

ALTRUSA DISTRICT SIX STANDING RULES



Revised by District Six Board of Directors

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**Altrusa District Six
Standing Rules
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ALTRUSA INTERNATIONAL, INC DISTRICT SIX STANDING RULES

DIRECTORY

The District Directory shall be compiled by the Governor and the District Secretary, and published annually at a minimum cost. Distribution shall be to all District Officers, District Committee Chairmen, International Officers, and Club Presidents. The District directory will be completed and distributed to the Board at the August Board meeting. Clubs must submit Roster of Club Officers information to the District Secretary by June 30th.

DISTRICT BULLETIN

IN Touch shall be the official name for the District's Bulletin. The Governor and the appointed Editor(s) shall determine frequency of publication and content.

CLUB VISITS

The District shall pay expenses for official visits. The District will endeavor to be cost effective while making efficient use of time and accommodations. Non-official visits shall be at the expense of the inviting club or the District Officer (i.e. Style shows, Anniversaries, Fund Raisers, Special events).

CLUB BUILDING

1. Funds should be budgeted annually for Club Building based upon needs and current goals.
2. It is the responsibility of each member of the Board to alert the Governor of any symptoms of potential problems observed during club visits or any interactions with the clubs in the District.
3. The goal of the District Board should be early detection and immediate implementation of the Action Plan to avoid further decline in membership.
4. Symptoms of clubs with potential problems include declining membership, absence from conventions, conferences, and workshops, and late or missing reports. Completion of the Statistical Report should reflect the general health of the club.

5. The District Board, in conjunction with the Club Building Chairman, shall develop an Action Plan to assist clubs at risk and/or under charter strength. The Action Plan should be reviewed and revised at the beginning of every biennium.
6. The District Treasurer and Secretary should notify the Governor of any Club's failure to file reports in timely manner so the Governor can provide assistance where needed.

CLUB OFFICER TRAINING

Club Officer training is to be held in conjunction with the District Conference.

The District shall provide manuals for the offices of President, Secretary, and Treasurer, at District Conference.

Club Officers will be provided with information regarding the duties and responsibilities of their respective positions and be acquainted with the materials and resources available to assist them in fulfilling their responsibilities.

DEVELOPMENT WORKSHOPS OR SEMINARS

1. The District Six Board shall arrange for one or more Leadership Training Workshops to be held in the spring and/or fall. The purpose of the workshop shall be to promote leadership development for all members of District Six.
2. The District Board shall plan the program content. Members of the Board, Committee Chairmen, Past District Board Members, District Six club members with expertise in the program topic, or additional leaders deemed appropriate by the District Board, shall conduct the program.
3. Board member's expenses shall be reimbursed per general Fiscal Policy. District Committee Chairman, Altrusans, or others who are asked to lead a workshop session or otherwise participate in the program may be reimbursed per general Fiscal Policy.
4. A fee to be determined by the Board of Directors shall be charged each participant. The fee shall, include workshop materials and luncheon. It shall be payable in advance, and there shall be no refunds.
5. Altrusa clubs in the city where the workshops are held shall be in charge of local arrangements. They shall be in charge of the registration desk and shall sell supplies from

International, Inc. as requested by the Board. They shall prepare a summary for the Governor, which includes the number of registrants, a list of clubs participating, the amount of materials sold, and other information, which the Governor considers pertinent in assuring efficient workshop operation.

