



Altrusa International Resource Guide

A comprehensive guide compiled specifically for New Members as they begin their Altrusa journey



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INTRODUCTION

The Altrusa Reference Guide is part of your Altrusa resource library. Your Altrusa resource library is housed on the International Website in the member area. The Altrusa Reference Guide is an easy-to-use guide which provides the information you, as a member, need to acquire a comprehensive understanding of our organization.

The guide is divided into four main sections, covering general, International, District, and Club information. Detailed procedural information can be found in the International Bylaws and Policies publication, which is updated regularly and includes appropriate sections for Districts and Clubs.

Other primary resources that are referenced in this guide include the Altrusa Tradition (for historical information) and the Club President's Manual (for club operating guidelines). An extensive array of manuals for additional guidance is available on the Altrusa website.

The Altrusa Reference Guide is an evolving document. In order to provide the most up-to-date information about the organization, the Reference Guide will be revised as it becomes necessary. The Altrusa website, www.altrusa.org, should be visited regularly for current or updated information.

You are the cornerstone of the effectiveness of Altrusa. Your participation and contributions are very significant to continuing growth and development. The more knowledgeable each member becomes, the greater the impact Altrusa has through providing service to communities worldwide.

SECTION 1: GENERAL INFORMATION

Altrusa

The name, “Altrusa“ was coined from ALTR from altruism and USA for United States – possibly because of high running World War I patriotism. Mamie L. Bass, Altrusa’s first national President, was enchanted with the name for its “devotion to the interest of others” concept.

From the Altrusa Tradition

Purpose of Altrusa

The purpose of Altrusa International, Inc. is to promote better communities through service by an international network of people with diverse backgrounds and experiences.

International Bylaws, Article II

Altrusa International Mission and Vision

Mission

Altrusa International provides community service, develops leadership, fosters international understanding, and encourages fellowship by an international network of volunteers desiring to further the principles of the Association.

(Revised 2012)

Vision

Altrusa is a leader among international organizations improving communities worldwide through a network of member clubs.

(Revised 2012)

International, District, and Club Planning

By building strategic plans based on the goals and objectives of Altrusa International, together we will be creating the opportunities and activities for action plans that will provide the direction for long term growth and vitality for Altrusa. The Altrusa Strategic Planning Guide on the International web site www.altrusa.org provides guidance for Clubs and Districts in their strategic planning activities.

Non-Political Position

International Bylaw Article III (and also District and Club Bylaws) states that Altrusa International, as a body, shall at no time endorse or recommend any candidate for public office, nor shall it take any action on partisan or religious questions, or on legislative matters, without the prior approval of the Board of Directors of Altrusa International.

Altrusa Key

Amity	Community members in various fields of endeavor need friends whose interests differ from those which keep them busy throughout the working day. Altrusa offers Amity.
Loyalty	To such members, self-realization means, first of all, loyalty to one’s own ideals. Next, it means loyalty to one’s friends, to their communities, to one’s work, and to one’s country. Altrusa stimulates Loyalty.
Talent	Talent needs recognition. No matter how great a person’s ability may be, it never reaches its most effective level unless it is understood, encouraged, and developed. Altrusa encourages the expression of Talent.
Reciprocity	Each person needs not only contacts which will aid her/him, but a chance to give corresponding benefit to others. Altrusa gives impetus to Reciprocity.
Unity	When individuals form a unit which is so big in its aim that self is forgotten in the common purpose of the group, the next step in the evolution of humanity is accomplished. Altrusa develops Unity.
Service	Because of amity, loyalty, talent, reciprocity and unity, Altrusa develops Service.
Achievement	Through such a plan of living and mutual stimulation, Altrusa brings Achievement.

Altrusa Motto

Patriotism, Efficiency, Service

Principles of Altrusa

- Altrusa is a builder of women.
- Altrusa is an expression of the search for the best in character, in business, and in citizenship.
- Election to Altrusa is an evidence of confidence which imposes upon the recipient the obligation to strive to be true to the highest standards of life in her personal and business relations.
- Altrusa, in the very derivation of its name, is committed to the philosophy of unselfishness, the joy of giving rather than getting, and to the search for that happiness which is based upon spiritual worthiness.
- Altrusa is practical idealism. Its service consists, not in saying great things, but in daily earnest practice of its principles.
- Altrusa commends to its members an active interest in public affairs, realizing that the State is but the individual writ large.
- Altrusa develops true leadership, concerned with accomplishment and not with recognition.
- Membership carries with it no obligation to transact business with other members. It makes no promise of returns in any commercial specie. Its rewards are in proportion to the loyalty, unselfishness and character of the member herself.
- Altrusa expresses good will for all mankind. It emphasizes the good and lets the evil sink into the oblivion it merits.
- Altrusa is democratic; it knows no class, no favorites, but is founded upon merit alone.
- Altrusa believes that the way to progress lies not in emphasizing the faults of men and their failure to give proper recognition, at times, to women in business, but rather in arousing women to their responsibilities and their possibilities so that their accomplishments will blaze the trail for greater things.
- Altrusa believes it is not enough to be good; Altrusans must be good for something. Each member must be doing the piece of work that is hers in a way that puts her in the front ranks of accomplishment.

As Authored By Mamie L. Bass 1921

The Altrusa Tradition

The Altrusa Tradition is a brief history of Altrusa International, Inc. This booklet was first distributed at the 1985 International Convention in Boston, Massachusetts, was revised as Altrusa prepared to celebrate its 75th anniversary in April 1992, and continues to be updated as needed.

