

**ALTRUSA INTERNATIONAL, INC.  
DISTRICT ELEVEN  
POLICIES**



Revised April 2015

TABLE OF CONTENTS

<b>I</b>	<b>FISCAL YEAR.....</b>	<b>3</b>
<b>II</b>	<b>EXAMINATION POLICY/PROCEDURE.....</b>	<b>3</b>
<b>III</b>	<b>RECORDS RETENTION.....</b>	<b>4</b>
<b>IV</b>	<b>NOMINATIONS.....</b>	<b>4</b>
<b>V</b>	<b>QUALIFICATIONS FOR DISTRICT OFFICE.....</b>	<b>5</b>
<b>VI</b>	<b>INTERNATIONAL FOUNDATION.....</b>	<b>6</b>
<b>VII</b>	<b>INTERNATIONAL NOMINATING COMMITTEE.....</b>	<b>7</b>
<b>VIII</b>	<b>SELECTION – NOMINEE INTERNATIONAL LONG RANGE - STRATEGIC PLANNING COMMITTEE.....</b>	<b>7</b>
<b>IX</b>	<b>DISTRICT OFFICERS AND CHAIRMEN’S REPORTS.....</b>	<b>8</b>
<b>X</b>	<b>DISTRICT DUES – LATE FEES.....</b>	<b>8</b>
<b>XI</b>	<b>FUNDING FOR REVITALIZATION AND EXTENSION.....</b>	<b>8</b>
<b>XII</b>	<b>LEADERSHIP TRAINING.....</b>	<b>9</b>
<b>XIII</b>	<b>CONFERENCE.....</b>	<b>9</b>
<b>XIV</b>	<b>REIMBURSEMENT POLICIES.....</b>	<b>11</b>
<b>XV</b>	<b>TERRITORIAL LIMITS.....</b>	<b>14</b>
<b>XVI</b>	<b>SOCIAL MEDIA GUIDELINES.....</b>	<b>14, 15</b>

## **I FISCAL YEAR**

Commencing 2011, the District fiscal year shall end on May 31. The District Treasurer's books shall be examined and the final report prepared as of May 31 of each fiscal year. A preliminary Treasurer's Report shall be included in the Treasurer's Conference report. (Revised April 2010)

## **II EXAMINATION POLICY/PROCEDURE**

The District financial records shall be examined at least annually.

### **A. Criteria for selection of Examiner by District Treasurer**

- 1) Must be a qualified person in the accounting field.
- 2) May be an Altrusan from any local club with the exception of the current Treasurer's club.
- 3) When an Altrusan is not available, any examiner may be selected.

### **B. Approval by the Board of Directors**

- 1) The proposed examiner and qualifications shall be submitted to the Governor two weeks prior to the mid-year (January) Board meeting.
- 2) A fee as budgeted will be paid to the examiner for the annual exam.

### **C. Information to be submitted to the examiner**

- 1) The records to be examined are as follows:
  - a) Copy of current year's budget
  - b) Copy of prior year's examination
  - c) Copy of monthly financial statements
  - d) Expense vouchers
  - e) Checkbook
  - f) Subsidiary accounts, i.e.: membership records, etc.
  - g) All journals and general ledger
  - h) Bank statements – bank reconciliation and deposit slips
  - i) Tax return file
- 2) A transmittal letter shall accompany the records to be examined, signed and dated by the Treasurer or Governor; one copy to the examiner, original to remain in the Treasurer's files.
- 3) A return receipt to be given to the examiner when records are returned.

**D. Examination procedure and checklist for examiner**

- 1) Reconcile year ending bank statement
- 2) Pick ten (10) clubs at random
  - a) Verify dues report with annual membership form
  - b) Verify dues paid through deposits (number of members vs amount of money received)
- 3) Verify any two (2) months cash disbursements
- 4) Check for Conference surplus or deficit
- 5) Verify interest income, Conference fees/Fund Balances
- 6) Follow through from General Ledger to annual financial reports
  - a) Prepare a balance sheet
  - b) Include any other examination procedures as the examiner deems necessary

**E Accounting Practices**

The District Treasurer shall use cash basis accounting. (Revised April 2010)

