



Altrusa International, Inc.

Official Policies

July 22, 2015

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Policies

As allowed in Article VII, Section 1 of the International Bylaws, the International Board of Directors adopts International Policies in order to implement or clarify the Bylaws, the programs of International, its purposes and its principles, provided such Policies are not inconsistent with U.S. Federal law, the laws of the State of Indiana, the Articles of Incorporation of International or the Bylaws. Policies require approval only by the International Board of Directors, except the amount of International dues.

Policy 1: Annual Reports

- (a) For the purpose of assessing local/district/ international progress, each Altrusa Club shall prepare and submit an Annual Report. Developed jointly by the International Board of Directors, the Annual Report shall include, but not be limited to:
 - (i) A report of the Club's organizational strengths;
 - (ii) A report of the Club's service involvement.
- (b) **Community Service Hours:** Community Service involvement entails service projects and activities sanctioned by Altrusa, as documented in a Club's minutes. Service hours include time spent in planning, preparation, execution and evaluation of fundraisers and service projects. ASTRA and New Club Building are service projects. Operating and internal fundraisers used to fund the operating budget do not qualify for any service hours.
- (c) **Member Service Hours:** Altrusa's member services include services such as production of newsletter, leadership training workshops, International representation at Conferences, etc.
- (d) **Other Volunteer Hours:** Club member participation in non-Altrusa community service activities, includes volunteer work. For example, in hospitals, schools, libraries, not-for-profit organizations and activities such as mentoring, tutoring, etc.
 - (i) A report of the Club's recruitment and retention activities;
 - (ii) A report of the Club's involvement with the International Foundation;
 - (iii) Special recognition (i.e., Mamie L. Bass Award, new Club formation, community awards/recognition).
- (e) The criteria shall be communicated to each Altrusa Club as early into the new biennium as possible.
- (f) Official Annual Report forms shall be sent by the International Office to each Altrusa Club at least six (6) weeks prior to the date they are due.
 - (i) One completed copy of the Club Annual Report shall be sent to the District Membership Development Chair.
 - (ii) One completed copy of the Club's Annual Report shall be retained for the Club's records.
- (g) The District Membership Development Chair shall compile a District profile from the Club Annual Reports submitted for distribution as determined by the District Board of Directors. A copy of the District profile is to be sent to the International Office and to the International Membership Development Chair.

- (h) The International Office shall compile an International profile from the District profiles submitted and present that profile at the next meeting of the International Board of Directors.

Policy 2: Address Information

- (a) 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.
- (b) Through login to the Members Only website the information available to other members will be name, email address, city/state/zip, Club, and District. Members may opt out of having this information publicly displayed by requesting this on their Altrusa Profile page or by contacting the International Office.
- (c) Current address labels/information of Club Presidents, District Boards, Past District Governors and Past International Presidents shall be released to candidates for International Office upon written request to the International Office and for a one-time use only.
- (d) Address labels/information for all members in a District shall be released upon written request to the International Office by a District Governor, District Treasurer or District Editor for the distribution of official District publications or mailings.
- (e) Address labels/information for Club Presidents, District Boards, Past District Governors, Past International Presidents, International Board and members shall be released to another organization or business firm for a mailing on a project or fund-raising promotion that has been approved by the International Board of Directors. A fee may be charged for each label request. Address labels/information shall not be provided where the applicable governmental law prohibits the release of such information or the member has requested that it not be released.

Policy 3: Club Visits

The purpose of Club visits is to strengthen District services to Clubs. A District Board member should visit each Club in the District at least once a year.

- (a) The Governor and Governor-Elect should visit a Club at least once every four (4) years.
- (b) The Governor should provide each District visitor with information on the Club, including past reports on Club visits, membership information, and past Club Progress Reports. The District visitor should request Club Yearbook and Newsletter from the Club.
- (c) The District visitor should contact the Club President to schedule the visit and offer assistance to the Club with any specific problems or concerns to the Club.
- (d) The District visitor, in consultation with the Club President, should decide whether the meeting should be open to guests.
- (e) The District visitor shall report promptly to the District Board on the visit, including an analysis of the conditions of the Club and recommendations for the future work with the Club.
- (f) The District Board of Directors may divide the District into areas for assigning Club visits, presenting workshops or for other organizational purposes.

Policy 4: ASTRA

- (a) Altrusa Clubs are encouraged to sponsor ASTRA Clubs for youths between the ages of 12 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) An ASTRA Club may be chartered by International when it has achieved the strength of 15 members.
- (d) Each sponsoring Altrusa Club shall report to International by May 31, of each year, each ASTRA Club, its incoming President, the President's address and telephone number, the number of members, the sponsoring Altrusa Club name, and any other sponsor's name and address.
- (e) Each Altrusa Club sponsoring an ASTRA Club shall:
 - (i) notify International upon such ASTRA Club's formation and chartering;
 - (ii) include information about the ASTRA Club in its Club Annual Report;
 - (iii) work with and encourage the efforts of the ASTRA Club;
 - (iv) establish a separate ASTRA Committee or include ASTRA under the Club's Service Committee;
 - (v) publicize ASTRA within Altrusa's organization and in the community;
 - (vi) encourage the educational goals of ASTRA Club members by awarding scholarships to and/or helping find scholarships for them; and
 - (vii) provide career planning and leadership training through ASTRA Club activities and by serving as mentors and role models for ASTRA members.
- (f) Each year International shall publish a directory of ASTRA Clubs, including information regarding the sponsoring Altrusa Club and the name, address, and telephone number of each ASTRA Club president.
- (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 Service Awards.
- (i) Each ASTRA Club shall be covered by International's liability insurance policy.
- (j) The International BRR Chairman 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 Club

manual. The ASTRA Bylaws and the ASTRA manual in their entirety are to be approved by the International Board of Directors.

Policy 5: Process for Selection of Convention Site

- (a) Locations for International Conventions should be investigated at least six (6) years in advance of the applicable Convention date, with a booking made at least four (4) years in advance of the applicable Convention date.
- (b) A “Call for International Convention Sites” will be issued to all Districts a minimum of five (5) years in advance of the applicable Convention date but no later than July of the fifth (5th) year prior to the applicable Convention date. Districts and/or external parties may submit letters of interest indicating they are interested in hosting such Convention and specifying a potential city or cities or venue (“Letters of Interest”). In order to be considered, such Letters of Interest must be received by the Association Manager no later than January 1 of the fourth (4th) year prior to the applicable Convention date. The Association Manager shall provide a list of the Letters of Interest received by such deadline to the Board of Directors at the next succeeding meeting of the Board.
- (c) The Association Manager in consultation with the President shall identify at least three (3) potential locations for the applicable International Convention and execute a Request for Proposals, giving consideration to sites where Conventions have relatively recently been held, so that all parts of all Districts can have the opportunity to host Conventions, where feasible.
- (d) The Association Manager shall review the responses to the Requests for Proposals and present all responses to the Board at its January Board meeting in the fourth (4th) year prior to the applicable Convention date, together with the Association Manager’s recommendations and rankings of the responses. The Board will make a first and second choice from among the responses.
- (e) During the year following the Board’s selection of its choices, the Association Manager and/or the President will visit the first choice site, review the proposed agreement with the site staff and if the venue meets the criteria established in the Request for Proposals and is deemed suitable to the Association Manager and/or the President, they will finalize the proposed agreement with the venue, subject to the review and approval of the Legal Advisor. If the first choice site is not deemed to be acceptable, the Association Manager and/or the President will follow the same process with the second choice proposal.
- (f) No later than the January meeting of the Board of Directors in the third (3rd) year preceding the applicable Convention date, or at a special meeting called for this purpose, the Board of Directors shall review and approve the final contract with the venue.

Policy 6: 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.

Policy 7: Bylaws, Resolutions and Recommendations (BRR)

- (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 Chairman appointed by the International President and two (2) members elected by the International Board of Directors at the post-Convention Board meeting 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 sixty (60) 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 February 15 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 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 the Club Presidents' E-News.

- (h) 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 two (2) members elected by the District Board of Directors 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.

- (i) 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.

Policy 8: 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) All candidates (slated and those who intend to be nominated from the floor) will have resumes printed in an official publication in standard form.
 - (ii) 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.
 - (iii) 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.
 - (iv) Résumés of all candidates will be posted, in standard form, at the Convention.
 - (v) All candidates will be presented to the Convention body and be permitted to make a five- minute presentation. The Chairman 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.
 - (vi) 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 Chairman 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-thirds (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.

