

ASTRA

Advisor's Guide



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ASTRA ADVISORS' GUIDE

INTRODUCTION

Finding Supporting Materials

Throughout this guide you will find references to supporting materials that can be found on the Altrusa International website after login. The website is located at www.altrusa.org. To login, select the Member Login link in the upper right hand corner of the display. Enter the email address you use for Altrusa and your Altrusa password. If you don't have an Altrusa password or don't remember it, enter your email address on the right and click the Send me my Password button. If that doesn't work or you need additional assistance call Altrusa International at 1-312-427-4410.

The specific document reference will be to a keyword in the website index. The Index tab is the furthest right on the menu bar at the top of the page. The references to the supporting materials from the Altrusa web site referenced within this document will have the form (Keyword = keyword.)

ASTRA BACKGROUND

Altrusa International, Inc. appointed a special Youth Group Committee in July 1965 to identify and develop a suggested structure and name for youth groups sponsored by Altrusa Clubs. The youth groups would be based on the following principles, as adopted by the International Board of Directors.

- 1) Altrusa's participation in the area of youth groups should not duplicate what is already being done by other organizations.
- 2) Altrusa's participation should be unique in purpose.

WHAT IS ASTRA?

ASTRA is an international community service organization for students between the ages of 12 and 25 and is supported by local Altrusa Clubs. ASTRA is an acronym for:

Ability – to know that all of us have special talents to share with others.

Service – to improve the lives of those less fortunate in the community.

Training – to develop leadership ability and potential.

Responsibility – to learn to accept obligations and know the satisfaction of carrying projects through to a successful conclusion.

Achievement – to experience success; to know that a group can accomplish so much more than any one individual.

Through ASTRA and with the help of each club's advisors, who are Altrusans, ASTRA members are provided opportunities to learn leadership skills, personal development, career planning and preparation, as well as citizenship development.

MOTTO

"Growing in Service"

ADVANTAGES OF SPONSORING AN ASTRA CLUB

There are tremendous advantages to having an ASTRA Club (or two, or three, or more) sponsored by your Altrusa Club.

- First and foremost, ASTRA Clubs and their members bring youthful energy to an Altrusa Club. They may not have a lot of time to plan an event, but ASTRA members have the energy and drive to lend their services for the success of an event.
- ASTRA fosters the concept of service through practical application in school and community. When working side-by-side with Altrusans, ASTRA members benefit from the experience offered by the sponsoring Altrusa Club members. In working together on projects Altrusa members have the opportunity to shape the future of ASTRA members by making them a part of the Altrusa family in the present in consideration of Altrusa's future.
- ASTRA members are given various opportunities for personal development, career planning and preparation, leadership training along with citizenship development.
- The future of Altrusa and ASTRA are intertwined. The two groups cannot work together without affecting each other: ASTRA members with the way they approach life, and their different thought processes, bring a sense of "youth" to Altrusa members. In turn, Altrusa members bring life experience to ASTRA members, experience which includes the positive effects that are gained through serving one's community through membership in Altrusa.

STARTING AN ASTRA CLUB

Starting an ASTRA Club is easy... just get a group of youth together and then decide on a project to do that will improve their community.....Well, maybe it's a little more involved, but not much more. The most important part is involving the youth. There are so many young people who are excellent leaders already, or in the making, and all that is needed is a guidance to enhance their leadership skills. Having the youth take on different aspects of starting an ASTRA Club helps hone those skills and gives them a sense of ownership as well as loyalty.

- Once complete approval of sponsoring an ASTRA Club is garnered by the local Altrusa Club the International Office needs to be informed of the decision. Those at the International Office will then give guidance regarding needed information, contacts for questions, resources for more information, etc. – contact Adriana Mena, the ASTRA Contact person in the International Office at Adriana@altrusa.org.

- Altrusa Clubs should be incorporated before sponsoring an ASTRA Club for liability concerns.
- Two or more Altrusa members from the sponsoring club shall be appointed as advisors for the new ASTRA Club.
- ASTRA Clubs shall adapt and then adopt the model Bylaws approved for such clubs by Altrusa International, Inc.
- Determining and being prepared to set up an account for funds that the ASTRA Club will raise for internal use (dues, etc.) and community use (projects, donations).
 - Local bank
 - School account
- This guide contains examples of various scripts for charter meetings, initiation of new members, installation of officers, as well as Bylaws, and also sample agendas for meetings.

ASTRA Club Types

Middle/High School

Home School

Vocational School/Occupational Center

College/University

Other Community organization

On its own – *ASTRA Club of Any town*

Making an ASTRA Club Successful

Generally speaking, keeping an ASTRA Club successful refers to keeping it going year after year. Due to the nature of it being comprised of an ever-changing body of students its membership makeup will be ever fluid. Just as school sports teams change each year according to the composition of students and their various skills, so too will ASTRA Clubs be “*the same thing, only different*” each year. Understanding that element is helpful to the advisors’ mindset. However, consistency is possible and necessary in certain areas of an ASTRA Club.