**III RECORDS RETENTION** (Added April 2010)

**A. Treasurer's Records**

The District Treasurer may destroy old records that are no longer required except tax returns, annual financial statements and audit reports. (Approved April 2010)

**B. Secretary's Records**

The District Secretary should retain all minute books including secretary minutes with attached Treasurer's Reports, all copies of the District Service Bulletin and any other materials deemed necessary for District History. All other materials may be destroyed by the District Secretary. (Approved April 2010)

**IV NOMINATIONS** (Renumbered August 2010)

**A. Selection of Nominating Committee**

The District Nominating Committee is composed of three (3) members. In considering a candidate for nomination, the following criteria are essential:

- 1) Must have attended at least one of the two previous District Conferences.
- 2) It is strongly suggested that the nominee plan on attending the District Conference at which the election of the District

- Nominating Committee will be held.
- 3) The name of the club's nominee shall be submitted to the chair of the District Nominating committee no later than December 15 prior to the District Conference at which the election will be held in non-election years of officers. This slate will be printed in the Call to Conference issue of the DSB.

**B. Deadline Dates – To determine slate of District Officers, the Nominating Committee shall in the year prior to the election**

September (or date determined by Governor)

Publish in District Service Bulletin clarification of eligibility and a position description for each position for which nominees are sought.

October 1 Send cover letter and nomination form to club presidents, District Officers and Past Governors soliciting nominations; Include the names of District Officers eligible to run and the names of District Chairmen from the last two bienniums eligible to run.

December 1 Recommendations for nomination forms must be returned to the Nominating Committee chairman, with autobiographical sketches, **postmarked no later than December 1<sup>st</sup>**. The Chairman of the Nominating Committee presents the slate to the District Governor prior to the January Board meeting.

February Autobiographical sketches of those candidates slated for District Office will be published in the Call to Conference District Service Bulletin.

**V QUALIFICATIONS FOR DISTRICT OFFICE** (Renumbered August 2010)

- A. To be eligible for election for any District Office, members must be, at the time of nomination and election an active member in good standing.
  - 1) To be eligible for election to the office of Governor-Elect, the candidate shall have previously served a full term (more than half of a two-year term) as a member of the District Board.
  - 2) To be eligible for election to any District Office other than Treasurer, a person must have completed a full term as Club President or be serving as Club President at the time of the election.

- 3) To be eligible for election as District Treasurer, a person must have completed a full term as Club President or Club Treasurer or be serving as the same at the time of the election and also must have general accounting knowledge or experience.
- B. The District Board may remove from any slate of candidates proposed by the Nominating Committee, the name of any person found to be ineligible and select a qualified candidate to replace her/him on the ballot.
  - C. Limited campaigning will be permitted to promote the election of a candidate by clubs in accordance with the guidelines stated in International Policy #8.
  - D. The Elections Committee at District Conference 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.

**VI. INTERNATIONAL FOUNDATION** (Renumbered August 2010)

- A. The District nominee, when the District is eligible, for the Board of Trustees of the International Foundation shall be elected by ballot at the District Conference.
- B. Each club shall be eligible to submit the name of one person, which will appear on the ballot; each club shall determine how it will select its nominee. No club is required to submit a nomination. In considering a candidate for nomination, the following criteria are essential:
  - 1) Must be a member in good standing of an Altrusa Club.
  - 2) Must have current or prior experience with a charitable corporation or foundation serving in an elected or appointed position with policy making responsibilities.
  - 3) Must have served as the President of an Altrusa Club or as the President (chair) of an Altrusa Club Foundation.
  - 4) It is strongly suggested that the nominee plan on attending the International Convention at which the election of the International Foundation Board of Trustees is to be held.
  - 5) The name of a club's nominee, along with a brief description of the nominee's qualifications, shall be submitted to the Chair of the District Nominating Committee no later than December 1 prior to the District Conference at which the election will be held. The slate of those persons nominated will be printed in the Call to Conference District Service Bulletin.