Altrusa Collect

Our heavenly Father,
Surrounded by blessings,
May we learn to bless;
Reaping the fruits of patriotism,
May we love our country more;
Members of a world-wide community
May we cherish our neighbors everywhere; Grateful to Thee,
May we show our gratitude
By efficiency and service.

Altrusa Accent

An Altrusa Accent is a two-minute presentation at a Club meeting that covers such items as news on an upcoming International or District event, new Altrusa materials, or Altrusa historical highlights. The Altrusa Accent can provide helpful information in membership orientation.

Altrusa Grace

For this food before us spread,
For our steps in safety led,
For Thy favor on our way,
Lord, accept our thanks today.

Altrusa Benediction

May we go forth with high ideals
To greet our fellow man,
Be true to all Altrusa aims
Until we meet again.

Altrusa Code of Ethics

The Altrusa International Board of Directors approved the Altrusa Code of Ethics at its January 31, 2009 meeting. The Code of Ethics guides the ethical conduct of all the Board of Directors and employees of Altrusa International, Inc. (the "Association") and provides a framework for maintaining a high standard of professional conduct.

Altrusa Pin

The Altrusa pin is always worn proudly over the heart, affixed directly onto a blouse, sweater, suit lapel or dress. Out of respect, the pin must never be worn, elsewhere on person or as a garment decoration. Altrusa pins are ordered from Doc Morgan.

Altrusa Insignias

Logo



The new logo was designed to be reflective of the Altrusa brand which is based on clarity, flexibility and inclusion. Clarity is seen in the clean lines and open space evident in the design. The flowing lines of different heights rise and fall to demonstrate flexibility. The lines start and finish together with all that falls between, symbolizing inclusion, various aspects of Altrusa service, and our diversity.

There is one line that connects, yet extends upward and beyond the rest representing the leadership development inherent in Altrusa membership. The beauty is that each of us can see a unique personal story as we participate in all of the lines of Altrusa activity.

As you look at the structure of the logo you will see that the image is the letter "A" standing for Altrusa. There are three cross bars to the A, each having a different color and lending a different perspective to the image as you view it; this further represents the concept of flexibility which is perhaps the most important aspect of our brand.

The tallest line (banner, ribbon, or path) is the new deeper shade of blue. Picture the color of the oceans linking lands around the globe (think Bermuda, New Zealand, and Puerto Rico), and representing the worldwide nature of Altrusa. It is like the crest of a wave and used for the highest arch representing the International organization. The much darker shade of blue grey is symbolic of the wave base; the depth and foundation of the sea which represents the clubs and districts that make up the Altrusa organization. They are parts of the same whole, only together do they make the letter "A". The golden colored banner represents ASTRA, Altrusa's treasure and our future. The brilliant red line, a very special one, is the color of the heart and strength of Altrusans. It represents all those to whom Altrusa is important; our members, our communities, and those with whom we partner. Together we are "Leading to a Better Community" wherever we live.

Emblem



In use since 1949, the Altrusa International emblem consists of three concentric circles. The outer ring bears the name "Altrusa International, Inc." In the second circle is Altrusa's motto, "Patriotism, Efficiency, Service." The center shows a polar view of the world, symbolizing Altrusa's international scope and interests. Altrusa International modified the emblem when England joined the organization. The emblem colors are blue and white.

Guidelines for Using Altrusa Trademarks and Logos

Guidelines for the use of Altrusa's Trademarks, wordmarks, and logos are provided in International Policy 27. Careful attention should be made to the requirements of this policy when producing any items for promotional purposes. Further guidance to effective use of the logo can be found in the Marketing Tool Kit available on the International website. Doc Morgan is the provider of logo items.

Altrusa Organization Structure

Altrusa has a three tier structure, International, District, and Club. The International level supports the District and Club levels and the structure of each level mirrors the others. The organizational chart shows the key elements at each level. (See Appendix A)

Altrusa International Foundation, Inc.

The Foundation is a humanitarian philanthropic organization whose mission is to empower Altrusans to provide effective local community service programs. It is dedicated to improving economic well-being and quality of life through a commitment to community services and literacy.

Since its establishment as a charitable corporation in 1962, the Altrusa International Foundation has been committed to the service goals and objectives of Altrusa. Its purpose is to be an avenue by which Altrusans can help local communities and other worthy organizations carry out community service programs throughout the world. From its inception, the Altrusa International Foundation has possessed a deep and abiding commitment to education and service.

While it enjoys a special affiliated status with Altrusa International, the Altrusa International Foundation is a separate legal entity with its own Board of Trustees. In accordance with International Policy 66 there will be a Foundation Trustee Representative appointed to the International Board as an Ex-Officio member with no voting rights.

Altrusans, Altrusa Clubs, businesses, corporations, foundations, and the general public support the Altrusa International Foundation by making monetary contributions to the Foundation. Donations can be in the form of outright gifts of cash, appreciated stock, real estate or insurance policies. The Foundation is a 501(c)(3) not-for-profit Corporation; therefore, donations are tax deductible in the United States to the extent allowed by law. Donors should consult their tax advisor to determine the potential tax benefit of any contribution.

There are a number of Foundation programs:

- The planned giving program
- Club 21
- Disaster Relief Program
- The Foundation Endowment Fund
- The Foundation Grant Program
- Lamplighter Program

Program information and applications are available at www.altrusa.org or from the International Office.

Altrusa International Foundation Insignias

Logo



Emblem



Altrusa International Foundation Colors: Burgundy and Ivory

ASTRA

ASTRA is a volunteer organization for youths and young adults, ages 12 to 25, sponsored by local Altrusa Clubs as part of their overall community service program. The sponsoring Altrusa Club supports the ASTRA Club with two or more Altrusa members, usually including the ASTRA Committee Chair. These Altrusans guide ASTRA Club members in developing program plans and service projects.

