



# **POLICIES AND PROCEDURES**

Updated April 2025

## **ADHERENCE TO INTERNATIONAL POLICIES**

District Five will adhere to the Bylaws, Policies and Procedures affecting the District level as outlined by the International organization in its Bylaws and Policies. Any revisions to the bylaws and policies affecting the District level as approved by the delegate body at an International Convention will be (a) communicated to the District Board of Directors and local Club Presidents within sixty days after the close of an International Convention and (b) accepted into practice upon notification.

## **CODE OF ETHICS**

The Code of Ethics guides the ethical conduct of all the Board of Directors and employees of Altrusa International, Inc. District Five (the "District") and provides a framework for maintaining a high standard of professional conduct.

All Association Board of Directors and Chairs are expected to comply with the following Code of Ethics:

### Personal and Professional Integrity

The Board of Directors shall act with honesty, integrity and respect for all individuals with whom they conduct business.

### Legal and Ethical Compliance

The Board of Directors and employees shall conduct themselves in a manner that complies with applicable laws and regulations in the various countries in which the Association operates.

### Valuing Diversity

The Association promotes diversity and inclusiveness in all its employment practices. It promotes a working environment where every employee is valued, treated fairly and given the opportunity to use her/his talents and abilities.

### Stewardship

The Association manages its funds and resources prudently and serves as a responsible steward of its assets. Its reports, documents and financial statements reflect accurate reporting with clear public disclosure.

### Conflict of Interest

To prevent conflicts of interest from creating actual or potential improprieties that could undermine effectiveness and reputation, the District's Board of Directors are required to disclose any direct or indirect financial or personal interests that pose potential or actual conflicts of interest related to the District's activities.

### Governance

The District Board of Directors serves as an active and independent governing body responsible for policy formulation, decision making, and oversight. All Board Members adhere to the District's bylaws.

Any Board Member who believes the Code of Ethics has been violated is obligated to report promptly her/his concerns to the Legal Advisor of the International Association. All reports of a suspected violation will be investigated and acted upon in confidence to the extent possible. Upon completion of the investigation, the Association will take such action as it deems appropriate under the circumstances. If it is found, as a result of a thorough investigation, that a Board Member has violated the District's Code of Ethics, she/he may be subject to disciplinary action, up to and including dismissal. The District will not tolerate retaliation against any Board Member who makes a good faith report or who cooperates with the investigation of a complaint.

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# DISTRICT FIVE POLICIES

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## ARCHIVES

The archives of historical information are housed at the Bowling Green State University Libraries, Center for Archival Collections in Bowling Green, Ohio. Items are under the collection titled MS 564 – Altrusa District 5, Ohio/Michigan. Donations to the archives may be made of materials related to District Five, local Clubs within the District, International and International Foundation. District materials to be archived will be collected at the end of each biennium and will be transported to Bowling Green at least every 6 years.

## BOARD OF DIRECTORS

The District Board is composed of members who hold the offices of: Governor, Governor-Elect, Vice Governor, Second Vice Governor (optional), two Directors (optional), Immediate Past Governor, Treasurer and Secretary. The Governor shall appoint the District Secretary, who shall not have a vote on the Board (such appointment to be approved by the District Board). No person shall be a member of the District Board who is not an active member in good standing of an Altrusa Club in this District.

In the event of a vacancy, the District Board will follow the District Bylaws Article XI, Section 1.

The District Board will hold a Pre-Conference Board meeting and a Post-Conference Board meeting (Sunday following conference adjournment). The incoming Secretary will audit the Pre-Conference Board meeting at District Five expense. All others may audit at their own expense.

The District Board will also hold a Fall Board meeting when the members of the District Board of Directors and District Chairs meet for the conference planning. The location and time will be selected by the Governor.

International Representative, Secretary, and Parliamentarian may speak to, but cannot vote upon issues during Board meetings.

## BYLAWS, RESOLUTIONS AND RECOMMENDATIONS COMMITTEE

In District Five the Governor Elect serves as the Chair of the Bylaws, Resolutions and Recommendations (BRR) Committee with two active members, the Vice Governor and the Governor. Complies with Item 21.25, Article XII, Duties of Officers in the District Bylaws.

## CLUB BUILDING

Club Building is the full responsibility of the District. Club Building needs will be determined by the Governor only after a thorough evaluation has been made. After this determination is made, the Governor will assign the necessary District Board of Directors and/or a specialist team to work with the club. The District Five Board will purchase the Altrusa banner for each newly chartered Altrusa Club created within District Five boundaries. The price of the banner and lettering should not exceed two hundred fifty dollars without the Governor's approval. The District Membership and Revitalization Chair shall coordinate this with the Governor.

## CONFERENCE

The conference will begin on the fourth Friday in April (effective 1997). The conference date may be changed with the approval of the District Board and International. If the Board of Directors determines that a local or national condition of emergency exists which makes the holding of Conference impractical, a Virtual Conference may be planned and held. The Virtual Conference will serve as a mechanism to conduct official business, elect officers, provide workshops, present awards, and nurture friendships and sharing across the District. The Board of Directors will determine if Conference will be held in person, through electronic means, or both. The District Board will decide on the conference location three years in advance.

If the Board of Directors provides an electronic means of attending and participating in District Conferences, then an electronic vote may be held.

The record of paid memberships of a club per Group Tally on December 31 of each year shall determine the number of Delegates and Alternates to which said club shall be entitled. The District Treasurer will generate a report from Group Tally on December 31 and forward this information to the District Secretary no later than January 7. The District Secretary will determine the number of delegates and alternates by February 1 per the District Treasurer report. By February 15, the District Secretary will notify all Clubs of the number of authorized delegates and alternates. See Notification to Clubs of Delegates and Alternates Form in the Appendix.

Donations for Conference decorations may be used to defray the expenses of Conference.

The District Board of Directors, the Conference Manager and the Program Coordinator have full expenses paid by the District, to include travel, hotel parking and half the cost of a double occupancy room. Other participating chairs will have lodging and travel provided, but they are responsible for their registration fees. Reservations will be made by submission of a rooming list compiled by the Conference Manager. Along with the Governor, the District Secretary will compile a rooming list for the Board Members and Chairs and forward the information to the Conference Manager to reserve rooms with the hotel. The District will pay for the daily room charge and tax for one-half of a double room. Those requesting a single room will be responsible for paying for the cost difference. All hotel costs, other than the daily room charge and taxes, are the responsibility of the individual and must be paid at the time of checkout. A voucher must be sent to the Governor for reimbursable expenses no later than 30 days following the event.

Meals provided for the District Board, Conference Manager and Program Coordinator at the conference will include Thursday dinner, Friday meals, Saturday meals and Sunday brunch. The Host Club Conference Chair(s) (not committee chairs) will be invited to attend dinner on Thursday evening which will be covered by the District.

The expenses for a reception for the incoming officers will be at the expense of District Five with a budgeted limit of \$350.00. Additional items may be contributed on behalf of the elected officer(s) by local Club(s).

The Immediate Past Governor will assume the role of Conference Manager. A Director, as assigned by the Governor, will assume the role of Conference Treasurer.

The Vice Governor will be responsible for handling the Conference Store Supply Procedures for Conferences. Refer to the Conference Store Supply Procedures.

The expenses such as the cost of tickets, supplies and bonding for the Foundation raffle held during the Conference will be deducted from the money raised for the Foundation.

The Finance Committee (District Treasurer, Governor, Governor-Elect, Immediate Past Governor) are responsible for preparing the Conference budget. The Board approves.

Clubs will be encouraged to host conferences; however, the District Board will be responsible for the conference moving around the District. If no clubs offer to host the conference, the District Board will solicit clubs to host the conference.

The Board votes on how Altrusa International Foundation money is to be distributed and to what program designation (general support, club grants, disaster relief, etc.). Money raised from the District International Foundation fundraiser may be used as a Lamplighter contribution designated to an individual or Club. A \$500 Lamplighter contribution will honor the International Representative/Conference Visitor attending District Conference. A \$500 Lamplighter contribution will be made in honor of the Immediate Past Governor following her term. Lamplighter contributions will also be made to honor 100-year clubs. Additional recipients may be determined by the District Board of Directors. (Revised 4/2024)

Following the close of Conference, all credentials' cards will be destroyed.