**VII INTERNATIONAL NOMINATING COMMITTEE** (Renumbered August 2010)

- A. The District nominee, when the District is eligible, for the International Nominating Committee, shall be elected by ballot at the District Conference.
- B. In considering a candidate for nomination, the following criteria are essential:
  - 1) Must have attended at least one of the previous two International Conventions.
  - 2) It is strongly suggested that the nominee plan on attending the International Convention at which the election of the International Nominating committee is to be held.
  - 3) The name of a club's nominee shall be submitted to the Chair of the District Nominating committee no later than December 1 prior to the District Conference at which the election will be held. The slate of those persons nominated will be printed in the Call to Conference District Service Bulletin.

**VIII SELECTION – NOMINEE INTERNATIONAL LONG RANGE – STRATEGIC PLANNING COMMITTEE** (Renumbered August 2010)

The nominee shall be elected at the non-convention year conference when the District is eligible to have a nominee. (District Eleven is eligible during the Biennium years 2007-2009, 2013-2015, and every third biennium afterwards). (Revised 1/30/2010)

- A. Each club shall be eligible to submit the name of one person, which will appear on the ballot; each club shall determine how it will select the nominee. No club is required to submit a nomination.
- B. In considering a candidate for nomination, the following criteria are essential:
  - 1) Must be a member in good standing of an Altrusa Club.
  - 2) Must have served as the President of an Altrusa Club.
  - 3) Must have attended at least one of the previous two District Conferences.
  - 4) Must have attended at least one International Convention.
- C. It is strongly suggested the nominee plan on attending the District Conference at which the election of the District member for the International Strategic Planning Committee will be held.

- D. The name of a club's nominee shall be submitted to the Chair of the District Nominating Committee no later than December 1 prior to the District Conference at which the election will be held.
- E. The chair of the Nominating Committee will present a list of those persons nominated to the Governor prior to the January Board meeting.
- F. The slate of those persons nominated will be printed in the Call to Conference District Service Bulletin.

(Previous VII INTERNATIONAL DIRECTOR, omitted 1/30/2010.)

**IX DISTRICT OFFICERS AND CHAIRMEN'S REPORTS – Submission**  
(Renumbered August 2010)

- A. Each District Officer and Chairmen shall submit a written report each year to the Governor. These reports will be reproduced and distributed only to the Board of Directors. The reports will be summarized into the Governor's report, which shall be distributed to all conference attendees.
- B. Minutes from the District Board meetings will be distributed to Board Members within forty-five (45) days of said Board Meeting.

**X DISTRICT DUES – LATE FEES** (Renumbered August 2010)

- A. As of District Conference, April 2000, District dues shall be \$20.00.
- B. The late fee for District Eleven dues shall be 10% of dues (\$2.00) per member for submissions between June 15 and July 10. Dues submitted after July 10 are subject to a reinstatement fee of \$5 per member.  
(Revised 1/30/2010)

**XI FUNDING FOR REVITALIZATION AND NEW CLUB BUILDING**  
(Renumbered August 2010)

- A. An amount of up to, not to exceed \$750, may be awarded as an incentive to a forming new club. This amount to be disbursed from the Revitalization/New Club Fund as follows: \$250 with the submission of the geographical information. Another \$250 upon the paid dues of 14 affiliate members. The last \$250 upon the setting of the date for the chartering of the new club. This amount is to be given to the organizing club, and/or District Eleven member who is fulfilling the policy set forth in the Altrusa International, Inc. ByLaws, Policy 20 and is to be used in the expenses of forming club. If the club does not reach a charter, no monies need to be returned.



- B. Expenses in conjunction with the groundwork for establishing new clubs in District Eleven shall be reimbursed by District Eleven from the Revitalization/New Club Building Fund. These expenses shall include but not be limited to: postage, phone calls, printing/copying, overnight stays in the area, transportation (mileage or airfare), room rentals for meetings and follow-up with forming a new club. Expenses are to be paid according to the District Policies for District Officers/Chairmen doing district business. (Section X fully revised 1/30/2010).

**XII LEADERSHIP TRAINING** (Renumbered August 2010)

District Eleven may provide annual leadership training for Club Presidents, President-Elects and Treasurers.

**XIII CONFERENCE** (Renumbered and revised January 2015)

District Eleven Conference shall be held annually on the weekend after Mother's Day, commencing 2012 unless approved differently by the District Board for good cause with International approval.