ASTRA is an acronym formed from:

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

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

Training – To develop leadership ability and potential.

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

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

International Policy 4 governs the operation of ASTRA clubs. Current information is also found in the ASTRA Advisor's Guide and ASTRA Member's Guide. These ASTRA guides are available for download online at www.altrusa.org.

ASTRA Motto: Growing in Service

ASTRA Insignias

Logo



Emblem



ASTRA Colors: Blue and gold

Bylaws

Bylaws are the set of rules an organization adopts for use in governing its own meetings or affairs. In Altrusa, each level of the organization – Club, District, and International – is governed by a set of bylaws.

Following each Convention, Altrusa International publishes an updated Altrusa International, Inc. Bylaws and Policies which contains Articles of Incorporation, International Bylaws, District Bylaws, Club Bylaws, and International Policies. This document is made available for all members via the International website, www.altrusa.org.

Parliamentary Authority

The rules of parliamentary practice in Robert's Rules of Order, Newly Revised, govern the proceedings of Altrusa International and all Districts and Clubs within the boundaries of the United States, subject to any special rules which have been or may be adopted at the International, District, or Club level (International Bylaws, Article XX). Clubs outside the United States may interpret the reference according to their customary rules of parliamentary procedure, subject to any special rules which have been or may be adopted at the International, District, or Club level (International Policy 50).

A brief pocket guide, Point of Order, has been designed by Altrusa International to assist Clubs with the most frequently used parliamentary procedures. Point of Order is available from the International Office.

Awards

Mamie L. Bass Service Award

The Mamie L. Bass Community Service Award (International Policy 6) was established by the International Board of Directors in July, 1963 as a memorial to Altrusa's first national President, Mamie L. Bass. The name of the award was changed to the "Mamie L. Bass Service Award" by the International Board of Directors in July 1975.

Objectives

- Stimulate interest in developing action programs in the community that fall within the scope of Altrusa's program of service.
- Encourage members of local Clubs to participate actively in service projects designed to meet specific local needs.
- Recognize outstanding Club achievement in community service.

Letha H. Brown Literacy Award

The Letha H. Brown Literacy Award (International Policy 6) was established by the International Board of Directors in July, 1993, to honor Past International President Letha H. Brown, who, in 1977, introduced literacy as a major emphasis of the organization.

Objectives

- Stimulate interest in developing active literacy projects to serve their communities.
- Create an awareness of Altrusa and its commitment to literacy.
- Encourage members of local Clubs to actively participate in literacy projects designed to meet specific community needs.

- Recognize outstanding Club achievement in service to the community.

Dr. Nina Fay Calhoun Award

The International Board of Directors created the Dr. Nina Fay Calhoun International Relations Award in 2003 (International Policy 6) as a memorial to the only International President who served two terms and who focused on the International aspect of our organization.

Objectives

- Encourage and to stimulate international relations.
- Create an awareness of other cultures and people of the world.
- Recognize outstanding Club achievement in International Relations.

Eleanor Roosevelt Humanitarian Award

The Eleanor Roosevelt Humanitarian Award (International Policy 6) is named in honor of the legendary Eleanor Roosevelt, who included active membership in the Altrusa Club of New York City in her service-oriented life. It is the only award Altrusa International gives to a member. Designed to recognize an Altrusan who makes a lasting contribution to community service as a result of involvement with Altrusa, the award is given to an Altrusan who has a distinguished service record at the Local, District, and International levels. If an Eleanor Roosevelt Humanitarian Award is presented, the winner will be honored during the Awards event at the next biennial Altrusa International Convention. The winner receives a commemorative medal.

Altrusa International Foundation Community Leadership Award

The Foundation's Community Leadership Award recognizes individuals who have made significant contributions to their communities as volunteer leaders. Through the Community Leadership Award, every Altrusa Club has an opportunity to recognize the individuals in their communities who are contributing to the welfare of others. The Community Leadership Award was initially presented annually; effective 2009, this Award is presented once a biennium at the Foundation event during the Altrusa International Convention.

For the most current Awards information, refer to the Altrusa website or contact the Altrusa International Office.

International Awards Entry Due Dates

- ASTRA Award - March 31st
- Community Leadership Awards - May 15th
- Eleanor Roosevelt Humanitarian Award - May 15th
- Letha H. Brown Literacy Award - June 1st
- Mamie L. Bass Service Award - June 1st
- Dr. Nina Fay Calhoun International Relations Award - June 1st

Altrusa International Long Range/Strategic Plan

The Long Range Strategic Planning Committee is designed to monitor the organization's Long Range/Strategic Plan, to review all its provisions established by the Board of Directors, to 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/Strategic Plan. By the end of the first year of each biennium, the Board of Directors reviews the plan and makes revisions as needed. Composition and selection of the Long Range Strategic Planning Committee can be found in the current International Policy 61.

A complete copy of Altrusa's Long Range/Strategic Plan is available for download from Altrusa's website www.altrusa.org. The Plan is updated online as it is revised.

Altrusa International Calendar of Events

Dates of Observances

- World Day of Social Justice – February 20th
- International Women’s Day – March 8th
- Add An Altrusan Month - April 1st - 30th
- World Health Day – April 7th
- International Day of Families – May 15th
- International Youth Day – August 12th
- International Literacy Day – September 8th
- International Day of Peace – September 21st
- World Food Day – October 16th
- United Nations Day – October 24th
- Make A Difference Day - Celebrated the 4th Saturday in October
- International Day for the Elimination of Violence against Women – November 25th
- Human Rights Day – December 10th

SECTION 2: INTERNATIONAL INFORMATION

International Office

All activities of Altrusa International are coordinated through the International Office located at One North LaSalle Street, Suite 1955, Chicago, IL, 60602-4006. The office staff implements the directives of the International President and International Board.