Some key elements to a successful ASTRA Club include:

- Meeting as a general membership at least once a month
- A consistent date, time, and place for meetings
- Having a project and/or program at that meeting
- Member-elected officers

- Encourage ASTRA members and Altrusa members to bring potential members to all meetings
- Altrusa members who are devoted to ASTRA and keeping it going through thick and thin
- Practicing parliamentary procedure on a level the ASTRA members can understand
- Including a school "contact" (staff member)
- Directing meeting progress with an agenda which includes "Info from your advisor"
- Expecting the ASTRA Members to bring project ideas to be explored and carried out
- Bringing project ideas to the ASTRA members for them to choose to do or not do
- Having the ASTRA and Altrusa Clubs work together on projects for each club
- Understanding that students are very busy and cannot do everything they want to, however they need to be held accountable to the club, its meetings, and projects
- Working knowledge of today's youth's means of communication - texting, Facebook, LinkedIn, etc.
- Utilizing local press to spread the word of ASTRA's great involvement and service to the community
- Helping ASTRA members to know about and be involved with District and International activities as much as feasible
- Completing the End of Year Club Activity Report and using it as a tool and guide for growth
- Completing Club Roster for the International office each year
- Inviting ASTRA members to Altrusa meetings
- Inviting Altrusa members to ASTRA meetings

AWARDS TO ASTRA MEMBERS FROM ALTRUSA

It is important to note that ASTRA is becoming a more integral part of the Altrusa International organization and in so doing Altrusa now has means by which it recognizes ASTRA Clubs, and outstanding ASTRA members.

The Altrusa Foundation now funds \$500 to recognize five different ASTRA Clubs for service within their community. Each ASTRA Club that completes and turns into the International Office on time an End of Year Club Activity Report is eligible to be recognized. Recognition is in the form of a gift of \$100 in honor of the ASTRA Club to an organization or project with which the club has worked in the past year. For example, a club's report which is randomly chosen may describe their work with a local child advocacy center which the ASTRA members warrant is deserving of recognition and support from Altrusa International and the Altrusa Foundation.

Scholarships are now available to ASTRA members graduating from high school and continuing their education at a technical school, college, university, etc. Starting in 2012 the Altrusa Foundation will fund two \$500, and two \$2,000 scholarships to four ASTRA members who demonstrate outstanding community service, leadership skills, and potential. This \$5,000 commitment from the Altrusa Foundation validates its appreciation of the importance of ASTRA to Altrusa's future.

The End of Year Club Activity Report as well as the Scholarship application and relevant information are both available online at www.altrusa.org.

ASTRA MEETINGS

Each ASTRA Club should hold at least four different kinds of meetings each year:

- Regular meetings
 - Board meetings
 - Initiation meetings
 - Installation meeting
- **Regular meetings** are for the entire ASTRA membership and should include information about upcoming projects, a wrap-up of recent projects, a request of the membership for new project ideas, and when feasible should also include a program and/or project for the members to complete during the meeting time. (A sample Regular Meeting Agenda is at the end of this Guide.)
 - **Board meetings** are for the officers of the club. It is at these meetings when project ideas that come to the Advisors can be discussed as to whether or not to take to the general membership, bills can be paid by the treasurer, correspondence can be completed by the secretary, and other business can be decided as to whether or not be taken to the general membership. For well-established ASTRA Clubs, a workable budget can be established. As well, prospective new members can be evaluated for conformance to ASTRA and school eligibility criteria by the board and Advisors.

- **Initiation meetings** can be held as often as the club deems necessary, or just once or twice a year. It is at these meetings that new members are brought into/initiated into the ASTRA Club membership. (A sample script of an ASTRA Initiation is at the end of this Guide.)
- **Installation meeting** is held once a year with the purpose to be to install the newly elected officers who will lead the club in the upcoming year. Elections of officers can be held at the end of the ASTRA/school year so that the club is ready to go upon the starting of the new year. Or, elections can be held at the beginning of the new ASTRA/school year to allow for any changes in membership that may have occurred since the end of the previous year. (A sample script of an ASTRA Installation Meeting is at the end of this Guide.)

For ALL meetings, as well as projects, it is good practice to have a **sign-in sheet** for members to use, and for Advisors to be able to refer for attendance, service hours, etc.

ASTRA POLICIES

ASTRA Club Policies are set by International for all ASTRA Clubs. Each club may adapt guidelines or regulations so long as they are not in conflict with Bylaws and Policies of Altrusa International, Inc.

ALL clubs for youth that are organized and sponsored by an Altrusa Club shall be known as an ASTRA Club.

Child Protection/Abuse

Altrusa International Inc. supports and maintains environments that are free of child abuse and neglect as defined by the Child Abuse Prevention and Treatment Act (CAPTA) which is federal Public Law 93-247. Child abuse and neglect are unlawful acts, and it is against policy for any Altrusa member and/or volunteer, male or female, to physically, sexually, mentally, emotionally, or verbally abuse or neglect any ASTRA Member, girl or boy.