Policy 9: [Reserved]

Policy 10: Clubs, Disbanding of

- (a) Whenever a Club ceases to be a member of the Association in accordance with any provision of the International Bylaws, notice thereof shall be given to the Club through its President by the Governor or Chair of Clubs-At-Large Committee, as the case may be, and the Club shall thereupon surrender its charter, if it exists, to the Governor or the Chair of Clubs-At-Large Committee for transmittal to International. After payment of its debts and obligations, the former Officers shall dispose of its assets and treasury balance to organizations organized and operated exclusively for charitable or education purposes, or to another Altrusa Club in good standing, earmarked specifically for use in their community service projects. Property that can be associated with Altrusa International, Inc. may be returned to any entity within the Altrusa organization.
- (b) Disbanding of Clubs, except for Clubs-At-Large, shall be by action of the District Board of Directors.
- (c) Disbanding of Clubs-At-Large shall be by action of the International Board of Directors; provided, however, that any Club-At-Large which shall not have paid in full its International Dues and/or fees for two consecutive club years shall automatically be disbanded without Board action, in accordance with the provisions of Policy 16, subparagraph (viii). The effective date of such disbandment shall be July 10th of the second consecutive club year for which such dues and fees remain unpaid.
- (d) Governors and the Chair of Clubs-At-Large Committee shall report the names of disbanded Clubs immediately to the International Office.
- (e) Written acknowledgement shall be provided by the Governor and/or Chair of Clubs-At-Large evidencing receipt of the charter and other documents. The Governor and/or the Chair of Clubs- At-Large shall return the charter to the International Office.

Policy 11: Names of Clubs

- (a) No Club shall include the abbreviation "Inc." in the middle of its name, effective December 31, 2013. For example, Altrusa International, Inc. of (name of city)" shall not be permitted for any new club formed after February 10, 2013. Each existing Club as of that date will change its name, if necessary, no later than December 31, 2013, according to the following guidelines:
 - (i) If a Club is duly incorporated under state law, it should use the indicia of corporate status required under state 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 state law, it must not use any indicia of incorporation.
 - (iii) Not later than December 31, 2013, each Club which is duly incorporated shall provide a copy of the amendment to its Articles of Incorporation and any other filings required

by its state or local authorities, reflecting its change of name, to the International Office.

- (b) A Club wishing to change its name (other than in accordance with subparagraph (a) of this Policy 11) 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, 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 as required by the relevant state and local laws, and provide a copy of such filings with the International Office.

Policy 12: [Reserved]

Policy 13: Committees, International

- (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, Clubs-At-Large, Chair of the BRR 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, 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, during the same biennium, 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; 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.

Policy 14: Conforming Amendments

Altrusa Policies, procedures, publications and other materials will be deemed automatically amended as necessary to conform to amendments to the Articles, Bylaws and Policies. The BRR Committee, assisted by the International Office staff, is authorized to implement such revisions necessary to reflect such conforming changes. In addition, the BRR Committee, as assisted by the International Office staff, is authorized to implement such revisions in Bylaws, Policies, Procedures, publications, manuals, and other materials, including website text, as is necessary to reflect appropriate changes resulting from such amendments to the Articles, Bylaws and Policies, such as changes to document titles, captions, dates, and similar changes, in order to maintain efficiency and clarity. Such conforming changes shall be reflected in a document posted on the website captioned Revision History or some similar title for the benefit of the members. This Policy is to be read in conjunction with other Policy provisions relating to the work of the BRR Committee.

Policy 15: District Conference

- (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 and space from the proposed Conference hotel.
- (c) 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 forward the required number of copies to the International Office for distribution.
- (d) Members of the professional International Office staff may attend District Conferences as resource people. The District Governor or International President extends the invitation through the Association Manager. Cost of attendance and all related expenses are assumed by either the inviting District or by Altrusa International, at the International President's discretion.

Policy 16: Dues and Membership Processing Fees

- (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. 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 29.
- (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) Clubs 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) Dues statements will be sent by the International Office to all Affiliate members with a copy to the District Governor if the Affiliate member resides within a District or to the Chair of Clubs-At-Large Committee if the Affiliate member does not reside within a District.
- (viii) 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 Clubs-At-Large 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. 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.
- (ix) 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 Clubs-At-Large 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.

Policy 17: Elections

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.

Policy 18: Emeritus Members

- (a) Emeritus status is an honor conferred upon an Altrusan who has been an Active member for at least ten years and can no longer contribute actively due to debilitating health or other restrictions which limits 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 are those members who are considered to be exemplary in their contributions to Altrusa in the local community, and age, infirmities or disabilities disallow the continued active participation in the Club.
- (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.
- (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).

Policy 19: 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 be staffed by the exhibiting Club member(s) and/or 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 be staffed by District representatives and/or provide handouts including the name, address and telephone number of that District's appropriate resource person(s).
- (d) The Chairmen of Standing Committees should be encouraged to develop exhibits to disseminate information and create enthusiasm by Clubs and Districts throughout International. The exhibits should be staffed by committee member(s) and/or provide detailed handouts, including the name, address and telephone number of the committee's appropriate resource person(s).
- (e) Exhibits shall be coordinated by the current Communications Chair who, with the International President, establishes a theme or focus for the exhibition and the criteria for participation in each biennial exhibition.
- (f) The International Office staff shall convey the International President's theme/focus and criteria to all Clubs through its regular communications channels.
- (g) Upon approval of the International President, outside vendors may be invited to exhibit to provide Club, Districts and/or International tangible resource benefits.
- (h) Fees may be charged to outside vendors. Exhibition fees may be charged to Altrusa Clubs, Districts or International exhibitors.
- (i) Altrusa Clubs/Districts may sell items at exhibits.

Policy 20: Membership Development/New Club Building

The International Membership Development Chair is responsible for the organization of Altrusa Clubs.

- (a) District New Club Building Procedures.
 - (i) Each District shall appoint a New Club Building Chair who will work with the International Membership Development Committee.
 - (ii) The District New Club Building Chair shall present a new Club Building report to the District Board of Directors for its approval. The New Club Building report shall include, but not be limited to:
 - (aa) An assessment of geographic area(s) most appropriate for New Club Building.
 - (bb) Identification of Club(s) best qualified to organize a new Club in the targeted area(s). More than one Club may work together in organizing a new Club.
 - (cc) The number of Clubs projected for organization each year. Every District is expected to form at least one new Club each year.
 - (dd) Projected New Club Building expenditures for the year.
 - (iii) Approved District New Club Building reports shall be forwarded to the International Membership Development Chair and the International Office.

- (iv) The approved District New Club Building program shall be communicated by the Governor to all Clubs in the District to obtain names of potential member contacts in the targeted New Club Building community or communities.
- (v) The organizing Club or individual(s) shall conduct the “standard community analysis” and submit it to the District Governor for approval. The District Governor shall send the approved “Community Analysis” to the International office. The International Office will send copies to 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.
- (vi) For approved New Club Building projects, International shall award to the organizing Club/District or individual Altrusans responsible for the New Club Building a specific amount of money, approved by the International Board of Directors. The awards shall be based upon completion and documentation of predetermined goals designated by the International Board of Directors. The award will be distributed to the organizing Club, Districts or individual(s) in the following manner:
- (aa) One-half (1/2) after completion and approval of the Community Analysis and after conducting the first organizational meeting.
- (bb) One-fourth (1/4) when 14 prospective members have paid their International and District dues to the organizer(s).
- (cc) One-fourth (1/4) when 20 members have paid their International and District dues to the organizer(s).
- (vii) Organizing Clubs shall submit progress reports to the International Office. The International monetary awards will be approved based upon these progress reports and other criteria determined by the International Board of Directors.
- (viii) No Club may be chartered with fewer than twenty (20) members.
- (ix) Clubs In Formation.
- (aa) A new Club is officially recognized as an Altrusa Club when it has agreed by 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.
- (bb) At least six (6) weeks in advance of the new Club’s charter presentation banquet, the organizing Club shall notify the International Office giving the date of the charter presentation banquet, 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. 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 following:
- the official charter
 - Charter Membership Certificates

- complimentary President's Pin
- (cc) While a Club is in formation, prior to official recognition as per section (aa) above, members shall apply to become affiliate members of Altrusa International. Those affiliate members may vote, hold office, serve on a committee 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 10, section (a) (ii).
- (x) The District New Club Building Chair shall supervise the activities of the new Club for its first six (6) months.
- (aa) The new Club shall send copies of its minutes, newsletters and other data which the District Board of Directors may require to the organizing Club and to the District Membership Development Chair and/or District New Club Building Chair.
- (bb) By telephone, letter or personal contact, the District Membership Development Chair and/or District New Club Building Chair shall directly communicate with the new Club president to reassure and/or identify areas requiring special attention. Through direct intercession by the District Membership Development Committee Chair and/or New Club Building Chair or a designate(s), i.e., District officer(s), organizing Club resource(s), every effort shall be made to provide the new Club with needed assistance and/or resources.