## **CONFERENCE AWARDS**

Every Altrusa Club is encouraged to annually submit entries for International, District or Club Awards. All awards must be submitted by February 1. The Awards Chair is responsible for providing Club Presidents with Awards Submission information.

Clubs may not submit the same project for both the Mamie L. Bass Service Award and the Letha H. Brown Literacy Award in the same biennium. Winners of the Mamie L. Bass Award, the Letha H. Brown Literacy Award, the Nina Fay Calhoun Award, and the ASTRA Club Service Award will be entered in the International Competition at the International Convention. The Awards Chair will be responsible for submitting the winning entries to International. (Revised 4/2024)

A Club who wins a First-Place International award at the District Conference will not be eligible to submit that same project for any International award for the following two District Conferences.

Club sponsored awards will carry at least a \$50 value. All winners receive a certificate from the sponsor. The deadline for all District Award entries is February 1.

While the Club awards "belong" to the Club, the District Board reviews new proposals for appropriateness, conflict and duplication. At the review for new or revised awards, the proposal is approved, returned for revisions or denied. Proposals must be submitted to the Governor by September 1, to be reviewed at Mid- Year in order to be included in the Spring Conference the following year.

## **CONFERENCE FEE**

Each club shall pay the District Treasurer a conference fee of ten dollars (\$10.00) on or before August 1 of each year. This fee is to help defray the expense of speakers, their related expenses, and conference entertainment.

## **CONFERENCE REGISTRATION FEE REFUND**

Any refund request needs to be received in writing by the Governor and approved by the Board of Directors. If approved, a refund will not be made until after the close of the Conference. For any District event for which a registration fee is charged, refunds will be made as follows:

- 1) A 90% refund will be made if received 31 or more days prior to the first day of the event in writing to the Governor and following Board approval.
- 2) A 50% refund will be made if received 15 to 30 days prior to the first day of the event in writing to the Governor and following Board approval.



- 3) No refund will be made if received 0-14 days prior to the first day of the event in writing to the Governor.

No refunds are to be issued by the Conference Treasurer without approval. (Revised 4/2023)

## **CONFERENCE VISITOR – International Representative**

District Five hosts a member of the International Board during the District Conference. During this visit the District will be responsible for the following expenses incurred:

- Payment of up to 3 nights lodging (Thursday, Friday, Saturday) for a single room during the Conference. Any additional nights and taxes would be the responsibility of the International Representative.
- Meals, as provided for the District Board: Thursday dinner, Friday meals, Saturday meals, and Sunday brunch.
- Transportation on Thursday from the nearest airport to the Conference and Sunday to the airport nearest to the conference location or to an airport easily accessed along the route to the Conference. This transportation will be provided by a member of the District Board or by a District member, as directed by the Governor.

The following will be the responsibility of the International Representative:

- Incidental expenses
- Additional meals
- Extended stay
- Transportation is beyond pick-up and delivery to/from the airport.

## **DISBANDING OF CLUBS**

Disbanding of Clubs will be handled in accordance with Policy 4 Clubs; Section 4C Disbanding, of the International Official Policies and shall be by action of the District Board of Directors. The disbanded club's officers shall (1) Submit its charter to the District Governor and (2) After payment of a disbanding club's debts and obligations, shall dispose of its assets and treasury balance to such organization or organizations organized and operated exclusively for charitable or educational purposes. Property that can be associated with Altrusa International, Inc. may be returned to any entity within the Altrusa organization. Refer to Official International Policies for specific steps.

## **DISTRICT WORKSHOPS**

The District Workshop may be held on the same day as the District Conference or on a separate date. The Governor and the Board make the decision of the location, the date, and the assignments of District personnel. The Governor's appointees will plan and implement the yearly workshop. District Five will retain surplus monies from any District Workshops. The District will pay any deficit.

District Workshop materials should include:

- emphasis on leadership training
- interpretation and use of International and District tools
- techniques of program planning, and project development

## **DUES AND FEES**

The annual District Five dues are twenty dollars (\$20.00), half year dues are ten dollars (\$10.00) for the period between December 1 through March 31. April and May, the new member pays full dues, which will include the next program year. Dues must be paid before member initiation into an Altrusa Club. (Revised 4/2023)

Member payment of annual District dues must be received by June 15. Dues received after June 15 and before July 15 will be assessed as a late fee of \$5.00 per member. Annual dues received after July 15 will be assessed as a \$5.00 late fee plus a \$10.00 reinstatement fee per member. Late fees or reinstatement fees may only be waived upon approval by the District Board. See Dues Submission Form in the Appendix.

## **ELECTRONIC VOTING**

When issues arise that should be resolved before the next scheduled meeting, electronic voting is an option. The Governor is responsible for initiating the process, directing the procedure, establishing a timeline, tallying, and reporting the vote.

Approved 06/03/2023

## **EMERITUS MEMBERSHIP**

Emeritus Membership – from International Bylaws, Article IV Members, Section 3.

- (a) Emeritus members are those Active members who are no longer able to contribute actively to the Club because of health or other restrictions which limit their activity, provided:
  - (i) They have been members in good standing within the current or the previous Club year;
  - (ii) They have been members of International for ten (10) years;
  - (iii) They are, through great service to Altrusa and devotion to its Principles, deserving of the honor; and
  - (iv) The Board of Directors of the Club and the District Board of Directors approve such change in status.
- (b) Emeritus members are not eligible to vote, hold office, or serve on a committee, and have no interest in the property or funds of the Club or District. They are entitled to wear the insignia of International and to attend all meetings. They shall not be required to pay District and International dues. The Club may waive Club dues. An Emeritus member will only receive services provided by the Club.
- (c) An Emeritus member who again is able to participate as an active member may return to Active status.

## **FINANCE**

The Fiscal year of District Five shall be June 1 through May 31. The District budget will be a two-year budget to coincide with the biennium.

The District Five Finance Committee is comprised of the following: District Treasurer, Governor, Governor-Elect, and the Immediate Past Governor.

The District Governor, District Treasurer, Vice Governor (due to Foundation activities) and Conference Treasurer will be bonded. (Revised 11/2022)

The District will purchase the incoming Governor's pin (The Governor will place the order).

The District will keep a balance equal to six months' expenses in reserve in an interest-bearing account. The Treasurer reports quarterly to the District Board:

- Income and expenses, in comparison to the budget
- Membership, including new members, resignations, and deaths.

The membership report will also go to the District Membership/Revitalization Chairs.

The District Board must approve the bank in which all funds are deposited. Bank institution accounts and IRS user name and password will be maintained by Treasurers and Governor. Password information will only be known by Treasurers and Governor.

The Treasurer and Governor are authorized to sign checks. All mailed paper vouchers are to be submitted in duplicate, with receipts to the Governor for approval. Electronic vouchers are acceptable with receipts attached and should be emailed to the Governor and Treasurer. The Governor approval shall be either by written signature or by email confirmation stating approval amount and purpose. At the next Board meeting the Treasurer should have the Governor review and sign the paper copy. All vouchers must be submitted within 30 days of the event or activity, or it becomes an in-kind donation. The Governor-Elect will approve all expenses of the Governor. See District Five Expense Voucher in the Appendix.

By no later than May 31, the Conference Treasurer should transfer accounts and all funds, in excess of \$1200, after \$750 is paid to the next host club, to the District Treasurer who will deposit said funds into District accounts and audit the Conference records. Should hotel contract require deposits exceeding this amount, the Board of Directors may approve an advance from District funds to Conference account. Submit District Conference Books to the District Treasurer for audit at the close of each Conference, by June 30.

The final report of the District Treasurer is to be made after May 31, annually, and published in the September DSB.

To establish a bank account for the new biennium, a sum of \$1000.00 will be transferred to the incoming Treasurer to establish the account by May 1.

All vouchers must be sent to the Governor by May 31 for the current fiscal year. Only expenses incurred during the fiscal year will be paid. Vouchers must be submitted within 30 days of an event or activity. After 30 days, the voucher becomes an in-kind donation unless prior approval by the District Governor. Any voucher submitted for expenses not already budgeted must have prior approval by the Governor.

If District Five has a savings account, it may be moved when a new Treasurer takes office. It may be held by the retiring Treasurer awaiting the next interest payment, after which the account would be transferred to the new Treasurer. The action most beneficial to the District will be taken. The Board of Directors will make this decision at the Post-Conference Board Meeting. Action on any CD is the decision of the Board.