In compliance with applicable federal and state laws, Altrusa International, Inc. prohibits the participation of anyone to be involved or affiliated with ASTRA who is found guilty of child abuse and neglect or has been convicted of child abuse and/or neglect. A criminal background check must be performed annually of all adults working with minors.

It is important for Altrusans to know these federal and state laws. Numerous resources regarding these laws are available online.

Altrusa International Photo Release Policy

Altrusa International has an existing policy that requires written consent from members and/or their guardians who appear in a photo that is sent to the International Office for publication or display on the website. A photo release is to be used ANYTIME a photo is to be published, regardless of whether the use is by Altrusa International, ASTRA, or any other entity.

Limitation of Membership in ASTRA

Membership in ASTRA is limited to youth/young adults between the ages of 12 and 25 years of age. This age span is to account for those citizens who are considered “traditional” students in the community, as in they have not yet been considered eligible for membership in Altrusa.

District Conference and International Convention

Altrusa International policies encourage the attendance and involvement of ASTRA Members at all District Conferences as well as at International Conventions. Particularly when conferences and/or conventions are in close proximity to ASTRA Clubs it is important to encourage ASTRA members to attend these events for they will learn a lot about Altrusa of which they are all a part.

SERVICE PROJECT IDEAS

- Children’s Hospitals
 - Visitation
 - Activities for patients
- Food Banks
 - Food Drive competitions between other clubs
 - Staffing facility
 - Shelf stocking support
 - Sorting support after other Community food drives
- Soup Kitchens
 - Serving and/or preparing meal
 - Food drive for their “pantry”
- Homeless Shelters
 - Coat, hat, gloves, and/or mitten drives
 - Hygiene kits
 - Blanket drives
- “Cause” Walks
 - Breast Cancer, Alzheimer’s, Relay for Life, etc.
- Road side or other area clean up
- Humane Society
 - Pet Food and Supply Drives

- Shelter assistance
- Child Advocacy Centers
 - Supply needs
 - Client needs
- Resource Centers Needs
- Support of OTHER organizations' foundation fundraising efforts (hospitals, hospice, police, etc.)
 - Set up and/or Clean up
 - Serving
 - Coat checking
- Drug Free Promotional Programs
- International Outreach Programs
- YMCA or Recreation Center community events
- Holiday "Secret Gift Giving"

APPENDIX

The next pages include the various forms ASTRA Clubs need to be sure are completed as noted. Also included on the next pages are suggested scripts for charter ceremonies, the initiation of new members, as well as the installation of new officers.

Notice of ASTRA Club Sponsorship

Suggested letter from Altrusa Club to Altrusa International, Inc., advising that an ASTRA Club has been sponsored:

_____ (date)

Altrusa International, Inc.

One North LaSalle Street, Suite 1955

Chicago, Illinois 60602-4006

Dear _____(Name of International President):

Altrusa International, Inc. of _____ is proud to announce the sponsorship of the ASTRA Club of _____. The date of organization of the new ASTRA Club will be _____(date).

The names of the Officers of the new Club are enclosed on the ASTRA Club Officers' form. We are pleased to be a member of the ASTRA family.

Sincerely yours,

President

Application for ASTRA Membership

Application for ASTRA Membership



Name of applicant: _____

Home Address: _____

Telephone number: _____ TEXT (Y N)

Email address: _____

Birthdate: _____ Grade/Year: _____

School: _____

Club Affiliations: _____

Hobbies/Interests: _____

Name of Parent(s)/Guardian(s): _____

Address: _____

Email Address: _____

Telephone number: _____

Date

Signature of Applicant

Application Approved for _____ Dues paid _____

Altrusa Member / Advisor _____

CONTACT: Susan Smith – 555-5597 or Cathy Jones – 555-7389 for more ASTRA information
Please return to the ASTRA box in office, to Ms. Smith or Mrs. Jones for:
Altrusa International, Inc.
One North LaSalle St. Ste. 1955 – Chicago, IL 60604-4006
Telephone – 312-427-4410
www.altrusa.org

Parent/Photo Permission Form



Parent/Photo Permission Form

ASTRA Club of _____

My minor child _____ has my permission to participate in the ASTRA Club of _____ to include any meetings, fundraisers and various functions.

I realize that some projects will require my child to leave school property in order to be accomplished and I give my child permission to leave school property for the purpose to serve, work on projects, or whatever other means is required to complete an ASTRA community service project.

When transportation cannot be provided by me (the parent/guardian) I also consent to my child being transported by vehicle to and from projects, functions and fundraisers by the advisors of the ASTRA Club who also may be members of Altrusa International Inc., of _____.