**A. CONFERENCE FEES**

Local club treasurers shall remit District Conference fees of \$30.00 with member dues which are due June 1 of each year, effective June 1, 2015. If not paid prior to the convening of the first business session of Conference, a delinquency fee of \$20.00 will be assessed. (Revised January 2015).

**B. REMITTANCE OF FEES**

The District Treasurer shall remit Conference fees in an amount equal to 13 conference registrations beginning for the Conference 2011 to the next year District Conference finance chairman immediately following the previous post conference Board meeting. (Revised August 2010).

**C. DELEGATES AND ALTERNATES**

The District Secretary will mail request for names of Delegates and Alternates by April 1 with names to be returned to the Secretary by April 30 beginning in 2012. Number of Delegates and Alternates to whom a club is entitled will be determined by membership as of March 31 prior to the convening of the Conference. Any club that is delinquent in paying its conference fee will not be eligible to vote at Conference. (Revised August 2010).

**D. DISTRICT CHAIRS- CONFERENCE**

If funds are available and the conference chair is required to attend conference to make a presentation, they will be compensated half room rate for days when they are presenting workshops at conference. (Revised January 2015).

**E. CONFERENCE REGISTRATION LATE FEE**

Conference late fee shall be waived for a new member who joins Altrusa after the late fee cut-off date.

**F. AWARDS**

- 1) District Only
  - a) Marilyn Atwood Award – Winner to be designated as a Lamplighter from contribution of \$500 in member’s name from funds raised at Conference for International Foundation.
  - b) Membership Award - \$50.
  - c) Club with most 1<sup>st</sup> Timers Award - \$50.
  - d) Conference attendance award - \$50.
  - e) Other (as determined by Governor with approval of the Board).
  
- 2) District and International
  - a) Mamie L. Bass Service Award winner will receive a plaque and a certificate from District, plus a check and certificate from International.
  - b) Letha H. Brown Literacy Award winner will receive a plaque and a certificate from District, plus a check and certificate from International.
  - c) Dr. Nina Faye Calhoun International Relations Award winner will receive a plaque and a certificate from District plus a check and certificate from International.

**G. DEADLINE DATES FOR CONFERENCE AWARDS AND PRIZES**

March 31\* Membership information and awards.  
Mamie L. Bass Service Award entries.  
Letha H. Brown Literacy Award entries.  
Dr. Nina Faye Calhoun International Relations Award entries.  
Marilyn Atwood Award entries.  
5, 10,15,20,25,30,40,50 etc. year membership recognition.

April 15\* Any other registration awards. Any special award not requiring an earlier date.

\* Envelopes must be postmarked by the above dates.

#### **H. NEW CLUB EXPENSES**

District Eleven club(s) organized within 13 months preceding the Annual District Conference may be assisted with conference delegate expense in an amount approved by the Board of Directors. (Revised 1/30/2010).

#### **I. CONFERENCE SITE SELECTIONS**

- 1) **DATES:** District Eleven conferences shall be held annually beginning on Thursday of the week of Mother's Day in May. Exceptions can be made with the approval of the Board of Directors and with sufficient advance notification to all club Members (2-3 years preferable).
- 2) **LOCATION:** Conference sites shall be pre-selected five years in advance.
- 3) **SELECTION:** The Governor shall appoint a chairman of the site selection committee.
- 4) **CONTRACT:** No contract for District shall be signed without the prior approval of the Board of Directors. The required hotel deposit shall be advanced by the District at the discretion of the Board to the Host Club and refunded back to the District after Conference.

#### **J. CONFERENCE ACCOUNTING**

A Conference accounting summary of books shall be completed within 60 days of the last day of Conference. The Governor shall present an accounting summary report at the next District Board Meeting.

### **XIV REIMBURSEMENT POLICIES (Renumbered August 2010)**

#### **A. DISTRICT OFFICERS FOR EXPENSES IN CONNECTION WITH DISTRICT WORK**

- 1) Board Meetings (including Pre and Post Conference), Club Visits, Workshops, and other District Eleven business.