The Treasurer will retain all records pertaining to finance for a period of seven (7) years and destroy any material that cannot be contributed to the archives as described in these policies.

At the end of the biennium, the Treasurer will submit completed records for audit by June 30.

#### Reserves:

- District - A minimum of six months, and a maximum of one-year operating expenses shall be kept in reserves. Any reserves in excess of one-year operating expenses must be budgeted.
- Conference – Any profits will be kept as a separate line item in the financial statement. These funds are held in conference reserves. The maximum allowed to accrue in conference reserve is \$3000.00. Conference reserve funds in excess of \$3000.00 will roll over into the general fund.

Audit: By June in odd years - The outgoing Governor will appoint an Audit Committee of two or three members. The timeline for completing the audit process is as follows:

- June 30 – August 31 Audit Committee reviews Treasurer’s completed books (or starting within 30 days of the close of the Conference accounts)
- September 15 – Audit report is completed and submitted to the Governor for review.

The audit report will be reviewed and brought to vote at Mid-Year District Board Meeting.

Reimbursements: The District will reimburse expenses, excluding alcohol, with approval by the Governor.

Federal ID number: The Federal ID number for District Five will be available to all members, as needed.

## **GOVERNOR**

The Governor should visit each club in the District at least once during the four-year period as Governor and Governor-Elect.

At the discretion of the Governor, flowers or memorial contributions may be sent in honor of a deceased member who has served at the District level as an officer or committee chair. Expenses will be charged to the miscellaneous budget when such remembrances are made, if made in the name of the District.

The outgoing Governor will order the Governor's pin for the incoming Governor.

A printer/copier purchased by the District will be used and maintained by the Governor/designee.

## **GOVERNOR-ELECT**

The Governor-Elect shall be a member of the District Finance Committee.

Governor-Elect Training: The registration fee for the District Five Governor-Elect training will be paid by the District. International will reimburse the Governor-Elect for other related expenses per their policies.

## **GROUP TALLY**

The District Governor, Governor Elect and Treasurer will have administrative rights to access Group Tally. View only privileges will be provided to the Vice Governor, Directors, Secretary and Immediate Past Governor. The Treasurer will assume the role of updating officer positions and securing access to Group Tally for District Board members.

## **INTERNATIONAL CONVENTION**

The District pays expenses incurred by the Governor during the Convention, i.e. travel, hotel, meals (up to \$55.00 per diem) and registration. The District pays the registration for the Governor-Elect and First Vice Governor, as both have duties at Convention.

The District provides up to two (2) hotel rooms for the Governor and other District Board of Directors at the International Convention. The Board of Directors will stay in the rooms in the following priority: Governor, Governor-Elect, Vice Governor, District Treasurer, Directors, District Secretary and Immediate Past Governor.

## **INTERNATIONAL FOUNDATION**

The District supports the International Foundation through the appointment of a Foundation Liaison, traditionally the Vice Governor, and fundraising activities at the Conference. Funds raised will be

designated in \$500.00 increments as Lamplighter donations in honor of Past Governors, International Representative attending District Conference and 100-year clubs, or others deemed worthy of such recognition, as approved by the District Board. (Revised 4/2023)

## **MID-YEAR**

The District Board of Directors meets the second weekend in October for the Mid-Year Board Meeting. The meeting starts at 3:00 p.m. Friday and goes to 3:00 p.m. on Sunday. Chairs join the meeting on Saturday for reports and Conference Planning either in-person or virtually as determined by the Governor. Participation is expected. The District Board of Directors, Conference Manager and Conference Program Coordinator have full expenses paid by the District, to include meals, travel, and half the cost of a double-occupancy room.

Participating chairs will have lunch provided by the District and mileage reimbursement. Reservations will be made for the Board by submission of a rooming list compiled by the District Secretary and Governor. Those requesting a single room will be responsible for paying for the cost difference. All hotel costs, other than the daily room charge and applicable taxes, are the responsibility of the individual and must be paid at the time of checkout. A voucher must be sent to the Governor and the Treasurer for reimbursable expenses no later than 30 days following the event.

## **NOMINATING COMMITTEE**

The District Nominating Committee is composed of three (3) members, each from a different Club, elected at the Conference in even-numbered years. Nominees for this committee must have served as Club President. The candidate receiving the most votes serves as Chair.

The Nominating Committee is responsible for preparing a slate of candidates for a Nominating Committee in odd-numbered years and a proposed slate of candidates for office in even-numbered years. The Nominating Committee receives from the District Board a list of possible candidates. The District Bylaws, Article IX Committees, Section 3(c), define the criteria for nominations. To be eligible for election, a member must have served a term as President of a Club.

No member of the Nominating Committee is eligible to be slated for District Office while serving as a member of the Nominating Committee.

The Nominating Committee finalizes the slate of proposed candidates. Those wishing to nominate other candidates from the floor should notify the Nominating Committee within thirty (30) days of the date of Conference.

The December DSB must include Slate of Candidates and bios and any items to be voted on.

The Nominating Committee will also request nominations from Clubs within the District for the International Foundation Board of Directors and the International Nominating Committee. The deadline for applying for International Foundation Board is January 15. The deadline for applying for International Nominations Committee is December 1.

Committee expenses will be paid by the District as required and pre-approved. It is recommended that alternative methods of communication (phone, fax, email, virtual, etc.) be used where possible to reduce District expenses.

The Governor will provide the training of the Nominating Committee. (revised 10/2024)

## **POLICIES, PROCEDURES AND POSITION DESCRIPTIONS**

The Governor-Elect shall be responsible for reviewing and updating Policies, Procedures and Position Descriptions and shall report each year at the Pre-Conference and mid-year Board Meeting. In the absence of a Governor-Elect, the Vice Governor shall assume this responsibility. This will include reflection of changes in International Policy, as well as actions of the District Board or Conference Body.

## **PRIVACY**

No personally identifiable information including home addresses and personal phone numbers will be printed/posted in District communications including the District Service Bulletin, District website, and other social media platforms. Member contact information is for Altrusa business only on a need-to-know basis.

## **PUBLICATIONS**

District Service Bulletin: The District Service Bulletin (DSB) is published four (4) times annually, to each member providing an email address. The DSB is a communication tool to keep members informed of what is happening within the District. The DSB with the Call to Conference will be emailed by February 1. Any articles submitted should first be reviewed by the DSB editor and then approved by the Governor/designee. No private member information will be shared in the DSB including addresses and personal phone numbers. Email addresses may be used.

District Digest: The District Secretary is responsible for updating the Digest's historical chronology during the current term of office. The updated digest will be placed on the District website.

## **RETENTION OF DOCUMENTS/PROPERTY**

The Document Retention Policy identifies the record retention responsibilities of the Board of Directors for maintaining and documenting the storage and destruction of District documents and records. Paper or electronic documents and District property will be transferred and maintained by the appropriate Board member. (See Retention Procedures).

The District will follow the Record Retention Guidelines from International prepared by the Retention Committee and approved in July, 2022. (See Appendix).

Permanent retention: Articles of Incorporation; District Bylaws, Policies and Resolutions; Board, Business and Committee Meeting minutes; Year-End Financial Reports and Audits; IRS Determination Letter and Tax Exempt Status Form 1023; and Tax Returns (Form 990).

Annual reports of the District Governor, District Awards recipients, Club Visit Reports, Long-Range Strategic Plans, District Conference Programs, District Service Bulletins, listing of District Officers and Chairs, District Digest and membership records will also be retained at the District Archive location. (See Archives Policy). Photographs, pins, proclamations and media clippings may also be included.

Copies of financial ledgers, bank statements, expense records and investment records will be retained for 7 years in paper or electronic form.

Bylaws and District Policies and Procedures will be placed in a Shared Drive on the District website with password protected access to all Board members. The District will also maintain a permanent documentation file for the following:

- Facebook administrative privileges and passwords
- Website administrative privileges, username, password
- District email addresses, usernames, passwords
- Credit/debit card
- Inventory of District property and location (maintained by the Secretary).

