall foster the spirit of Altruism in the ASTRA members through a focus on community service and recognition of the world community.
- (b) The age limitation in Section (a) above is not applicable to ASTRA Clubs organized within post-high school educational institutions.
- (c) The International ASTRA Committee has developed the ASTRA Advisers' Manual, which includes model ASTRA Bylaws. It is the reference guide for the creation, care and nurturing of ASTRA clubs. school educational institutions.
- (d) An ASTRA Club may be chartered by International when it has achieved the strength of 15 members.
- (e) Each Altrusa Club sponsoring an ASTRA Club shall:
  - (i) develop and maintain the ASTRA club in accordance with the ASTRA Advisers' Manual;
  - (ii) notify International upon such ASTRA Club's formation and chartering;
  - (iii) ensure the name of the chartering club includes the word ASTRA (e.g. ASTRA Club of \_\_\_\_\_;)
  - (iv) include information about the ASTRA Club in its Club Annual Report;
  - (v) actively work with and encourage the efforts of the ASTRA Club;
  - (vi) establish a separate ASTRA Committee;
  - (vii) publicize ASTRA within Altrusa's organization and in the community;
  - (viii) encourage the educational goals of ASTRA Club members by awarding scholarships to and/or helping find scholarships for them;
  - (ix) provide career planning and leadership training through ASTRA Club activities and by serving as mentors and role models for ASTRA members;
  - (x) complete the ASTRA Club Annual Report and submit by June 1;
  - (xi) complete survey of their ASTRA members who are 18 years and older annually in April or May using the Alumni Information Sheet and submit this data to International by June 15.
- (f) Each year International shall publish a directory of ASTRA Clubs, including information regarding the sponsoring Altrusa Club (sponsoring school name, if applicable), and the email address and phone number of the ASTRA Club Chair or Adviser.
- (g) Each sponsoring Altrusa Club is encouraged to send ASTRA representatives to International Convention and District Conference. International shall sponsor workshops or special programs for ASTRA Clubs and their sponsors at Convention.

- (h) Altrusa International shall sponsor International Service Awards recognizing outstanding community service by ASTRA Clubs. These awards shall be funded by the Altrusa International Foundation, Inc. All ASTRA Clubs are eligible to submit entries for the International ASTRA Service Awards.
- (i) Each ASTRA Club shall be covered by International's liability insurance policy.
- (j) The International BRR Chair and the Legal Advisor review and report to the International Board of Directors any proposed changes to the ASTRA bylaws, as provided in the ASTRA Advisers' Manual. The ASTRA Bylaws and the ASTRA manual in their entirety are to be approved by the International Board of Directors.

## 2. Awards

Information about, and criteria for, all International awards, including, but not limited to, the Eleanor Roosevelt Humanitarian Award, the Letha H. Brown Literacy Award, the Mamie L. Bass Service Award, and the Dr. Nina Fay Calhoun International Relations Award, shall be posted on the Association website.

## 3. Bylaws, Resolutions and Recommendations (BRR)<sup>1</sup>

- (a) The International Bylaws, Resolutions and Recommendations (BRR) Committee is designed to facilitate the procedural work of Altrusa.
- (b) The BRR Committee drafts proposals and receives proposed amendments to the Articles and Bylaws, resolutions, and recommendations concerning policies and reviews and edits them for presentation to the International Board of Directors, the Executive Committee and to the Delegate Assembly at Convention.
- (c) The BRR Committee may refer proposals to other entities within Altrusa for review, development, and preparation of background papers and rationale.
- (d) The BRR Committee is composed of a Chair appointed by the International President and approved by the Board of Directors and two (2) members appointed by the International President in consultation with the Chair of the BRR Committee to serve through the next Convention.
- (e) The procedure for submitting proposals (proposed amendments to the Bylaws and resolutions and recommendations) to the BRR Committee is:
  - (i) International officers, members of the International Board of Directors, Past International Presidents, International Chairs, Governors, Past Governors, any committee appointed to report or recommend to the Executive Committee or the International Board of Directors and Clubs shall submit any proposed resolutions or recommendations thirty (30) days prior to the International Board of Directors' meetings and Executive Committee meetings.
  - (ii) All proposed Bylaw revisions and resolutions or recommendations to come before the Convention Delegates must be submitted to the BRR Committee by March 1 in the year of the Convention.
  - (iii) Governors shall report all proposed amendments to the Bylaws and resolutions and recommendations coming from their District Conference to the BRR Committee by March 1 each year. Notice of action taken on these matters shall be provided to the BRR Committee within fifteen (15) days following such Conference.
- (f) The procedure for the BRR Committee to present proposed amendments to the Articles and Bylaws, and resolutions and recommendations to the Executive Committee, International Board of Directors

and Delegate Assembly is:

- (i) Each proposal presented should include: a history with background and rationale; an implementation date; a list of all articles, bylaws, or policies affected by the proposed article, bylaw, recommendation or resolution; the fiscal impact, if any; and the suggested motion.
  - (ii) The BRR Committee shall conduct a briefing on all proposals coming before the Delegate Assembly prior to the first business session at which the proposals will be considered.
  - (iii) The BRR Committee will function as a reference committee during the Convention to assist members with drafting and presenting proposals to the Delegate Assembly.
  - (iv) The BRR Committee will present Board actions to the Delegate Assembly, grouped as approved actions, disapproved actions or no action items.
  - (v) A proposal not timely received by the BRR Committee Chair cannot be considered by the International Board without a suspension of the rules requiring a two-thirds (2/3) vote. A twelve (12) hour period after presentation to the voting body is required before action can be taken by the voting body and the proposal requires a four-fifths (4/5) vote to adopt.
  - (vi) A proposal not timely received by the BRR Committee Chair cannot be considered by the Delegate Assembly without a suspension of the rules requiring a two-thirds (2/3) vote of the Delegate Assembly. A twelve (12) hour period after presentation to the voting body is required before action can be taken by the voting body and the proposal requires a four-fifths (4/5) vote to adopt.
- (g) The BRR Committee will submit a semiannual report to be issued to the International Board of Directors, Past International Presidents, Past Governors, Club Presidents and District BRR Committee Chairs. The report will list all Policy changes made by the International Board of Directors at its regular meetings and will be made via a mass email from the International Office.
- (h) Upon the conclusion of Convention, the outgoing BRR Committee (in consultation with Legal Advisor and Parliamentarian) will present to the Executive Director a listing of the results of the proposals voted on by the delegate assembly.
- (i) Within one month of receipt of the BRR Committee semiannual and Convention reports, the International Office will update the Altrusa International Bylaws (Convention report only) and Policies according to the protocols in Policy 9G. When complete, post on the International website and notify all members.
- (i) Policy changes approved between semiannual and Convention reports are to be updated and posted to the International website following approval by the Board of Directors. No further Board approval is required prior to posting.
- (j) District Bylaws, Resolutions and Recommendations Committee: The District BRR Committee is parallel to the International BRR Committee in purpose and function.
- (i) The District BRR Committee is composed of a Chair appointed by the Governor and approved by the District Board of Directors and two (2) members appointed by the Governor in consultation with the chair of the BRR Committee to serve through the Governor's biennium.
  - (ii) District Officers, District Committee Chairs, Past Governors and Clubs shall submit any proposed Bylaws, resolutions and recommendations to the District BRR Committee Chair ninety (90) days prior to the annual Conference.

- (iii) The District BRR Committee will circulate proposed Bylaws, resolutions and recommendations to District Officers, District Committee Chairs, Past Governors and Clubs sixty (60) days prior to the annual Conference. Each proposal presented should include a history with background and rationale; an implementation date; a list of other bylaws or policies affected by the proposed bylaw, resolution or recommendation; the fiscal impact, if any, and the suggested motion.
  - (iv) The District BRR Committee shall conduct a briefing on all proposals coming before the Conference Body prior to the first business session at which the proposals will be considered.
  - (v) The District BRR Committee will function as a reference committee during the Conference to assist members with drafting and presenting proposals to the Delegate Assembly.
  - (vi) The District BRR Committee may present Board actions to the Delegate Assembly.
  - (vii) A proposal not timely received by the District BRR Committee Chair cannot be considered by the Delegate Assembly without suspension of the rules requiring a two-thirds (2/3) vote of the Delegate Assembly. A six (6) hour period after presentation to the voting body is required before action can be taken by the voting body and the proposal requires a four-fifths (4/5) vote to adopt.
- (k) Club Bylaws, Resolutions and Recommendations Committee: The Club BRR Committee is composed of at least two (2) members appointed by the President. The Committee keeps members informed on Bylaw and Policy changes and assists Club members in preparing proposed Bylaws, resolutions and recommendations and Club policies.

## 4. Clubs

### 4A. Annual Reports

- (a) For the purpose of assessing local/district/ international progress, each Altrusa Club shall prepare and submit a Club Annual Report. Developed jointly by the International Board of Directors, the Annual Report shall include, but not be limited to:
  - (i) The Club's organizational strengths;
  - (ii) The Club's service involvement (to include Club Service Hours);
  - (iii) Membership activity;
  - (iv) The Club's Financial Status;
  - (v) The Club's Leadership Activity.
- (b) Official Annual Report forms or a link to such form or survey shall be sent electronically by the International Office to each Altrusa Club at least six (6) weeks prior to the date they are due. The reports will be completed electronically.
- (c) The International Office shall compile an International profile from the Club Annual Reports submitted and present that profile at the next meeting of the International Board of Directors. This profile will be shared with the District Governors and Program Committee chairs.

### 4B. Clubs-At-Large

- (a) All Clubs in geographic areas outside Districts shall be designated Clubs-At-Large and assigned to the Chair of the International Membership Development Committee appointed by the International

President.

- (b) The International Membership Development Committee's purpose is to facilitate development of new Clubs outside Districts. The Committee shall be subject to the procedures established for New Club Building. Members should have knowledge of Altrusa Policies and procedures, experience and expertise in the area of International activities, international contacts and resources and/or knowledge of multiple languages.

#### **4C. Disbanding<sup>2</sup>**

- (a) The District Governor is to be contacted immediately by the Club President if the Club is contemplating disbanding. The Governor, working with the District Membership Development Chair, will assign a Revitalization Team to work with the Club within two weeks of receiving the contact. The Revitalization Team is charged with meeting with the Club and determining what steps can be taken to avoid disbanding.
- (b) Once the revitalization program steps have been completed, if the Club still wishes to disband, the Club President must give at least ninety (90) days prior written notice of the intention to vote to disband to the District Governor.
- (c) Subsequent to the end of the 90-day notice period the club may hold a meeting where it may vote to disband.
- (d) Should the club vote to disband, except for Clubs-At-Large, a vote of the District Board of Directors to accept the Club's decision to disband is required after the club has provided evidence that:
  - (i) Revitalization has been attempted with no positive results; and
  - (ii) All financial obligations have been paid.
- (e) Where the District Board of Directors votes to accept the Club's decision to disband, the club will take the following steps and provide evidence that they have been taken:
  - (i) Remaining funds and assets must be distributed as specified in Section (i) below, as shown on the Disposition of Assets Form;
  - (ii) Dissolution papers must be filed with all appropriate governmental agencies for the Club
  - (iii) The final Form 990 must be filed for the Club, as required by law; and
  - (iv) The charter must be returned to the District Governor.
- (f) The District Board of Directors may accept the resignation of the active membership of the Club, but it may decide to retain the existing club charter to revitalize and rebuild the club under that present charter.
- (g) Disbanding of Clubs-At-Large will be by action of the International Board of Directors; provided that any Club-At-Large which has not paid in full its International dues and/or fees for two consecutive club years will automatically be disbanded without Board action as provided in Policy 10B(a)(x). The effective date of disbandment will be July 10th of the second consecutive club year for which such dues and fees remain unpaid.
- (h) Whenever a Club ceases to be a member of the Association in accordance with any provision of the International Bylaws, notice will be given to the Club through its President by the Governor (or Chair of the International Membership Committee for Clubs-At-Large), and the Club shall thereupon surrender

its charter, if it exists, to the Governor (or the Chair of the International Membership Committee for Clubs-At-Large) for immediate transmittal to International.

- (i) After payment of its debts and obligations, the former Officers of the disbanding club will dispose of its assets and treasury balance in accordance with the following:
  - (i) If the club is incorporated that distribution of funds shall be in accordance with the provisions of its organizing documents;
  - (ii) If the club is not incorporated the distributions of funds shall be to Organizations established exclusively for charitable or educational purposes, which may include the following:
    - a. Another Altrusa Club in good standing, the funds earmarked specifically for use in its community projects;
    - b. The District for use in District Service projects or the building of new clubs or revitalization of existing clubs to further the work of Altrusa in communities; and/or
    - c. The International Foundation.
  - (iii) Property associated with Altrusa International, Inc. may be returned to any entity within the Altrusa organization and final transfer should be indicated on the Report of Disposition of Assets.
- (j) Where the disbanding club has a Club Foundation the disbanding of the club may require the following additional action:
  - (i) Where the Club Foundation is an umbrella Foundation of the International Foundation then the club shall advise the Chair of the International Foundation and the Legal Advisor for the International Foundation of the disbanding of the club and will receive instruction directly from them regarding the treatment of the Club Foundation.
  - (ii) Where the Club Foundation is not an umbrella Foundation of the International Foundation then the club should refer to the organizing documents for the Club Foundation regarding the appropriate process.
- (k) Governors and the Chair of the International Membership Development Committee will report the names of disbanded Clubs immediately to the International office.
- (l) Written acknowledgement will be provided by the Governor or Chair of the International Membership Development Committee evidencing receipt of the charter which will be returned to the International office.
- (m) If the Altrusa Club which is disbanding sponsors an ASTRA Club, the District Board may transfer the ASTRA Club sponsorship to another Altrusa Club or disband the ASTRA Club and advise the School.