International Board of Directors

Beginning in the 2009-2011 biennium, the International Board of Directors is composed of the five Officers (President, President-Elect, Vice President, Treasurer, and Immediate Past President) and four International Directors.

The Board of Directors is elected by the Delegate Assembly at International Convention. The Foundation Representative and the Association Manager are Ex-Officio Members of the Board, without vote. Please refer to International Bylaws, Article VII: Board of Directors and Article XI: Officers and Directors.

For responsibilities of the International Board of Directors please refer to International Bylaws, Article XII: Duties of Officers and Directors. Meetings of the Board of Directors are governed by International Bylaws Article VIII.

International Executive Committee

The duly elected and qualified officers of International, as well as the Immediate Past International President, shall constitute the Executive Committee. The President shall act as Chair. The Association Manager is an Ex-Officio member without vote. Please refer to International Bylaws, Article IX: Executive Committee.

International Committees

There are two types of Committees in Altrusa: Standing and Special. International, District, and Club Standing and Special Committees and their responsibilities are identified in the bylaws at each level of the organization.

International Standing Committees

As prescribed in International Bylaws, Article X and International Policy 13, the following are International Standing Committees. The roles of these committees are prescribed in the Bylaws and Policies.

- Service Program Development
- Leadership Development and Training
- Membership Development
- ASTRA
- Communications
- Bylaws, Resolutions and Recommendation
- Nominating
- Finance

International Special Appointees

The following special appointments are made each biennium:

- Legal Advisor
- Parliamentarian (International Policy 49)
- United Nations Representative and Alternate Representatives

Legal Advisor

The International Legal Advisor is a licensed, practicing attorney and a member of an Altrusa Club who is appointed by the International President (with the approval of the International Board of Directors) to advise and counsel the Board of Directors on all matters of law affecting the International organization. When requested, the Legal Advisor also helps Districts and Clubs resolve legal problems arising from their activities. The Legal Advisor may not serve as a member of any Committee (International Bylaws, Article XIV).

United Nations Representative

The United Nations (UN) encourages representation and participation from "the peoples of the world" through its Non-Governmental Organization (NGO) program. Since 1946, Altrusa has cooperated with the UN as an NGO. Altrusa has an official representative at the UN.

Altrusa International has NGO accreditation to the Economic and Social Council (ECOSOC) and the Department of Public Information (DPI). Each UN body within the auspices of ECOSOC has an equivalent NGO Committee in which NGO representatives are urged to become participating members. Altrusa is also a member of CONGO (the Conference of Non-Governmental Organizations in Consultative Relationship with the United Nations). CONGO is an independent, international, non-for-profit membership association of NGOs that facilitates the participation of NGOs in UN affairs.

Our United Nations Representative and Alternates are appointed each biennium and serve in the following ways:

- Attend weekly briefings (from September through May) for NGOs, serve as a participant member of Committees and/or sub Committees of selected ECOSOC programs, and attend a variety of other UN meetings.
- Provide reports on significant issues and events.
- Arrange opportunities for visiting Altrusans to attend briefings and other meetings.
- Provide UN material as requested to members and as may be obtained on any UN related topic.

Clubs are encouraged to remember and, when appropriate, celebrate United Nation Observance Days.

Governors' Council

The Governors' Council is established in accordance with International Policy 64. Essentially, it is an informal body (no voting rights) which allows the Governors from each district to share ideas and to provide input to the Board of Directors regarding issues being faced by Districts and Clubs.

International Program Planning

The President-Elect makes appointments to specific Program Committee roles in accordance with International Policy 34. The President-Elect and the International Program Committee Chairs and Vice Chairs plan the programs for each biennium. They participate together in a planning meeting prior to the mid-year International Board of Directors Meeting in the second year of the biennium.

International Clubs-At-Large

Clubs in areas that do not have enough Clubs to form a District are called Clubs-At-Large. Their liaison with Altrusa International is the Clubs-At-Large Committee (appointed by the International President), which works closely with the International Office to bring service to these Clubs. International Policy 33 provides for the appointment and operation of the Clubs-At-Large Committee.

Clubs-At-Large have been chartered in many countries. Currently we have Clubs-At-Large in England, India, Ireland, and Russia. The programs and projects of Clubs-At-Large are shared with the general membership through the Club Annual Reports, International Conventions, and Sister Clubs.

International Convention

Altrusa International holds a biennial Convention (in accordance with International Bylaws Article VI) in odd-numbered years, except when the International Board of Directors determines that a national or international condition or emergency exists that makes the holding of the Convention impossible.

Among the items of business conducted by the Convention Delegates are the election of the International Board, International Nominating Committee and Foundation Trustees; the approval of the biennium budget; and the approval of amendments to the International, District and/or Club Bylaws.

International Publications

A list of all available publications is available on the Altrusa International website. International Policies 39 and 52 provide guidance regarding Altrusa International Publications and Manuals.

International Altrusan

The International Altrusan is one of Altrusa International's official publications. The International Altrusan is forwarded to all dues-paying and subscription-purchasing members of Altrusa International. Distribution is done both electronically and in hard copy.

E-Blasts

Periodically an E-mail communication is sent to members providing updates and information. Members are encouraged to buddy with members who do not have email to share this information.

Finance

Fiscal Year

In accordance with International Bylaws, Article XVI the International fiscal year begins on June 1st and ends on May 31st of the following year.

Dues and Fees

International dues are payable in accordance with International Bylaws, Article XVIII and International Policy 16.