## **REVITALIZATION**

Revitalization of Clubs will be handled in accordance with Policy 10K of the International Policies. The Board of Directors will identify Clubs within the District which are under charter strength (fifteen active members) or otherwise clearly indicate a need for assistance and develop a program for their revitalization. A listing of the Clubs identified in need of revitalization and the approved revitalization program will be sent to the International President, the International Member Development Chair, and the International Office. Clubs identified as needing revitalization will be notified by the District Governor with the communication including approved steps for revitalization and the name(s) of those assigned to the revitalization.

## **SERVICE PROJECTS (DISTRICT-WIDE)**

Based on Article III Policy, Section 1 Power in the District Five Bylaws, the District shall have the power to undertake only such work as is connected with the work of International and shall not undertake any special projects without the approval of International.

## **SOCIAL MEDIA**

District Five will maintain a presence on social media including a web page ([www.districtfive.altrusa.org](http://www.districtfive.altrusa.org)) and other platforms as determined by the District Board of Directors. The sites are maintained by the webmaster, a member of the Communications Committee. The District Five Governor, the Board and the appointed web master will establish priorities for using social media to market, educate and recruit, etc. The District will utilize social media to increase visibility across the District, share Club community service and fundraising activities, use as a tool for member recruitment, and serve as a means to educate others about Altrusa's purpose and mission to Better Our Communities. No private member information will be shared on social media. Email addresses will be allowed.

Per the Altrusa International Website and Social Media Purpose and Guidelines, the purpose of the District website is to publicize and promote Altrusa to prospective members in a specific geographical area, and act as a reference to existing members for District information. This includes:

- Clearly stating the scope and purpose of the Altrusa District
- Providing a platform for Club pages
- Information about District events e.g. District Conference and Workshops
- Highlighting significant achievement of District clubs e.g. District Award winners
- Recognizing the service of current District Board members
- Links to District social media accounts
- Information to create new Altrusa Clubs in areas that are not served

The District Five Governor, the Board, and the appointed web master will establish priorities for social media maintenance, customer service, and evaluations.

Social Media administrative privileges, username and password will be maintained by the webmaster. Usernames and passwords for social media accounts will be shared with the Governor to ensure a central location of all information. Password information will be changed at the end of each biennium.

The District virtual account password will be determined by the Governor. The password will be given to the Governor-Elect so that they are known by at least two District Board members. The virtual account and password may be used by any District Committee Chairs, Club Presidents and other District members, as needed, to communicate and conduct District business. The Governor and Board members have priority in using the virtual account.

Revised 06/03/2023

## **TRAVEL**

For travel within the District, the District reimburses travel expenses at \$.30 per mile, motel/hotel expenses, if necessary, and an additional allowance for tolls. A maximum of fifteen dollars (\$15.00) for lunch and twenty-five dollars (\$25.00) for dinner are allotted for food, if required. The District will not pay for alcoholic beverages. This applies to the District Board of Directors who visit clubs on a schedule, or anyone assigned by the Governor. All visits to clubs for which the District pays must have prior approval of the Governor. Any travel expenses for purposes other than club visits, conferences, or board meetings must have prior approval by the Governor. (Revised 4/2023).

# **DISTRICT PROCEDURES**

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## **AWARDS**

Three types of awards are presented at Conference: International, District, or Club sponsored. A list with short descriptions and guidelines follows.

## **INTERNATIONAL AWARDS**

### **Letha H. Brown Literacy Award**

Established in 1993 by the International Board of Directors to honor Letha H. Brown, a Past International President, this award recognizes the best literacy project designed and implemented by an Altrusa Club. Entries will be judged on content, effectiveness, creativity, originality, and success in meeting the stated objectives, as delineated on the International website. A Certificate of Merit and \$100 are presented annually by the International Representative at the District Conference. The winning application will be entered in international competition at International Convention each biennium. Entries also cannot be submitted in the Mamie L. Bass competition.

### **Mamie L. Bass Service Award**

Established in 1963 by the International Board of Directors in memory of the first National President and author of the Altrusa Principles, the Mamie L. Bass Service Award recognizes outstanding Club achievement in service to the community. Entries need to be submitted based on criteria delineated on the International website. The District Service/Awards Chair coordinates this award. A Certificate of Merit and \$100 are presented annually by the International Representative at the District Conference. The winning application will be entered in international competition at International Convention each



biennium. Entries also cannot be submitted in the Letha H. Brown competition.

### **Nina Fay Calhoun International Relations Award**

Established in 2003 as a memorial to the only International President who served two terms and who focused on the International aspect of Altrusa, the Nina Fay Calhoun Award is sponsored by the Altrusa International Foundation. It recognizes outstanding Club achievement in International Relations. Entries will be judged on how comprehensive the International focus was during the entire year and how it was incorporated into other aspects of the Club, as delineated on the International website. A Certificate of Merit and \$100 are presented annually by the International Representative at the District Conference. The winning application will be entered in international competition at International Convention each biennium

### **ASTRA Club Service Award**

Established in October, 2019 by the Altrusa International and sponsored by Altrusa International Foundation, this award encourages ASTRA Clubs to actively participate in service projects designed to meet specific needs in the local community or within their own school community. Every ASTRA Club is eligible to enter one (1) service project each year. Entries need to be submitted based on criteria delineated on the International website under the ASTRA heading. The District Service/Awards Chair coordinates the award. A Certificate of Merit and \$100 are presented annually by the International Representative at District Conference. The winning application will be entered in international competition at International Convention each biennium. Entries may not also be submitted for the Mamie L. Bass Service Award or any other Altrusa award. (Revised 11/2022)

### **Distinguished Club Awards**

These awards are presented by International to charter-strength clubs, based on information supplied in the previous year's Club Activity Report.

## **DISTRICT AWARDS**

### **Ann Baird Governor's Award**

Established in 1987 by Governor Ann Baird, who also sponsored the first award, the Ann Baird Governor's Award is given to the Club best exemplifying revitalization since the last District Conference. The District Governor will determine the winner. The District funds the \$50 award and provides the certificate, both of which are presented by the Governor at District Conference. No application required.

## **CLUB AWARDS**

### **Battle Creek International Relations Award**

Established in 1988, the Battle Creek International Relations Award recognizes the second-place winner of the Dr. Nina Fay Calhoun Award. Altrusa of Battle Creek sponsors the award of \$50 and a certificate.

### **Branch County New ASTRA Club Award**

This award, which is now sponsored by Branch County, was originally established in 1990 by the Fostoria Club and later taken over in 2009 by the Tiffin Club. The award is being presented to each club in District Five who has chartered an ASTRA Club in the last program year (June 1 to May 31). Altrusa of Branch County provides an award of \$50 and a certificate. No application is required.

### **Clara Weisenborn Patriotism Award**

Established in 2012, the Clara Weisenborn Patriotism Award is awarded for the service project or educational activity that best exemplifies the Altrusa ideal of patriotism. Clara Weisenborn, President of Dayton Altrusa 1946-1948, was an Ohio politician serving 22 years as a state legislator. An advocate of women's rights, she was the first woman to serve as chair of a committee in the Ohio legislature. For this award, patriotism is defined as any of the following:

- Love for and pride in our country
- Devotion to fulfilling a civic obligation
- Support of those who serve our country through the military or in other ways
- Loyalty to our democracy and what it stands for

Altrusa of Dayton sponsors the award of an American flag, \$50, and a certificate. See Appendix for Submission/Application Form.

### **Claudia J. Speakman District Five ASTRA Service Award**

Established in 2011, the ASTRA Service Award recognizes an ASTRA Club in District Five for outstanding service activities conducted by members in their community. In 2022 the award was named after Claudia J. Speakman, a long-time member of the Columbus Club who was an active inspirational leader for Altrusa. Her husband made a donation to the Columbus Foundation specifying the funds would be used for Altrusa's programs for girls/young women, as this was a special interest of Claudia's. Altrusa of Columbus sponsors the award of \$150 from the Columbus Foundation for the winning Astra Club. Additional awards of up to \$150 each may be given to one or two runners-up annually. See Appendix for Submission Form. (Revised 11/2022)

### **Dorothy Spayth Literacy Award**

Established in 2012, the Dorothy Spayth Literacy Award honors a 46-year Altrusan who helped to organize at least 7 clubs. This award is the second-place winner in the annual Letha H. Brown Literacy competition. Altrusa of Findlay sponsors the award of \$50 and a certificate.