#### **4D. Fundraising**

- (a) Fundraisers conducted by Altrusans must clearly state that proceeds are to be used for philanthropic purposes.
- (b) Donations are not tax deductible as a charitable contribution unless made to a Club foundation.
- (c) Proceeds of fundraisers may be used to reimburse all expenses of the fundraising event and for those activities of the Club which promote social welfare and are charitable or educational in nature.
- (d) In the United States, program services which are those activities which Altrusa was created to conduct and, which, along with any activities commenced subsequently, form the basis of Altrusa's

current exemption from tax, may be self-funded or funded out of contributions, accumulated income, investments income or any other source, according to Internal Revenue Code Section 501 (c)(4). The laws vary from country to country. Clubs outside the United States operate within the laws of their respective countries.

- (e) Clubs shall not engage in the promotion and sale by mail of unsolicited merchandise among other Altrusa Clubs or among the membership of other Altrusa Clubs.

#### **4F. Insurance Coverage Through International**

- (a) A Liability Policy covering Altrusa International, Inc., Altrusa International Foundation, Inc., all Districts, all Clubs (except those in India), all local club foundations (LCFs) and all ASTRA Clubs in good standing will be provided; participation in the plan is obligatory on all Clubs; the premium cost is to be included in member dues; the policy is to be approved by the International Legal Advisor before its issuance.
- (b) Accident insurance shall be provided to cover the period of the International Convention for the benefit of all members in attendance. Health insurance is not included.
- (c) The insurance policies will be made available to members on the International website or by contacting the International Office.

#### **4G. Names of Clubs; Incorporation<sup>3</sup>**

- (a) In accordance with the Club Bylaws, the name of a Club of Altrusa International, Inc., shall be Altrusa International of (Name of City/County/Region) with the accurate indicia of corporate status according to the following guidelines:
  - (i) If a Club is duly incorporated under the law of the state or other appropriate governmental authority, it should use the indicia of corporate status required under that law, such as “Incorporated,” “Inc.,” “Corporation,” “Corp.,” “Company,” “Co.,” etc. This indicia should be placed at the end of the name. For example, Altrusa International of (Name of City, State), Inc.”
  - (ii) If a Club is not duly incorporated under applicable law, it must not use any indicia of incorporation.
- (b) A Club wishing to change its name (other than in accordance with subparagraph (a) of this Policy) shall send a request for the change in name to its District Governor, along with the rationale for such change. If the Club is incorporated, such request must be accompanied by the draft amendment to its Articles of Incorporation (or applicable legal document), reflecting such change. The Governor may grant the approval and, if granted, shall notify the Club, the District Board of Directors and the International Office. If the approval is granted, within thirty (30) days of receipt of approval from the District Governor, the Club must file the amendment to its Articles of Incorporation (or applicable legal document) as required by the relevant state and local laws and provide a copy of such filings with the International Office.
- (c) When a Club proceeds with incorporation, the Club must obtain from the International Website a packet of information with the procedures to be followed.
- (d) Altrusa International, Inc., shall not be held liable for any claims or damages resulting from any Club project.

#### 4H. Requirements for the Use of Association Brands

Guidelines, instructions and information about use of Association Brands is located in Section 9R of these policies.

#### 5. Committees, International<sup>4</sup>

- (a) An Altrusan's role(s) on certain International Committees will be limited in certain circumstances in order to broaden leadership opportunities among the members.
  - (i) This Policy shall apply to the following International Committees: Service Program Development; Leadership Development and Training; Membership Development; ASTRA Clubs; Communications; Bylaws, Resolutions and Recommendations Committee ("BRR") and other committees established in the Bylaws or by the Board ("Applicable Committees").
  - (ii) This Policy shall not apply to the Finance Committee, Executive Committee, Personnel Committee, Chair of the BRR Committee, Chair of the United Nations Committee, the Nominating Committee or Convention Committee Chairs, except as provided in subparagraph (iii).
  - (iii) The Convention Elections Chair, Registration Chair, Credentials Chair, Convention Function Coordinators and Convention Host Chair(s) may not serve in such capacities in consecutive biennia.
  - (iv) For Applicable Committees which have a Chair and a Vice Chair, a Chair in one biennium may serve as Vice Chair on the Applicable Committee in the next biennium and the Vice Chair in one biennium may serve as the Chair on the Applicable Committee in the next biennium, but not both. In other words, the entire leadership of an Applicable Committee which has a Chair and Vice Chair may not be duplicated in two consecutive biennia. A member of an Applicable Committee in one biennium may go on to serve as Vice Chair or Chair of the same Applicable Committee in the following biennium. The provisions of this subparagraph (iv) are in all instances subject to the limitations of subparagraph (v) below.
  - (v) No person, regardless of capacity, may serve on the same Applicable Committee in more than two consecutive biennia. At least one-half of the members serving on any Applicable Committee must not have served on such Applicable Committee in the preceding biennium.
  - (vi) With the exception of the BRR Chair and the United Nations Chair, no person may serve as Chair of an Applicable Committee for a second biennia.
  - (vii) For Applicable Committees which do not have a Vice Chair, subparagraphs (v) and (vi) shall apply.
- (b) No person shall concurrently hold an elected International Office and serve as a member of the following International Committees: Service Program Development; Leadership Development and Training; Membership Development; ASTRA Clubs; Communications; United Nations; BRR; Nominating and Finance, unless the Bylaws or Policies specifically permit or require such dual roles.
- (c) The provisions of this policy do not apply to District or Club Committees.

#### 5A. Nominating Committee<sup>5</sup>

- (a) International Nominating Committee and Eligibility for Election.
  - (i) The Nominating Committee is composed of five (5) members elected by the members entitled to vote at Convention from a slate consisting of one (1) nominee from each District, provided

that no District shall be represented on two succeeding Nominating Committees. The candidate receiving the highest number of votes cast serves as Chair; the candidate receiving the second highest number of votes cast serves as Vice Chair.

- (ii) Each District Board of Directors shall establish a procedure for the selection of the District's nominee for the slate of nominees for the International Nominating Committee.
- (iii) Each District shall forward the name of its nominee for the slate for the International Nominating Committee to the International Office postmarked no later than November 10 of the year prior to the Convention year.
- (iv) The Committee serves for a two (2) year term beginning with the close of Convention at which they were elected. Vacancies are filled by the International Board of Directors. The record of the number of votes cast for each nominee will be kept at the International Office. In the event of a vacancy, the nominee receiving the sixth (6th) highest number of votes will be asked to serve.
- (v) To be eligible for election to the Nominating Committee, a member must be an Active member or a Life Member of a Club and must have served a term as a Club president. No member of the Nominating Committee is eligible to be slated for International office while serving as a Committee member.
- (vi) Refer to Bylaws Article XI Officers and Directors, Section 1 Elected Officers and Directors (f) and (h) for eligibility requirements for election to International Office.
- (vii) For purposes of election to International office, a Past District Governor is defined as a former or current District Governor who has served more than one half (1/2) of a two-year term and whose term will be completed by the time of election.
- (viii) The International Office shall maintain a database of eligible members to be verified by District Governors prior to being forwarded to the Nominating Committee. The list of eligible members, as verified by the District Governors, will be reviewed by the Nominating Committee and the Legal Advisor.
- (ix) The Chair of the Nominating Committee will contact all eligible members to determine whether they are interested in being slated for office in the coming biennium, and this letter will list all eligibility requirements to be slated for International Office. Eligible members who wish to be considered for nomination will be requested to submit a biographical sketch, which should include:
  - (aa) The year the prospective nominee became a member of Altrusa;
  - (bb) The District or International Officer(s) and Chairs held and the years served, and
  - (cc) Other activities bearing on the prospective nominee's suitability for office.
- (x) The Nominating Committee will forward the list of interested, eligible candidates to the Executive Director who will verify that the candidates meet all eligibility criteria.
- (xi) The Nominating Committee will forward the list of verified interested, eligible candidates for office to all members to provide the opportunity for written statements of support for candidates. Interested and eligible candidates may seek letters of support from other members. Such written statements must be returned to the Nominating Committee by the date specified.

- (xii) The Nominating Committee Chair shall send to all committee members, prior to the finalization of the slate, all communications pertinent to the nominating process, including but not limited to: the resumes of eligible candidates and the statement of support. The slate of proposed candidates shall be finalized with the entire committee participating in the decision.
- (xiii) It is strongly recommended that the Nominating Committee submit a slate of two (2) candidates for each International Office to the International Board of Directors.
  - (aa) No more than two (2) elected members of the Board of Directors may be from the same District during any term. They may not be from the same club.
  - (bb) The Immediate Past President is not an elected member of the board.

The Executive Director will verify that all candidates on the slate continue to meet eligibility criteria. The International Board of Directors shall remove from the slate the name of any candidate not meeting the eligibility requirements and shall direct the Nominating Committee to replace immediately such individual with that of a willing and eligible candidate. This procedure will be repeated if necessary to assure the eligibility of all slated candidates.

- (xiv) The Nominating Committee Chair will forward the slate as verified by the International Board of Directors to all members.

The Chair of the Nominating Committee will advise all slated candidates that they shall refrain from publicizing their candidacy until the eligibility of the slate is verified by the International Board of Directors and published to the membership.

- (xv) It is strongly recommended that those wishing to nominate other candidates from the floor notify the Nominating Committee within thirty (30) days of the date of mailing of the slate.
- (xvi) Nominations may be made from the floor of the Delegate Assembly. All nominees from the floor must have consented to the nomination and meet the qualifications of the office for which they were nominated.
  - (aa) Each District is allowed a maximum of two candidates, not from the same club, in two offices to appear on the final slate of candidates presented to the Delegate body at the International Convention. Any nomination made from the floor must meet that criteria.
- (xvii) Prior to the Candidates' Forum the Executive Director will verify that all candidates (slated and nominated from the floor) continue to be eligible for election.

(b) District Nominating Committee and Eligibility for Election.

- (i) Refer to District Bylaws Article IX Committee Section 3 Composition (c) for eligibility and nomination requirements for the District Nominating Committee.
- (ii) Refer to District Bylaws Article XI Officers Section 1 Elected Officers (i) for eligibility for nomination and election to District office.

(c) Club Nominating Committee and Eligibility for Election.

- (i) Refer to Club Bylaws Article XIV Committees Section 2 Nominating Committee for composition and election of the club Nominating Committee.
- (ii) Refer to Club Bylaws Article XI Officers, Section 3 Qualifications, for eligibility requirements for election to club office.

## 5B. Personnel Committee

- (a) The Personnel Committee is composed of:
  - (i) The Immediate Past President, International President, President-Elect, Vice President and Treasurer,
  - (ii) The Legal Advisor, ex officio, non-voting,
  - (iii) The Executive Director, ex officio, non-voting, and
  - (iv) An individual with HR expertise, who may be a non-Altrusan, to serve as a consultant to the committee on matters concerning general HR policies and practices, as requested by the Committee, ex officio, non-voting.
- (b) The Immediate Past President will serve as Committee Chair.
- (c) Personnel Committee responsibilities are to:
  - (i) Review the personnel policies and make recommendations to the Board of Directors for updates at least once every biennium.
  - (ii) Perform a review of the overall personnel budget, salary ranges, benefits, etc. once every two (2) years in conjunction with preparation of the upcoming biennium budget.
  - (iii) Review the position description of the Executive Director annually to ensure it accurately reflects current responsibilities.
  - (iv) Review and assess information gathered through the annual Executive Director evaluation process and suggest adjustments in compensation relative to that evaluation to the President and President Elect who conduct the face-to-face performance review.
  - (v) Serve as the core search committee for hiring Executive Director (when needed); and encourage participation of additional ex-officio, non-voting members for this search, including others as needed to provide for necessary expertise.
  - (vi) Review with the Executive Director any complaints of unlawful workplace harassment or discrimination filed by employees or volunteers of International.
  - (vii) Perform other duties related to personnel issues for the well-being of International as approved by the Board of Directors.
  - (viii) Provide regular updates to the Board of Directors on issues that impact International's standing, liability, etc.
  - (ix) Report annually in writing to the Board of Directors regarding committee activities.

## 5C. President-Elect Committee Appointments

In order to facilitate planning, the President-Elect shall:

- (a) Present the appointments of chairs of the International Standing Committees (Service Program Development, Leadership Development and Training, Membership Development, ASTRA Clubs, Bylaws, Resolutions and Recommendations, United Nations and Communications) to the International Board of Directors for its approval at the October meeting in the even-numbered year prior

to the President- Elect's installation as President;

- (b) Present the appointment of the Legal Advisor, Parliamentarian and chairs of such other committees other than the Standing Committees to the International Board of Directors for its approval at the January meeting prior to Convention; and
- (c) Present the upcoming biennium program financial needs to the Finance Committee in time for such needs to be considered and incorporated in the budget preparation process described in Policy 8 G and approved by the International Board of Directors at the January meeting prior to the Convention.

## 6. Convention

### 6A. Campaigning

- (a) Limited campaigning will be permitted to promote the election of an International candidate by Districts or Clubs in strict accordance with the guidelines listed below:
  - (i) Campaigning may commence following the release of the slate, as prepared by the Nominating Committee, to the membership (see Policy 5A (xv)).
  - (ii) All candidates (slated and those who intend to be nominated from the floor) will have resumes printed in an official publication in standard form.
  - (iii) Each candidate (slated and those who intend to be nominated from the floor) will be permitted to submit an open letter in standard form to the membership, to be published in an official publication with a résumé.
  - (iv) A one-page information sheet by the District and/or Club concerning a proposed nominee may be mailed to the International Officers, Past International Presidents, Past District Governors, District Officers and Clubs.
  - (v) Résumés of all candidates will be posted, in standard form, at the Convention.
  - (vi) All candidates will be presented to the Convention body at a candidates' forum.
    - (aa) Candidates for the International Board will be permitted to make a five-minute presentation. The Chair of the Nominating Committee will moderate this candidates' forum. Should a candidate not be able to make such a speech at Convention, a member of the candidate's Club or District, but not a past or current International Officer or Director, may make such a speech on the candidate's behalf.
    - (bb) Candidates for the International Nominating Committee will be permitted to make a two-minute presentation at the candidates' forum at Convention. Should a candidate not be able to make such a speech at Convention, no speech may be made on the candidate's behalf.
    - (cc) Candidates for the International Foundation Board of Trustees will be permitted to make a presentation in accordance with the rules of the Foundation Board. The Foundation Board of Trustees will moderate the presentation of speeches from Foundation Board of Trustees candidates at the candidates' forum at Convention.
  - (vii) It is the responsibility of each candidate to be knowledgeable of the guidelines for campaigning and to comply fully. The guidelines will be sent by the Nominating Committee along with the list of eligible candidates.