In case of emergency I can be reached at: (please PRINT)

Parent's/Guardian's name: _____

Telephone Number _____ Email address: _____

If I cannot be reached in the event of an emergency, the following person is authorized to act on my behalf:

Name: _____ Telephone Number: _____

Address: _____

Relationship to participant/ASTRA member: _____

Any health conditions or allergies advisors need to be aware of are: _____

Physician's name: _____ Telephone Number: _____

Signature of Parent/Guardian

Date

Photo Release

I hereby give Altrusa International, Inc. the absolute right and permission to use photos of me (age 18 or older) or my minor child named on this application, in its promotional materials and publicity efforts. I understand that the photograph(s) may be used in a publication, print ad, electronic media, (e.g. video, CD-ROM, internet, World Wide Web), or other form of promotion. I acknowledge that Altrusa owns the photograph. I acknowledge Altrusa's right to crop or treat the photograph in its discretion. I also acknowledge that Altrusa may choose not to use the photograph at this time, but may do so at its own discretion at a later date. I waive any right to compensation arising from or related to the use of the photographs.

The signature of individual (or the parent in the case of a minor child) on this form indicates approval for the use of ASTRA related photographs as indicated above.

Signature of Individual/Parent/Guardian

Date

_____ I do not give photo release permission for me (age 18 or older) or my minor child

Sample ASTRA Meeting Agenda



ASTRA Club of CHS

Thursday, October 4, 2012

Call to order

Pledge of Allegiance

ASTRA Accent - Find information from the ASTRA Manual. (Keyword = ASTRA Manual)

Introduction of Guests

Projects

Adopt A Highway

Kits.... Karina

Ideas....

Program

Mrs. Brown – Abraham Connection

Next meeting

Thursday, November 1st

CHS Library – 6:00 PM

Dec. 6, **Jan. 3 or 10**, Feb. 7, Mar. 7, Apr. 4, May 2

Reminders

Applications & Parent Permission forms

Sign in to book for meetings and volunteer hours

Facebook page.... **CHS ASTRA**

Email addresses and/or cell phone numbers to text reminders

Benediction

May we go forth with high ideals to greet our fellow man

Be true to all ASTRA aims until we meet again.

Meeting adjourned

ASTRA Bylaws

(Approved by the Legal Advisor and Bylaws, Resolutions and Recommendations (BRR) Chair of Altrusa International, Inc.) Please adapt these bylaws with the information specific to your ASTRA Club.

ARTICLE I. Name

The name of this Club shall be the ASTRA Club of _____.

ARTICLE II. Organization

Section 1. This Club shall be organized and sponsored by, but not be a part of Altrusa International, Inc. of _____ (Altrusa Club).

Section 2. This Club shall be granted a Charter by the sponsoring Altrusa Club, provided these Bylaws have been adopted.

ARTICLE III. Purposes

Section 1. The purposes of this Club shall be:

- a) To provide opportunities for personal development, career planning and preparation, leadership training, and citizenship development.
- b) To foster the spirit of altruism through practical application of service in school and/or community, as well as through recognition of the world community.
- c) To sponsor social and cultural activities.
- d) To promote fellowship and better understanding among all people.

ARTICLE IV. Membership

Section 1. Membership shall be open to individuals between the ages of 12 and 25 years of age.

Section 2. Membership shall be conferred only upon written invitation from the sponsoring Altrusa Club.

Section 3. The procedures for invitation shall be those specified by International.

ARTICLE V. Duration of Membership

Section 1. Membership shall endure until the member reaches the age of 26 except as hereinafter provided.

Section 2. Removal of Club Members

- a) Cause.
 - i) Any member may be terminated from membership by the sponsoring Altrusa Club if the individual has acted or is acting in a way to injure Altrusa's reputation or to hamper its work.

- ii) Any member may be terminated from membership by the sponsoring Altrusa Club if the individual is found to be in violation of local, state or federal laws.
- b) Active Members.
 - i) Any member may file written charges against an Active member with the Club Board of Directors, specifying the grounds for expulsion. The Club Board of Directors shall hold a hearing on the charges. The Club Board of Directors shall give thirty (30) days' written notice, delivered in person or sent by certified or registered mail, to such member, specifying the time and place of the hearing, and the charges. The member is entitled to be present at the hearing, to be represented by counsel (who may or may not be a member), and to present a defense. The member is not entitled to be present during the Board's deliberations or to vote. If the Board determines, by two-thirds (2/3) vote of those present, that cause for expulsion exists, the member shall be expelled, effective immediately upon notice to the member.
 - ii) The member or the person bringing charges may appeal the determination of the Club Board of Directors to the entire Club membership, within fifteen (15) days of the Board's determination. The Club shall hold an appeal hearing concerning the charges. All members shall be given thirty (30) days' written notice by certified or registered mail of the appeal hearing, specifying the time and place of the hearing and the matter which is the subject of the appeal. The member against whom charges have been filed is entitled to be present, to be represented by counsel and to present a defense. The member is not entitled to be present during the Club's deliberations or to vote. The Club membership shall determine, by a two-thirds (2/3) vote of those present, whether the determination of the Club Board of Directors should be overturned or affirmed. Its decision shall be final and shall be effective immediately.
- c) Forfeiture. Active membership shall be forfeited automatically;
 - i) if such member shall absent her/himself from _____ (number) successive meetings without good cause;
 - ii) (optional) When the member fails to pay annual dues and/or late charges as established by the Club Board of Directors each year.