(b) International New Club Building Procedures.

The Coordinator of Clubs-At-Large and the International Membership Development Chair will be responsible for the development of new Clubs-At-Large.

- (i) Clubs shall be organized only in nations permitting individual freedom of assembly, expression and action.
- (ii) Organizer(s) must define a commitment of the goal of establishing a sound Club in their chosen country, agree to a minimum two-year follow-up commitment with the Club after charter and submit a Community Analysis with the time lines for the organizational effort. The Community Analysis must be approved by the Chair of Clubs-At-Large Committee.
- (iii) Along with a request to the International Board of Directors for authority to organize an Altrusa Club in a country not heretofore approved by it, the Organizer(s) shall complete a survey to determine whether the country offers the possibility of establishing a sound Altrusa organization; whether it is feasible to organize two or more Clubs in such country; whether official registration of Clubs is required; and whether the services of qualified person(s) who knows the language, understands the culture and is familiar with social, economic and political conditions of the country can be obtained.
- (iv) The International Office will find out the exchange control priority for the country and identify the most effective means for money to transfer to the United States. This

information will be provided to the Organizer(s), the Chair of Clubs-At-Large Committee and, the International Membership Development Chair.

- (aa) Exchange information will be given early consideration in planning the development of the new Club.
 - (bb) Organizer(s) will assist the Club in establishing a plan for dues payments to International: (1) for chartering, to be received by International prior to charter issue; (2) as new members join, and (3) annually. This plan will be submitted to the International Office, and copies will be sent to the International Membership Development Chair and the Coordinator of Clubs-At-Large prior to chartering.
 - (cc) The International Office and Chair of Clubs-At-Large Committee will be available to assist the Organizer(s).
- (v) The Organizer(s) shall draft a written organizational plan utilizing current extension materials and other pertinent Altrusa materials, obtained from the International Office at no cost.
- (aa) Organizer(s) must consult with the New Club Building Coordinator at the International Office.
 - (bb) The Organizer(s) shall provide progress reports to the International Office.
- (vi) No Club may be chartered with fewer than twenty (20) members.
- (vii) The Organizer(s) shall notify the International Office giving the date of the charter presentation banquet and the name and address of the Club President. This information will be transmitted to the Chair of Clubs-At-Large Committee and the International Membership Development Chair. 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 will provide the following:
- (aa) the official charter
 - (bb) Charter Membership Certificates
 - (cc) complimentary President's Pin
- (viii) Organizer(s) will develop and carry out programs of member orientation and orientation of the Club to its involvement with Altrusa. The Chair of Clubs-At-Large Committee will review the programs of orientation and will be an active participant in the orientation. Information will also be sent to the International Membership Development Chair.
- (ix) During the first year:
- (aa) The 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, fund-raising 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.

- (bb) The International Membership Development Chair will work closely with the Organizer(s) and the Chair of Clubs-At-Large Committee to establish a close working relationship with the Club. Each shall receive information of Club activities through newsletters, copies of minutes and/or other desired material.
- (x) At the end of the first year the International Membership Development 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 Membership Development Chair. If the evaluation finds that the Club is in a weak position, the International Membership Development Chair in consultation with the Chair of Clubs-At-Large Committee and the International President shall provide specific work assignments to the Organizer(s) to strengthen the status of the Club.
- (xi) In the second year, the Chair of Clubs-At-Large Committee will assume the role of the primary and ongoing contact with the Club, with the assistance of the International Office.
- (xii) At the end of the second year, the Chair of Clubs-At-Large Committee, in conjunction with the Organizer(s), will evaluate the strength of the Club. If it is determined that the Club has some remedial needs the Chair of Clubs-At-Large Committee, in consultation with the International President, shall prepare proposals to address the needs subject to the approval of the Board of Directors.
- (xiii) Reimbursement to the Organizer(s) for some of the new Club building cost will be met by International based on the formula and awards determined by the International Board, and will be paid upon documentation of completion of the criteria and progress reports presented to the International Office.

Policy 21: Fiscal Policies of International

- (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) Budget Preparation and Approval.

- (i) The Association Manager in consultation with the President 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 presented must be a balanced budget. If an Operating Budget deficit is calculated, the Operating Budget must be balanced by a transfer of funds from reserves necessary to cover the deficit. The balance of the remaining reserves following such transfer must be disclosed at the bottom of the Operating Budget. The proposed biennium Operating Budget shall be presented by the Chairman of the Finance Committee to the Executive Committee and 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 Executive Committee and Board of Directors shall consider the Operating Budget and recommend an Operating Budget for adoption by the Delegate Body at the International Convention.
- (iii) The biennium Operating Budget, including rationale, as endorsed 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.
- (iv) The Association Manager 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 Chairman of the Finance Committee to the Executive Committee and 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.
- (v) The President and the Association Manager 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 Chairman 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.

(f) Budget Control.

- (i) Neither Officers, Committee Chairmen, Special Appointees, the Association Manager 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) If a Committee Chairman or Special Appointee requests additional funds not in the approved Operating Budget, written permission from the President must be obtained before such additional expense is incurred. The President may authorize an additional expenditure equal to the lesser of ten percent (10%) or \$250, whichever is greater, for any budgeted item related to committees

and appointees. Any greater amount requires the approval of the Executive Committee. The President shall report to the Board of Directors all such approvals granted at its next meeting.

- (bb) The budgets established for all Official meetings of the Association, as described in Policy 23(b), cannot be exceeded without prior approval of the Executive Committee. The President shall report to the Board of Directors all such approvals granted at its next meeting.
- (cc) In managing the operations of the Association, the Association Manager, 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.
- (dd) 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.
- (ee) The President may seek the approval of the Finance Committee and the Executive Committee for expenditures in excess of the Operating Budget, Capital Expenditures Budget or Convention 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. 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. Such approval may only be granted in exceptional circumstances where there is a clear case for reallocation of expenditure in the alternate year of a biennium. There is to be no offset with other line items in this case. The approval of the Finance Committee and the Executive Committee must be obtained prior to the excess expenditure being incurred.

(g) Cash Control.

- (i) The Board of Directors shall have the authority to open bank accounts in the name of the Association. The Association Manager shall be responsible for establishing banking relationships as shall be determined by the Board of Directors.
- (ii) The Association Manager shall provide the Association's financial institutions with the resolutions and signatory authorizations approved by the Board of Directors.
- (iii) The Association Manager 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 Association Manager shall report to the Executive Committee at each of its meetings the balances of funds invested with each of the various financial institutions.
- (iv) The Association Manager 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 Association Manager 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 Association Manager with the approval of the Executive 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.
 - (vii) Clubs and members located outside the United States may use credit cards for the payment of dues and fees and the purchase of materials. Credit cards may also be used for dues, fees and purchases by clubs and members located outside the United States, as determined by the Association Manager.
- (h) Net Assets, Unrestricted.
- (i) The goal of the Association is to maintain six (6) months average operating expenses, defined as Net Assets, Unrestricted. The first \$75,000 is Undesignated. The balance is Board Designated.
 - (ii) No funds can be released from the Board Designated Net Assets without the approval of the Board of Directors.
 - (iii) No funds can be released from the Undesignated Net Assets for operating expenses or special projects without the approval of the Board of Directors, or in the event circumstances do not permit a meeting of the Board of Directors to consider the matter, without the approval of the Executive Committee, such approval to be ratified by the Board of Directors at its next meeting.
 - (iv) No funds may be borrowed in the name of the Association, in any amount, except by specific resolution of the Board of Directors.
- (i) 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) All dues collected for membership relating to future fiscal years are deferred and recorded as deferred membership revenue. Dues received in the current fiscal year for membership in the current fiscal year are recognized on the cash basis of accounting.
 - (iv) 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.

- (v) 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.
 - (vi) Inventories shall be valued at cost or market value, whichever is lower. Cost is determined on the First In First Out method.
 - (vii) Overdue accounts of Clubs, Districts and members shall be reviewed quarterly and shall be removed from accounts receivable with the approval of the Association Manager after all efforts for collection have been exhausted. A report of accounts receivable written off shall be provided by the Association Manager for review by the Finance Committee at its next scheduled meeting.
- (j) Reports.
- (i) The Board of Directors shall provide for an annual audit of the Association by independent auditors. The auditors shall be engaged by contract with the Association with the 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 annual 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 Executive 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 Association Manager 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 annual 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.
- (k) 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 Chairman 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.

(I) 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 Association Manager, other members of the staff and the auditor.

Policy 22: Fiscal Policies for the International Convention

(a) Budget Management.

- (i) The President and Association Manager 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 Association Manager 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 Association Manager 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.

(b) Expenses.

- (i) 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.