- (b) After the election results are final, their Clubs and/or Districts may honor the candidates with receptions, donations or similar recognition.
- (c) In cases of alleged campaign violations, the following procedures will be followed:
  - (i) Allegations of campaign violations will be presented in writing to the Chair of the Nominating Committee.
  - (ii) Charges will be investigated and reviewed by the Nominating Committee.
  - (iii) The candidate will be allowed an opportunity to respond to allegations.
  - (iv) If the Nominating Committee concludes, by a two-thirds (2/3) vote, that a serious violation has occurred, it will eliminate the candidate from the ballot.
  - (v) The candidate or person alleging the campaign violation may appeal the Nominating Committee's action to the full International Board of Directors.
  - (vi) The full Board will review the findings of the Nominating Committee's investigation.
  - (vii) The candidate, again, is allowed an opportunity to respond.
  - (viii) If the International Board of Directors finds, by a two-third (2/3) vote of members present, that a serious violation has occurred, it will eliminate the candidate from the ballot. If not, the candidate will be reinstated.
  - (ix) The decision of the International Board of Directors is final.
- (d) District and Club procedures will parallel International Policies.

## **6B. Convention Reports**

- (a) The following reports shall be submitted to the International Office to be posted on the International website at least 45 days prior to the first Business Session of an International Convention:
  - (i) Proposed biennium budget;
  - (ii) Proposed revisions to Articles of Incorporation, Bylaws and proposed resolutions and recommendations.
- (b) Reports of International Officers, the Executive Director and Committee Chairs shall be posted on the International website at least 10 days prior to the first Business Session of an International Convention.
- (c) Copies of reports (1) dealing with financial or budgetary matters and (2) regarding proposed revisions to Article of Incorporation, Bylaws, proposed resolutions, and proposed recommendations will be available at Convention.

## **6C. Delegates to Convention<sup>6</sup>**

The number of delegates and alternates to which a Club shall be entitled shall be determined as of paid membership on April 30 of the Convention year.

## **6D. Elections<sup>7</sup>**

The Elections Committee at Convention shall report the results of the elections to the assembly but

shall not report the number of votes cast for any candidate unless requested to do so by a regularly accredited member of the Delegate Assembly.

## **6E. Exhibits at International Conventions**

- (a) Exhibits must reflect or enhance the work of Altrusa.
- (b) To the greatest extent possible, exhibits should highlight successful Club service and fundraising projects that can be replicated by other Altrusa Clubs. The exhibits should provide detailed handouts, including the name, address and telephone number of the Club's appropriate resource person(s).
- (c) Districts should be encouraged to exhibit examples of Conference materials that can be replicated by other Altrusa Districts. The exhibits should provide handouts including the name, address and telephone number of that District's appropriate resource person(s).
- (d) The Chairs of Standing Committees should be encouraged to develop exhibits to disseminate information and create enthusiasm by Clubs and Districts throughout International. The exhibits should provide detailed handouts, including the name, address and telephone number of the committee's appropriate resource person(s).
- (e) Upon approval of the International President, outside vendors may be invited to exhibit to provide Club, Districts and/or International tangible resource benefits.
- (f) Fees may be charged to outside vendors. Exhibition fees may be charged to Altrusa Clubs, Districts or International exhibitors.
- (g) Altrusa Clubs/Districts may sell items at exhibits.

## **6F. Notice of Meetings<sup>8</sup>**

- (a) Notice of Meetings of Delegates at Conventions.
  - (i) Notice of meetings of delegates at Conventions, including dates, place and hours, shall be given to each member by "Reasonable Means." "Reasonable Means" shall include any one or more of the following:
    - (aa) Communication in person;
    - (bb) Mail or other method of delivery; or
    - (cc) Other electronic means capable of verification. Members who have opted out of receipt of electronic mail from the Association will be given notice by mail or other method of delivery.
  - (ii) Such notice of Conventions must include a description of matters to be considered at the meeting which, according to Bylaws, Policies or applicable Indiana State law, must be approved by the voting body at Convention.
  - (iii) Notice of Conventions must be transmitted by the International Office no later than sixty (60) days prior to the opening business session of Convention.
  - (iv) In all cases, notice shall be transmitted to members at the address of each such member reflected in the records of the Association as of the date of transmission. It is the responsibility of the member to see that the Association's records reflect the member's current mailing address or electronic mail address at all times.

## **6G. Past International Presidents' Council**

- (a) The Purpose of the Past International Presidents' Council is to provide support and counsel to the International Board of Directors. The Council serves as a resource providing background information and guidance where precedent, rationale and intent of previous actions are needed in the deliberation process.
- (b) The Council may support the President and the Board by research, or other actions, at the request of the International President, the International Board of Directors, or as an initiative of the Council itself.
- (c) The Past Presidents' Council meets during Convention. The costs of the Past President's Council lunch are met from the Convention budget.

## **6H. Process for Selection of Convention Site**

- (a) Six (6) years prior to a Convention a call for expressions of interest in hosting Convention shall be issued to all Districts. Letters of Interest should stipulate a potential city or cities and venues.
- (b) The Executive Director shall submit requests for proposals to potential Convention sites as identified in Letters of Interest received.
- (c) There are some convention locations where it may be possible to obtain an exemption based on 501 c(3) or 501 c(4) tax status. Requests for proposal from each District must indicate whether a sales tax exemption will be available and the type of items covered under the exemption. While a sales tax exemption is not required; proposals indicating a sales tax exemption will be available, receive a higher priority in the selection process, due to the financial impact on the convention expenses.
- (d) Requests for proposals will be submitted to the International Board for shortlisting. Once that list is created the Executive Director will contact a Certified Meeting Professional (CMP or equivalent experience with the specific needs of the Convention location (number of sleeping rooms, meeting rooms, AV, etc.) In consultation with the Executive Director, the CMP will send out RFP(s) with those requirements and forward those responses to the Executive Director.
- (e) Every attempt will be made to rotate the Convention among the Districts of International.
- (f) The Executive Director will work with the convention service to negotiate the most advantageous Convention Contract with the selected venue in consultation with the International President and International Legal Advisor.
- (g) The International Board is to review and approve the signing of the Convention contract at least four (4) years in advance of the applicable Convention date.

## **7. Districts**

### **7A. Club Visits**

The purpose of Club visits is to strengthen District services to Clubs. The Club visit may also determine if a Club has critical areas of need for assistance.

- (a) The District Governor, in consultation with the District Board, should determine a roster of club visits over the biennium taking into account the needs of each of the clubs in the District and available resources.
- (b) If at all possible clubs should be visited at least once during the biennium. The type of visit (business meeting, program meeting, special meeting or club event) and a format of visit (in

- person, via technology) should be determined by the District in consultation with the club..
- (c) Where possible during their tenure on the Board, the Governor should have visited all clubs in the District at least once.
  - (d) In order to ensure the effectiveness of club visits, the District Visitor should:
    - (i) be provided with and review information on the Club, including past reports on Club visits, membership information, and past Club Progress Reports, club newsletters and any other materials provided by the District.
    - (ii) contact the Club President to schedule the visit and offer assistance to the Club with any specific problems or concerns to the Club.
  - (e) The District Visitor shall report promptly to the District Governor on the visit, including an analysis of the conditions of the Club and recommendations for the future work with the Club.
  - (f) To supplement club visits, the District should consider the provision of other support to clubs including regular email/phone calls with Club Presidents, conference calls for Club Presidents, and targeted training for Club Leaders prior to taking office and while in office.

## **7B. District Conference <sup>9</sup>**

- (a) The District Board of Directors shall arrange for District Conferences at least three years in advance. Each District has regularly assigned dates for its Conferences and must abide by this schedule unless otherwise approved in advance by the International President.
- (b) Invitations from Clubs for District Conference sites shall be accompanied by a confirmation of reserved dates, space, and costs from the proposed Conference hotel.
- (c) When a District is responsible for securing the sites of District Conference, the District Governor (or assigned representative) shall secure a written confirmation of reserved dates, space, and costs from the proposed Conference hotel.
- (d) When Conference dates are confirmed with the Conference Hotel, the District Governor should notify the Altrusa International office.
- (e) The District Governor (or assigned representative) shall obtain a Certificate of Insurance from the Liability Insurance Carrier with whom Altrusa International is insured. In addition, it is recommended that the District Governor or representative shall an event cancellation policy covering the conference.
- (f) An International Representative shall attend District Conferences, as designated by the International President. The International Representative to District Conferences shall complete the approved report form within thirty (30) days after close of the Conference and submit to the International Office for distribution.

## **7C. New Districts Outside of the United States <sup>10</sup>**

- (a) When twelve (12) Clubs have been established in a geographical area outside of any existing District, the International President may request approval of the International Board of Directors to organize the Clubs as a new District. Upon approval, the International President will call an organizational meeting at which the Board of Directors for the new District will be elected.
- (b) International will advance funds to support District formation of Clubs outside of the United States, upon verification by the International Membership Development Chair. The amount and source of the funds are to be determined by the International Board of Directors.

## **7D. Redistricting**

The International Board of Directors shall review the growth of the various Districts, the geographical

distribution of Clubs and other pertinent factors, and shall order such redistricting as may seem appropriate and in the best interest of the organization, all as authorized by its Bylaws. Such review should take place no less frequently than every four years, commencing after the January 2015 review.

## **7E. Requirements for the Use of Association Brands**

Guidelines, instructions and information about use of Association Brands is located in Section 9R of these policies.

## **7F. Summary of Actions by District Boards**

Each District shall distribute to its membership a summary of the actions taken at each of its Board meetings.

## **7G. Territorial Limits of Districts <sup>11</sup>**

The territorial limits of the respective Districts are:

- (a) District One. Bermuda, Connecticut, Maine, Massachusetts, New Brunswick, New Hampshire, Nova Scotia, Ontario, (Ottawa east, including Sudbury), Quebec, Rhode Island, Prince Edward Island, Vermont.
- (b) District Two. Delaware, Maryland, New Jersey, New York, Ontario (Kingston west), Pennsylvania, District of Columbia, Virginia, West Virginia.
- (c) District Three. Florida, Georgia, North Carolina, South Carolina.
- (d) District Four. Alabama, Louisiana, Mississippi, Tennessee.
- (e) District Five. Southeastern corner of Ontario (London west), Lower Peninsula of Michigan, Ohio.
- (f) District Six. Illinois, Indiana, Kentucky.
- (g) District Seven. Iowa, Manitoba, Minnesota, Nebraska, North Dakota, Ontario (west of Sudbury), South Dakota, Upper Peninsula of Michigan, Wisconsin.
- (h) District Eight. Arkansas, Kansas, Missouri, Oklahoma.
- (i) District Nine. Texas.
- (j) District Ten. Colorado, New Mexico, Wyoming, Utah.
- (k) District Eleven. Arizona, California, Hawaii, Nevada, Baja California Norte, Baja California Sur, Sonora, Mexico.
- (l) District Twelve. Alaska, Alberta, British Columbia, Idaho, Montana, Oregon, Saskatchewan, Washington.
- (m) Reserved.
- (n) District Fourteen. Puerto Rico and Islands of the Caribbean.
- (o) District Fifteen. New Zealand.

Note: Article XIX: Section 1 of the Bylaws states that the boundaries can only be established or changed by a two-thirds vote of the International Board of Directors.

## **7H. Voting Privileges of Past Governors<sup>12</sup>**

- (a) A Past Governor holding Active membership in a Club is entitled to vote only at the Conference in the District where the Past Governor currently resides. Voting privileges for Past Governors who are Affiliate members are determined by the Bylaws.
- (b) A Past Governor holding Active membership shall be entitled to vote at the International Convention.

## **8. Finance**

### **8A. Budgets<sup>13</sup>**

- (a) Budget Preparation and Approval.
  - (i) The Executive Director in consultation with the President, President-Elect, and Treasurer shall prepare an Operating Budget for the Association for each biennium to be presented to the Finance Committee for approval. The Operating Budget shall contain estimates of all sources of income, and anticipated expenses and shall be shown in the following sections: International Governance, Member Services and Support Services.
  - (ii) The Operating Budget must be presented as a balanced budget without deficit. No transfer from reserves will be used to balance the budget without prior approval of the Finance Committee.
  - (iii) The proposed biennium Operating Budget shall be presented by the Chair of the Finance Committee to the Board of Directors at the January/February meeting in odd- numbered years or no less than six (6) months prior to the International Convention.
  - (iv) The biennium Operating Budget, including rationale, as recommended by the Board of Directors, shall be mailed to the membership through an International publication, at least sixty (60) days prior to the International Convention. The Operating Budget shall be presented to the Delegate Body at the International Convention for approval. The detailed Convention and Capital Expenditure Budgets for each biennium are not presented to the Delegate Body.
  - (v) The Executive Director shall develop the Capital Expenditure Budget for each biennium in consultation with the President, for approval by the Finance Committee. The Capital Expenditure Budget shall be presented by the Chair of the Finance Committee to the Board of Directors at the January/February meeting in odd- numbered years or no less than six (6) months prior to the International Convention. The Capital Expenditure Budget is subject to the approval of the Board of Directors.
  - (vi) The President, President-Elect and the Executive Director will prepare a Convention Budget for the International Convention to be presented for approval by the Finance Committee. The Convention Budget shall contain estimates of all sources of income and expense. The International Convention Budget shall be presented by the International President and the Chair of the Finance Committee to the Board of Directors for approval no less than one (1) year prior to the International Convention. The Board of Directors shall approve the registration fees.
- (b) Budget Control.