- a) Air travel within District Eleven should be done as economically as possible; and with the least amount of change/cancellation fees imposed by the airlines. Unused airline tickets are to be used only for District Eleven business.
- b) Any frequent flier rewards earned while traveling on District business should be used for future District business travel by either the original traveler or designated to another Board member.
- c) Mileage to be paid at \$0.45/mile AFTER the first 50 miles traveled when personal car is used.
- d) Housing: One-half of double room to be reimbursed. If Officer requests single accommodation, said Officer is responsible for the difference in rate.
- e) Meals: Per Diem rate of \$30.00/day for approved meals (\$5.00 – Breakfast, \$10.00 – Lunch, \$15.00 – Dinner).
- f) Car rental: Car rates should be compared between the car rental companies, and the most economical rate should be chosen. Size of car is dependent on number of travelers. No mileage is paid when car is rented, but actual fuel cost with receipt will be reimbursed.

**B DISTRICT CHAIRMEN FOR EXPENSES IN CONNECTION WITH DISTRICT WORK:**

- 1) Board Meetings, Club Visits, Workshops, and other District Eleven business when called for and approved-
  - a) Air travel within District Eleven should be done as economically as possible; and with the least amount of change/cancellation fees imposed by the airlines. Unused airline tickets are to be used only for District Eleven business.
  - b) Any frequent flier rewards earned while traveling on District business should be used for future District business travel by either the original traveler or designated to another Board member or Chairman.
  - c) Mileage to be paid at \$0.45/mile AFTER the first 50 miles traveled when personal car is used.

- d) Housing: One-half of double room to be reimbursed. If Chairman requests single accommodation, said Chairman is responsible for the difference in rate.
- e) Meals: Per Diem rate of \$30.00/day for approved meals (\$5.00 – Breakfast, \$10.00 – Lunch, \$15.00 – Dinner).
- f) Car rental: Car rates should be compared between the car rental companies, and the most economical rate should be chosen. Size of car is dependent on number of travelers. No mileage is paid when car is rented, but actual fuel cost with receipt will be reimbursed.

**C APPROVAL OF EXPENSES FOR REIMBURSEMENT:**

- 1) All reimbursements are made after receiving appropriate receipt(s). Any submitted expenses (budgeted or not budgeted) over the amount of \$400.00 per Officer/Chairman needs Board Approval.

**D DISTRICT CONFERENCE EXPENSES (Paid out of Conference Budget)**

- 1) Officers – Upon approval of the Conference Finance Chairman and the Governor, conference fee and housing will be paid pursuant to the District reimbursement policies from conference funds. Travel and lodging for the night of the pre-conference board meeting will be paid by District funds. For the duration of the conference, the cost of meals not covered by the registration fee will be borne by the officer.
- 2) District Chairmen – Upon approval of the Conference Finance Chairman and the Governor, reasonable conference expenses for Chairmen who have actively participated in the planning of and presided at their corresponding workshops may be paid on a pro-rated basis from any surplus conference funds.
- 3) All Conference work-shop related supplies will be reimbursed up to \$50.00 per session with receipts. Any amounts greater than the allotted amount must be pre-approved by the District Governor.
- 4) Conference Chairman – Conference registration and cost of one half a double room for three (3) nights will be paid. If the Conference Chairman requests a single room, it is the chairman’s responsibility to pay the difference in rate.

- 5) Any conference surplus will be restricted to the Revitalization & New Club Building Fund, at the discretion of the District Board. Any conference shortage will be deducted from the Revitalization & Club Building fund. (Revised 4/12/2010)

**E. INTERNATIONAL CONVENTION EXPENSES / REIMBURSEMENTS**

- 1) The registration fee for attending Altrusa International Convention will be paid for one (1) person from the District Board of Directors (the Governor, if attending). If the Governor is not able to attend, the registration fee will be paid for an elected Board member to attend International Convention.
- 2) All other expenses that occur in regards to International Convention is the responsibility of the Convention attendee.

**XV TERRITORIAL LIMITS (Renumbered August 2010)**

District Eleven is comprised of the following: Arizona, California, Hawaii, Nevada, Baja California Norte, Baja California Sur, and Sonora, Mexico.