### **Elizabeth E. Powelson Career Achievement Award**

Established in 2007, the Elizabeth E. Powelson Career Achievement Award is given to an Altrusan distinguished in his/her chosen career. It is named after Altrusan Dr. Elizabeth E. Powelson who had an outstanding career in science scholarship and education. Altrusa of Springfield sponsors the award of a crystal vase.

In addition to the name of the person nominating, phone, email, and club represented, the submission should include the following information about the nominee:

- Name, address, and phone
- Primary career and how the nominee has distinguished him/herself, i.e. positions, titles, promotions, awards, and honors held or received
- Education including schools, degrees, majors, etc.
- Research, books, or articles published (with name of magazine or, periodical)
- Organizations – volunteer, civic, professional associations, or other involvement (organization, office, date).
- Brief personal information such as family, activities, interests, hobbies, etc.

### **Hamilton Attendance Award**

Established in 1982, the Hamilton Award is given to the Club with the highest average attendance at all regularly scheduled Club meetings. The term "meetings" includes business and program meetings. The Club must meet a minimum of eleven (11) times between January 1 and December 31 of the calendar

year. Altrusa of Hamilton sponsors the award of a certificate and \$50 for First Place, a certificate and \$25 for Second Place, and a certificate for Third Place. See Appendix for Specific Criteria and Documentation.

### **Leola M. Heiss Long-Term Project Award**

Established in 2015 in memory of Leola M. Heiss, a Charter Member of the Altrusa Club of Monroe, this award is presented to one club in District Five for an outstanding, long-term (at least 3 years) project which serves the underprivileged. Altrusa of Monroe, MI sponsors the award of \$100 and a certificate. See Appendix for Submission Form and Scoring Criteria.

### **Linda Atwell Outstanding Altrusan Award**

Established in 1990 to honor Miriam V. Wolf, a past District Five Governor and distinguished nurse, this award was renamed in 2018 to honor Past Governor Linda Atwell. The award recognizes an individual who most exemplifies the objectives of Altrusa (patriotism, efficiency and service) in service to Altrusa and to the community. Altrusa of Mansfield sponsors the award of \$50, a charm, and a certificate to the recipient.

A panel of judges comprised of two Mansfield Altrusans and a third person from the community, who is involved in community services, will review the entries. The submission form should include the following:

- Nominating club and contact information
- Member name and address
- Brief description of activities as an Altrusan
- Brief description of activities outside of Altrusa      See Appendix for Application.

### **Lucille Pence Service Award**

Established in 1985, this award honors Past District Governor Lucille Pence and is the second-place winner in the annual Mamie L. Bass Service Award competition. Altrusa of Springfield sponsors the award of \$50 and a certificate.

### **Mary B. Smith Yearbook Award**

Established in 1972 to honor Past Governor Mary Shanks, a Greater Birmingham member, this award is presented to the Club that submits the best yearbook based on criteria listed in the Appendix. In 2016, Altrusa of Youngstown adopted and renamed the award in recognition of Mary B. Smith, a founding member of their club. Altrusa of Youngstown sponsors the award of \$100 and a certificate. See Appendix for the Criteria and Score Sheet used by the judges to evaluate yearbooks submitted by clubs. (revised 4/2024)

### **Membership Award**

Established in 2010, the Membership Award recognizes the efforts of clubs that promote the purpose of Altrusa to the community and have brought additional individuals into their organization. Based on International membership records, the club with the highest percentage increase of members from January 1 through December 31 of the previous year will be the award winner. Membership records include Active, Emeritus and Life members. The District Five Treasurer will complete calculations for the highest percentage increase. Altrusa of Washington Courthouse sponsors the award of \$100 and a framed certificate. Additionally, a certificate will be given to all clubs who show a net gain of 3 members or more during the same period.

Revised 10/2024

### **New Club Award**

Established in 1990, the New Club Award is presented to clubs successful in chartering a new Altrusa Club within District Five since the previous Conference. Eligibility will be based on actual charter dates.

The Bucyrus Club sponsors the award of \$100 and a certificate for each of the sponsoring clubs. No application required. (revised 4/2024)

### **Norma Hiner Club Innovation Award**

Established in 2018 and revised in 2024, this award honors Norma Hiner, a past Altrusa International President and Lifetime Member of Altrusa International, Inc. Innovation and creativity play pivotal roles in transforming an ordinary club into an extraordinary one. This award will recognize one club in District Five for its demonstrated effort that supports club innovation and creative strategies to increase club membership during the last program year (June 1 to May 31). Altrusa of Mansfield sponsors the award of \$100 and a certificate. Entries will be judged on creative and innovative ideas that focus on increasing club membership. A panel of judges comprised of two Mansfield Altrusans and a third person from the community, who is involved in community service, will review the entries. See the Appendix for the Submission Form and Scoring Criteria

### **Paula Reese Newsletter Award**

Established in 1955 to honor Ruth B. Emmons, first President of the Sidney Altrusa Club, this award was renamed in 2022 to honor Paula Reese, Emeritus Member of the Akron Club who served as newsletter editor for the Akron Club many years. This award recognizes the club publishing the best newsletter based on select criteria. Three (3) copies of three (3) different newsletter issues are submitted. Altrusa of Akron sponsors the award of \$50 and a certificate. See Appendix for the Judging Criteria and Score Sheet. (Revised 11/2022)

### **Troy Conference Registrations Award**

Established in 1988, the Troy Award is given to the club having the highest percentage of prepaid full registrations for the annual District Five Conference, based on the District Treasurer's record of club membership as of December 31. Conference Registration Chair will calculate registration as of April 1 and report the club name to the Service Chair. Included for eligibility are the District Board of Directors and District Chairs in attendance at the Conference. Excluded from eligibility for the award are the club hosting the Conference and clubs under charter-strength. Altrusa of Troy sponsors the \$50 award and a certificate. (Revised 4/2023)

## **BANK ACCOUNTS**

Account Establishment Criteria:

1. The bank must be approved by the District Board before the account is opened.
2. The bank or credit union must be FDIC insured
3. Checking account can be a non-interest-bearing account.
4. Checking account is to be a regular checking account, not a commercial account.
5. Inform bank when opening the account that District Five is a non-profit 501©4.
6. Withdrawal must be by checks only.
7. Ensure no service fee on any minimum balance.
8. Ensure no prepayment penalty for closing the account.
9. Order the minimum number of checks.

10. Checks should have one signer; however, there should be two authorized signers on the account—the governor and the treasurer.
11. Personal information of both signers must be taken when opening the account such as photo ID/driver's license and social security number.
12. Take the Identification Number (EIN) for District Five.
13. Submit the letter of approval to open the account from the Board of Directors signed by the Governor.
14. Apply for a debit card when opening the account.

## **CONFERENCE STORE SUPPLY PROCEDURES**

1. Select items to be ordered for Conference:
  - Review prior year's list of items ordered and sold.
  - Selected items will be ordered according to anticipated attendance per Conference Budget.
  - Greater interest for items under \$15
  - Sales will be higher the first-year new products and printed materials are introduced.
  - Doc Morgan items are on consignment.
2. If Doc Morgan items are to be sold at the conference, supplies are ordered by the first of February to assure shipment prior to Conference.
3. Inventory the shipments as soon as possible and compare to the packing slip and order.
4. Doc Morgan, Inc. products will be priced. Double check price on items with consignment list.
5. Supplies needed for the Conference Store include: Scissors (2), tape (scotch, package sealing, duct), sticky tack, paper (white, cardstock), stapler/staples rubber bands, paper clips, receipt book, pens/pencils/markers, envelopes, white lunch bags for raffle and cash boxes.
6. District Treasurer is to be notified to bring about \$200 change in coins and bills.
7. Checks for purchases are made payable to "Altrusa District Five."
8. The store is to be open before and after sessions; closed during sessions.
9. As soon as possible, count cash and checks and give to District Treasurer. (Usually, after Friday night sales, after Saturday sales, and Sunday after closing). Keep a record of amounts turned in to the District Treasurer.
10. Inventory remaining items and return to Doc Morgan, Inc. for credit.
11. Submit final report, invoices, credit memos, and expense vouchers to District Treasurer to pay Doc Morgan, Inc. for items sold at Conference. Submit the final report to the District Treasurer by end of Conference.
12. Store Chair maintains notebook that includes lists of items ordered from Doc Morgan, Inc., and outside suppliers.
13. The Vice Governor will be handling the store to promote continuity from year to year.
14. Four or five people are needed to handle the sales area during rush periods.
15. It takes about two hours to inventory items at the beginning and about two hours for ending inventory and packing.