Budget

In accordance with International Bylaws, Article XVII and International Policy 21, The International Finance Committee develops a budget for each biennium in conjunction with established goals and objectives. The proposed budget is presented to the International Board of Directors. The budget as endorsed by the International Board then is made available to the membership through an official publication at least sixty (60) days before the International Convention. Finally, the budget is presented for approval to the Delegate Assembly at the International Convention.

Bylaws, Resolutions and Recommendations (BRR) Committee

The International Bylaws, Resolutions and Recommendations (BRR) Committee is composed of a Committee Chair (appointed by the International President) and two Committee members elected by the International Board of Directors at its post-Convention Board meeting. Upon appointment, the BRR Committee serves through the next Convention. The organization's Legal Advisor and Parliamentarian may serve in a consulting capacity.

The BRR Committee combines, edits, synthesizes, and clarifies any proposed bylaw, resolution or recommendation for presentation to the International Board of Directors, the Executive Committee, and the Delegate Assembly at Convention.

The BRR Committee may refer proposed bylaws, resolutions, and recommendations to other entities within Altrusa for further assistance, development, and preparation of background papers and rationale, with notification to those initiating the proposed bylaw, resolution or recommendation and full explanation of the BRR process on the proposed issue.

The BRR Committee will submit a semi-annual 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 meeting.

Bylaws Amendment Procedure

The power to make, alter, amend or repeal the International Bylaws is governed by International Bylaws Article XXI.

Nominating Process

Article X of the International Bylaws, Section 3(c) governs the composition and election of the International Nominating Committee. International Policy 45 governs the process for Nominations at all levels of the organization. Referral should be made to District and Club policies regarding the process for nominations at these levels of the organization.

SECTION THREE: DISTRICT INFORMATION

A District is a geographical grouping of Clubs. Each District has a District Governor, a Board of Directors, and Committee Chairs who serve as conduits between International and each Club in the District. District names are always fully spelled out (i.e. "District One"). Never use the Arabic number (i.e. "District 1").

Geographical Boundaries

District One

Bermuda, Connecticut, Maine, Massachusetts, New Brunswick, New Hampshire, Nova Scotia, Ontario (Ottawa east, including Sudbury), Quebec, Rhode Island, Prince Edward Island, Vermont

District Two

Delaware, Maryland, New Jersey, New York, Ontario (Kingston west), Pennsylvania, District of Columbia, Virginia, West Virginia

District Three

Florida, Georgia, North Carolina, South Carolina

District Four

Alabama, Louisiana, Mississippi, Tennessee

District Five

Southeastern corner of Ontario (London west), Lower Peninsula of Michigan, Ohio

District Six

Illinois, Indiana, Kentucky

District Seven

Iowa, Manitoba, Minnesota, Nebraska, North Dakota, Ontario (west of Sudbury), South Dakota, Upper Michigan, Wisconsin

District Eight

Arkansas, Kansas, Missouri, Oklahoma

District Nine

Texas

District Ten

Colorado, New Mexico, Wyoming, Utah

District Eleven

Arizona, California, Hawaii, Nevada, Baja California Norte, Baja California Sur, Sonora, Mexico

District Twelve

Alaska, Alberta, British Columbia, Idaho, Montana, Oregon, Saskatchewan, Washington

District Fourteen

Puerto Rico and Islands of the Caribbean

District Fifteen

New Zealand

Clubs-At-Large

England, Ireland, India, Russia

District Area System

Each District should be divided into a minimum of three geographic areas. The purpose of having areas is to strengthen District services to Clubs and ensure that each Club in the District is visited by an elected District Officer at least once each year. Each District Officer can be assigned to an area. After receiving the assignment, the Officer visits the Altrusa Clubs in the area. The District officer keeps them updated on District and International happenings and assists them with problem resolution if necessary.

District Board of Directors

Per District Bylaws Article VII, the District's Board of Directors is composed of the Governor, Governor-Elect, First Vice Governor, Second Vice Governor (optional), Director(s) (optional), Treasurer, Secretary, Immediate Past Governor, and the number of optional Directors specified in the District's Bylaws. The Secretary is appointed by the Governor, subject to the approval of the Board. The Secretary is not a voting member of the District Board. District Governors are encouraged to appoint a District Parliamentarian.

Districts elect Officers for two-year terms in odd numbered years, according to District Bylaws. District Directors are elected for two year terms. The number of Directors elected in an even or odd numbered year is determined by the District Bylaws. Officers and Directors are installed at the District Conference during which elections are held. The duties of the Board of Directors are provided in District Bylaws, Article X.

District Visitors

See International Policy 3 for details regarding Club Visits. Club visits are the direct link Districts maintain with their Clubs. A Board Member should visit each Club in the District at least once a year. Governors should visit each Club at least once during either the District biennium or their term as Governor-Elect.

Functions of District Visits to Clubs

- Share Altrusa knowledge and enthusiasm with the Club's Board of Directors and general membership.
- Provide advice, clarify bylaws and policies, and share what they have learned about Altrusa while visiting other Clubs.
- Become the Club's District conduit, and as such, a valuable liaison between the Club and International throughout the year.

District Standing Committees

Before taking office as Governor, the Governor- Elect makes Special and Standing Committee appointments for the coming term per District Bylaws, Article IX and International Policy 12. The following are District Standing Committees:

- Service Program Development
- Membership Development
- Leadership Development
- Communications
- New Club Building
- ASTRA

Other Standing Committees of the District shall be:

- Bylaws, Resolutions and Recommendations
- Nominating
- Finances

In addition, the District Board of Directors establishes the following Conference Committees as needed: Credentials, Elections, and other Committees.