- (ii) 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.
- (iii) All expenses for meetings of the Executive Committee and Board of Directors held at the Convention shall be charged to the Association's Operating Budget.

(c) 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.

- (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 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. 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 car, reimbursement shall be made at the rate per mile established by the U.S. Internal Revenue Service. Reimbursement for traveling by car shall not exceed the cost of the lowest air fare between destinations.
 - (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.
- (ii) Accommodations — Arrangements for accommodations shall be made by the Association Manager. 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 \$10 each day
- Lunch \$15 each day
- Dinner \$30 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.

(d) Allowable Convention Expenses.

(i) Paid Convention Registrations.

Except as provided elsewhere in this subparagraph (d), 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, 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) Legal Advisor.

Expense reimbursement for the Association's Legal Advisor shall be the same as that for the Association's Board of Directors and shall be paid out of the Convention Budget.

(iv) Parliamentarian.

Expense reimbursement for the Association's Parliamentarian shall be the same as that for the Association's Board of Directors and shall be paid out of the Convention Budget.

(v) Bylaws, Recommendations and Resolutions Chairman (Outgoing).

Expense reimbursement for the Association's Bylaws, Resolutions and Recommendations Committee Chairman shall be the same as that of the Association's Board of Directors and shall be paid out of the Convention Budget.

(vi) Convention Committee Chairmen.

(aa) Credentials Committee Chairman.

Expense reimbursement for the Credentials Committee Chairman for the Convention shall be one-half (1/2) of a double hotel room (room charge and tax only), beginning one day prior to the official opening of the Credentials Desk at the Convention and ending with the official closing of the Convention. Travel expense (cheapest available option) and Convention registration fee shall be reimbursed. No meal or incidentals reimbursements will be provided.

(bb) Registration Committee Chairman.

Expense reimbursement for the Registration Committee Chairman for the Convention shall be one-half (1/2) of a double hotel room (room charge and tax only), beginning one day prior to the official opening of the Registration Desk at the Convention and ending with the official closing of the Convention. Travel expense (cheapest option available) and Convention registration fee shall be reimbursed. No meal reimbursement will be provided.

(cc) Convention Function Coordinator.

Expense reimbursement for up to two (2) Convention Function Coordinators shall be one-half (1/2) of a double hotel room (room charge and tax only), beginning one day prior to the official opening of the Convention and ending with the official closing of the Convention. Travel expense (cheapest available option) and Convention registration fee shall be reimbursed. No meal reimbursement will be provided.

(dd) Convention Host Chair.

Expense reimbursement for the Convention Host Chair shall be one-half (1/2) of a double room (room charge and tax only), beginning one (1) day prior to the official opening of the Convention and ending with the official closing of the Convention. Travel expense and the Convention registration fee shall be reimbursed. No meal reimbursement will be provided.

(vii) Chairs and Vice Chairs, Standing Committees.

Expense reimbursement for the Incoming Chairs and Vice Chairs of Service Program Development, Leadership Development and Training, Membership Development, ASTRA Clubs and Communications shall be one-half (1/2) of a double hotel room (room charge and tax only) for the day(s) on which the individual Committee Chair and/or Vice Chair participates in the Convention proceedings/program. The Convention registration fee shall be reimbursed.

Travel expense shall not be reimbursed and no meal reimbursement will be provided. These expenses will be paid out of the Convention Budget.

(viii) Other Convention Committees.

No other appointed Convention committee chairman or committee members shall receive reimbursements in any amount.

(ix) 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, or other meetings approved in advance by the Board of Directors. Any expenses for meetings of the International Foundation before, during and after the Convention shall be the obligation of the International Foundation. 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, shall be the obligation of the International Foundation.

Policy 23: Fiscal Policies for Official Meetings, Travel, Committees and Appointees

(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 thirty (30) days following conclusion of the event. When no receipt(s) is submitted, no reimbursement will be made. Reimbursement checks shall be issued within ten (10) 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 should be used for all travel. The cheapest fare 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. 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 car, reimbursement is made at the rate per mile established by the U.S. Internal Revenue Service. Reimbursement for traveling by car shall not exceed the cost of the lowest air fare between destinations.

(cc) The Association shall reimburse the cost of medical insurance up to \$150.00 if the member's insurance carrier does not provide coverage outside of the individual's home country.

(ii) Accommodations — Arrangements for accommodations shall be made by the Association Manager. When it is the policy of the Association to pay for

accommodations, these accommodations shall be paid in accordance with the following:

- (aa) The Association shall pay for the daily room charge and tax only of one-half (1/2) 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 must be 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 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 \$10 each day
 - Lunch \$15 each day
 - Dinner \$30 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) 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.
 - (aa) 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.
 - (bb) Scheduling – In order to conserve Association funds, meetings should be scheduled in conjunction with each other whenever possible.

- (cc) 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.
- (ii) Executive 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, 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. Travel for this meeting is not an allowable expense for those Officers newly elected at the Convention and for ex-officio members.
 - (bb) Bylaws, Resolutions and Recommendations Committee Chairman – If the Bylaws, Resolutions and Recommendations Committee Chairman attends a meeting of the Board of Directors, then expenses shall be reimbursed in accordance with the guidelines set for the Board of Directors.
 - (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) Finance Committee Meetings – Travel and accommodations, meals and incidentals for the official meeting dates, and for one day before and one day after, shall be reimbursed for the President, Treasurer, President-Elect and members of the Finance Committee.
 - (iv) 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. Expense shall be paid as set forth below for the Governors-Elect Trainers appointed by the President and attending Governors-Elect:
 - (aa) (1) Governors-Elect – Up to two (2) nights’ accommodation costs shall be reimbursed by the Association. Transportation costs shall be reimbursed by the Association. Transportation costs shall be defined as (A) the airfare cost for an economy class round-trip ticket from the airport nearest or most economically feasible to the Governor-Elect’s home to the Training Seminar site or; (B) if the Governor-Elect chooses to drive to the Training Seminar site, the actual miles driven shall be paid as established by the U.S. Internal Revenue Service, or the cost of the round-trip airfare as outlined above, whichever is less. Other expenses shall be reimbursed by the Districts.
 - (2) The Executive Committee 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 Executive Committee 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 (bb)(iv)(aa)(1) above.

(bb) Actual expenses for meals and tips will be reimbursed up to the following limits:

- Breakfast \$10 each day
- Lunch \$15 each day
- Dinner \$30 each day

Claims for meals under this (iv)(bb) 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. Expenses incurred when the meal is provided as part of the training event shall not be reimbursed. Optional events shall not be reimbursed.

(cc) No reimbursement shall be provided for alcoholic beverages.

(dd) 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, as provided in (aa) through (cc) of this (iv) above.

(v) 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.

(vi) Service Club Leaders Conference (SCLC).

(aa) In the odd numbered year the President and the Association Manager shall attend the SCLC.

(bb) In the even numbered year, the President, President-Elect and Association Manager shall attend the SCLC.

(cc) Costs of travel (by cheapest option available), accommodation for the duration of the Conference and meal reimbursement as follows, shall be reimbursed.

(dd) Actual costs for meals and tips will be reimbursed up to the following limits

- Breakfast \$10 each day
- Lunch \$15 each day
- Dinner \$30 each day

- (ee) Claims for expenses under this (vi) 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. Optional events shall not be reimbursed. No reimbursement shall be provided for alcoholic beverages.
- (ff) In the even numbered year an additional night's accommodation and associated meal costs shall be reimbursable for the President and President-Elect to facilitate orientation and planning for the upcoming biennium transition.
- (c) Allowable Expenses for International Representatives to District Conferences – Only travel to and from the Conference site, in accordance with Policy 23(a)(i), shall be paid. Accommodations, meals and local transportation are to be paid for by the District in accordance with District policy.
- (d) Visits to Clubs-At-Large – Travel, accommodations, meals and local transportation for the International President, or representative, all in accordance with the provisions provided for other travel, accommodations, meals and tips in this Policy 23, shall be paid for visits to the Clubs-At-Large. These visits shall be scheduled within the limits of the budget.
- (e) 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) 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. Other communication should be restricted to email or other alternate free communication methods. Any materials to be reproduced in quantity for meetings or other official events, shall be directed to the International Office for production.
 - (iv) The Association's official stationery is available from the International Office for use by Committees and Special Appointees. Reimbursement will not be provided for printing special stationery or business cards.
 - (v) All other expense will be approved in writing by the President before such expense is incurred in order to receive reimbursement.

Policy 24: Fundraising

- (a) Fundraisers conducted by Altrusans must clearly state that proceeds are to be used for philanthropic purposes. But donations are not tax deductible as a charitable contribution unless made to a Club foundation. 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. 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.