Section 3. Any member whose membership is terminated in any manner shall forfeit all interest, if any, in the funds and property of the Club, shall not be entitled to any refund of dues (optional) and ceases to be entitled to wear or display the ASTRA insignia or emblem.

ARTICLE VI. Meetings

Section 1. This Club shall meet at least once each month and may meet more often.

Section 2. Regular meetings shall be held on the _____ of each month at such time and place as may be designated by the sponsoring Altrusa Club.

Section 3. Special meetings may be called jointly by the Altrusa Advisors and the Board of Directors.

ARTICLE VII. Quorum

Section 1. One-third of the membership shall constitute a quorum at regular meetings.

Section 2. A majority of the membership shall constitute a quorum at a special meeting.

ARTICLE VIII. Advisors

Section 1. Two or more members of the sponsoring Altrusa Club shall be appointed as advisors to this Club.

Section 2. The Altrusa advisors shall attend all meetings of this Club and all meetings of the Board of Directors. They shall perform such other duties, as specified by the sponsoring Altrusa Club.

ARTICLE IX. Board of Directors

Section 1. The Board of Directors shall consist of the Officers.

Section 2. In the event of a vacancy in the Office of President, the Vice President shall serve as President for the remainder of the term.

Section 3. Any other vacancy in the Board of Directors shall be filled by the remaining members of the Board of Directors voting thereon by ballot.

ARTICLE X. Duties of the Board of Directors

The Board of Directors jointly with the Altrusa advisors shall have general control of the Club and of all Officers and Committees; it may, for good cause, declare any office vacant, and shall fill vacancies as provided in Article IX. Section 2 and Section 3. The Board of Directors shall appoint the Committee on Nominations.

ARTICLE XI. Meetings of the Board of Directors

Section 1. Regular meetings of the Board of Directors shall be held on the _____ of each month, at such time and place as the Board and the Altrusa advisors may designate. Board meetings are optional during months in which the Club does not meet.

Section 2. Special meetings of the Board of Directors may be called jointly by the President and the Altrusa advisors.

Section 3. A majority of the Board of Directors shall constitute a quorum.

ARTICLE XII. Officers

Section 1. The Officers of this Club shall be a President, Vice President, Secretary, and Treasurer.

Section 2. The term of office of each Officer shall be one year. No Officer shall hold the same office for more than two consecutive terms. Any part of a term equaling or exceeding one-half of the regular term shall be considered a term, in deciding eligibility for re-election.

ARTICLE XIII. Duties of Officers

Section 1. The duties of Officers shall be such as are implied by their respective titles and such as are specified in these Bylaws.

Section 2. The President shall be Chairperson of the Board of Directors and a non-voting ex-officio member of all standing and special committees, except the Committee on Nominations. The

President shall appoint all committees, except the Committee on Nominations. The appointments shall be subject to the approval of the Board of Directors and the Altrusa advisors.

Section 3. The Vice President shall act in the absence or inability of the President and perform such other duties as are assigned by the President.

Section 4. The Secretary shall keep a record of attendance at all meetings; keep the minutes of each meeting; perform such other duties as may be ordered by the Board of Directors and keep a permanent file of important papers.

Section 5. The Treasurer shall collect all money due the Club, keep an accurate record thereof, deposit the same in a bank in the name of the Club, pay bills authorized by the Board of Directors, and present a full report at each regular meeting of the Board and to the Club. The Treasurer shall submit for audit the book in which the record of receipts and disbursements for the year has been kept, and the annual report.

Section 6. Removal from Club Office

- a) An elected or appointed Officer may be removed from office for cause. "Cause" shall include, without limitation, failure to perform the duties of the office, failure without excuse to attend meetings of the Club, the Club Board of Directors, or acting in such a way as to injure Altrusa's reputation or hamper its work.
- b) Any member of the Club Board of Directors may file written charges against an elected or appointed Club Officer, specifying the grounds for removal from office. The Club Board of Directors shall hold a hearing about the charges. The Club Board of Directors shall give thirty (30) days' written notice, delivered in person or sent by certified or registered mail, to such Officer, specifying the time and place of the hearing and the charges. The Officer is entitled to be present at the hearing, to be represented by counsel (who may or may not be a member) and to present a defense. The Officer is not entitled to be present during the Club Board of Directors' deliberations or to vote. If the Club Board of Directors determines, by two-thirds (2/3) vote of those present that cause for removal exists; the Officer shall be removed from office, effective immediately upon notice to the Officer.
- c) The Officer or the persons bringing charges may appeal the determination of the Club Board of Directors to the entire Club membership, within fifteen (15) days of the decision of the Club Board of Directors. The Club membership shall hold an appeal hearing concerning the charges. The Club Board of Directors and the Officer shall be given thirty (30) days' notice by certified or registered mail of the appeal hearing, specifying the time and place of the hearing and the matter which is the subject of the appeal. The Officer is entitled to be present, to be represented by counsel, and to present a defense. The Officer is not entitled to be present during the membership's deliberations or to vote. The Club Membership shall determine, by a two-thirds (2/3) vote of those presents, whether the determination of the Club Boards of Directors should be overturned or affirmed. Its decision shall be final and shall be effective immediately.