Nominating Process

Article IX of the District Bylaws, Section 3c governs the composition and election of the District Nominating Committee. International Policy 45 governs the process for Nominations at all levels of the organization. Referral should be made to District policies regarding the process for nominations. It is strongly recommended that there be two candidates for every office on the slate.

District Conference

Each District holds an annual Conference (District Bylaws, Article VI and International Policy 15) in March, April or May. Officers and Directors are elected at Conference. Dates for District Conferences are set and any proposed changes need to be approved in advance by the International President.

Functions of District Conference

- Conduct the District's official business; elect new officers (in election years), elect the Nominating Committees (in off-year elections); propose amendments to the Bylaws; make recommendations for changes in policies and procedures; propose, discuss, and pass resolutions to be forwarded to International for action.
- Consider matters submitted to the District by the International President, the International Foundation Chair, and the Board of Directors.
- Renew the understanding and appreciation of Altrusa's principles, ideals, programs, and purposes, and identify individual and collective roles in attaining them.
- Review Club progress, and recognize and reward Club achievements.
- Discuss and define better ways to plan and carry out program meetings and Club service projects.
- Provide leadership training for Club Officers and Committee Chairs.
- Expand circles of friendship and service within Altrusa.

District Service Bulletin

District Service Bulletins are District newsletters issued regularly to a District's members. The District Service Bulletin keeps Altrusans in touch with their Officers and Committee Chairs, communicates news, and shares Club activities. The Editor of the District Service Bulletin is appointed by the District Governor.

Finance

Fiscal Year

The fiscal year is determined by the District.

Dues and Fees

District Bylaws, Article XV provides that District dues are payable by members. Reference to the due dates, late fee penalties, and amounts should be made to District Policies.

Budget

Each District Finance Committee prepares a budget in support of its plan of action for the biennium. The proposed budget is presented to the membership at the District Conference for approval. The primary income source is District dues paid by each member. Typical expenditures may include expenses for club visits, District Service Bulletin, web site expenses, new club building, club revitalization, awards, etc.

Bylaws, Resolutions and Recommendations (BRR) Committee

The District BRR Committee is parallel to the International BRR Committee in purpose and function. The District Committee is comprised of a Chair appointed by the Governor and two members elected by the District Board of Directors to serve through the biennium.

Bylaws Amendment Procedure

The power to make, alter, amend or repeal the District Bylaws is governed by District Bylaws, Article XVII.

SECTION 4: CLUB INFORMATION

Club Board of Directors

Per the Club Bylaws, Articles VIII – XIII, the Board of Directors is composed of the President, President-Elect (optional), one or two Vice Presidents, Secretary, Treasurer, Immediate Past President and the number of Directors specified in the Club Bylaws. The term of office for each member of the Club Board of Directors shall be as specified in the Club Bylaws, but not to exceed two consecutive years. The responsibilities of the Board and the job descriptions for each Board member are provided in the Bylaws, and in the Club President's Manual which can be found on the International website at www.altrusa.org.

Club Standing Committees

Per the provisions of Club Bylaws Article XIV, the following are Club Standing Committees:

- Service
- Membership Development
- Communications
- Finances

Additional Special Committees may include:

- Leadership Development and Training
- Nominating
- ASTRA
- New Club Building
- Bylaws, Resolutions and Recommendations

Bylaws, Resolutions and Recommendations (BRR) Committee

At the Club level, the BRR Committee is composed of at least two members who are appointed by the President. The Committee informs the membership of bylaws and policy changes, and helps Club members prepare proposed bylaws, resolutions, recommendations, and Club policies. The BRR Chair should lead discussion of proposed bylaws, resolutions and recommendations with the local Club membership in preparation for voting at the District Conference and International Convention.

Bylaws Amendment Procedure

The power to make, alter, amend or repeal the Club Bylaws is governed by Club Bylaws, Article XIX.

Nominating Process

Article XIV, Section 2 governs the composition and election of the Club Nominating Committee. International Policy 45 governs the process for Nominations at all levels of the organization. Referral should be made to District and Club policies regarding the process for nominations at these levels of the organization.

Club Strategic Planning

Club Strategic Planning is the most important link to Altrusa's Long Range/Strategic Plan. Our plan's ultimate success will only be fulfilled with the committed involvement of Clubs. Guidance on preparing an effective club strategic plan is included in the Club President's Manual which is available at www.altrusa.org.

Club Annual Report

Clubs are encouraged to review their activities annually. Guidance regarding an annual evaluation process can be found in the Club President's Manual. The Club Annual Report as per International Policy 1 is completed online. Any information about clubs needed for the report that is available through the International database will be pre-filled when the annual reports are opened for data entry.

Distinguished Club Award

The Distinguished Club Award recognizes a Club's activity and productivity at every level of program involvement. A Club accepts responsibility for completing the Club Annual Report. The form serves the dual purpose of providing information for International to track the activities of the clubs and for consideration in the judging as a Distinguished Club. To qualify for a designation of Distinguished Club, a Club must be at charter

strength when applying for the Award. Points are scored in each of six areas: Service, Membership, Programming, Leadership, Communication, and International Foundation. A list of Distinguished Clubs will be distributed at the end of each fiscal year. If a Club qualifies for the award, it will receive a banner patch in acknowledgement of the Award. Award recipients from both years of the biennium will be recognized at Convention. For the most current Award information, refer to the Altrusa website or contact the Altrusa International Office.

Delegates to District Conference and International Conventions

International Bylaws, Article V and District Bylaws, Article V provide the rules regarding calculating the number of delegates and alternates that clubs may have at District Conferences and International Conventions. International Policy 62 provides the date for the calculation of eligible delegates and alternates.