**XVI SOCIAL MEDIA GUIDELINES (Renumbered May 2015)**

Often viewed with skepticism, social media has proven to be a low-cost, real-time avenue for organizations like Altrusa International, Inc to effectively:

- Build brand recognition,
- Engage and cultivate members,
- Share with like-minded supporters; and
- Promote its value, offerings, and impact to a larger community.

However, participants must be careful with what they say and how they say it. Just as social media is about connecting, helping others, and having fun, the same principles that apply to being good citizens, apply to online activities. While Altrusans are encouraged to use social media to spread the word about Altrusa and its great work, they are reminded to use common sense- beware of privacy issues, play nice, and be honest.

Recognizing that individual actions reflect upon the entire organization, all District Eleven Altrusa International members are encouraged to adhere to the following guidelines when making comments online, posting to blogs, or using any social media platform (i.e. facebook, Google +, Flickr, LinkedIn, Pinterest, Twitter, or YouTube.)

**SOCIAL MEDIA GUIDELINES**

1. Each Altrusan should choose for them-selves if they will use social media. You are encouraged to share Altrusa-related experiences and insights, express your

- opinion, and share information as appropriate, especially when it is helpful to others.
2. Be aware that you are responsible, legally and morally, for what you say, present and post online. Social media participants can be appropriately disciplined and /or sued for commentary, content, videos, or images that are defamatory, pornographic, proprietary harassing, libelous, or can create a hostile environment.
  3. Be smart about protecting yourself and your privacy online.
  4. Make it clear that you are speaking only for yourself and any views posted are yours alone.
  5. Your online presence reflects the organization. Be aware that your actions captured via images, videos, posts, or comments can reflect on Altrusa, the District and/or club.
  6. Unless given permission, you are not authorized to speak on behalf of the District, nor represent that you do so. If you have any question on what has been released to the public, speak with your District leadership and/or the social media designated contacts. Do so before releasing information that could potentially harm Altrusa International, the District and our current or potential supporters and key stakeholders.
  7. When appropriate, direct others to the official website and social media accounts of the District.
  8. Remember your audience may include Altrusa members and nonmembers, both adults and youth, from many cultures throughout the world.
  9. Do not post any items, make any comments, or share any material that would be inappropriate for children to read, view or share.
  10. Talk about your Altrusa experience in positive terms.
  11. Online conversations should be open, honest, and honorable. Please post knowledgeably, accurately, and use appropriate professionalism. Use factual information and cite sources as appropriate.
  12. Try to be helpful, supportive or add value to what others are doing and saying with your online activities.
  13. Be quick to correct your own mistakes and admit when you are wrong.
  14. Be respectful to fellow Altrusans, community members, and even competitors. (This includes past, present, and potential Altrusan.) Don't speak of others in derogatory or degrading terms, use foul language, ethnic slurs, insults, obscenities, etc.
  15. Know when to respond. You may disagree with a post, but never fight or air grievances online, and don't get caught up in someone else's rant or rage.
  16. Do not pick fights or engage in conduct that would not be acceptable behavior.
  17. Be considerate of others' privacy and topics that could be considered personal, such as religion or politics.

18. Never identify Altrusans, partners, community members, or key stakeholders by name without permission. (Login to the members-only section of the International Altrusa, Inc. website and visit the International Communications Resources and Tools page for a copy of the appropriate release form.) It could be illegal to do otherwise. Prior to posting any media online, obtain permission from any individuals who appear in that media. If you do make a reference, link back to the source if possible.
19. Altrusa International, Inc. bylaws and policies apply to social media too; including, but not limited to: Policy 24, Fundraising and Policy 27, Requirements for the Use of Altrusa Trademarks.
20. The District will regularly monitor the district social Media accounts and, responsibly and as quickly as feasible, remove materials posted there that the District identifies as inappropriate. The District will further impose or support the imposition of discipline against members who violate these guidelines, consistent with Altrusa International, Inc. and district bylaws and other authority.
21. It is the individual members of District Eleven who are ultimately responsible for posting and utilizing District Eleven Altrusa social media accounts properly. Therefore, District Eleven Altrusa members will be subject to the foreseeable and unintended consequences of any inappropriate postings or use of social media, not Altrusa International, Inc., the district, its officers, fellow Altrusans, employees, representatives, agents or other third parties.

*(Written and shared by District Three)*