ARTICLE XIV. Election of Officers

Section 1. All Officers shall be elected by ballot at a regular meeting of the Club in (month) of each year and shall be installed in office by _____ (month and date).

ARTICLE XV. Committees

Section 1. There shall be the following Committees in this Club, each to consist of at least two members, one of whom shall be the Chair.

- a) Bylaws
- b) Finance
- c) Membership
- d) Nominations
- e) Program
- f) Publicity
- g) Service Projects
- h) Other committees as needed

Section 2. The Committee on Bylaws shall have charge of all proposed amendments to the Bylaws of the Club. It shall endeavor to explain or interpret to the Club the provisions set forth in the Bylaws.

Section 3. The Committee on Finance shall cooperate with the Committees on program and service projects in developing ideas for fundraising activities.

Section 4. The Committee on Membership shall cooperate with the Altrusa advisors to propose eligible members to be invited to membership.

Section 5. The Committee on Nominations shall submit the names of one or more nominees for each office to be filled. At least thirty days before the election is to take place, the names of the consenting nominees, together with the respective offices for which they are nominated, shall be sent by the Committee on Nominations to the President and to the Secretary.

Section 6. The Committee on Program shall work with the Altrusa advisors to develop a program in accordance with the purposes of the Club and the interest of the members.

Section 7. The Committee on Publicity shall endeavor to secure the publication of news items concerning the activities of the Club. The Chair shall submit all news releases to the Altrusa advisors for approval prior to publication.

Section 8. The Committee on Service Projects shall cooperate with the Altrusa advisors to develop service projects in accordance with the purposes of the Club and the interests of the members. All projects shall have the approval of the Altrusa advisors prior to adoption by the Club.

Altrusa International Scholarship for Graduating ASTRA Members

The ASTRA scholarships awarded annually give the Altrusa International Foundation the opportunity to recognize high school senior ASTRA members who have grown through service in ASTRA. A winning applicant will have demonstrated exemplary Altruism within his or her community.

The most current scholarship information and application material is available on the Altrusa International web site. (**Keyword** = ASTRA Scholarship)

ASTRA Club Roster

ASTRA Club of _____



ROSTER

Advisor: _____

Altrusa Club: _____

Advisor: _____

Altrusa Club: _____

Advisor: _____

Altrusa Club: _____

President: _____

Email address: _____ phone: _____ text Y/N

Vice President: _____

Email address: _____ phone: _____ text Y/N

Secretary: _____

Email address: _____ phone: _____ text Y/N

Treasurer: _____

Email address: _____ phone: _____ text Y/N

Name: _____ **Committee/Chair:** _____

Email address: _____ phone: _____ text: Y/N

Name: _____ Committee/Chair: _____

Email address: _____ phone: _____ text Y/N

Name: _____ Committee/Chair: _____

Email address: _____ phone: _____ text: Y/N

Name: _____ Committee/Chair: _____

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Email address: _____ phone: _____ text: Y/N

Name: _____ Committee/Chair: _____

Email address: _____ phone: _____ text Y/N

Name: _____ Committee/Chair: _____

Email address: _____ phone: _____ text: Y/N

Name: _____ Committee/Chair: _____

Email address: _____ phone: _____ text Y/N

Name: _____ Committee/Chair: _____

Email address: _____ phone: _____ text: Y/N

Name: _____ Committee/Chair: _____

Email address: _____ phone: _____ text Y/N

Name: _____ Committee/Chair: _____

Email address: _____ phone: _____ text: Y/N

Name: _____ Committee/Chair: _____

Email address: _____ phone: _____ text Y/N

Name: _____ Committee/Chair: _____

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Name: _____ Committee/Chair: _____

Email address: _____ phone: _____ text: Y/N

Name: _____ Committee/Chair: _____

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End of Year Club Activity Report

The End of Year Club Activity Report, to be filled out each year by each ASTRA Club, is designed to help keep open the lines of communication between the International Office, the International ASTRA Chairman and Vice-Chairman, District ASTRA Chairmen, and club advisors. It will provide information that can be shared with all ASTRA Clubs. The report will also remind ASTRA clubs of the many ways they can be assets to their communities. The report will not be used as a means of judging ASTRA Clubs. It is simply a tool for ASTRA Clubs, as well as a form of communication.