- (i) Neither Officers, Committee Chairs, Special Appointees, the Executive Director or staff shall incur expenses payable by International other than those which have been specifically budgeted and approved unless special provisions have been approved in advance, as described below.
  - (aa) In managing the operations of the Association, the Executive Director, in advance consultation with the President shall have the authority to adjust line items of expense within the Operating, Capital Expenditure, or Convention Budgets, but not from budget to budget, in order to properly conduct the business of the Association, maintaining no less than the Net Balance of each such approved Budget. The Treasurer shall report to the Board of Directors at its next meeting all such budget adjustments made and line item variances. This will allow for variances which occur due to the geographical location of Board Members, Committee Chairs, and Governors-elect.
  - (bb) The budgets established for all Official meetings of the Association, as described in Policy 8 D, cannot be exceeded without prior approval of the Finance Committee. The President shall report to the Board of Directors all such approvals granted at its next meeting.
  - (cc) The variance in a line item in the first fiscal year of a biennium shall not change the particular Budget for such line item in such Budget in the second year of that biennium.
  - (dd) In exceptional circumstances, where there is a clear case for reallocation of expenditure in the alternate year of a biennium, the President may seek the approval of the Finance Committee for expenditures in excess of the Operating Budget for a line item in one year of a biennium when there is an unspent amount in such Budget in the same line item in the other year of the biennium. There is to be no offset with other line items in this case. In the event the approval is sought for excess expenditure in the first year of a biennium, the expenditure in the second year of the biennium must be adjusted downward accordingly for such line item. The approval of the Finance Committee must be obtained prior to the excess expenditure being incurred.

## **8B. Expenses for International Committees & Special Appointees**

Expense for International Committees and Special Appointees – Members of International Committees and Special Appointees shall be reimbursed for certain expenses required for carrying out their duties in accordance with the following:

- (i) Expenses will be approved in writing by the President before such expense is incurred in order to receive reimbursement. Reimbursements must be within the budget established.
- (ii) To receive reimbursement for any expense, an expense report accompanied by receipt(s) shall be sent to the International Office no later than sixty (60) days after incurring the expense. When no receipt(s) has been issued, no reimbursement will be made.
- (iii) International Committees may meet via teleconferences periodically in accordance with the operating budget. Other communication should be restricted to email or other alternate free communication methods e.g. Skype.

## **8C. Fiscal Policies for International Convention**

### **(a) Budget Management.**

- (i) The President and Executive Director are authorized to manage income and expense of the

Convention in accordance with the Convention Budget adopted by the Board of Directors one year in advance of the Convention, maintaining no less than the Net Balance of the approved Convention Budget. The President and/or the Executive Director shall report to the Board of Directors within thirty (30) days of the date on which each such budget adjustment was made.

- (ii) The Association shall carry excess Convention insurance. The coverage provided by this policy will be as detailed in the policy agreement.
- (iii) The Executive Director shall provide an interim accounting of Convention income and expense to the Board of Directors within ninety (90) days of the close of the Convention. The final Convention financial report shall be presented to the Board of Directors within one hundred twenty (120) days of the close of Convention.
- (iv) The Convention shall be self-supporting and if possible generate income. However, neither surplus nor deficit shall be carried over to the next convention budget.
  - (aa) The Convention Budget shall be approved by the Board of Directors at least one year prior to the Convention.
  - (bb) Any income over expense from the Convention shall be transferred to the Operating Profit and Loss Statement of the Association.

(b) Expenses.

- (i) The annual Convention fee shall be established by the Board of Directors and payment shall be due from Clubs at the International Office by June 15 of each year. Failure to pay the convention fee will forfeit the club's standing as defined in the International Bylaws Article XIX, Section 2, Clubs in Good Standing.
- (ii) All expenses for meetings of the Executive Committee, Finance Committee, Personnel Committee, Board of Directors, Program Committee and Governors' Council held at the Convention shall be charged to the Association's Operating Budget.
- (iii) On the days of Convention where meals are provided, reimbursement may only be claimed for meals that are not provided as part of the standard registration.

(c) Allowable Convention Expenses.

- (i) Paid Convention Registrations.

Except as provided elsewhere in this subparagraph (c), Convention registrations paid by the Association under current policy do not include any optional events. On the days of Convention where meals are provided, reimbursement may only be claimed for meals that are not provided as part of the standard registration. Costs for attending optional events shall not be reimbursed.

- (ii) Association Board of Directors.

For the members of the Association's Board of Directors (including the Legal Advisor, Parliamentarian and the BRR Chair (if the BRR Chair is required by the International President to attend the International Board Meeting)), the allowable Convention expenses shall not include their travel to and from the Convention site inasmuch as all of it is included in the Association's Operating Budget. The allowable Convention expenses shall include one-half (1/2) of a double room (room charge and tax only) for the official days of the Convention (those members requesting single accommodations shall be billed for the difference between one-half of a double and the single room), and the

Convention registration fee.

(iii) Convention Committee Chairs.

Full Convention Registration will be paid for the Convention Host Chair, the Chair of the Registration and Credentials Committee and Convention Functions Coordinator for the Convention. These expenses will be paid out of the Convention Budget.

(iv) Chairs and Vice Chairs, Standing Committees

Full Convention Registration will be paid for the Incoming Chairs and Vice Chairs of Service Program Development, Leadership Development and Training, Membership Development, ASTRA Clubs, Communications, United Nations, and the current BRR committee Chair. These expenses will be paid out of the Convention Budget

(v) Other Meetings Held at the Convention.

No equipment, food or beverage service or meeting rooms shall be provided at the expense of the Association for any meetings held at the Convention, with the exception of the meetings of the Executive Committee, Board of Directors and Finance Committee, Governor's Council or other meetings approved in advance by the Board of Directors.

(vi) Foundation Expenses at Convention

Any expenses for meetings of the International Foundation before, during and after the Convention shall be the obligation of the International Foundation.

(vii) International Foundation Representative to the Association Board

All expenses of the International Foundation's representative to the Association's Board of Directors during the Convention, including the pre- and post-Convention Board of Directors meetings, and at face to face board meetings, shall be the obligation of the International Foundation.

## **8D. Fiscal Policies for Official Meetings, Travel, Committees and Appointees**

- (a) Reimbursement of Expenses: Expenses shall be reimbursed in accordance with Policy 8 G (i) Travel expenses; (ii) Accommodation expenses and (iii) Meals and Local Transportation. Reimbursement checks shall be issued within fifteen (15) working days.
- (b) Allowable Expense for Official Meetings – Official meetings include: Executive Committee, International Board of Directors, Finance Committee, Special Meetings approved by the Board of Directors and Governors-Elect Training Seminars.
- (i) All Meetings – The following policies apply to all Official Meetings.
- The President, President-Elect and Treasurer shall be reimbursed for expenses for additional days before and after the official meeting dates if required for conducting the business of International.
- (ii) Executive Committee, Finance Committee and Association Board of Directors Meeting – Travel and accommodations, meals and incidentals for the official meeting dates and for one day before and one day after shall be reimbursed for all attending in accordance with Policy 8 G (a), except as set forth below:

- (aa) Post-Convention Board Meeting – Accommodations, meals and incidentals are allowable for the official meeting dates and the day following only.
  - (bb) Newly Elected Officers - Travel for this meeting is not an allowable expense for those Officers newly elected at the Convention and for ex-officio members.
  - (cc) Non-Board Members – The President may request the attendance of non- Board members at these meetings, provided the resulting expense is within the budget as required by fiscal policy and that the attendance of these individuals is necessary to conduct the business of the Association. Meals and accommodations for these individuals are allowed only for the day of their attendance and the day before.
- (iii) Governors-Elect Training Seminar – Shall be held as specified in the Policies and shall not exceed two days in length, including the period designated for auditing a meeting of the Board of Directors. Expenses for travel, accommodation and meals shall be paid to the Governors-Elect Trainers appointed by the President and attending Governors-Elect in accordance with Policy 8 G (a).
- (aa) Governor-Elect Trainers – Travel, accommodations, meals and incidentals shall be reimbursed for the official meeting dates and for one day before for up to two (2) trainers, in accordance with Policy 8 G(a).
- (iv) Special Meetings – Special meetings include all other committee meetings, conferences or workshops approved by the Board of Directors, excluding those presented as part of the International Convention program. Reimbursement of expenses shall be provided as specified by the Board of Directors.
- (v) Service Club Leaders Conference (SCLC) – If the President, President-Elect, or Executive Director attends the SCLC, costs of travel, accommodation and meals will be reimbursed in accordance with the provisions of Policy 8 G (a).
- (c) Allowable Expenses for International Representatives to District Conferences – Only travel to and from the Conference site, in accordance with Policy 8 G (a), shall be paid. Accommodations, meals and local transportation are to be paid for by the District in accordance with District policy. In the event that the District does not provide accommodation, the Board member should advise the International President at the earliest opportunity prior to the Conference.
- (d) Visits to Clubs-At-Large – Travel, accommodations, meals and local transportation for the International President, or representative, all in accordance with the provisions of Policy 8 G(a) shall be paid for visits to the Clubs-At- Large. These visits shall only be scheduled within the limits of the operating budget.
- (e) International Foundation Representative to the Association Board  
All expenses of the International Foundation’s representative to the Association’s Board of Directors during the Convention, including the pre- and post-Convention Board of Directors meetings, and at face to face board meetings, shall be the obligation of the International Foundation
- (f) Association Representative to International Foundation  
All expenses of the Association Representative to the International Foundation’s Board of Directors for attending International Foundation meetings shall be reimbursed by the Association in accordance with the provisions of policy 8 G(a) from the operating budget.
- (g) International Officer Visits to International Office  
Travel, accommodation, meals and local transportation in accordance with the provisions of Policy 8G (a) shall be paid for:

- (i) up to three (3) visits per year to the office by the International President
  - (ii) one (1) visit to the office by the International Treasurer in the first quarter of the biennium.
- (h) Board Attendance at events  
Board members should attend club special events whenever possible.
  - (i) Reimbursement for travel and accommodation expenses will be paid for the International President or a selected official representative attending new club charter events. Funds for this purpose should be allocated in the budget.
  - (ii) All other attendances to club special events are at the board member's expense.

## **8E. Fiscal Policies of International<sup>14</sup>**

- (a) Fiscal Year.

The fiscal year of International is June 1 through May 31.

- (b) Fiscal Currency.

All financial reports and budgets shall be expressed in US dollars. All financial transactions shall be transacted in US dollars.

- (c) Fiscal Impact.

All requests for funds, whether to the Board of Directors, Executive Committee, Finance Committee or Delegate Body, must include the fiscal impact before action is taken. If this is not included, the request shall be referred to the Finance Committee which shall provide this information.

- (d) Finance Committee.

The International Bylaws (Article X, Section 3(b)) sets forth the composition of the Finance Committee.

- (e) Cash Control.

- (i) The Board of Directors shall have the authority to open bank accounts in the name of the Association. The Executive Director shall be responsible for establishing banking relationships as shall be determined by the Board of Directors.
- (ii) The Executive Director shall provide the Association's financial institutions with the resolutions and signatory authorizations approved by the Board of Directors.
- (iii) The Executive Director is authorized to invest the Association's funds in financial institutions that are insured by the U.S. Federal Government, the balance of the accounts not to exceed the amount insured by the FDIC. The Executive Director shall report to the Finance Committee at each of its meetings the balances of funds invested with each of the various financial institutions.
- (iv) The Executive Director shall supervise the accounting system of the Association, in consultation with the Finance Committee, and shall utilize the procedures provided in the Financial Procedures Manual to insure proper financial management systems are maintained.
- (v) The Executive Director shall be responsible for receipt and deposit of all funds of the Association into its bank accounts as shall be determined by resolutions of the Board of Directors. Payroll disbursement policies and procedures shall be established by the

Executive Director, in consultation with the President, with the approval of the Personnel Committee, to be ratified by the Board of Directors at its next meeting.

- (vi) All checks, drafts or other orders for payment, notes or other evidences of indebtedness, issued in the name of the Association shall be countersigned by such officers and agents of the Association as determined by the resolutions adopted by the Board of Directors.

(f) Operating Reserves

(i) **Purpose**

The purpose of this Operating Reserve Policy for Altrusa International Inc. is to build and maintain an adequate level of unrestricted net assets to support the organization's day to day operations in the event of unforeseen shortfalls. The reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure. Operating reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. The organization intends for the operating reserves to be used and replenished within a reasonable period of time. This Operating Reserve Policy will be implemented in conjunction with the other financial policies of the organization and is intended to support the goals and strategies contained in those related policies and in strategic and operational plans.

(ii) **Definitions and Goals**

The Operating Reserve Fund is defined as the designated fund set aside by action of the Board of Directors. The minimum amount to be designated as operating reserve will be established in an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months. The operating reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes.

The target minimum Operating Reserve Fund is equal to 6 months of average recurring operating costs. Average recurring operating costs is average operating costs for the two prior financial years.

In addition to calculating the actual operating reserve at the fiscal year-end, the operating reserve fund target minimum will be calculated each biennium after approval of the biennial budget. These reserves will be reported to the Finance Committee and Board of Directors, and included in the regular financial reports.