FISCAL POLICIES

1. The District Six fiscal year will be June 1 to the next succeeding May 31st, effective 1989. The amount of District dues shall be \$15.00 per year and are due by June 1 of each year. After June 15th, a \$1 late fee will be assessed on members who are delinquent.
2. The Governor Elect shall serve as a member of the Finance Committee.
3. The Governor Elect shall be allowed expenses up to an amount set by the District Budget Committee to plan and present her program. This shall include the costs of a meeting with the Program Coordinating Committee, an allowance for administrative and program planning materials, and travel to be used any time prior to her installation.
4. At the discretion of the Governor, during her term, special awards/recognition may be established to recognize members of clubs who demonstrate outstanding achievement of designated goals. The cost of certificates, plaques, or monetary awards will be borne by the District.
5. The district treasurer will provide the Governor and Board Members with a monthly report of written costs compared to budget. The Treasurer's report and the Secretarial minutes will be mailed via postal service or electronic mail 5 days prior to next board meeting.
6. There shall be a budget item to cover the expense of the Nominating Committee each year in which nominations are to be made and elections held.
7. The Treasurer's Bond should be dated to extend at least sixty (60) days past the Conference date of the year she goes out of office, or until June 30.
8. At the time of administrative changes (odd numbered years) there shall be a transfer of funds in the amount of \$1,000.00 to the newly elected Treasurer for the purpose of setting up a new checking account and starting ledgers to begin the new fiscal year starting June 1. The outgoing Treasurer will complete the end of the year fiscal reports, including the preparation of the review. At the end of the review, the outgoing Treasurer will turn over to the District Treasurer all past fiscal reports, all past membership reports, all past Certificates of Deposit interest reports, and account numbers. Additionally all completed audit information, and final

bank statement with a zero balance reflecting a closed account will be submitted to the incoming treasurer. All information must be transferred to the newly elected Treasurer by July 1st. Audit information will be transferred upon completion of the audit.

9. Mileage allowance shall be determined by the Board not to exceed the IRS allowance. The current rate is \$.37 per mile.
10. District Officers shall be reimbursed for hotel costs, meals, mileage, and the cost of one telephone call when traveling in an official District capacity with appropriate receipts.
11. District Officers shall be reimbursed for printing costs, postage, and telephone costs incurred in pre-determined official District business, when accompanied by appropriate receipts.
12. The District will pay workshop and conference registration fees for Board members attending the District Conference.
13. District Officers shall be reimbursed for one half (1/2) the double occupancy room rate when attending International Convention. In addition, the Governor and Governor Elect shall be reimbursed for convention registration when attending the International Convention.
14. The District checking account shall not exceed an amount necessary to provide adequate operating expense in a non-interest bearing account. The Treasurer shall have the authority to invest funds in a savings program that will provide the most advantageous return for a period not to exceed their term of office, without board approval.
15. The District Treasurer will maintain an amount equal to one year's operating expenses for the District.
16. In the event of the death of a member of the Board of Directors or Past Governor of District Six or a Past International President, the District shall make a memorial contribution to the Altrusa International Foundation, Inc. of \$50.00.
17. A minimum of \$100.00 shall be budgeted annually for the District Six open house at each Biennial Convention.

DISTRICT CONFERENCE

1. The District Board shall strive to locate the District Conference in different geographical sections of the District, on a rotating basis from Indiana to Illinois to Kentucky-beginning in 1999.

2. The following criteria will be used in selecting potential facilities for conference sites:
 - a) Banquet space for 150-200 with space for a 2-tiered head table.
 - b) Ability to turn over room from Business to Lunch
 - c) Breakouts for at least four (4) workshops
 - d) Space for Altrusa Store, Swap & Shop, and Foundation Auction
 - e) Financial feasibility of guest rooms and conference space
3. The pre-conference Board Meeting shall take place on morning or evening prior to the start of the Conference. In the election year all nominees for office shall be invited to monitor the pre-conference Board meeting at the expense of the nominee.
4. The newly installed Governor shall preside at the Post-conference Board Meeting during election year.
5. Corsages shall not be worn at the speaker's table during the conference. Flowers may be sent to the suite of the District Governor and the International Representative.
6. A formal picture of the incoming officers will be taken at the beginning of the Biennium for file at headquarters (and for other uses as desired).
7. It is a policy that; a Dutch treat past Governor's breakfast shall be held on Saturday morning during the District conference.
8. Displays of yearbooks, newsletters, exhibits, service or fund raising projects may be included at the discretion of the Governor, at conferences. Clubs will be given advance notice of displays.
9. The **Governor's Membership Award** is presented to the Club with the highest percentage increase in membership for the last Club year.
10. The **Rookie of the Year Award** will be presented to a member of two years or less at the time of submission of the nomination and who received the most points for participation in their Club, and in District and International events. The first award was presented at the 2001 Conference. The nomination form will be made available to all members through a mailing to the Club Presidents. The deadline for acceptance of nomination forms will be established by the Governor based on the date of District conference.
11. The **Conference Star Attendance Award** will be given to the club with the highest percentage of members registered and in attendance at each district conference. The *traveling* award will be in the form of a "Star" in recognition of the 2001-2003 District Six biennium theme. The award will be based, and computed, on the latest club membership report provided to the Governor by the District Six Treasurer (March 31), prior to the Conference, and the final Conference Registration Report. The participating host clubs are deemed ineligible for this award.