Reports on Conference or Convention

As a member of the Club's delegation to a District Conference or International Convention, it is essential that a representative (or more than one) make an oral report to the membership on all important and fun aspects of the Conference or Convention. Written reports should be included in the Club's files.

These reports can help make each member feel a vital part of Altrusa and appreciate the benefits that can be gained from attending a District Conference or International Convention and want to attend the next one.

Files

The files of a Club should be accessible at all times to both the President and the Secretary. At the conclusion of a President's term, the files should be delivered promptly and in good order to the incoming President. The Club's Board of Directors should, from time to time, authorize the destruction of outdated records having no historical value. The Club President's Manual provides guidance on what items should be included in Club permanent and working files.

Finance

Fiscal Year

The Club fiscal year begins on June 1st and ends on May 31st of the following year.

Dues and Fees

Each Altrusa Club sets its annual member dues in accordance with Club Bylaws, Article XVII at an amount sufficient to cover the cost of the following:

- Club administration
- District dues
- International dues
- District Conference fees, if any
- International Convention fees, due annually

Clubs may set an initiation fee to cover the cost of new member materials and the International new member processing fee. Club service projects are financed by fundraising activities.

Budget

Each Club must prepare two separate budgets: a general operating budget and a service project budget. The Finance Committee prepares the budgets, incorporating the projected income and expenses provided by the Club's Officers and Committee Chairs. In the absence of a member approved budget, all expenditures must have member approval. Further information on preparing budgets is provided in the Club President's Manual.

Insurance

Altrusa International is covered by a comprehensive liability policy. International Policy 29 provides general guidance. Questions concerning this policy coverage and requests for certificates of insurance should be directed to Cook and Kocher. Please contact Michelle Wolff by phone at (847) 692-9200, by fax at (847) 692-9299, or by email at michellew@cookandkocher.com.

Fundraising

An Altrusa Club's "reason for being" is to provide service to its community. Money for service projects must come from fundraising activities supported by the public and must be accounted for in a separate service project budget. (Members' dues and fees are used solely for administration and go into the general operating budget.) International Policy 24 provides guidelines regarding fundraisers. Guidance is also included in the Service Development Manual on the International Website.

Make A Difference Day

Altrusa International encourages clubs to participate in Make A Difference Day. Make A Difference Day is celebrated each year on the 4th Saturday in October. Created by USA WEEKEND Magazine, it is the nation's largest day of volunteering, thanks to the passion of millions of people like you. Together with long-standing partner HandsOn Network, the generosity of Newman's Own and hundreds of carrier newspapers, USA WEEKEND rallies millions in a single day to help change the world.

Promoting Altrusa

Successful promotion of Altrusa should generate larger membership, greater interest, more community service, and increased name recognition. Guides on effective use of Media to promote Altrusa and the Altrusa brand guidelines and Marketing Tool Kit can be found on the Altrusa website, www.altrusa.org.

Meetings

Club Bylaws, Article VII provides that Altrusa Clubs must meet at least once a month. Special meetings may be called by the Club President, by three members of the Club's Board of Directors, or upon the request of five members. The notice stating the place, date, hour, and purpose for which the meeting is called must be made by mail, e-mail or telephone to each member entitled to vote at the meeting at least seven days before the date of the meeting. The Annual Meeting shall be held in June of each year. Guidelines for conducting effective business meetings are provided in the Club President's Manual which is available on the International website.

Parliamentary Authority

The rules of parliamentary practice in Robert's Rules of Order, Newly Revised, govern the proceedings of Altrusa International and all Districts and Clubs within the boundaries of the United States, subject to any special rules which have been or may be adopted by International, the District or Club (International Bylaws, Article XX). Clubs outside the United States may interpret the reference according to their customary rules of parliamentary procedure, subject to any special rules which have been or may be adopted at the International, District or Club level (per International Policy 50).

A brief pocket guide, Point of Order, has been designed by Altrusa International to assist Clubs with the most frequently used parliamentary procedures. Point of Order is available from the International Office.

Leaves of Absence

Leaves of Absence are under the purview of the Club. Specific details are available in Club Bylaws, Article VI, Section 5.

Membership

Membership in Altrusa is an honor. Each member has been singled out as a recognized leader in the community. As Altrusans, members channel their talents to the organization's community service focus and experience opportunities for professional growth, leadership development and that special camaraderie that comes when peers share common goals and rewards.

Membership is open to individuals of all ethnic and cultural groups who are of good character, who endorse and embrace the purposes and principles of Altrusa. Club Bylaws Articles IV-VI, International Policy 44 provide the process for New Members.

Per International Bylaws, Article IV there are different types of membership:

- Active Members
- Emeritus Members (International Policy 18)

- Honorary Members
- Affiliate Members (International Policy 40)
- Life Members

The Bylaws also provides rules regarding resignations, transfers, and removal of members. International Policy 41 governs Dual Members (those belonging to more than one club).

Eligibility

Membership in Altrusa is extended to individuals who are of good character and who subscribe to the principles and purposes of Altrusa International. Please see International Bylaws, Article IV: Members.

Recruitment Guidelines

It is the responsibility of every active member to help build the Club's membership by recommending outstanding candidates for membership. Club members are able to recognize those who would be eligible for membership. Guidelines for recruiting and retaining members can be found in the Membership Development Manual and Club Revitalization manual which are available on the International website.