(iii) **Accounting for Reserves**

The Operating Reserve Fund will be recorded in the accounting system and financial statements as Board Designated Operating Reserve. The Operating Reserve Fund will be funded and available in cash or cash equivalents. Operating reserves will be comingled with the general cash and investment accounts of the organization.

(iv) **Funding of Reserves**

The Operating Reserve Fund will be funded with surplus unrestricted operating funds. The Board of Directors may from item to time, direct that a specific source of revenue be set aside for operating reserves. Examples may include one-time gifts or bequests, special grants, or special appeals.

The Executive Director will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Operating Reserve Policy.

Determination of needs requires analysis of the sufficiency of the current level of reserve funds, the availability of any other sources of funds before using reserves, and evaluation of the time period for which the funds will be required and replenished.

**(v) Authority to use Operating Reserves**

The Executive Director will submit a request to use operating reserves to the Finance Committee. The request will include the analysis and determination of the use of funds and plans for replenishment. The organization's goal is to replenish the funds used within 12 months to restore the Operating Reserve Fund to the target minimum amount. If the use of operating reserves will take longer than 12 months to replenish, the request will be scrutinized more carefully. The Finance Committee will either approve or modify the request and recommend the request to the Board of Directors.

**(vi) Reporting and Monitoring**

The Executive Director is responsible for ensuring that the Operating Reserve Fund is maintained and used only as described in this Policy. Upon approval of the use of operating reserve funds the Executive Director will maintain records of the use of funds and plan for replenishment. The Executive Director will provide quarterly reports of progress to restore the fund to the target minimum amount to the Finance Committee and the Board of Directors.

The Executive Director will annually discuss what additional risk factors might be considered for the organization, the impact of budgeting on operating reserve levels, and any requirements with the Board of Directors.

**(vii) Relationship to Other Policies**

The Executive Director shall maintain the Associations Investment, Risk Management, Fiscal and Budgeting policies which may contain provisions that affect the creation, sufficiency, and management of the Operating Reserve Fund.

**(viii) Review of this Policy**

This Policy will be reviewed by the Finance Committee at least once per biennium at a minimum, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Finance Committee to the Board of Directors and will be published together with other Association International Policies. The Finance Committee is established by the Altrusa International Inc. Board of Directors to recommend financial policies, strategies, and budgets that support the mission, values and strategic plan of the organization. Its purpose is to ensure the financial health and integrity of the organization in pursuit of its mission.

**(g) Accounting.**

- (i) Financial statements will be prepared in accordance with US generally accepted accounting principles.
- (ii) The Association's accounting records and financial statements shall be maintained on an accrual basis.
- (iii) Expenses that are easily and directly associated with a particular program or supporting service are allocated directly to that functional category. General and administrative costs

are allocated to the various programs or supporting service based either on staff hours worked on the program's or supporting service's functional category or on a percentage basis established by the Board of Directors.

- (iv) Furniture, equipment and fixed assets shall be recorded at cost and depreciated on a straight line basis over the items' estimated useful lives. Items deemed to have useful lives greater than one year will be capitalized if the cost is in excess of \$500. Charges relating to maintenance and repairs of items which neither materially add to the value of the item nor appreciably prolong its life shall be charged to expenses as incurred.
  - (v) Overdue accounts of Clubs, Districts and members shall be reviewed quarterly and shall be removed from accounts receivable with the approval of the Executive Director after all efforts for collection have been exhausted. A report of accounts receivable written off shall be provided by the Executive Director for review by the Finance Committee at its next scheduled meeting.
- (h) Reports.
- (i) The Board of Directors shall provide for biennial audit of the Association by independent auditors. The auditors shall be engaged by contract with the Association with approval of the Board of Directors.
  - (ii) The Treasurer shall report to the Board of Directors twice annually. These reports shall include:
    - (aa) A review of the Association's biennial audit and the auditor's management letter at the Board of Director's meeting immediately following the issuance of the audit report and management letter.
    - (bb) A review of the status of the Association's biennium Operating Budget, Capital Expenditures Budget and Convention Budget.
    - (cc) A summary of all expense adjustments authorized by the President and/or the Finance Committee to the Operating Budget, Capital Expenditures Budget and/or Convention Budget.
    - (dd) A review of the International Convention Budget at the pre-Convention meeting and a review of the Convention's final statement of income and expense within one hundred and twenty (120) days after the conclusion of the International Convention.
  - (iii) The Executive Director shall provide the Board of Directors with monthly financial statements, indicating income and expense compared to the approved Operating Budget and expenditures under the Capital Expenditure Budget compared to the approved Capital Expenditure Budget.
  - (iv) International shall publish its audited biennial financial statements, within two weeks following receipt and review thereof by the International Board, to be provided to the membership through an Association publication and/or the Association website.
- (i) The Association's Services to Altrusa International Foundation, Inc. ("International Foundation").
- (i) The Association shall provide suitable office space, equipment, services and staff support for the operation of the International Foundation. The International Foundation shall pay a monthly administrative fee to reimburse the Association for expenses incurred on its behalf.
  - (ii) The amount of the monthly administrative fee for each fiscal year shall be determined, using the

formula as developed by mutual agreement between the Board of Directors of the Association and the Board of Trustees of the International Foundation and shall be outlined in detail in a letter of agreement signed by the Association's President and the Chair of the International Foundation, biennially.

(iii) The Association's budget shall contain the International Foundation's annual administrative fee as a line item of income and shall contain a line item for the expenses of the International Foundation which shall be reimbursed by the annual administrative fee.

(j) Financial Procedures Manual.

The Association shall maintain a comprehensive Financial Procedures Manual which shall document all key financial processes. The Finance Committee shall review the Financial Procedures Manual at least once per annum. Any amendments proposed by the Finance Committee shall be submitted to the Board of Directors for approval at its meeting in July each year by the Finance Committee. Any such amendments do not need to come through the BRR Committee process. A copy of the current Financial Procedures Manual shall be made available to all Board Members, the Executive Director, other members of the staff and the auditor.

## **8F. Governor-Elect Training Fee**

The Board of Directors shall establish a registration fee to be used by the International Office to pay the transportation costs of the attending Governors-Elect. This fee shall be calculated by computing the average transportation cost for the Governors-Elect incurred by all Districts. The Board of Directors shall set this fee by January 1 of each odd-numbered year and the Districts shall pay the fee by July 1 of each even-numbered year. The funds generated by the registration fee are used to reimburse the actual transportation costs of the Governors-Elect in accordance with Policy 8 G. Each District is required to pay their equalized share of the Governors-Elect training regardless whether their Governor-Elect has attended the training.

## **8G. Reimbursement of Expenses**

(a) Reimbursement of Expenses.

To receive reimbursement for any expense item(s) not billed directly to the Association, an expense report accompanied by receipt(s) shall be sent to the International Office no later than sixty (60) days following the close of the Convention. If no receipt is provided, no reimbursement will be made. Reimbursements checks will be issued within fifteen (15) working days.

(i) Travel – When it is the policy of the Association to pay the travel expenses of an individual, these expenses shall be paid in accordance with the following:

(aa) Travel shall be arranged in the most economical way possible. Economy class or equivalent shall be used for all travel. The cheapest fare (plus the cost of one suitcase where luggage is not included in the ticket price) for the required time of travel should be booked regardless of carrier or fare type. Whenever possible, bookings should be made at least 22 days in advance to obtain the best fares. Any costs for upgrading, stopovers, unnecessary indirect travel routes or penalties for ticket changes shall be the responsibility of the member. Whenever possible, international travel bookings shall be made at least three (3) months in advance. Costs of transfer from airport to hotel shall be confined to the least expensive method, such as bus or shuttle over private taxi/Uber/Lyft. Shared taxis are permitted. Where possible consideration should be given to choosing a method of transfer from airport to the hotel that is both cost effective and safe.

- (bb) When traveling by private car, reimbursement shall be made at the rate per mile established by the U.S. Internal Revenue Service. Reimbursement for traveling by private car shall not exceed the lower of the cost of the lowest air fare between destinations or the cost of a rental car and fuel.
  - (cc) The Association shall reimburse the cost of medical insurance, up to \$150, if the member's insurance carrier does not provide coverage outside of the individual's home country.
  - (dd) The Association requires members travelling on Association business to purchase travel insurance, prior to reimbursement of travel costs, and shall reimburse the cost of the travel insurance.
- (ii) Accommodations – Arrangements for accommodations shall be made by the Executive Director. When it is the policy of the Association to pay for accommodations, the following shall apply:
- (aa) The Association shall pay for the daily room charge and tax only of one-half of a double room. Those requesting a single room shall be responsible for paying the cost difference.
  - (bb) All hotel costs, other than daily room charge and tax, are the responsibility of the individual and must be paid at the time of checkout.
  - (cc) When situations arise in which arrangements are made independently, reimbursement shall not exceed the rate negotiated by the Association at the hotel selected by the Association.
  - (dd) If, because of a reduction in air fare, it is determined to be more economical to pay expenses for a longer stay than for the period that would otherwise be allowed, the member may be eligible for expenses for the additional days with the approval of the President.
- (iii) Meals and Local Transportation – These expenses shall be reimbursed as set forth below and include the actual costs of all meals, tips and local transportation.
- (aa) Actual expenses for meals and tips shall be reimbursed up to the following limits:
    - Breakfast           \$15 each day
    - Lunch                 \$20 each day
    - Dinner                \$35 each day

Claims for meals must be accompanied by receipts. No reimbursement will be provided in cases where a meal was provided as part of the event or meeting, even if the person chooses not to participate in the meal offered. This amount is not transferable from one meal to another, or one day to another. Tipping is discretionary and should not in any circumstances be extravagant. Tips should be separately identified on the receipts and expense claim form. Any expenditure on meals above these limits are considered the member's personal expense.
  - (bb) No reimbursement shall be provided for alcoholic beverages.

- (b) Reimbursement for Meetings Held in Conjunction with Each Other – Whenever an expense is incurred as a result of required attendance at more than one meeting, expense shall be allocated proportionately between the meetings involved.

## **9. International**

### **9A. Conforming Amendments<sup>15</sup>**

- (a) Altrusa Policies, publications, manuals and other materials will be deemed automatically amended as necessary to conform to amendments to the Articles and Bylaws approved by the delegate body.
- (b) The BRR Committee, assisted by the International Office staff is authorized to implement such revisions in Policies, publications, manuals, and other materials, including website text, as is necessary for such documents to be consistent with amendments to the Articles and Bylaws approved by the delegate body. Such changes including, but not limited to, document titles, captions, dates and similar clerical changes. Such changes shall be provided to the Board of Directors for review and approval.
- (c) Such conforming changes shall be reflected in a document posted on the website captioned BRR Committee Revision History or some similar title for the benefit of the members.
- (d) This Policy is to be read in conjunction with other Policy provisions relating to the work of the BRR Committee.

### **9B. Foundation Representative to Association Board**

- (a) The purpose of the Foundation Representative to the Association Board of Directors is to provide further communication and transparency between the Association and the Foundation, and between the leaders of the two organizations. The Foundation Representative will be an ex officio representative and will have no voting rights.
- (b) The Foundation Representative must be a member of the Foundation Board of Trustees. The Foundation Board of Trustees will be responsible for selecting the person to serve as the Foundation Representative and they may select such person in any manner they choose.
- (c) The term of the Foundation Representative will coincide with the Association's Biennium beginning at the Post-Convention Association board meeting and concluding at the following Pre-Convention Association board meeting. Should a Foundation Representative be unable to complete a term, the Foundation Board of Trustees shall fill the vacancy.
- (d) The Chair of the Foundation Board of Trustees will advise the Association President-Elect of the Foundation's selection no later than January 1 of the Convention year.
- (e) A brief orientation will be provided for the Foundation Representative by the Executive Director and the President (or the latter's designee) prior to the Foundation Representative's first meeting.
- (f) The Foundation Representative is expected to be present at all Association Board meetings, both telephonic and face-to-face, to present reports on Foundation activities to the Association Board and to make recommendations, as appropriate.
- (g) The Foundation Representative will maintain confidentiality about Association matters as though the individual were a full-fledged voting member of the Association Board.

- (h) All the expenses associated with the Foundation Representative's term shall be the responsibility of the Foundation.

### **9C. Governors' Council**

- (a) The Governors' Council is designed to maintain a strong relationship between International, the Governors and Districts.
- (b) The Governors' Council is composed of the Governors of the Districts of International. The International President, President-Elect, and the Executive Director are advisory members. The Council is encouraged to invite Governors-Elect to audit relevant portions of the Council Meetings and Governors' Council Workshop.
  - (i) The International President-Elect will appoint the chair and co-chair of the Governors' Council for the next biennium and will present the appointments at the January Board meeting in the odd numbered year.
  - (ii) The first Governors' Council Meeting will be held at Convention. The Association will pay the expenses of the meeting materials and lunch from the operating budget.
  - (iii) The Council is an informal body with no decision or policy-making authority. The Governors' Council will be included in the call for agenda items prior to each Board meeting. Copies of any received agenda items not scheduled for Board discussion will be forwarded to Board members with a disposition note.
  - (iv) The Chair of the Governors' Council will submit a Council Report for each Board Meeting.
- (c) The duration of the Governor's Council is from May 15 in the odd numbered year until the same time in the next odd numbered year.

### **9D. Governors-Elect**

- (a) Following their election, Governors-Elect shall be expected to attend the next Governors-Elect Training held concurrently with an International Board of Directors meeting and other training provided by International.
- (b) A Governors-Elect workshop will be held at Convention.
- (c) Governors-Elect will be provided with an opportunity to audit part of the Governors' Council meeting at Convention.

### **9E. Insurance Coverage Through International**

- (a) A Liability Policy covering Altrusa International, Inc., Altrusa International Foundation, Inc., all Districts, all Clubs (except those in India), all local club foundations (LCFs) and all ASTRA Clubs in good standing will be provided; participation in the plan is obligatory on all Clubs; the premium cost is to be included in member dues; the policy is to be approved by the International Legal Advisor before its issuance.
- (b) Accident insurance shall be provided to cover the period of the International Convention for the benefit of all members in attendance. Health insurance is not included.