12. The **Governor's Award** will be presented to the member for participation and service in local, district, and international events, and projects. The first award was presented at the 2001 Conference. The nominee must be a member for 10 years or more. The application and criteria will be made available to all members through a mailing to the Club Presidents. The deadline for receipt of nomination forms will be determined by the Governor based on date of the District Conference.

13. The Governor shall appoint a District Board Member or District Service Chair to serve as the Chairman of the **Mamie L Bass Service Award** Committee. The Chairman shall appoint three (3) prominent members of the general public to serve as individual judges. Entries shall be submitted by February 16 of each year. All entries shall be critiqued. A summary of all entries will be provided at the District Conference.

The District Mamie L Bass Winner of each year shall be immediately forwarded to Altrusa International Headquarters for judging. All other club entries will be available for pick up at the District conference.

14. The Governor shall appoint a District Board member or District Service Chair to serve as the Chairman of the **Letha H Brown Literacy Award** Committee. The Chairman shall appoint three (3) prominent members of the general public to serve as individual judges. Club entries shall be submitted by February 16 of each year. All entries shall be critiqued and a summary of all entries will be provided at the District Conference.

The District Letha H Brown Literacy Award of each year shall be immediately forwarded to Altrusa International Headquarters for judging. All other club entries will be available for pickup at the District Conference.

15. The **Dr. Nina Fay Calhoun International Relations Award** was adopted in 2002 as a memorial to the only International President who served two terms and who focused on the International aspect of our organization. This award is based on a year long focus on International Relations not just one specific project. The winner is judged on the overall emphasis for the entire program year. All entries should refer to the judging criteria and score sheets.

The Governor shall appoint a board member or District Service Chair to serve as the chairman of the Dr. Nina Fay Calhoun International Relations Award Committee. The Chairman shall appoint three (3) prominent members of the general public to serve as individual judges. Club entries shall be submitted by February 16 of each year. All entries shall be critiqued and a summary of all entries will be provided at the District Conference.

The District Dr. Nina Fay Calhoun International Relations Award winner of each year shall be immediately forwarded to Altrusa International Headquarters for judging. All other entries are to be returned to the clubs.

16. District Six candidates for election to the International Nominating Committee and International Foundation Trustee shall be elected by the members entitled to vote at Conference in the even numbered years from a slate consisting of a qualified nominee from each club. The Board of Directors of each club shall determine the selection of the nominees. The District Governor shall make a request for these nominees.
17. Eligibility for election to the International Nominating Committee is prescribed in the International Bylaws, Article X, Committees.
18. Eligibility for election to the International Foundation Trustee is prescribed by criteria as established by the Foundation.
19. The District Nominating Committee is composed of three members, one from each state in the District. The ballot will be arranged with nominees by state. The candidate from each state receiving the most votes will serve on the nominating committee.
20. Eligibility for election to the District Nominating Committee is prescribed in the District Bylaws, Article IX, Committees.
21. The District Flags will be transferred to the next Conference Host Club at the close of the Conference.

FISCAL POLICIES PERTAINING TO CONFERENCE

1. Conferences shall be self-supporting. A \$1,000.00 advance shall be loaned to the hostess club within sixty (60) days of the close of the preceding conference. If a deposit is required to hold a conference site in advance, funds will be available upon written request from the hostess club. 1(a) Advance must be repaid within ninety (90) days of the close of Conference. 1(b) A final report of Conference income and expenditures must be made to the District Treasurer within ninety (90) days of the close of Conference. 1(c) Any profits from the Conference shall be split 50/50 between the Host Club(s) and District. Any District share should be sent within ninety (90) days to the District Treasurer. Any loss is the responsibility of the Host Club.
2. All expenditures related to conference are to be paid from conference funds. Fees for conference speaker shall not exceed \$300.
3. The District Board sets the conference registration fee.