## **ELECTRONIC VOTING**

When issues arise that should be resolved before the next scheduled meeting, electronic voting is an option. The Governor is responsible for initiating the process, directing the procedure, establishing a timeline, tallying, and reporting the vote. Voting Board members should follow the procedure as delineated:

1. The Governor emails the Board with the issue or concern.
2. Board members reply-all to the original email.
3. A motion is presented, followed by a second.
4. A specific timeline is set for discussion, generally at least three days, e.g. "Discussion will end on 4/22 at 3:00 pm".
5. After the discussion, the Governor calls for the vote and sets the timeline for this, also at least 3 days. E.g., "Voting will end on 4/25 at noon."
6. Board members should not vote until the Governor calls for the vote and sets the timeline.
7. Do not count votes that are late.
8. The Governor emails the voting results.
9. Parliamentary procedure is always followed and will guide the process in situations such as amendments.
10. These emails should be considered confidential and should not be forwarded or shared.

Approved 06/03/2023

## **EMERITUS MEMBERSHIP**

Upon the receipt of a Request for Emeritus Membership application from a local club, the Governor shall:

1. Determine either through the records of the District Treasurer or the International Office whether the individual member in question was an Active member in good standing at the time the request was made by the local club and received by the Governor. The Governor will also make certain the proposed Emeritus member has been a member of Altrusa for a minimum of 10 years.
2. Communicate to all members of the District Board and the Parliamentarian a summary of the Request including the name of the club submitting the request, the name of the member, and a summary of the rationale by which the club proposed the change. This communication may be in the form of a group email, a letter sent to the US Postal Service or individual phone calls.
3. Determine a deadline for Board member responses to the Request which is no less than ten days from the individual Board member's receipt of the communiqué.
4. Once the Governor has had communication from the members of the Board which find a majority in favor of awarding the Request for Emeritus Status to the member in question, the Governor shall:
  - a. Immediately sign the Request for Emeritus Membership and send copies to:
    - The president of the requesting club
    - The District Treasurer
    - The International Office
  - b. Place all such requests received on the agenda for the next scheduled District Board

meeting under the heading “Consensus Grouping.”

- c. Call for a formal affirmation of the vote for all such received Request for Emeritus Membership applications for the purpose of recording previous informal voting in the official minutes.

## **NOMINATING COMMITTEE PROCEDURES**

No member of the Nominating Committee is eligible to be slated for District Five office. The candidate receiving the highest number of votes cast serves as Chair.

April of even years – Nominating Committee elected at District Conference.

- a. Receive Nominating Committee files from previous Nominating Committee Chair.

June 1, even year send letters or emails to Local Club Presidents, District Board Directors, and Past Governors requesting nominations for District Board of Directors.

- a. Include nomination form.
- b. Check with Governor for mailing instructions; Governor may wish to include a letter.

August 1, even year – deadline for nominations to be returned.

- a. Be certain to give the Clubs time to discuss their nominees.

September 1, even year

- a. Nomination Chair arranges a conference call with Committee to discuss nominations.
  - Chair calls all nominees asking if they are willing to be a nominee.
  - Discuss duties with each nominee.
- b. Send letters to Altrusans agreeing to serve as candidates for District Board of Directors.
  - Include responsibilities of office (Position Description) and bio form.
  - Request a picture (headshot) to use in the DSB.
  - Indicate date when information must be returned that fits the timeline.

October 1, even year - Present Proposed Slate of candidates for Board of Directors to Governor.

- a. After receiving all signed responsibility sheets, send letter of thanks to the Committee Members.

November 1, even year of odd election year – send approved Slate to the DSB Editor. (revised 4/2024)

April, odd election year - District Five Conference

- a. Present Slate of candidates for Board of Directors at Conference Business Meeting and other sessions requested by the Governor.
- b. After the election, the ballots will be destroyed.

June 1, odd election year - send letter to Local Club Presidents, District Board of Directors and Past Governors requesting nominations for:

- a. District Five Nominating Committee
- b. International Nominating Committee (if District Five is slated for a candidate)
- c. International Foundation Trustee (if District Five is slated for a candidate)
- d. International Long-Range Strategic Planning Committee (if District Five is slated for a candidate)

August 1, odd year – deadline for nominations.

- a. Be certain to give the Clubs time to discuss their nominees.

September 1, odd year

- a. Nomination Chair arranges a conference call with Committee to discuss nominations.
  - Chair calls all nominees asking if they are willing to be a nominee.
  - Discuss duties with each nominee.
- b. Send letters to Altrusans agreeing to serve as candidates for District Board of Directors.
  - Include responsibilities of office (Position Description) and bio form.
  - Request a picture (headshot) to use in the DSB.
  - Indicate date when information must be returned that fits the timeline.

January 1, even year – send approved Slate of candidates to DSB Editor.

April, even year - District Five Conference

- a. Present the Slate of candidates at Conference Business Meeting and other sessions, as requested by the Governor.
- b. After the election, ballots will be destroyed.
- c. Give Nominating Committee file to newly elected Chair.

## **RETENTION OF DISTRICT DOCUMENTS AND PROPERTY**

District Officers/Chairs will review documents and gather items that need to be retained at the end of each biennium. The responsibility for gathering District documents follows:

- Board Minutes, Listing of District Officers and Chairs – Secretary
- Financial Reports and Budgets – Treasurer
- District Service Bulletins, Pictures, News Articles – Communications Chair
- Conference Programs – Program Coordinator
- Long Range Strategic Plans – Vice Governor
- District Bylaws, Policies and Procedures – Governor-Elect
- District Awards recipients – Service/Awards Chair
- Club Visit Reports – Governor Elect
- Annual Governor's Report, District Proclamations, Certificates – Governor

The inventory of the location of District property will be maintained by the Secretary. District items are typically found with the following individuals:

- Governor – Gavel, District Bell, District Banner, Home of District Governor Banner, Ribbons
- District Treasurer – Printer, laptop, speaker
- Conference Manager – Name tag lanyards, ribbons, Conference registration materials, projector
- Program Coordinator – District flags, poles and stands used at conference
- Secretary – Ballot box

## **SERVICE PROJECTS (DISTRICT-WIDE)**

1. Proposals for projects may come from a single club, a group of clubs, or an individual member.
2. Such proposals must be submitted in writing to the Governor for review at least 90 days prior to the conference, at which the proposal will be presented to the membership at large. The proposal



must be included in the Call to Conference DSB to allow time for discussion and evaluation prior to the conference. The proposal must include costs, impact (people served, etc.) and reason for suggesting.

3. Voting of the membership will take place at the conference.
4. It will be the obligation of the proposing Club or member to find three willing members to oversee and handle the implementation of the project. The names of these committee members and a detailed plan concerning the project will be submitted to the District Governor within 30 days from the close of conference at which the project was adopted.
5. The District will not be obligated to contribute or collect monies or oversee the operation of the project but will require a full accounting of income and expenses every 6 months through its conclusion. The Governor shall appoint a liaison between District and the project oversight committee.
6. No Club or individual member will be required to participate in any project undertaken in such manner as described herein. However, all Clubs and members shall be encouraged to participate and/or assist as able.
7. The District Governor will inform the International office of service project and seek approval, as needed.

## **SOCIAL MEDIA AND WEBSITE**

No personal information about Altrusa members should be shared on the District website page or on social media including addresses and personal phone numbers. Email addresses may be used. Strategic plan information is not intended for the general public and should not be shared on District or Club website pages. Social media is the best place to post fundraising events and is encouraged, as long as, no personal information is shared.

General guidelines:

1. Any information submitted should first be reviewed by the webmaster and then approved by the Governor (or appointee).
2. Items not needing Governor approval may include:
  - Requests for changes to club information.
  - Club fund-raiser announcements.
  - Handouts from District Conference.
3. Any photos must have a release before being published.
4. No personal contact information will be placed on the District or Club websites due to security.
5. All questions concerning the technical performance, new technologies and web page infrastructure will be directed to the webmaster.
6. The District Five Governor will determine passwords

# **BOARD POSITION DESCRIPTIONS**

# GOVERNOR

Election/Appointment: Governor-Elect assumes the Office of Governor at the end of the biennium.