- (c) The insurance policies will be made available to members on the International website or by contacting the International Office.

#### **9F. International Board of Directors Meetings<sup>16</sup>, Attendance at**

- (a) Every member of the International Board of Directors is expected to attend the Board meetings.
- (b) Should a member of the International Board of Directors be unable to attend a face-to-face Board meeting, they are encouraged to attend via phone, Skype or other electronic means.
- (c) Nominees for International office, who are not serving on the Board of Directors at the time they are nominated, will be invited to audit the Board meeting immediately preceding the Convention by invitation of the International President, the expense of the attendance to be borne by the individual involved.

#### **9G. International Board of Directors Altrusa International, Inc., Reports of Meetings**

- (a) The meetings of the International Board of Directors and International Convention Business Sessions (“the meeting(s)”) shall be electronically recorded by the staff and the minutes of the meetings shall be prepared by the staff according to Robert’s Rules of Order, Newly Revised, Section 48, Minutes and Reporting of Officers, resorting to the recordings in the event of ambiguity. The recordings shall be destroyed after the end of the biennium.
  - (i) A listing of all reports and other materials submitted to the Board of Directors (delegate body for Convention) and referred to in the minutes of the meeting shall be included at the end of the minutes of such meeting.
  - (ii) A copy of the reports and other materials so listed shall be attached to the original of such minutes and shall be identified within the body of the minutes as lettered Attachments for easy reference.
  - (iii) All motions made during the meeting shall be made in writing on motion forms provided for such purpose and the text of the motion shall be set forth in the body of the motion form, so that the text of the motion can be ascertained by reference to the motion form itself. Each motion form shall be numbered in numeric order of its introduction and shall be submitted to the Presiding Officer before they are voted upon.
  - (iv) During teleconference or electronic meetings, the motions will be reflected as presented in the recordings.
  - (v) Motions for extension of time will not be recorded in the minutes.
  - (vi) Withdrawn motions will not be recorded in the minutes.
- (b) Within one week following the adjournment of the meeting (not applicable to Convention meetings), the Legal Advisor shall prepare a Meeting Synopsis (synopsis) of all actions taken at the Meeting, which shall include any defined tasks, general-consensus actions and actions taken on all motions, other than those for the extension of time or those that were withdrawn. The motion forms shall be forwarded simultaneously to the International Office to be preserved with the synopsis. The synopsis shall be distributed, by the International Office, to the Board of Directors, Legal Advisor, Parliamentarian and BRR Committee Chair, Past International Presidents, Governors, Governors-Elect, and Club Presidents immediately upon receipt from the Legal Advisor.
- (c) Within one week following the distribution of the synopsis (not applicable to Convention meetings,)

the Executive Director shall circulate to the Board of Directors and the Legal Advisor, the Parliamentarian and the BRR Committee Chair a list of assignments made at the meeting (“Future Actions”), together with the person or persons assigned to each task and any deadlines assigned, so that all parties are aware of such assignments as soon as possible following the meeting. Any questions or requests for clarification shall be directed to the President.

- (d) Within two weeks of the adjournment of the meeting (not applicable to Convention meetings,) the President will notify anyone, other than the Members of the Board, who have submitted any recommendations as to the action taken on the recommendations.
  - (i) As needed, The Bylaws (Convention only) and Policies documents will be updated by International Office Staff based on approved bylaw and policy changes as reflected in the Meeting Synopsis and associated motion forms or the list of results of the proposals voted on by the delegate assembly at a Convention.
  - (ii) The updated official bylaw and policy documents will be sent to the Legal Advisor, Parliamentarian and BRR Committee Chair for verification that the approved motions are accurately reflected in the updated documents. Following corrections, if any, the updated documents will be posted on the Altrusa International website. No further Board approval is required for either document prior to posting.
- (e) Within thirty (30) days following the adjournment of the meeting, the draft minutes shall be provided to a reading committee (“Reading Committee”) consisting of at least two (2) persons appointed by the President, one of whom shall be the Parliamentarian, provided the Parliamentarian was in attendance at the meeting. The other members shall be individuals who also were in attendance at the meeting. (For the meetings held at an International Convention, the reading committee shall be the Legal Advisor, Parliamentarian and BRR Committee Chair serving at the Convention start.) The Reading Committee shall review the draft minutes and provide corrections and recommendations for revision to the Executive Director within fourteen (14) days of receipt of the draft.
- (f) One week after receipt of any corrections, the draft board minutes, with corrections made, shall be sent by the Executive Director to the Board of Directors, and Special Appointees, for their review and comment. Members of the Board of Directors and the Special Appointees shall provide any comments or corrections within fourteen (14) days of receipt of the draft minutes.
  - (i) For minutes from meetings held at an International Convention, following verification by the Legal Advisor, Parliamentarian and BRR Chair, Convention minutes are added to the Convention Proceedings which are approved by the Board of Directors when complete.
- (g) When corrections to the draft minutes are complete, they will be marked Final Draft and presented for approval at the next meeting of the Board of Directors. The minutes of the Convention meetings are archived at the International Office. A copy of the Convention minutes is submitted to the International Archives at Ball State at the close of the biennium. Following Board approval, the final Convention minutes shall be posted to the International website as Convention Minutes MM/YYYY.
- (h) Within two weeks of the adjournment of the meeting, the President will notify anyone, other than the Members of the Board, who have submitted any recommendations as to the action taken on the recommendations.
- (i) All actions taken at the meetings of the Executive Committee, including budget items, shall be reported to the Board of Directors at the next meeting of the Board of Directors, or within thirty (30) days after the Executive Committee meeting, whichever occurs first.

## 9H. Jewelry - International Officer Pins

- (a) The International Board of Directors recognizes the following as official jewelry of Altrusa International, Inc.:
  - (i) Member Pin – The Altrusa Emblem in blue and gold on white enamel.
  - (ii) Honorary Member Pin – The Altrusa Emblem in blue and gold on white enamel with a gold bar with the words “Honorary Member” Below.
  - (iii) Club President’s Pin – The Altrusa emblem in blue and gold encircled with pearls.
  - (iv) District Governor’s Pin – The Altrusa Emblem in blue and gold surrounded by pearls and sapphires.
  - (v) International Director Pin – The Altrusa emblem in blue and gold on white enamel with the words: “International Director”.
  - (vi) International President-Elect, Vice President and Treasurer Pin – The Altrusa Emblem in blue and white enamel on white gold, enriched with sapphires.
  - (vii) International President’s Pin – The Altrusa emblem in blue and white enamel on white gold, encircled with diamonds.
  - (viii) Executive Director’s Pin – The Altrusa emblem in blue and gold on white enamel with a gold bar with the words “Executive Director” below.
  - (ix) ASTRA Member Pin – The ASTRA emblem in gold, a star burst with the word ASTRA in the middle.
- (b) International shall present to each International Officer and Director the appropriate pin for their office.
- (c) International Presidents shall retain their pins for life.
- (d) Advancing International Officers shall pass their pins to their successors at the time of installation.
- (e) International Officers and Directors retiring from the Board shall retain their pins.

## 9I. Long Range/Strategic Planning

At the first board meeting of the second year of a biennium in an even year, the International Board and Governors-Elect in a joint planning session shall review the Long Range Strategic Plan for the Association for the next six (6) years. The first major review to take place in July 2016 with interim reviews in the following two (2) biennia before another major review takes place to set the LRSP for a further six (6) years.

In October/November of even years of the biennium, the incoming International Program Committee Chairs and Vice Chairs in consultation with the President-Elect will prepare a biennium plan for the following biennium, which will provide details of programs and supporting actions for the LRSP.

In odd years of the biennium, the International Board will review/revise and approve the six (6) year

strategic plan and the next biennium plan.

## **9J. Manuals**

The International Office shall prepare and regularly update manuals for the purpose of enriching Club activity and member leadership development and will be available free of charge on the International website.

## **9K. Notice of Meetings<sup>17</sup>**

Notice of Meetings of Board of Directors.

- (a) Notice of meetings, including dates, place and hours of the Board of Directors which constitute meetings of members in non-Convention years, regular meetings of the Board of directors and special meetings of the Board of Directors shall be given to each member of the Board of Directors, including Special Appointees, by “Reasonable Means”. “Reasonable Means” shall include any one or more of the following:
  - (i) Communication in person
  - (ii) Mail or other method of delivery; or
  - (iii) Other electronic means capable of verification. Members who have opted out of receipt of electronic mail from the Association will be given notice by mail or other method of delivery
- (b) Notice of meetings must include a description of matters to be considered at the meetings of the Board of Directors which constitute meetings of members in non-Convention years, which, according to Bylaws, Policies or applicable Indiana State law, are required to be described in the notice. Notices of special meetings must include the purpose or purposes for the special meeting.
- (c) Notice of meetings must be transmitted by the International Office no later than thirty (30) days prior to the first day of the meeting.
- (d) In all cases, notice shall be transmitted to members at the address of each such member reflected in the records of the Association as of the date of transmission. It is the responsibility of the member to see that the Association’s records reflect the member’s current mailing address or electronic mail address at all times. member’s current mailing address or electronic mail address at all times.

## **9L. Parliamentarian**

A Parliamentarian shall be appointed by the President to be present at all meetings of the International Board of Directors and the Delegate Assembly. The Parliamentarian may also be present at Executive Committee meetings at the discretion of the President. Such Parliamentarian may or may not be a member of Altrusa International, Inc., and must be a credentialed Parliamentarian.

## **9M. Parliamentary Procedure in Clubs Outside U.S.<sup>18</sup>**

When the Bylaws refer to *Roberts Rules of Order Newly Revised*, Clubs outside the U.S. may interpret the reference according to their customary rules of parliamentary procedure.

## **9N. Position Descriptions, Revisions**

The position descriptions for all Officers, International Directors, Chairs and Committees shall be reviewed and revised if necessary. Any revisions shall be approved by the Board of Directors.

## 90. Publications

Official Publications include, but are not limited to:

- (a) The International Altrusan, a periodic publication authored by the Association’s Officers, International Committee Chairs, and International Office staff.
- (b) Altrusa Compass, an International publication that includes information from the International Board and International Chairs, updates from the International Office, and details of International Convention.
- (c) The Gavel, newsletter for Governors & Governors-Elect
- (d) The Accent, newsletter for Club Presidents & Club Presidents-Elect.

## 9P. Redistricting

The International Board of Directors shall review the growth of the various Districts, the geographical distribution of Clubs and other pertinent factors, and shall order such redistricting as may seem appropriate and in the best interest of the organization, all as authorized by its Bylaws. Such review should take place no less frequently than every four years, commencing after the January 2015 review.

## 9Q. Requirements for the Use of Association Brands

### (a) Definitions

- (i) The term **“Trademark”** includes Word Marks as identified below, and includes both designs and words.
- (ii) **“Association Brands”** include the below-referenced Trademarks, and any variations thereof that have the name of a Club or District or local club foundation in close proximity to the Trademarks, common law trademarks, and marks that are otherwise associated with the Association, such as the term ALTRUSAN.
- (iii) **“Member”** means all categories of membership of the Association, of an ASTRA Club, the Foundation or an LCF.
- (iv) **“Purchaser”** means a Club, a District, a Member, a local club foundation or an ASTRA Club, as well as committees of any of the foregoing, who seek to acquire an item of any type which bears a Trademark or Association Brand.
- (v) **“Third Party Supplier”** or **“Supplier”** means any source, whether wholesale or retail, including Members or Purchasers, that is not Doc Morgan, Inc. For the sake of clarity, the Foundation and every LCF is included within the definitions of Member, Purchaser, Third Party Supplier and Supplier.
- (vi) **“Local Club Foundation”** or **“LCF”** means a foundation that has been formed by a club and has a Sublicense from Altrusa International Foundation, Inc.

(b) Association Trademarks.

The Association owns certain Trademarks and Word Marks which are produced below:



Brand Logo



Stacked Logo



ASTRA Logo

ASTRA®  
Word Mark

ALTRUSA®  
Word Mark

LEADING TO A BETTER COMMUNITY®  
Word Mark



Club Logo



Local Club Foundation Logo

LIDERANDO HACIA UNA MEJOR COMUNIDAD<sup>SM</sup>  
Spanish Word Mark (also referred to as “Spanish tag line”)

ROUTE VERS UNE COMMUNAUTE MEILLEURE<sup>SM</sup>  
French Word Mark (also referred to as “French tag line”)

- (i) Whenever a Trademark is used, it must be used in exactly the form reproduced above, without alteration, except as provided in the Altrusa International Logo Usage Guidelines.
- (ii) The two logos below, the Emblem and ASTRA and Design (also referred to as the ASTRA Emblem), are Trademarks owned by the Association and are registered with the USPTO. The Emblem is used on the Association jewelry and will continue to be used on Association jewelry. The International Office may grant additional uses of the Emblem and the ASTRA Emblem.



EMBLEM



ASTRA EMBLEM also known as  
(ASTRA & DESIGN)

- (iii) The Association owns the Lamplighter Mark, and it falls within the definition of Trademarks as used herein. Clubs, Districts, Members and local club foundations may not use the Lamplighter Mark without a sublicense from the Foundation per the foundation license agreement.