- (b) 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 except as provided in (c).
- (c) Clubs may advertise products or services to raise funds for philanthropic purposes in International's publications and website, with copy to be approved by the Association Manager, which will describe the product or service, provide price and shipping information, indicate what the funds will be used for and provide complete information on the contact person for members and Clubs to deal with directly. Districts will determine their own guidelines.

Policy 25: Gender

Where feasible, specific references to gender in printed materials of International shall be eliminated, with the exception of information related to the history and tradition of the organization.

Policy 26: Governors-Elect

- (a) Following their election, Governors-Elect shall be invited to attend the next International Training Seminar held concurrently with an International Board of Directors meeting.
- (b) The International Office will forward to each Governor-Elect, in the year before assuming the office of Governor, a sample of each new publication as soon as it is available.
- (c) The International Office will forward to each Governor-Elect who will be installed before the next meeting of the Board of Directors, a copy of the official decisions of the Board meeting.

Policy 27: Requirements for the Use of Altrusa Trademarks

- (a) Association Trademarks; Definitions; Purposes.
 - (i) The Association owns certain Trademarks and Word Marks which are produced below:



ASTRA®
Word Mark



ALTRUSA®
Word Mark



LEADING TO A BETTER COMMUNITY®
Word Mark

- (ii) The marks above (both Trademarks and Word Marks collectively referred to as “Trademarks”) are registered with the United States Patent & Trademarks Office (“USPTO”), and should bear the symbol ®, evidencing such registration. The Association also owns registrations, pending applications, and intends to file additional applications for registration of some of the Trademarks in New Zealand and Canada. Whenever a Trademark is used, it must be used in exactly the form reproduced above, without alteration, except as provided herein. Note that Altrusa International, Inc. is a business name and “Altrusa” used as part of the name would not include ®.)

- (iii) **LIDERANDO A UNA MEJOR COMUNIDADSM**
Spanish Word Mark (also referred to as “Spanish tag line”)

ROUTE VERS UNE COMMUNAUTE MEILLEURESM
French Word Mark (also referred to as “French tag line”)

The Trademarks above (“Translated Tag Lines”) are Word Marks and fall within the definition of Trademarks as used herein. They are owned by the Association and are not registered with the USPTO but have certain common law rights and should always bear the symbol SM, in superscript, indicating the Association claims trademark rights in them. They may be used in exactly that form as a substitution for the Word Mark Leading to A Better Community®, standing alone. They may also be incorporated into the Brand Logo or Stacked Logo, as shown below. When used in that way, the Trademarks are not registered with the USPTO, but have certain common law rights and should always bear the symbol SM, in superscript, indicating the Association claims trademark rights in them.



- (iv) 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 continued to be used on Association jewelry. All other items which currently bear the Emblem may continue to be used until they require replacement; the Emblem may continue to be used on official documents of Clubs, Districts and the Association and it will always be honored in an historical context. Members are encouraged to transition to use the Brand Logo or the Stacked Logo in lieu of the Emblem on all items other than jewelry. ASTRA Emblem (ASTRA & Design) may continue to be used on jewelry and all items which currently bear the ASTRA Emblem (ASTRA & Design) may continue to be used until they require replacement. ASTRA Emblem (ASTRA & Design) may be used on official documents of ASTRA Clubs, sponsoring Clubs, Districts and the Association and it will always be honored in an historical context. ASTRA Clubs and Members are encouraged to transition to use the new ASTRA Stacked Logo in lieu of the ASTRA Emblem (ASTRA & Design.) The International Office may grant additional uses of the Emblem and the ASTRA Emblem.



EMBLEM



ASTRA EMBLEM also known as
(ASTRA & DESIGN)

- (v) At the request of Altrusa International Foundation (“Foundation”), and pursuant to the terms of the Trademark License Agreement effective as of March 1, 2014 (“Foundation License Agreement”) between the Association and the Foundation, the Association has agreed to use its best efforts to cause the Lamplighter Mark to be registered in the USPTO. Until such time as the Lamplighter Mark is registered, it may be used only by the Foundation, and the local club foundations in good standing, subject to the law, this Policy and the terms of the Foundation License Agreement as a trademark in which the Association, as owner of the Lamplighter Mark, claims trademark rights. It must be used with the symbol SM, wherever used, until registered. Once registered, the Mark must be used with ®, in lieu of SM. The Association owns the Lamplighter Mark, whether or not registered, 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.



LAMPLIGHTER MARK

- (vi) 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.
- (vii) The term “**Trademark**” includes Word Marks as identified above, and includes both designs and words. “**Association Brands**” include the above-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. “**Member**” means all categories of membership of the Association, of an ASTRA Club,

the Foundation or an LCF. **“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. **“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.

- (b) Goals and Rationale of Policy. This Policy is adopted with the following in mind:
- (i) The Association has an overriding interest in protecting its Association Brands from dilution or misuse so that the Association Brands remain strong, important assets of the Association. Failure to do so could lead to loss of the Trademark protection. This interest overrides the interest of Members in obtaining inexpensive promotional items bearing the Association Brands.
 - (ii) This Policy must provide clarity to the Members and ease of administration to the Association staff.
 - (iii) The Association requires that Members and other entities, including the Foundation, LCFs and local club foundations, purchase all items bearing Association Brands through Doc Morgan, Inc., to the extent the same can be sourced by Doc Morgan, Inc., subject to limited exceptions.
 - (iv) The Members should make use of the Association Brands as freely as is practicable given the other goals, provided they are used in consistent, appropriate fashion, with the right placement, colors, and clarity, so as to establish a consistent, fresh look for marketing, member recruitment and identity purposes. The Association wishes to honor its commitment to inclusiveness by permitting the use of the ‘tag line’ in Spanish and French by any club, but especially for Clubs and Districts for whose members these are the primary language(s).
 - (v) The Association must honor the terms of its contract with its official supplier, Doc Morgan, Inc., so that both organizations can enjoy a mutually beneficial relationship.
 - (vi) The Association must continue to search for non-dues sources of revenue, in order to avoid having to raise dues frequently.
 - (vii) The Association wants to provide tools for Members to conduct Association activities in common, such as recruitment of members, publicity for Altrusa and its services, and to provide tools for Members such as templates for letterhead, envelopes, business cards, rosters and yearbooks, newsletters, and websites.
 - (viii) Often Members cite timing as the reason for using a Third Party Supplier over Doc Morgan, Inc., but the Association does not believe that timing is a sufficient excuse to avoid the Association’s obligation under its contract with Doc Morgan, Inc.
 - (ix) Purchasing items bearing Association Brands from Third Party Suppliers rather than through Doc Morgan, Inc., and selling them to Members has always been a violation of the law and the Association’s Policy on trademarks, and this Policy continues to prohibit such actions. It is the goal of the Association that all Members will be in compliance with the Policies of the Association, the law and the terms of the contract with Doc Morgan, Inc. In addition, all Members will be acting fairly vis-a vis other Members in such regard.

- (x) Many service organizations prohibit purchase of branded items from any source other than the official licensed supplier of the organization and do not permit members to produce items on home or office computers or obtain them from Third Party Suppliers under any circumstances.

- (c) Rights to Use Association Brands. The Members, which, for the sake of clarity include the Foundation and LCFs in good standing, have rights to use the Association Brands when used in strict compliance with the law, this Policy and the Foundation License Agreement. The Association Brands must be used strictly as reproduced in this Policy; provided that members, Clubs and Districts permitted to use the Association Brands may produce items bearing Association Brands in grayscale and in single color versions on solid backgrounds. LCFs must have written sublicenses from the Foundation in order to use the Association Brands, and may use them only so long as they are in good standing as provided in the Foundation License Agreement. Other entities, whether or not associated or affiliated with Clubs, Districts, or the Foundation, (which, for the sake of clarity, include local club foundations not in good standing,) do NOT have the right to use the Association Brands, without prior written permission from the Association, and then only when the grant of rights is subject to a written agreement between such entity and the Association dated after July 12, 2014.

- (d) Prior Written Agreements Involving Use of Association Brands. Prior to December 31, 2013, entities which believed they had prior written permission (pre-June 1, 2013) (“**Prior Permissions**”) from the Association granting the right to use one or more Trademarks, including specifically, the word mark ALTRUSA, were required to submit such document to the Association for review and ratification. Since no Prior Permissions were presented, the Association deems no Prior Permissions exist and none, whether verbal or written, are recognized by the Association.

- (e) Policy relating to Doc Morgan, Inc.
 - (i) If a Purchaser wishes to purchase any article of any type bearing an Association Brand, it must purchase it through the Association’s only licensed supplier, Doc Morgan, Inc.

 - (ii) The only exceptions to the exclusivity granted to Doc Morgan, Inc. are described in this paragraph (e) and paragraphs (f), (h), (i) and (j).