Term of Office: Two years

Role: To provide leadership to the members of the District and endeavor to further the purposes of Altrusa International, Inc.

Eligibility: Must be an active member in good standing at the time of nomination and election, and have served a full term as club president, or be completing a term as a club president at the time of election. Also, this position requires that the nominee have served a full term (more than half a two-year term) as a member of the District Board, preferably as Governor-Elect.

## Responsibilities:

1. Preside at District Conferences, District functions, and at all meetings of the District Board of Directors.
2. Appoint District Secretary, Program Coordinator, special Committees as deemed necessary, Standing and Conference Committees, except the Nominating Committee, which is elected.
3. Provide training and resources to District Officers and Chairs either in print or digitally.
4. Assign one Director as Conference Treasurer and one Director to serve as Hospitality Chair for the Conference.
5. Serve on the Finance Committee. Be an ex-officio member of all committees except the Nominating Committee.
6. As part of the Finance Committee, the Governor will assist in the preparation of Conference budget with District Treasurer, Governor-Elect and Past Governor.
7. Approve expense vouchers except those of the Governor which are approved by the Governor-Elect.
8. Strive to promote cordial relations among the Clubs within the District and between the Clubs and International.
9. Issue and cause to be emailed official calls and notices of District Conferences.
10. Communicate at least quarterly with Club Presidents within the District.
11. Negotiate and sign Conference contracts for District Conference including determination and approval of the Conference hotel location as decided by the Board 3 years in advance.
12. Lead Conference planning. Approve Conference Committees plans/work closely with Conference team.
13. Assist with Conference Workshops and Trainings, as appropriate.
14. Approve articles submitted for and layout of the DSB.
15. Visit each club in the District at least once during the four years of Governor/Governor-Elect.
16. Participate in club special events to the degree possible.
17. Plan Mid-Year Meeting. Notify all Board Members, Committee Chairs, and Conference Chairs of dates, time and location. Make arrangements for rooms and meals.
18. Participate in District and International Conference Calls including Governors' Council.
19. Maintain the District printer/copier or appoint a designee.

20. Maintain virtual account and password information with Governor-Elect.
21. Maintain bank institution accounts and IRS username and password information with Treasurer.
22. Send welcome letters to new members after receiving the report from Treasurer.
23. Receive Emeritus Applications, facilitate voting, send corresponding letters and certificates.
24. Actively participate in the International Convention.
25. Write and submit Governor's Remarks and relevant articles for each DSB.
26. Be a resource for Clubs, especially the Club Presidents.
27. Notify International of clubs needing revitalization.
28. Notify and communicate with individual clubs regarding actions, plans and persons assigned to assist with revitalization, as needed.
29. Make annual club visits.
30. Establish the Club Visit Schedule for the Biennium to be distributed at the Post-Conference Meeting.
31. Appoint an audit team to audit District financial records for biennium.
32. Request funds from International for awards with information from the Awards/Service Chair.
33. Order Governor pin for incoming Governor.
34. Know and use Parliamentary Procedure.
35. Be available for and responsive to calls, email, and other forms of communication on a timely basis.
36. Mentor Governor-Elect to ensure a smooth transition.
37. Write and submit a Governor's Letter to all District Five members at least quarterly.

I have read, understand, and agree with the above duties:

\_\_\_\_\_

Date: \_\_\_\_\_

(Revised 3/2025)

## GOVERNOR-ELECT

Election/Appointment: Elected by District Conference Delegates at the beginning of the biennium.

Term of Office: Two years

Role: Assist the Governor in working with Clubs in the District and collaborate in organizing new Clubs.

Eligibility: Must be an active member in good standing at the time of nomination and election, and have served a full term as club president, or be completing a term as a club president at the time of election. This position requires that the nominee has served a full term (more than half a two-year term) as a member of the District Board.

Responsibilities:

1. Serve as a member of the District Board of Directors and participate fully in administration of the District. Make the most of what is to serve as a biennium of preparation for the governorship.
2. Assume the office of Governor at the expiration of the term of the incumbent, or upon the inability of the incumbent to complete the term. May serve an additional two years under these circumstances.
3. Serves as Chair of the District Bylaws, Resolutions and Recommendations Committee. \*\*
4. As part of the Finance Committee, the Governor-Elect will assist in the preparation of the Conference budget with the District Treasurer, Governor and Past Governor.
5. Approve vouchers presented by the Governor for reimbursement.
6. Know the District: study its geography and location of Clubs. Gain knowledge of the clubs (Presidents, service projects, membership trends, program meetings, potential issues).
7. Know how the Altrusa Foundation works and what the International Policies cover.
8. Know or become familiar with parliamentary procedure.
9. Serve as member of District Finance Committee.
10. Recommend and refer Altrusans able and available for District leadership roles.
11. Attend Governor-Elect training session arranged by Altrusa International, Inc.
12. Establish plans and goals for the next biennium and involve the incoming chairs in planning to achieve them.
13. Complete District Service Bulletin articles, as assigned, and prepare an annual report on year's work for the District Board and Conference.
14. Participate in Mid-Year Board Meeting, District Workshops, District Conferences, and International Conventions.
15. Preside at any meeting of the District Board or Conference, when the Governor is absent or requests it.
16. Assist in maintaining the Conference Manual in collaboration with the Immediate Past Governor.
17. Maintain virtual accounts and password information with the Governor.
18. Prepare training and resources for new Board Members and Chairs.
19. Be involved in the strategic planning process, along with the Governor and Vice Governor.
20. Assist the Governor in District administration and other duties as requested (including annual Club

visits). (revised 10/24)

21. Accept all other duties as requested by the Governor.

22. Monitor Ohio Attorney General website twice a year to ensure that all clubs are compliant with incorporation. (revised 10/23).

I have read, understand, and agree with the above duties:

\_\_\_\_\_

Date: \_\_\_\_\_

(Revised 3/2025)

## VICE-GOVERNOR

Election/Appointment: Elected by District Conference Delegates at beginning of biennium.

Term of Office: Two years

Role: Assist the Governor in working with District Clubs and cooperate in organizing new clubs.

Eligibility: Must be an active member in good standing at the time of nomination and election, and have served a full term as club president, or be completing a term as a club president at the time of election.

Responsibilities:

1. Serve on District Board of Directors. Keep informed on District and International policies and procedures.
2. Assist the governor in District administration and other duties as requested, such as visiting clubs, helping plan District Workshops, meetings, and District Conferences.
3. Presides at any meeting of the District Board or Conference, in the absence of the Governor and Governor-Elect or by request of the Governor.
4. Serve on the District Bylaws, Resolutions and Recommendations Committee.
5. Submit to Governor, prior to Board meeting and District Conference, a report of significant activities with recommendations for future action.
6. In the event of vacancy of office of Governor-Elect, complete the unexpired term and become Governor at end of term.
7. Serve as Foundation Liaison per District Policy. (See Foundation Liaison Position Description)
8. Serve as the District Strategic Planning Coordinator, reviewing and updating the District Strategic Plan prior to all board meetings, and at the beginning of the biennium incorporating new District goals.
9. Become thoroughly knowledgeable about all aspects of Altrusa, particularly District Five, District Clubs and their activities.
10. Be familiar with parliamentary procedure.
11. Complete District Service Bulletin articles, as assigned, and prepare an annual report on year's work for the District Board and Conference.
12. Participate in District Workshops, Mid-Year Board meeting, District Conferences, and International Convention.
13. Assume responsibility for handling the Conference Store.
14. Recommend and refer Altrusans able and available for District leadership roles.
15. Work closely with the Governor-Elect to foster continuity.
16. Assist the Governor in District administration and other duties as requested (including annual Club visits).(revised 10/2024)
17. Accept other assignments, as requested by the Governor, particularly in areas to achieve goals of the Strategic Plan.

I have read, understand, and agree with the above duties:

\_\_\_\_\_ Date: \_\_\_\_\_ (revised 3/2025)\_\_\_\_\_

## SECOND VICE-GOVERNOR \*\*

Election/Appointment: Elected by District Conference Delegates at beginning of biennium.

Term of Office: Two years

Role: Assist the Governor in working with District Clubs and cooperate in organizing new clubs.