Service Awards

EACH club that turns in a report on time will receive a patch that is to be attached to the club's ASTRA flag. The patch will indicate the year the report information covered and will remind the club of the different activities, projects, and events in which it was involved during that year. As the flag is displayed at activities in which the club participates, the patches will show the community the history of the club. These patches will be great conversation starters.

Of all of the completed reports that are turned in on time each year, five will be randomly selected and each project/community need described therein will be given a \$100 donation from the Altrusa International Foundation. These donations will not only respond to community needs, they will also bring recognition to the supporting ASTRA Club, Altrusa International, and the Altrusa International Foundation.

The End of Year report is available on the Altrusa International web site. (**Keyword** = ASTRA End of Year Report)

Sample Charter Ceremony Proclamation

ASTRA Proclamation for _____ (date)

Whereas, the new ASTRA Club of _____ is a volunteer organization for young people, sponsored by Altrusa International, Inc. of _____ as part of their hours of community service;

Whereas, ASTRA is an acronym formed from ABILITY - to know that all of us have special talents to share with others; SERVICE - to improve the lives of those less fortunate in the community; TRAINING - to develop leadership ability and potential; RESPONSIBILITY - to learn to accept obligations and know the satisfaction of carrying projects through to a successful conclusion; ACHIEVEMENT - to experience success; to know that a group can accomplish so much more than any one individual;

Whereas, the goals of the ASTRA Club are to provide opportunities for personal development, career planning and preparation, leadership training and citizenship development; to foster the concept of service through practical application at _____ (area(s) where Club will provide service); to sponsor social and cultural activities; and to promote fellowship and better understanding among all people;

Whereas, the motto of the ASTRA Club of _____ is "Growing in Service;"

Whereas, the new ASTRA Club of _____ gives students an opportunity to use their time and talent to enrich the lives of others; to work with other local civic and volunteer groups on service projects of lasting benefit; and to interact with the business, professional and civic leaders who are members of the sponsoring Altrusa International, Inc. of _____ Club;

Whereas, the ASTRA Club of _____ will receive its official Charter Certificate and its _____ (number) members will each receive their personal Charter Certificate from Altrusa International on _____ (date);

Whereas, the ASTRA Club of the _____ will install the following Charter Officers: _____, President; _____, Vice-President; _____, Treasurer; _____, Secretary; _____, Communications Chair; and _____, Membership Chair on _____ (date);

Whereas, _____ is the advisor for the new ASTRA Club of _____; while the _____ Altrusa Club advisors are _____.

Be it therefore resolved that the _____ (name of new ASTRA Club) be duly chartered on this date; _____.

Sample News Release

This is an example news release. Each Club should feel free to adapt it to their particular Club and community.

In harmony with its dedication to strengthening grassroots public service opportunities in communities across the nation, Altrusa International Inc. announces the formation of the ASTRA Club of ___in _
_____ (city, state).

Sponsored by Altrusa International Inc. of _____, the ASTRA Club formed in _____ (month year) and received its official Charter on _____ (month day, year). During its formation period, Club members coordinated an impressive service project repertoire including, _____ (list ASTRA Club projects) to benefit various community organizations. The _____ ASTRA Club also sponsored a ___(name fundraiser) as its first fundraiser and voted to carry over the proceeds to fund the Club's service projects during the ___(year) school year.

The _____ ASTRA Club sponsor is teacher _____ (name) of _____ (city). Working closely with advisers from the _____ Altrusa Club, _____ (name of ASTRA Club sponsor) led the group through its formation process. "The _____ (Altrusa Club name) Altrusans are dedicated to helping these young people succeed," _____ (name of ASTRA Club sponsor) said. "They have taken these students under their wing as mentors, so I have no doubt that our ASTRA Club will be a permanent fixture at _____."

Student leaders elected by their peers to lead the new ASTRA Club through its inaugural year include _____, President; _____, Vice President; _____, Secretary; and _____, Treasurer. This group of Officers will lead the membership in selecting Committee Chairs and service projects for the coming year.

ASTRA Clubs are open to youth ages 12 through 25 who have a desire to strengthen their leadership skills and develop their talents. Through various service and fellowship activities, ASTRA members learn the value of giving back to their communities through interaction with the business, professional, and civic leaders who are members of the sponsoring Altrusa Club.

Altrusa International (www.altrusa.org) is a community service organization that espouses volunteerism, service and fights for literacy and against AIDS. Assistance is given to projects emphasizing literacy through its nonprofit Foundation.

Installation Ceremony

M/C: We will now have the Officer Installation Service. Altrusa Club President and/or a member of the ASTRA Committee will install the Officers.

Installing Officer

Will the Officers to be installed come forward as your names are called? (Indicate a place to stand close to the table with the candles and ask them to stay standing after lighting their candle).