 - (iii) In the event Doc Morgan, Inc. cannot source an item desired by a Purchaser, the Purchaser must contact the Association Manager for prior written permission to purchase an item from a source other than Doc Morgan, Inc.

- (f) Obtaining Permission to Purchase Item from Sources Other than Doc Morgan, Inc.
 - (i) (aa) Request for permission to obtain items bearing Association Brands from a Supplier other than Doc Morgan, Inc. must be in writing, must include written documentation of Doc Morgan, Inc.’s inability to source the item or decision to decline the opportunity to produce the item, and must include the Third Party Supplier’s detailed, written binding bid for the item sought, including but not limited to quantity, quality and price.

 - (bb) The Association Manager or designee will advise the Purchaser as promptly as possible whether permission is granted or withheld. In order to meet the goals outlined in paragraph (b), the decision of the Association Manager will be final.

- (ii) If permission is given, the Association Manager will provide written instructions to the Supplier, and provide the approved Association Brand artwork to be used. The Supplier shall agree not to produce any other items for any party with the Association Brands without additional permission; to produce the item exactly as described in its bid, and to pay a royalty to the Association described below.
 - (iii) The Supplier agrees to pay to the Association Royalty (“Royalty”) equal to 10% of the purchase price of the item(s) bearing the Association Brands sold by the Supplier. The Royalty shall be remitted to the Association within the calendar quarter in which the Purchase is made; such calendar quarters ending March 31, June 30, September 30 and December 31. No deduction shall be made from the Royalty due to credit card or transaction fees or for any other reason and Supplier must remit the Royalty by the deadline, regardless of settlement with Purchaser or credit card company. The Royalty shall not apply to set up fee, taxes or shipping.
 - (iv) 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.
- (g) Ownership of Artwork produced by Doc Morgan, Inc. Any artwork produced by Doc Morgan, Inc. for a specialized item is the property of Doc Morgan, Inc., 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 Doc Morgan, Inc. To do so may constitute copyright infringement and is a violation of this Policy.
- (h) Exemptions. The following items are exempt from paragraph (e) of this Policy, so long as they are produced by a Member using the Member’s home or office computer and printer, for use by the Member, the Member’s Club or District, and are not resold. In addition, the items must be produced in a manner that results in a professional looking product, as though it has been produced by Doc Morgan, Inc. or a professional copy shop. Items (v), (vi), (ix), (x), (xi) (xii), and (xiii) of this paragraph (h) may be reproduced by a Supplier, although Members are encouraged to use Doc Morgan, Inc. for items produced in quantity. These exemptions, other than item (i), are for limited quantities, for use by Members, and do not permit the sale of items to other Purchasers.
- (i) Items not bearing Association Brands (also may be produced by Third Party Supplier);
 - (ii) Agendas for Club, District, committee or LCF meetings; minutes of Club, District, committee or LCF meetings;
 - (iii) Invitations and associated materials for Club, District or LCF events;
 - (iv) Bookplates bearing a Club, District or LCF name, for donated books;
 - (v) Rosters and Yearbooks;
 - (vi) Club or District notebooks, manuals, training materials;
 - (vii) Individual personalized Altrusa, Club, District, LCF or ASTRA “business cards”;
 - (viii) Altrusa, Club, District, LCF or ASTRA letterhead, stationery and envelopes;

- (ix) Recruiting postcards, only if using the template in the Marketing Tool Kit posted on the website;
 - (x) Posters for Club, LCF or District events, signage for Club meetings, Conferences;
 - (xi) Posters for special events derived from the Website (Add an Altrusan Day);
 - (xii) Paper name tags designed for temporary use; and
 - (xiii) Program booklets for Club, District and LCF events.
- (i) Limited Exemption For Pre-Existing Non-Compliant Products Through December 31, 2013. This limited exemption for non-compliant goods expired December 31, 2013. Beginning January 1, 2014, items bearing Association Brands which otherwise violate the provisions of this Policy (i.e., were not sourced through Doc Morgan, Inc., were sourced by third party suppliers without obtaining the written waiver of Doc Morgan Inc., or were produced, purchased or sourced without the prior written permission of the Association) may not be sold by any Member, must be destroyed and a certificate evidencing such destruction delivered to the Association within ten (10) days following such date. Such items purchased prior to August 24, 2013 by individual members and clubs and not held in inventory for sale (such as club banners or individual shirts) may be retained for individual purposes.
- (j) Exception for Name Badges. Doc Morgan, Inc. will continue to supply permanent name badges, customized for each Member, for purchase under the usual terms and conditions. In addition, so long as they are produced in a good and professional manner, a Purchaser may obtain a permanent name badge bearing one or more of the Association Brands, customized to include the Member's name and Club name, from a Third Party Supplier, without seeking to obtain the permanent name badge from Doc Morgan, Inc., provided the Purchaser pays a 10% royalty to the Association on each such purchase and further provided the provisions of paragraphs (f)(ii) – (iv) are followed. Doc Morgan, Inc. will maintain a supply of blank permanent name badges which may be acquired by a Purchaser and customized by a local Third Party Supplier, in which case no royalty shall be due to the Association on the price paid to the Third Party Supplier for customization.
- (k) Penalties for Non-Compliance. In the event any portion of this Policy 27 is violated by a Member, the Association is entitled to impose the following penalties, in addition to any remedies available to it under the law:
- (i) Receive and collect a Royalty equal to 20% of the fair market value purchase price, as determined by the Association, of every item which violates the Policy which the Association reasonably believes has been sold in violation thereof;
 - (ii) Seize and destroy 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;
 - (iii) A second violation will include the penalties set forth in subparagraphs (i) and (ii) above and the violating party will not be permitted to sell any item, whether in compliance or not, at the next Conference and Convention, or on any website associated with the International website during the period until the closing session of the later to occur of the next Conference or Convention;
 - (iv) Egregious violations may be considered grounds for removal of a violating individual from membership in the Association or ASTRA, and a permanent ban on the purchase and/or sale of items bearing Association Brands.

- (v) Payment of penalties will not substitute for compliance with this Policy.
- (l) Implementation and Effective Dates.
 - (i) All provisions of this Policy are effective September 20, 2013, except as provided in paragraph (ii) below and except as otherwise specifically stated herein.
 - (ii) The provisions permitting use of the Association Brands and Trademarks by the Foundation are effective March 1, 2014. The provisions permitting use of the Association Brands and Trademarks by LCFs are effective on such date after March 1, 2014 as the Foundation and each such LCF has entered into a Sublicense.

Policy 28: Incorporation of Club or Club Project

When a Club desires to incorporate either the Club or a project, the following procedure shall be followed:

- (a) Clubs and projects shall be incorporated as separate entities.
- (b) All Articles of Incorporation and Bylaws of proposed corporations shall be prepared by local legal counsel.
- (c) The Club, before filing Articles of Incorporation with the Secretary of State or similar officer in the state, province or parish in which the Club is located, shall submit the following to the International Office in triplicate:
 - (i) Fully executed copies of proposed Articles of Incorporation.
 - (ii) Copies of resolution of the Club's Board of Directors recommending incorporation, certified by the Club's Secretary.
 - (iii) Copies of resolution of the Club's membership accepting the Board's recommendation certified by the Club's Secretary.
 - (iv) In the case of Club projects, a statement setting forth the reasons for incorporation, signed by the Club President and Recording Secretary.
 - (v) The International Office shall retain one copy of each document in the local Club's file, send a second copy to the International Legal Advisor, and return the third copy signed acknowledging the receipt to the local Club.
- (d) Statement shall be included in such Articles of Incorporation that "the Club is an Altrusa Club and is governed by the Bylaws of Altrusa International, Inc."
- (e) The name "Altrusa International" shall be used in the name of the title of the proposed corporation. This does not preclude a Club from using its own name in the project title, i.e. "Altrusa International of _____ Cookbook Project."
- (f) Altrusa International, Inc., shall not be held liable for any claims or damages resulting from any Club project.
- (g) No Articles of Incorporation or amended Articles of Incorporation shall be filed by any Club with the appropriate governmental authority until they have been submitted to and approved

by the International Legal Advisor. If the International Legal Advisor finds that changes to proposed or existing Articles of Incorporation are required, the Club President will be advised. The procedure for obtaining approval for amendments shall be the same required for original Articles of Incorporation.

- (h) Immediately upon approval of Articles of Incorporation or amendment by the Secretary of State or similar governmental officer, the Secretary of the Club shall forward to the International Office, and the District Governor, a memorandum setting out the date of approval.

Policy 29: 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.

Policy 30: International Board of Directors Meetings, Attendance at

- (a) Every member of the International Board of Directors is expected to attend the Board meetings.
- (b) 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.
- (c) Reimbursement for attendance at Board meetings will be made by International to those who are required to be present.