LAMPLIGHTER MARK

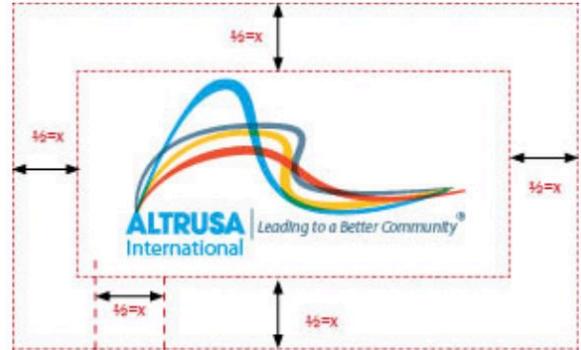
- (iv) The Foundation License Agreement permits the Foundation to grant sublicenses (“**Sublicenses**”) to those of its local club foundations which are and remain in good standing as such term is defined in the Foundation License Agreement. Such local club foundations which have been granted Sublicenses are referred to herein as “LCFs”. The Foundation maintains a current list of LCFs. Each LCF will have received and signed a written acknowledgement between it and the Foundation outlining its responsibilities under the Sublicense.
  - (c) Rights to Use Association Brands. The Members, clubs, Districts, Foundation and Local Club Foundations (LCFs) in good standing as per the Association Bylaws and Foundation Bylaws, have rights to use the Association Brands when used in strict compliance with the law, this Policy, the Foundation License Agreement and the Altrusa International Logo Usage Guidelines.

- (d) Policy relating to Doc Morgan, Inc. Doc Morgan, Inc. has an exclusive license to manufacture or supply jewelry imprinted with the official emblem or logo, banners and road signs. In the event Doc Morgan, Inc. cannot source one of these items desired by a Purchaser, the Purchaser must contact the Executive Director for prior written permission to purchase an item from a source other than Doc Morgan, Inc.
- (e) Purchasing Items from Sources Other than Doc Morgan, Inc.
  - (i) Members, clubs, Districts, foundations and LCF who wish to purchase items bearing Association Brands from a Supplier other than Doc Morgan, Inc., must follow the Altrusa International Logo Usage Guidelines. Logo files can be obtained from the International website or by requesting a file from the International office.
  - (ii) A Supplier not engaged by a member, club, District, Foundation or Doc Morgan agrees to pay to the Association Royalty (“Royalty”) equal to 10% of the base selling price, exclusive of taxes, set-up/tooling and shipping, for each item bearing the Association Brands sold by the Supplier. The Royalty shall be remitted to the Association within 60 days of the end of the calendar quarter in which the Purchase is made; such calendar quarters ending March 31, June 30, September 30 and December 31.
  - (iii) If there is any delay or difficulty in receipt of the Royalty from the Supplier, the Association is entitled to look to the Purchaser for the Royalty and the Purchaser shall remit the Royalty to the Association and thereafter look to the Supplier for reimbursement of the Royalty. The risk of the Royalty not being timely paid by the Supplier is on the Purchaser, not the Association.
  - (f) Ownership of Artwork produced by a Supplier. Any artwork produced by Doc Morgan, Inc., or by any other Supplier, for a specialized item is the property of that Supplier, and cannot be used by a Purchaser in its original form or in modified form for any reason, including to source the item from a Third Party, without the prior written permission of the Supplier. To do so may constitute copyright infringement and is a violation of this Policy.
  - (g) Penalties for Non-Compliance. In the event any portion of this policy is violated by a Purchaser, as defined above, the Association is entitled to any remedies available to it under the law including seizing and destroying the goods or items that violate the Policy, without recourse to the party who purchased the goods or items or has the goods or items in their possession.
  - (h) Implementation and Effective Dates. All provisions of this Policy are effective February 2<sup>nd</sup> 2019. The provisions permitting use of the Association Brands and Trademarks by LCFs are effective as the Foundation and each such LCF has entered into a Sublicense.

# Altrusa International Logo Usage Guidelines

The minimum height of the logo is .75" (3/4")

A guide to the color palette is below and must be used whenever the logo is printed.



There should be clear space around the logo at all times, as outlined above.

Whenever possible, the minimum clear space should be the same width as the letters "ALTR" in the word mark Altrusa.

## Altrusa International Logo Dos and Don'ts:

- Don't change the proportions of any aspect of the logo.
- Don't turn the logo at an angle.
- Don't add shadow or glow to the logo.
- Don't place the logo on 'busy backgrounds.
- Don't place the logo over a high contrast photo.
- Never add elements (graphic or other types) inside of the logo and its clear space.
- Do include the symbol ®

## 9R. Social Media

- (a) The International President shall designate all persons responsible for the social media accounts and online activities for the Association. This must include at least one administrator on each account from the International Office staff to ensure continuity. Only those persons designated may create new accounts and/or respond to comments via the social media on behalf of Altrusa International. Those designated persons, in consultation with the International President, have final say on selection of new social media tools.
- (b) At all times the content of social media communication shall conform with Altrusa International Guidelines.
- (c) The Association designated persons shall follow the practices enumerated here below:
  - (i) Monitor social media outlets.
  - (ii) Ensure accuracy in discussing Altrusa or its programs.
  - (iii) Correct mistakes found on Social Media sites under the name of Altrusa International in an open and timely manner.
  - (iv) Encourage consideration and courtesy.
  - (v) Respect the mission and purpose of Altrusa.
  - (vi) Follow branding and trademark guidelines.
- (d) Altrusa International reserves the right to delete any content at any time. Users who persist in violating Altrusa Guidelines may be barred from posting to the Association's social media sites.
- (e) Each District Governor will approve access as well as designate responsibilities and guidelines for persons maintaining their District and Club pages under the International website. These websites shall be maintained according to recommended branding policies and practices to provide brand consistency.

## 9S. UNA/USA

International shall continue to participate in the activities of the United Nations Association of the United States of America, Inc., provided that no commitment is made that is contrary to Altrusa's established policy.

## 9T. Requirements for Use of Altrusa Name for a Non-Profit Entity

- (a) A club wishing to use the Altrusa name for a non-profit entity (e. g. Corporation, Non-Profit Limited Liability Company) sponsored by the club is eligible to submit the Application to Altrusa International, Inc. for Approval to use the Altrusa Name for a Non-Profit Entity. The club must be in good standing\* with International, the District, the Club and the International Foundation at the time of application.
  - (i) If the club uses a foundation not under the umbrella of the International Foundation they must be in good standing\* with the IRS and provide a copy of their most recent IRS 990 form.
- (b) **An application** for which the answer to all questions is Yes, and the requested documentation is provided and is responsive to the information requested on the application will be approved. Responses regarding good standing\* with Altrusa organizations will be verified through the International Office prior to approval.
  - (i) Applications must be submitted electronically through the Altrusa International website. A signature of either the International President or the Executive Director is required for approval. The submitter is to receive a response to the application within thirty (30) days. All applications will be retained by the International Office.

- (aa) A detail and summary count report of approvals will be prepared by the International Office and provided at each International Board meeting.
- (c) All clubs granted approval for use of the Altrusa name for a non-profit entity must submit an Annual Report. Annual Reports help the organization to learn how the Altrusa name is being used globally. In addition, Annual Reports are for assessing continuing appropriate use of the Altrusa name for charitable purposes and the composition of the Board of Directors.
- (d) The Use of Altrusa Name Annual Reports will be distributed annually at the same time the Club Annual Reports are sent out. Clubs who received their initial approval for use of the Altrusa name within the last three (3) months will not be required to complete their first Annual Report until the next reporting period after their approval.
  - (i) Filing and monitoring of report completion will be handled by the International Office
  - (ii) Failure to file required Annual Reports may result in revocation of the approval to use the Altrusa name as previously approved.
  - (iii) Use of the Altrusa name in a manner different than that approved on the application is not allowed and may result in revocation of approval to use the Altrusa name.
    - (aa) Should the purpose or nature of the not-for-profit entity change, a *new Application for Use of the Altrusa Name by a Non-Profit Entity* must be filed prior to the change taking place. Failure to comply may result in revocation of that approval,
  - (iv) Use of the Altrusa name in a manner not reflecting the mission and principles of Altrusa will result in immediate revocation of approval for use of the Altrusa name. Any expenses incurred in removal of the Altrusa name, wordmark, or logo from the entity and its related marketing materials are not the responsibility of Altrusa International, Inc.

\* In good standing means all applicable dues, fees and late charges, if any, owed to International, the District, to the Club and the International Foundation, if any must be paid in full. For clubs with a Foundation not under the umbrella of the International Foundation, in good standing includes filing the required IRS report(s) and payment of all required taxes for the last required reporting period.

## 10. Membership

### Altrusa International Policy Statement of Inclusion

At Altrusa International, we believe that leading to a better community is only accomplished through a commitment to creating an inclusive environment where everyone feels valued, safe, and respected. We strive to ensure equitable access to opportunities and resources for all of our members and the communities we serve. We celebrate and incorporate diverse perspectives and experiences into our volunteer activities and partnerships. We strive to prevent discrimination against people regardless of ethnicity, socio-economic status, age, disability status, neurodiversity, religion, gender identity or expression, sexual orientation, citizenship, or any other aspect which makes people unique. We are dedicated to continuously improve our diversity, equity and inclusion practices and hold ourselves accountable to these principles.

## 10A. Address Information

- (e) Personal information for Altrusa members will be used only for Altrusa purposes.
- (f) Address information includes both surface and electronic mail addresses. This policy is applicable to information obtained from the Altrusa International, Inc. website using the appropriate user id and password as well as requests made directly to the International Office. The information once obtained is to be used only for the purposes indicated below.
- (g) Through login to the Members Only website the information available to other members with administrative rights will be name, home address, phone number, email address, city/state/zip, Club, and District. Members can only see their individual information. Members may opt out of having this information publicly displayed by requesting this on their Altrusa Profile page or by contacting the International Office.
- (h) It is the responsibility of any member who accesses personal information on Altrusa members to protect that information. Members should take precaution to ensure that all downloaded personal information is securely protected. Once no longer needed, personal information should be deleted.

## 10B. Dues and Membership Processing Fees<sup>19</sup>

- (a) Dues.
  - (i) The annual International dues for all Active and Affiliate members residing in a District is \$55, payable each June 1 to the International Office in U.S. dollars.  
  
Young Adult Membership Incentive Program: Members ages 30 and younger are eligible for a 50% reduction (\$27.50) in dues from the regular rate. Any member not willing to document their date of birth will be charged the full regular rate of \$55.  
  
On or about April 15 each year, the International Office will send an annual dues billing to the treasurer of each Club, as reflected on the records of the International Office as of March 31 of the same year, with copies to the Club president and the Governor of the District in which such Club is located. Failure to receive such billing shall not excuse timely payment of dues. Dues for new members are as follows:
    - (aa) New members whose dues are paid to the Club between June 1 and November 30 pay full dues.
    - (bb) New members whose dues are paid to the Club between December 1 and March 31 pay one-half annual dues.
    - (cc) New members whose dues are paid to the Club between April 1 and May 31 pay full annual dues which represent all dues payable until June 1 of the following year.
  - (ii) The annual International dues for all members residing outside of a District is one-half the annual amount, payable in U.S. dollars, as described in (i) above.
  - (iii) A member who pays International, District and Club dues to/through one Club and then becomes a member of another Club shall not be required to pay any dues in the second Club (or District or International) until the expiration of the period for which such dues have previously

been paid.

- (iv) Annual International dues shall include the cost of Liability Policy as described in Policy 9 F.
  - (v) Dues may not be advanced by any Club for any member, nor shall the Association refund dues or transfer dues from one member/Club to another.
  - (vi) Club must collect International and District dues from members for submission to the Association and the District. Dues may be collected on a monthly or other basis, provided that remittances to the Association and to the District shall be in accordance with the provisions in the International and District Bylaws. Club treasurers shall enforce all provisions concerning deadlines for payment of dues.
  - (vii) Clubs that pay International dues to the Association with a credit card will be assessed a bank fee.
  - (viii) Dues statements will be sent electronically by the International Office to all Affiliate members.
  - (ix) A late fee of five dollars (\$5.00) shall be assessed as of June 15 in each year for any member whose International dues have not yet been received by the International Office. If the dues plus late fee is not received by the International Office by July 10, a delinquency notice for such amounts will be sent to the Club treasurer for delinquent Club members or entire Clubs or to the Affiliate member (with copies to the District Governor for members of Clubs and Affiliate members within the District, and to the Chair of the International Membership Development Committee for Affiliate members residing outside a District) and all services will be suspended to such member and the member will be deleted from the membership rolls. If all members of a Club are delinquent, all services will be suspended to all members of the Club and the Club will be deleted from the membership roll of active clubs, unless such Club is a Club-At-Large. Reinstatement of these members will require payment of a processing fee in addition to the annual membership dues for each member.
  - (x) Clubs-at-Large will not be removed from membership rolls until full International dues, late fees and reinstatement fees have not been received for two consecutive club years.
  - (xi) Each District Governor is responsible to work with the Clubs in the District and with Affiliate members residing in the District to ensure that they fulfill their financial obligations to International. The Chair of the International Membership Development Committee is responsible to work with the Clubs-At-Large to ensure that they fulfill their financial obligations to International.
- (b) District Dues: Each District may establish annual dues, late fees and reinstatement fees.
  - (c) International Fees.
    - (i) The membership processing fee shall be ten dollars (U.S. \$10.00) per person.
    - (ii) Applications for new members must include an International processing fee.
  - (d) Returning Member: In order to be treated as a new member for purposes of the net membership gain calculation, a former member returning to a Club must have been absent from any Club rolls for not less than two (2) years.
  - (e)

## 10C. Emeritus Members <sup>20</sup>

- (a) Emeritus status is an honor that may be conferred upon an Altrusan who can no longer contribute actively due to debilitating health or other restrictions which limit the Altrusan's activities. The local Club with the approval of the District Board of Directors bestows this honor upon the Altrusan.
- (b) Altrusans who become eligible for Emeritus status are those who meet the qualifications set forth in International Bylaw Article IV. Section 3 (a)
- (c) A Club should forward the request for approval of Emeritus status to the District Governor detailing the member's qualifications for that status. The District Governor will expedite the request for action at the next District Board meeting. The District is encouraged to recognize Emeritus members through its publications and/or at District Conference.
- (d) A member shall be returned to Active status upon notification to the Club that the member is again able to participate as an Active member. The club shall update the status in Group Tally and advise District and International of such change.
- (e) If an Emeritus member's Club disbands, the Emeritus member may remain an Emeritus member of the District in which the disbanded Club was located, and may purchase such services as the member elects or may choose to become an Affiliate member and pay International dues and District dues (if within a District).
- (f) If an Emeritus member passes away, the Club should advise the District and International as soon as possible.