4. Refunds of paid registration fees are granted by the Conference Chairman only if written notification is received by the stated deadline set for each conference. Full refunds will be made, contingent upon obligation to the hotel.
5. Travel is the only expense paid by International for the International Representative's visit to the District. The District pays for hotel accommodations, conference registration, and other meals.
6. The Conference Registration fee for the Conference Chairmen will be taken out of the Conference Fund.
7. District Committee Chairmen and other Altrusans who are asked to lead a workshop session or otherwise participate in the program at Conference may be reimbursed for the materials expense from conference funds. Board members expenses shall be reimbursed per general Fiscal Policies. Newly elected/appointed Board member's expenses shall be reimbursed beginning with the next conference after election/appointment.

ALTRUSA STORE

1. The District Six Board may provide and maintain an "Altrusa Store" at each District Six conference, workshop, or function where the District Six Membership will be in attendance. The purpose of the Altrusa Store will be to have available current, up-to-date materials and supplies necessary and desirable for club operation.
2. It shall be the responsibility of the elected Director(s) serving on the District Board to actively supply and maintain the operation of the Altrusa Store. Materials for the operation of the Store will be ordered from Altrusa International, Inc., and Doc Morgan, Inc.
3. Guidelines for ordering supplies, as determined by the International office, will be forwarded by the Governor to the Director(s) in charge of the Store. Merchandise shall be ordered, inventoried, and priced by the Director(s) in charge of the Store. All funds collected at conference will be submitted to the District treasurer at the post conference Board meeting. A preliminary summary report will be made by the Director in charge of the store to the District Board at the Post Conference Board Meeting. The Director in charge of the store will request that the invoices for the store be sent to the District Treasurer.
4. The Director(s) will be responsible for soliciting adequate assistance for staffing the Store from among Board members, or local club members, as needed.
5. The District will maintain no inventory or merchandise, unless requested by the Governor or the Board of Directors.

DISTRICT OFFICER ORIENTATION

District Officer orientation shall be provided for newly elected officers. The orientation will be held during the conference (or the post-conference Board Meeting). The orientation will include information regarding the Governor's goals, officer job descriptions and specific duties therein, responsibilities of board members inclusive of board meetings and leadership training/workshops, club visit protocol, fiscal information, and additional materials deemed necessary by the Governor. The District Six Altrusa International, Inc. District Board Manual shall serve as the resource tool for District Officers. The Governor shall arrange for the orientation time, place, and may request a District Six past board member to conduct the orientation.

District Officers shall receive materials pertinent to their respective office. These materials will include the District Board Manual, club visits assignments, vouchers, letterhead and envelopes, and club files. The materials will be distributed at either the orientation or the post-conference Board Meeting.

As of January 2004 a District Governor file will be created; to be maintained by the current Governor and transferred to the newly elected Governor by June 1st following the installation year.

ARCHIVES AND SPECIAL COLLECTIONS

Altrusa District Six supports the donation of historical materials, scrapbooks, and special collectibles. Ball State University Archives and Special Collections Research Center has been selected as the official site for preserving District Six records. The first records were sent to Ball State University on May 5, 2005.

Types of materials collected and preserved by the Archives includes, but is not limited to: history of various clubs, Treasurer's reports, Minutes, photographs, scrapbooks, Officers & Chairpersons, awards and budgets.

Records will be donated to the Archives every two years and as needed or determined by the Governor or the Board.

EMERITUS LOG

The District Secretary will maintain a Log of Emeritus requests and Board action of such requests. Those members who are approved for Emeritus status will be recognized in the *In Touch*.

DISTRICT STANDING RULES

This document shall be updated and reviewed by the Board at least every two years. These rules may be changed by action of the District Six Board at any regular Board Meeting.

Revised: January 17, 2004; November 6, 2004; August 25, 2006; November 4, 2006, January 24, 2009, and January 16, 2009.