Policy 31: International Board of Directors, Reports of Meetings (Subject to Revision as to Timing)

- (a) The meetings of the International Board of Directors 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 tapes in the event of ambiguity. The tapes shall be destroyed at the end of the biennium.
 - (i) A listing of all reports and other materials submitted to the Board of Directors and referred to in the minutes of a 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 a 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 President before they are voted upon.

- (iv) Motions for extension of time will not be recorded in the minutes.
- (v) Withdrawn motions will not be recorded in the minutes.
- (b) Within one week following the adjournment of the meeting, the Association Manager shall circulate to the Board of Directors and the Legal Advisor, the Parliamentarian and the BRR Chair (“Special Appointees”) 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.
- (c) Within one week following the adjournment of the meeting, the Legal Advisor shall prepare an unofficial Synopsis of all actions taken at the Board Meeting, which shall include the action taken on all motion forms, other than those for the extension of time or those that were withdrawn. Such Synopsis shall be accompanied by copies of the motion forms themselves and shall be forwarded to the International Office to be distributed to the Board of Directors and Special Appointees immediately upon receipt from the Legal Advisor.
- (d) Within one week following the adjournment of the meeting, the Legal Advisor shall prepare a list of all actions taken at the Board Meeting and such list shall be forwarded by the International Office to the International Board of Directors and Special Appointees, past International Presidents, Governors, Governors-Elect, and Club Presidents.
- (e) Within thirty (30) days following the adjournment of the meeting, the draft minutes prepared by the staff shall be provided to a reading committee (“Reading Committee”) consisting of three persons appointed by the President, one of whom shall be the Parliamentarian, provided the Parliamentarian was in attendance at the meeting. The other two members shall be individuals who also were in attendance at the meeting. The Reading Committee shall review the draft minutes and provide corrections and recommendations for revision to the Association Manager within fourteen (14) days of receipt of the draft.
- (f) 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.
- (g) One week after receipt of any corrections, the draft board minutes, with corrections made, shall be sent by the Association Manager 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.
- (h) Clubs which submit recommendations to the Board of Directors shall be notified by the President as to the action taken on the recommendations within two weeks of the adjournment of the meeting.
- (i) The minutes of previous Board meetings and of the Executive Committee meetings shall be included in the Board Book for review prior to the next succeeding Board meeting.

Policy 32: International Convention Reports

- (a) International officers and Committee Chairmen reports will be submitted to the International Office by a designated time so that they may be posted on the International website at least 30 days prior to the first Business Session of an International Convention.
- (b) Each Convention attendee will receive one copy of those reports (1) dealing with financial or budgetary matters and (2) regarding proposed revisions to Bylaws, proposed resolutions, and proposed recommendations in the Convention Registration packet.

Policy 33: Clubs-At-Large

- (a) All Clubs in geographic areas outside Districts shall be designated Clubs-At-Large and assigned to the International Chair of Clubs-At-Large Committee appointed by the International President.
- (b) There shall also be a Clubs-At-Large Committee consisting of at least three (3) persons appointed to serve three (3) biennia with one (1) member appointed by the International President each biennium. The Committee shall function as a subcommittee of the International Membership Development Committee. The Clubs-At-Large 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.

Policy 34: 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 and Communications) to the International Board of Directors for its approval at the July 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 21 and approved by the International Board of Directors at the January meeting prior to the Convention.

Policy 35: International Projects

No additional International Projects shall be inaugurated without Convention approval.

Policy 36: 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 a gold bar with the words: “International Director” below.
 - (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) Association Manager’s Pin – The Altrusa emblem in blue and gold on white enamel with a gold bar with the words “Association Manager” below.
- (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.

Policy 37: Position Descriptions, Revisions

At the end of each biennium, the Executive Committee shall review and revise, if necessary, the position descriptions for all Officers, International Directors, chairmen and committees, reporting the results of its review or submitting revised position descriptions for approval by the Board of Directors at the pre- Convention International Board Meeting.

Policy 38: Mailing List of International

The mailing list of International shall not be sold to anyone. However, rental of the membership list to firms which are prescreened to generate non-dues income is authorized. The list itself is never sold; International retains total control over those who receive the list and the mailings they send. All materials to be sent to members will be approved by International before labels are prepared by the International Office. Members desiring not to participate in this revenue generating program have the opportunity to remove their names from the rental list. The mailing list shall not be provided where the applicable governmental law prohibits the release of such information.

Policy 39: Manuals

- (a) The International Office shall prepare and regularly update manuals for the purpose of enriching Club activity and member leadership development.

- (b) The International Board of Directors shall provide funds through International budget to produce such manuals.
- (c) New and revised manuals will be offered for sale to all members of International at a fee based on costs as determined by the International Association Manager. Fees shall incorporate all production, postage and handling costs and shall provide revenue for the Association's Operating Budget. However, the Articles of Incorporation, Bylaws and Policies of International including District and Club Bylaws, shall be posted on the International website free of charge.

Policy 40: Membership, Affiliate

- (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 Clubs-At-Large 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 Clubs-At-Large Committee, along with checks for International dues will be forwarded to International by the Governor or Chair of Clubs-At-Large 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.

Policy 41: Membership, Dual

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 Districts, with the concurrence of the non-primary District. The rights and duties of such dual membership shall be defined by the non-primary Club(s) as to the Club matters and by the District as to District matters. Dual members shall not be reported to International by the non-primary Club(s) or the non-primary District(s) and shall not be counted in determination of delegates for District Conference, International Convention or in determining charter strength nor shall dual member be a delegate from a non-primary Club to Convention. A dual member shall pay International dues only from the primary Club. The dual member shall retain all rights and duties of membership in the primary Club and District.

Policy 42: Territorial Limits of Districts

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.

Policy 43: New Districts Outside of the United States

- (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 shall call an organizational meeting at which the Board of Directors for the new Districts shall be elected.
- (b) International shall advance funds to support District formation of Clubs outside of the United States, upon authorization of the International Membership Development Chair, in an amount to be determined by the International Board of Directors in International's Operating Budget.

Policy 44: New Members

- (a) As soon as the International Office receives notice of a new member:
 - (i) The sponsor shall receive acknowledgment from International.
 - (ii) New members are eligible to receive the New Member's Kit. A fee may be charged for each New Member Kit to cover production, postage and handling costs.

- (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.

Policy 45: Nominating Committee

- (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 Chairman; the candidate receiving the second highest number of votes cast serves as Vice Chairman.
 - (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) In order to be eligible for election to International Office, a member must be, at the time of nomination and election,
 - (aa) An Active member or a Life member of a Club, and be in good standing, and
 - (bb) A Past District Governor, who has completed serving a full term as District Governor (more than one-half (1/2) of a two-year term).
 - (vii) 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 a willing and eligible candidate.
 - (viii) "In good standing" means all applicable dues, fees and late charges, if any, owed by a member to the Association, to the member's District, if any, and to the member's Club must be paid in full. Officers and Directors must remain in good standing throughout their term of office.
 - (ix) It shall be the responsibility of the current District Governors to submit lists of names of eligible members within their Districts to the Chairman of the Nominating

Committee. The list of eligible members, as submitted by the District Governors will be reviewed by the Nominating Committee, the BRR Committee and the Legal Advisor prior to distribution.

- (x) The Chairman 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 Office(s) and chairmanships held and the years served, and
 - (cc) Other activities bearing on the prospective nominee's suitability for office.
- (xi) The Nominating Committee will forward the list of interested, eligible candidates for office to all International Officers, Past International Presidents, District Officers, Past Governors and Club Presidents to provide the opportunity for written statements of support for candidates. Such written statements must be returned to the Nominating Committee by the date specified.
- (xii) The Nominating Committee Chairman 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) The Nominating Committee submits a slate of two (2) candidates for each International Office to the International Board of Directors.

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 Chairman will forward the slate as verified by the International Board of Directors to all International Officers, Past International Presidents, District Officers, Past District Governors and Club Presidents.

The Chairman 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. If a nominee from the floor is from the same District as another person appearing on the Nominating Committee's slate, the nominee from the floor may only be nominated for the same office as the slated nominee from the same District, with the exception of the office

of Treasurer. Nominee(s) from the floor for the office of Treasurer may be from the same District as nominees for other elected offices or as the Immediate Past President.