Responsibilities

A member who freely shares knowledge, experience, and talent in Altrusa finds the dimensions of life richly expanded. The rewards of Altrusa membership are derived from the open acceptance and practice of the following member responsibilities:

- Expect the most from membership by making a firm commitment to it.
- Make every effort to know and practice the Ideals, Principles and Objectives of Altrusa.
- Know the Bylaws and Policies necessary to meaningful participation and keep informed on the organization by reading all Altrusa publications.
- Attend meetings regularly and take an active part. It is the fellowship experienced at meetings and the working together in service that brings full value to Altrusa membership.
- Accept Committee assignments and be willing to assume top leadership roles in the Club, District and International when invited.
- Be concerned with Club problems and participate in seeking their solutions.
- Pay dues promptly.
- Experience the total scope of membership by attending District Conferences and workshops and International Conventions and by supporting the International programs of the Foundation and the Association.
- Be supportive of Club Officers and Committee Chairs so that they can fulfill their required assignments.
- Be aware of Club progress toward its goals and be ready to join in whatever action is needed at each stage of the way.
- Develop new ideas for the Club that can add to the impact of a program meeting; recruit members; expand a service project; and, in general, achieve satisfaction in being an Altrusan.
- Enjoy being a member and don't hesitate to share a sense of humor. It makes membership a relaxing, enjoyable activity.

Initiation Ceremony

The Initiation Ceremony should provide both a memorable and moving experience for each new member and an opportunity for quiet renewal among more experienced Altrusans. Through the years, Clubs have developed

many initiation ceremonies. No single ceremony has been designated as the "official" initiation ceremony of Altrusa Clubs; rather, each Club develops a ceremony that is meaningful to its membership. Varied initiation ceremonies are available on the Altrusa International website.

Installation Ceremony

Each June when elected officers are installed, the Club has an opportunity to underscore the importance of Altrusa leadership through the handling of its installation ceremony.

Through the years, Clubs have developed many installation ceremonies. No single ceremony has been designated as the "official" installation ceremony of Altrusa Clubs; rather, each Club develops a ceremony that is meaningful to its membership. Installation ceremonies based on a number of themes are available on the International website.

New Club Building

Building new Altrusa Clubs is the responsibility of all Districts and Clubs. At all stages of the building process, Altrusa Clubs are urged to seek guidance from the International Membership Development Chair and the District New Club Building Chair. Guidelines on the club building process are found in the Altrusa International Bylaws Policy 20. The New Club Building Manual is available for download from the International website, and provides step by step instructions and many other useful materials.

The New Club Building Manual, Clubs-At-Large Edition, available from the International Office is to be used as the guide for all new club building activities that take place outside of an established District.

Orientation/Reorientation

Each Altrusa Club has the responsibility of building enthusiasm in each of its members through total, ongoing dissemination of information about Altrusa on the Club, District, and International levels. Orientation is critical to new members becoming committed and involved Altrusans. Suggestions for member orientation and re-orientation programs are contained in the Membership Development manual which is available on the International website.

Newsletter

Every Altrusa Club should prepare a monthly newsletter with information about Club service projects, fundraisers, meetings, and special news. Club newsletters also should inform members about District and International news, such as upcoming Conference or Convention plans. Excerpts from District and International mailings to Club officers also can be included. Many Club newsletters are published electronically and distributed via e-mail or the club's web site.

Your District Newsletter Award criteria provide a useful point of reference regarding content for your club newsletter.

Photo Release

A signed release is required to be on file at the International Office for any image used by the International Association in any of its various media if it contains people who are individually identifiable. An appropriate release can be found at www.altrusa.org. Release forms that include minor children require parental consent. The same type of release is required for Districts and Clubs when used in their media.

Yearbook

A yearbook is the member's guide to the Club year. It should be designed to serve as a "quick reference file" of information on each Club member, meeting dates and programs, local Club Officers and Committee Chairs, important District and International dates, and anything else relative to the current Club year's operations and projects.

Yearbooks take many shapes, sizes, and formats. Because the budget determines how much money can be spent on producing the yearbook, it is important that the Club take into account what it wants and needs from a yearbook (and how much that will cost) when it sets the yearly budget.

Your District Yearbook Award criteria will provide a useful reference point regarding content and format for club year books.

Websites

The International Office maintains the official website for Altrusa International, Inc. and the International Foundation: www.altrusa.org. Links to District and Club websites are accessible from the International Home Page. In the interest of a unified communications standard for the International Association, District and Club sites are requested to follow the style of the International web site.

Appendices

Appendix A: Altrusa International Organization Structure Diagrams

INTERNATIONAL	BOARD	BOARD CONSULTANTS	STANDING COMMITTEES	SPECIAL COMMITTEES
	<p>President**</p> <p>President-Elect**</p> <p>Vice President**</p> <p>Treasurer**</p> <p>Directors (4)</p> <p>Immediate Past President**</p> <p>Assoc. Manager (Ex-Officio)**</p> <p>Foundation Representative (Ex-Officio)**</p> <p>Legal Advisor (Ex-Officio)</p> <p>**Executive Committee</p>	<p>Parliamentarian</p> <p>BBR Chair</p> <p>GOVERNORS' COUNCIL</p> <p>Chair</p> <p>Co-Chair</p> <p>Governors</p>	<p>Service Program Development</p> <p>Leadership Development & Training</p> <p>Membership Development</p> <p>ASTRA</p> <p>Communication</p> <p>Bylaws, Resolutions, & Recommendations (BBR)</p> <p>Nominating (Elected)</p> <p>Finance</p>	<p>Personnel</p> <p>LRSP Committee</p> <p>Convention Committee</p> <p>SPECIAL APPOINTEES</p> <p>Legal Advisor</p> <p>Parliamentarian</p> <p>UN Representative</p>
DISTRICT				
CLUB				



*One tree can
start
a forest*