_____	President
_____	Vice President
_____	Secretary
_____	Treasurer
_____	_____ Committee Chair
_____	_____ Committee Chair
_____	_____ Committee Chair

_____, as President, you will need to use your leadership skills in performing the duties of the office and in working with the other Officers and members in carrying out the activities of this Club. To give effective direction to these activities, you must constantly work to strengthen your own abilities and the abilities of the members. If you accept these responsibilities, will you light the candle for Ability?

_____, as Vice President, it will be your responsibility to assist the President in every way possible. One way in particular is in the program activities of the Club. Properly planned and carried out, these activities will result in service to the members and will improve the lives of those less fortunate within the community. If you will accept the responsibilities of Vice President, will you light the candle of Service?

_____, as Secretary, you will keep the records of the Club and will perform all of the duties normally required of the Secretary. You will have an opportunity to assist with the training of the incoming Officers and members by providing them with Club information and with materials from other available sources. If you will accept these responsibilities, please light the candle of Training.

_____, as Treasurer, it will be your responsibility to handle all the funds of the Club; keep accurate records, and make reports when requested to do so. The duties of the office of Treasurer indicate responsibility. If you accept these duties, please light the candle of Responsibility.

(Modify as appropriate for the committees of the ASTRA Club)

_____, as Membership Chair, it is your responsibility to recruit new ASTRA members and to cooperate with the Altrusa advisors. If you accept these duties, please light the candle of Achievement.

_____, as Communications Chair, you shall endeavor to secure publication of news items concerning the activities of the Club, and to submit all news releases to the Altrusa advisors for approval prior to publication. If you accept these duties, please light the Altrusa candle of Efficiency, Patriotism, and Service.

These Officers and Committee Chairs have accepted the responsibilities of their respective offices and have lighted the candles of Ability, Service, Training, Responsibility, Achievement, and the Altrusa candle of Efficiency, Patriotism, and Service

Installing Officer – turn to all the members and state:

If you, the members who have accepted the purposes of the ASTRA Club, will accept the responsibility of working with these Officers in every way, the glow from the candles of Ability, Service, Training and Responsibility, Achievement and the Altrusa candle of Efficiency, Patriotism, and Service. Will you indicate your acceptance by standing?

Installing Officer, once candle is lit, state: these candles will light the way as you serve others and yourselves.

Installing Officer, please state: _____, Altrusa President will present the President's gavel to the new President.

Altrusa President: Please hand the gavel to _____President, and congratulate the Officers. The Officers and members may be seated.

Installing Officer: I present to you the ASTRA President _____.

(The newly installed President should be prepared to give an acceptance speech that will inform the guests of the Club's hopes dreams and goals for the ASTRA Club.)

M/C: Thank you, _____. Your message on this occasion will be remembered and treasured as we grow together in service. (Then invites any of the special guests or ASTRA members to make comments.)

Thank you for coming – please join us for refreshments.

Charter Ceremony

Master/Mistress of Ceremony (M/C): Welcome to the Charter ceremony of the ASTRA Club of _____ . My name is _____ . I am the ASTRA Chair of _____ .

Procession

The ASTRA members walk in. The Officers are last and should be seated in the front.

M/C: Welcome. We are honored to have with us today, _____ as our distinguished guest.

ASTRA student gives our greetings in English, Spanish, French (or any other language appropriate for the location.) (Allow time for a response)

We are also honored to have Altrusa District _____ Governor, (or designated representative). Please join me in giving our guest a warm welcome.

M/C: Invite the Governor or the Representative to say a few words.

M/C: Thank you, Governor/Representative _____ .

We are privileged to have with us this afternoon/evening the following honored guests: (include whomever you feel is appropriate,) Club Presidents and members; families and friends of the ASTRA Charter members. Welcome and thank you for sharing this special moment with us.

We have received the following GREETINGS from our Altrusa International President _____ .) M/C reads letter addressed to the new ASTRA members.)

M/C: _____ , Altrusa President of _____ will present the Charter Certificate from International and install the Club.

Altrusa President:

(Hold up and read what is on the ASTRA Charter Certificate. Ask the ASTRA Charter members to please stand.)

Turn to the members and state: Please respond to the following question with "I Do"

In accepting membership in the ASTRA Club of _____ , do you accept the purposes and agree to comply with the Bylaws of the Club? **I DO**

Please raise your right hand and repeat after me.

In accepting membership, I pledge to uphold the high purposes of ASTRA. I will strive to maintain those purposes through my Ability, Service, Training, Responsibility and Achievement

I now declare you members of the ASTRA Club of _____. May you find this new association one of happiness and satisfaction. Please come to the lectern as _____ (Assigned Altrusan) reads your name and remain standing at the front until all members are at the front of the room.

Altrusan comes to the podium and reads each name. President stands beside and presents each student with their Charter Member Certificate, and membership card. Altrusan presents each student with a yellow rose (if applicable.)



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