## 10D Life Members

If a Life member passes away, the Club should advise the District and International as soon as possible.

## 10E. Membership, Affiliate<sup>21</sup>

- (a) Applications for affiliate status may be submitted to the District Governor if the prospective affiliate lives within the geographical limits of a District or to the Chair of the International Membership Development Committee if the prospective affiliate does not reside within a District. Applications must be accompanied by a check for District dues, if applicable, and a check for International dues. International shall thereafter bill Affiliate Members who reside within a District after the District's authentication of their status.
- (b) Applications, approved by Governors or Chair of the International Membership Development Committee, along with checks for International dues will be forwarded to International by the Governor or Chair of the International Membership Development Committee.
- (c) Affiliate membership will be reviewed annually by the Governor of the District within which an affiliate resides. If eligibility is authenticated, the District will bill the affiliate directly for District dues.
- (d) Affiliate membership is also granted to members of a Club in development. Processing of their applications is per the New Club Building Manual.

## 10F. Membership Development/New Club Building/Virtual Club

- (a) Planning New Club Building
  - (i) The International Membership Development Committee is responsible for coordinating the organization of Altrusa Clubs.

- (ii) The District New Club Building Chair will complete a new club building assessment each biennium and present a report to the District Board of Directors for its approval.
  - (iii) Approved District New Club Building reports will be forwarded to the International Membership Development Chair and the International Office.
- (b) Organizing a New Club
- (i) The organizing Club or individual(s) will complete a New Club Building Proposal and submit it to the District Governor for approval. The District Governor will send the approved form to the International office, the International Membership Development Chair, District Membership Development Chair and District New Club Building Chair. All District New Club Building projects must be approved by the District Governor.
  - (ii) For approved New Club Building projects, the District will award to the organizing Club or individual Altrusan responsible for the project a specific amount of money, approved by the International Board of Directors and provided through Altrusa International. The award will be distributed to the organizing Club or individual(s) in the following manner:
    - (aa) One fourth (1/4) after completion and approval of the New Club Building Proposal form and after conducting the first organizational meeting.
    - (bb) One fourth (1/4) when five (5) prospective charter members have joined the club in formation.
    - (cc) One-fourth (1/4) when ten (10) prospective charter members have joined the club in formation.
    - (dd) One-fourth (1/4) when fifteen (15) prospective charter members have joined the club in formation.
- (c) Chartering a New Club
- (i) No Club may be chartered with fewer than fifteen (15) members and at least eight (8) members shall have primary membership in the club and the remaining members may be non-primary members.
  - (ii) Clubs-In-Formation.
    - (aa) While a Club is in formation, prior to official recognition, new members shall apply to become Affiliate members of Altrusa International. Those Affiliate and non-primary members may vote in Club elections, hold Club office, serve on Club committees and have interest in the property or funds of the Club under formation. They are entitled to wear the insignia of International. The Affiliate membership ends when the Club becomes officially recognized as an Altrusa Club. If for any reason the Club does not become officially recognized, any funds accrued shall be disbursed as per Policy 4C.
    - (bb) Once the Club-In-Formation has five members, the club name and logo will be sent from the International office and may be used in promotion of the new Club-In-Formation.
    - (cc) A new Club-In-Formation is officially recognized as an Altrusa Club when it has agreed to the International Articles of Incorporation and Bylaws, has adopted the required local Club Bylaws, has elected officers and signed its charter application at an organizational meeting, and when its signed charter application and all members' dues and processing fees have been received at the International Office. The International office will provide a copy of the charter to the District Governor.

- (iii) At least six (6) weeks in advance of the new Club's charter presentation event, the organizing Club shall notify the International Office giving the date of the charter presentation event, the name and address of the new Club President and the name(s) of the organizer(s). This information will be transmitted to the International Membership Development Chair.
  - (iv) Upon receipt of this information, together with the required dues and membership processing fees, the International Office shall notify all Altrusa Clubs of the planned charter event and provide the new Club with the official charter, Charter Membership Certificates, and a complimentary President's Pin.
- (d) International New Club Building/Clubs at Large
- (i) International New Club Building Procedures. The International Membership Development Chair will be responsible for the development of new Clubs-At-Large. The clubs will be organized the same as New Club Building with the addition of:
    - (aa) Clubs will be organized only in nations permitting individual freedom of assembly, expression and action.
    - (bb) The International Office will determine the exchange rate with all money paid in USD.
- (e) New Club Support
- (i) During the first year:
    - (aa) The District Membership Development Chair and/or District New Club Building Chair will directly communicate with the new Club president to reassure and/or identify areas requiring special attention.
    - (bb) The Sponsoring Club/District Organizer(s) will maintain close contact, including some personal contact, with the new Club. They shall be knowledgeable of the progress the Club is making in its organization; Board, officer and committee functions, fundraising activities, internal communication, service projects and its developing image within the community, and will see that the Club follows through with its contacts to International.
    - (cc) The International and/or District Membership Development Chair will work with the Organizer(s) to establish a close working relationship with the Club. Each will receive information of Club activities through newsletters, copies of minutes and/or other desired material.
  - (ii) At the end of the first and second year the International Membership Development Chair and District New Club Building Chair will evaluate the position of the new Club and the ongoing work of the Organizer(s) to determine if there is need for further involvement of the International/District Membership Development Chair.
- (f) Virtual Clubs
- (i) Individuals interested in organizing a Virtual club will complete a Request for Organizational Authority for Virtual Club.
  - (ii) The core team should contact the International Membership Development Chair and District New Club Building Chair to seek guidance and inform the Chairs that a new virtual club is in the discussion stage. In addition to working with the District Governor, the Chairs will provide current

materials related to creating a new club including the specific guidelines and required paperwork.

- (iii) Dues will be the same as a traditional club including International and district dues.
- (iv) A Virtual club will be considered official when the International office receives dues for the club and required paperwork has been submitted.

### **10G. Membership, Non-primary**

- (a) If an Active or Life Member wishes to be a member of more than one Altrusa Club, the member may become a member of additional Club(s) at the invitation of the non-primary Club(s) and, if the Clubs are in different District(s), with the concurrence of the non-primary District(s). The rights and duties of such non-primary memberships shall be defined by the non-primary Club(s) as to the Club matters and by the District(s) as to District matters.
- (b) Non-primary members shall be reported to International by the non-primary Club(s) or the non-primary District(s) and shall be counted in determining charter strength. Non-primary memberships shall not be counted in determination of delegates for District Conference, or International Convention nor shall non-primary members be a delegate from a non-primary Club to District Conference or Convention. An active member, who has membership in a non-primary club(s), is only entitled to 1 vote at convention or at district conference of the primary membership.
- (c) Non-primary members may hold office in a non-primary Club(s). Non-primary members shall only run for district office in the district of the primary membership. A non-primary member shall pay International dues only from the primary Club. The non-primary member shall retain all rights and duties of membership in the primary Club and District.

### **10H. New Members**

- (a) As soon as the International Office receives notice of a new member:
  - (i) The new member shall receive acknowledgement from International.
  - (ii) The local club will purchase a new member pin from Doc Morgan and provide copies of the Policies and Procedures and whatever materials the club shall determine for the new member from the International website.
- (b) As soon as a Governor receives notice of a new member in the District, the Governor should send the new member an appropriate letter of welcome and whatever materials the District Board of Directors shall determine.

### **10I. Non-Primary Members**

- (a) A first-time non-primary member application must be completed and submitted by the non-primary club to International and the district within 45 days
  - (i) Non-primary memberships must be re-confirmed during the annual renewal period.
- (b) As soon as the International Office receives notice of a new non-primary member:
  - (i) The non-primary member shall receive acknowledgement from International.
  - (ii) The non-primary member status will be updated in Group Tally.
- (c) As soon as a Governor receives notice of a new non-primary member in the District, the non-primary

member will receive an acknowledgement from the Governor and whatever materials the District Board of Directors shall determine.

## **10J. Objections to Membership**

A member wishing to file an objection to a proposed member must do so to the Club's Board of Directors. Such objection shall be made in confidence and may not be repeated beyond the Board of Directors.

## **10K. Revitalization**

### **(a) Club Revitalization Within District.**

Each District's Board of Directors shall identify Clubs within the District which are under charter strength or otherwise clearly indicate a need for assistance and develop a program for their revitalization.

- (i) A listing of the Clubs identified by each District in need of revitalization and the approved revitalization program shall be sent to the International President, the International Member Development Chair and the International Office.
- (ii) Clubs identified as needing revitalization shall be notified by the District Governor, the communication to include approved steps for revitalization and the names(s) of those assigned to the revitalization.

### **(b) Club Revitalization, Clubs-At-Large.**

The Chair of the International Membership Development Committee shall identify Clubs-At-Large which are under charter strength or otherwise clearly indicate a need for assistance and develop a program for their revitalization.

- (i) A listing of Clubs-At-Large identified as in need of revitalization and a copy of the revitalization program shall be presented to the International Board of Directors for its review and approval.
- (ii) All onsite revitalization activity shall be consistent with the approved revitalization program and be approved by the International President. All onsite arrangements shall be made by the International Office.
- (iii) Upon completion of the onsite revitalization activity, a report shall be sent to the International Office for distribution to the International President, Membership Committee and others, as appropriate.

### **(c) District Revitalization.**

The International Board of Directors shall identify Districts having fewer than twelve (12) Clubs or other Districts needing assistance and in conjunction with the District Governor of each identified District define a revitalization program. Each revitalization program shall be approved by the Board of Directors prior to implementation.

## **10L. Sponsor Recognition**

### **(a) A Member receives sponsor credit ("Sponsor Credit") as sponsor ("Sponsor") of a new member as follows:**

- (i) Sponsor Credit is received by the Member who is listed as Sponsor on the Membership Information

Form (“Form”) or any form which replaces such Form. Listing a Co- Sponsor on the Form is optional and should only be done if the person listed as Co- Sponsor truly materially aided in the recruitment of the new member; OR if the Sponsor wants a Co-Sponsor to be named in order for such Co-Sponsor to be an additional mentor the new member. In such event, the Co-Sponsor listed on the Form shall also receive Sponsor Credit.

(ii) A Member can receive Sponsor Credit with respect to a new member of a club other than the Member’s own club (even in another District), if the Member introduced the new member to the Altrusa Club and encouraged the new member to become an Altrusan. In such event, such Member (the “Outside-Club Primary Sponsor”) shall be listed on the Form as Sponsor, and a Co-Sponsor within the new member’s club is required to be listed on the Form. The Co-Sponsor shall handle local sponsor mentoring duties. Both the Outside Club Primary Sponsor and Co-Sponsor shall receive Sponsor Credit in such event.

(iii) For clubs in formation, all members of the sponsoring club have sometimes historically been given Sponsor Credit for the charter members. Commencing effective September 22, 2012, Sponsor Credit for charter members of a club in formation will instead go to members of the club building committee of the sponsoring club as well as anyone (whether or not a member of the club building committee, and whether or not a member of the sponsoring club) who is responsible for a charter member’s attendance at that charter member’s first organizational meeting. For those charter members who are not acquainted with any Altrusan, the club building committee shall make a decision as to which Member gets Sponsor Credit. No Co-Sponsor shall be listed for such new members unless the provisions of subparagraph (i) apply. Affiliate members in clubs in formation are encouraged to sponsor members in their new club and receive Sponsor Credit. Decisions as to who receives Sponsor or Co-Sponsor Credit for affiliate members in clubs in formation and charter members of newly chartered clubs will be made by the club building committee of the sponsoring club.

(b) For the purposes of Sponsor Recognition, credit will be given for a person who has not been included on the membership roster of any club within International’s records as a current member for two prior fiscal years, prior to the submission of each member’s dues.

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<sup>1</sup> International Bylaws, Article X(3)(b), Article XXI; District Bylaws, Article IX(3)(a), XVII; Club Bylaws, Article XIX

<sup>2</sup> International Bylaws, Article XIX (3)(4)

<sup>3</sup> Club Bylaws, Article I

<sup>4</sup> International Bylaws, Article X

<sup>5</sup> International Bylaws, Article X, (3); District Bylaws, Article IX,(3)(c); Club Bylaws, Article XIV(2)

<sup>6</sup> International Bylaws, Article V

<sup>7</sup> International Bylaws, Article XI, (2)

<sup>8</sup> International Bylaws, Article VI, (4)

<sup>9</sup> District Bylaws, Article VI(1)

<sup>10</sup> International Bylaws, Article XIX (1)

<sup>11</sup> International Bylaws, Article XIX(1); District Bylaws, Article I (2)

<sup>12</sup> International Bylaws, Article VI(6); District Bylaws, Article VI(7)

<sup>13</sup> International Bylaws, Article XVII

<sup>14</sup> International Bylaws, Article XVI, Article X

<sup>15</sup> District Bylaws, Article XVII(3); Club Bylaws, Article XIX(2)

<sup>16</sup> International Bylaws, Article VIII

<sup>17</sup> International Bylaws, Article VI, (4), Article VIII

<sup>18</sup> International Bylaws, Article XX; District Bylaws, Article XVI; Club Bylaws, Article XVIII

<sup>19</sup> International Bylaws, Article XVIII; District Bylaws, Article XV; Club Bylaws, Article XVII

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<sup>20</sup> International Bylaws, Article IV, (3); Club Bylaws, Article IV(3)

<sup>21</sup> International Bylaws, Article IV (4)