- (b) District Nominating Committee and Eligibility for Election.
 - (i) The District Nominating Committee is composed of three (3) or more members, each from a different Club, elected at Conference in non-election years, from a slate consisting of not more than one nominee from each Club. The candidate receiving the highest number of votes serves as Chairman. Nominating procedures parallel International policies except, however, it is strongly recommended that there be two (2) candidates slated for each office.
 - (ii) In order to be eligible for election to a District Nominating Committee or to a District Office, a member must be, at the time of nomination and election,
 - (aa) An Active member or a Life member of a club, and be in good standing, and
 - (bb) A Past Club President, who has completed serving a full term as Club President (more than one-half (1/2) of a one- or two-year term, as the case may be).
- (c) Club Nominating Committee and Eligibility for Election.
 - (i) The Nominating Committee on the Club level is composed of not less than three (3) members elected by the membership at least sixty (60) days prior to elections to be held the first regular meeting in March.
 - (ii) In order to be eligible for election to Club office, a member must be, at the time of nomination and election, an Active member or a Life member of a Club, and be in good standing.

Policy 46: Non-Member Subscriptions and Single Copy Sales

The Board of Directors shall biennially establish upon recommendation of the Finance Committee, the rate for non-member subscriptions and single copy sales of Altrusa publications.

Policy 47: 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.

Policy 48: Official Language

English is the official language in all literature, printed materials and communications. All translations of official materials, including handbooks, will be authorized by International.

Policy 49: 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.

Policy 50: Parliamentary Procedure in Clubs Outside U.S.

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.

Policy 51: Past Presidents' Council

The Past Presidents' Council meets in Convention years.

Policy 52: Publications

The *International Altrusan* is the periodic publication authored by the Association's Officers, International Committee Chairs, and International Office staff, highlighting service program activities; District, Club and member achievements; information on the International Convention; special observances and programs and matters related to the administration of the organization. Certain copies are mailed to all members of the Association; others are posted on the Association website; individual subscriptions for organizations and non-members may be obtained from International and single issues may be sold.

Policy 53: 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.

Policy 54: 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 Clubs-At-Large 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 Executive Committee for its review and to the International Board of Directors for 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 Executive Committee 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.

Policy 55: Service Clubs, Other

Local Clubs are encouraged to cooperate with other service clubs in their communities through joint meetings and shared projects.

Policy 56: 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.

Policy 57: Tenure in Office of Immediate Past President

The International Immediate Past President shall not serve more than one (1) term in that capacity and will be available to the Board of Directors as a consultant and for special assignments. The Immediate Past Governor shall not serve more than one (1) term in that capacity as a member of the District Board of Directors. The Immediate Past President of a local Club shall serve only one (1) term in that capacity as a member of the Board of Directors and/or so long as the immediate successor is President.

Policy 58: 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.

Policy 59: Undeliverable Mail

It is the responsibility of each member to ensure that the International Office has the correct mailing address and electronic mail address for each member.

Policy 60: Voting Privileges of Past Governors

A Past Governor holding Active membership shall be entitled to vote at the Conference in the District where that Past Governor currently resides.

Policy 61: Long Range/Strategic Planning Committee

- (a) The Long Range/Strategic Planning Committee is designed to monitor the organization's Long Range Plan, to review all its provisions established by the Board of Directors, evaluate

progress made and to recommend to the Board of Directors revisions and/or additions deemed necessary to ensure the completion of the basic program and administrative activities as stipulated in the Long Range Plan.

- (b) The Long Range/Strategic Planning Committee is composed of the following:
- (i) Five (5) members elected at District Conferences based on a rotating schedule determined by a random drawing. The Chair will be appointed from these five by the International President-Elect at the Pre-Convention Board meeting.
 - (ii) The International President-Elect.
 - (iii) The International Treasurer.
 - (iv) The Association Manager.
 - (v) The prior LRSP Committee Chair will act as ex-officio member of the new LRSP Committee. All incoming and outgoing members are expected to participate in a teleconference orientation/training meeting within two months after the Convention. The Long Range/Strategic Planning Committee initial introductory meeting will be held during Convention. There will be no reimbursement of expenses for Committee members for their attendance at the initial introductory meeting of the Committee held at Convention, whether for travel, registration, hotel accommodations, meals, or otherwise.
- (c) The Long Range/Strategic Planning Committee will present a progress report semi-annually and a Progress Metrics Report annually to the Board of Directors. Each year of the biennium, the Committee will review the Plan as published, monitor, and make recommendations based on the current plan. By the end of the first year of the biennium, the Board of Directors, during the face-to-face Board Meeting will complete an extensive review, and revise when appropriate, the goals, objectives, action items and timetables of the Plan.
- (d) The International President shall develop biennium plans to coincide with and support the Long Range/Strategic Plan.
- (e) Rotation Schedule for Districts

Biennium 2015-2017

District Fifteen
District Five
District Six
District Seven
District Twelve

Biennium 2017-2019

District Fourteen
District One
District Three
District Eight
District Nine

Biennium 2019-2021

District Two
District Four
District Ten
District Eleven

Biennium 2021-2023

District Fifteen
District Five
District Six
District Seven
District Twelve

Policy 62: Delegates to Convention

The number of delegates and alternates to which a Club shall be entitled shall be determined as of paid membership on March 31 of Convention year.

Policy 63: Notice of Meetings

- (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.
- (b) Notice of Other Meetings of Board of Directors.
 - (i) 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:
 - (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) Notice of meetings described in this subparagraph (b) 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.

- (iii) Notice of meetings described in this subparagraph (b) must be transmitted by the International Office no later than thirty (30) days prior to the first day of the meeting.
- (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.

Policy 64: 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 Association Manager 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 within a month following the last District Conference in odd numbered years, and request the Council Chair to schedule a meeting at least a month prior to the pre-Convention board meeting.
 - (ii) A Governors' Council Workshop will be held at Convention. International will pay the expenses of the Workshop materials and lunch. International Board Members may attend the workshop.
 - (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.

Policy 65: Personnel Committee

- (a) The Personnel Committee is composed of:
 - (i) The members of the Executive Committee,
 - (ii) The Legal Advisor, ex officio, non-voting,
 - (iii) The Association Manager, 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 policy 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 Association Manager annually to ensure it accurately reflects current responsibilities.
 - (iv) Review and assess information gathered through the annual Association Manager 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 Association Manager (when needed); and encourage participation of additional ex-officio, non-voting members (maximum of 2 participants from each grouping) for this search, including
 - (aa) Altrusa International Foundation
 - (bb) Others as needed to provide for necessary expertise
 - (vi) Review with the Association Manager 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.

Policy 66: Foundation Representative to Association Board

- (a) To provide for further communication between the Association and the Foundation, and between the leaders of the two organizations, there will be a Foundation Representative to the Association Board of Directors. 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 begin at the Post-Convention Association board meeting and will continue through the following Pre-Convention Association board meeting at the end of the biennium, so the Foundation Representative's anticipated term as such will encompass that entire period. Should a Foundation Representative be unable to complete a term, the Foundation Board of Trustees shall fill the vacancy.

- (d) The Chairman 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 Association Manager 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 make reports on Foundation activities and to make recommendations, if 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 expenses associated with the Foundation Representative's term as the Foundation Representative shall be the responsibility of the Foundation.

Policy 67: 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) Sponsor Recognition Pins.
- (i) Altrusa introduced a new pin on April 1, 2012 called the Altrusa Gold Medal. Credit for the Altrusa Gold Medal will accumulate beginning June 1, 2009. To earn the Altrusa Gold Medal, a member must receive Sponsor Credit for ten (10) new members on or after June 1, 2009.
 - (ii) The Altrusa Gold Medal will be cumulative so long as the Member remains a Member, or until the International Board of Directors votes to discontinue the Gold Medal program of recognition.
 - (iii) A colored stone (“gemstone”), coordinating with the colors of the ribbons in the Altrusa logo, will be added when a Member receives Sponsor Credit for each additional ten members.
 - (iv) Pins in the shape of even-numbered numerals will continue to be awarded to Members who receive Sponsor Credit for the first eight new members, in increments of two, cumulatively since the numeral pins program started in the 2009-2011 biennium. For example, numeral pins will be awarded for Sponsor Credit for two members, four members, six members and eight members. A Gold Medal will be awarded to a Member when Sponsor Credit for an aggregate of ten members is received.
 - (v) Once a Gold Medal is awarded, no additional numeral pins will be awarded but the Member is encouraged to wear the appropriate numeral pin already received, together with the Gold Medal to reflect additional Sponsor Credit received, until Sponsor Credit for the next increment of ten members is reached and a gemstone is awarded to be placed on the Gold Medal. At the discretion of the Governor, a special certificate could be used in between increments of ten to provide more recognition for our best recruiters.
 - (vi) All numeral pins and Gold Medals will be awarded at the District Conference after the numeral/Gold Medal/gemstone level is reached.
 - (vii) All members who have received Sponsor Credit for two or more members in the past club year or who reach another milestone (numeral pin, Gold Medal or gemstone) should be recognized in the relevant District Service Bulletins. Gold Medalists will also be acknowledged in the *International Altrusan*.
- (c) 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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