Eligibility: Must be an active member in good standing at the time of nomination and election and have served a full term as club president or be completing a term as a club president at the time of election.

Responsibilities:

1. Serve on District Board of Directors. Keep informed of District and International policies and procedures.
2. Assist the Governor in District administration and other duties as requested, such as visiting clubs, helping plan the District Workshops and District Conferences.
3. Preside at any meeting of District Board or Conference, in absence of Governor, Governor-Elect, and First Vice-governor, or if Governor requests it.
4. Submit to the Governor, prior to the Board Meeting and District Conference, a report of significant activities with recommendations for future action.
5. In the event of the vacancy of First Vice-Governor, complete the unexpired term.
6. Serve as Bylaws, Resolutions and Recommendations (BRR) Chair. (See BRR Chair Position Description)
7. Become thoroughly knowledgeable about all aspects of Altrusa, particularly District Five, District Clubs and Club activities.
8. Become familiar with parliamentary procedure.
9. Complete District Service Bulletin articles, as assigned, and prepare an annual report on this year's work for the District Board and Conference.
10. Participate in District Workshops, Mid-Year Board meeting, District Conferences, and International Convention.
11. Prepare a schedule for the District Board of Directors and Chairs to be available in the District Hospitality area at District Conferences. This also includes the International Convention, if needed.
12. Maintain supplies and beverages for the District Hospitality Suite for District Conferences, if allowed per hotel contract.
13. Recommend and refer Altrusans able and available for District leadership roles.
14. Assist the Governor in District administration and other duties as requested (including annual Club visits). (revised 10/2024)
15. Accept other assignments as requested by the Governor, particularly in areas to achieve goals related to the Strategic Plan.

I have read, understand, and agree with the above duties:

\_\_\_\_\_

Date: \_\_\_\_\_ (revised 4/2023)\_\_\_

\*\*This position was eliminated for the 2025-2027 biennium at the October 2024 mid-year Board Meeting and duties assigned to other Board Members. This position will be reviewed at each mid-year meeting.



## **DIRECTOR**

Election/Appointment: Elected by District Conference Delegates at beginning of biennium.

Term of Office: Two years

Role: Assist the Governor in working with Clubs in the District and cooperate in organizing new clubs.

Eligibility: Must be an active member in good standing at the time of nomination and election, and have served a full term as club president, or be completing a term as a club president at the time of election.

Responsibilities:

1. Serve on District Board of Directors. Keep informed on District and International policies and procedures.
2. Submit to the Governor, prior to the Board Meeting and District Conference, a report on significant activities with recommendations for future action.
3. Become thoroughly knowledgeable about all aspects of Altrusa, particularly District Five, District Clubs and their activities.
4. Become familiar with parliamentary procedure.
5. Complete District Service Bulletin articles, as assigned, and prepare an annual report on this year's work for the District Board and Conference.
6. Participate in District Workshops, District Conferences, and International Convention.
7. One Director will assume the role of Conference Treasurer and the other Director will serve as Hospitality Chair for the District Conference, both as assigned by the Governor.
8. Assist the Governor in District administration and other duties as requested (including annual Club visits).
9. Recommend and refer Altrusans for District leadership roles.
10. Accept other assignments as requested by the Governor, particularly in areas to achieve goals related to the Strategic Plan.

I have read, understand, and agree with the above duties:

\_\_\_\_\_

Date: \_\_\_\_\_

(Revised 3/2025)

## SECRETARY

Election/Appointment: Appointed by District Governor and approved by District Board of Directors.

Role: Performs the secretarial functions for the District.

Eligibility: Must be an active member in good standing at the time of the appointment. Must have served as a club secretary or club president for one full term or be completing a term as secretary or club president at the time of election. (revised 10/2024)

Responsibilities:

1. Prepare and send reports, notices and correspondence as requested by District Governor.
2. Record proceedings of District Conference, Mid-Year Board meeting, and other meetings of District Board of Directors. Prepare the minutes.
3. Maintain a file of members of Board of Directors and Committee Chairs of Clubs within the District.
4. By February 1, per District Treasurer membership report, determine the number of Delegates and Alternates for each Club. By February 15, notify all Clubs of the number of authorized Delegates and Alternates.
5. At least 15 days prior to District Conference, furnish the Credentials Chair with a Club President certified list of delegates and alternates, members of the Board of Directors, and Past Governors authorized to vote at Conference.
6. Collect and provide basic office supplies for Credential Committee such as highlighters, paper clips, etc.
7. Assist Elections Committee with ballot preparation and printing.
8. Within 10 days of the election, the outgoing Secretary sends the names and contact information for the newly elected members of the Board of Directors, Secretary and Chairs to each Club in the District and to the Outgoing Treasurer to update Group Tally.
9. Maintain an inventory of District property and its location.
10. Assist Governor with plans and arrangements for Board Meetings.
11. Compile rooming list for Mid-Year Board meeting along with Governor.
12. Complete District Service Bulletin articles, as assigned, and prepare an annual report on year's work for the District Board and Conference.
13. Update District Digest annually; submit to the Communications Chair for placement on District website. (See District Digest Template in appendix) (revised 4/2024)
14. Accept other assignments as requested by the Governor, particularly in areas to achieve goals of the Strategic Plan.

I have read, understand, and agree to the above duties:

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Date: \_\_\_\_\_

(Revised 4/2023)

## **TREASURER**

Election/Appointment: Elected by District Conference Delegates at beginning of biennium.

Term of Office: Two years

Role: To manage all District monies

Eligibility: Must be an active member in good standing at the time of nomination and election and have served a full term as Club President or Club Treasurer or be serving as a club president at the time of election. Must also have general accounting knowledge or experience with balance sheets, income and expense, and membership counts. Must be proficient with Excel spreadsheets.

Responsibilities:

1. Serve as member of District Board of Directors.
2. Serve as the Chair of District Finance Committee.
3. Collect District dues and \$10 Conference Fee from the clubs.
4. Submit annual billing statements to Affiliate Members and collect their District dues.
5. Update District Officer positions and secure access to Group Tally for District Board members per policy.
6. Within 20 days of the election the outgoing Treasurer will update the names and contact information of the newly elected members of the Board of Directors and Chairs in Group Tally.
7. Deposit all money received in the name of District Five, Altrusa International, Inc., in a depository approved by the District Board of Directors. Each deposit made should have a deposit receipt, along with a detailed account of the money received.
8. Pay all bills from vouchers approved either by written signature or by email confirmation by the District Governor or Governor-Elect. Obtain signatures at next Board meeting.
9. Keep an accurate record of receipts and disbursements; produce quarterly financial statements containing a record of income and expenses with budget comparison. Quarterly financial statements are submitted to the District Board in June, September, December and March.
10. Prepare and file Form 990 annually with the United States Internal Revenue Service.
11. Prepare and present an annual financial report at Pre-Conference Board Meeting and District Conference.
12. Prepare District budget for the biennium with the assistance of Governor-Elect and one other member of District Five, to be appointed by the Governor.
13. Provide completed Biennium Budget for review by District Board by Mid-Year, even years.
14. Submit new Biennium Budget and reports for submission in the Conference Program.
15. Present Biennium Budget and Reports at District Conference for official approval by District Board of Directors and Conference Delegates.
16. Work closely with the Governor and the Board of Directors, evaluate and project District revenue and monetary allocations to the areas that will best support the activities of the District.
17. As part of the Finance Committee, the Treasurer will prepare the annual Conference Budget along with the Governor, Governor-Elect and Past Governor using the cost estimates provided by the

- Conference Manager and hosts. Present the budget at Mid- year for Board approval.
18. During the budget presentation to the Board and Conference Body, be prepared to present the reasoning and background of the project allocations in order to answer all questions presented.
  19. Prepare and submit quarterly balance sheet, an income and expense report, budget and a membership report to the Governor for August, November, February and May. (revised 10/23)
  20. For the Conference, prepare and submit a membership report with current membership figures with member gain and loss for each District Five Club based on March 31<sup>st</sup> of current year, as compared to March 31<sup>st</sup> of previous year.
  21. Prepare a December 31<sup>st</sup> membership report by Club excluding Emeritus members and provide to Secretary for determination of delegates and alternates and to Awards/Service Chair for Troy Award.
  22. By May 31, deposit funds received from the Conference Treasurer into the District account and audit the books.
  23. Run and retain a membership report as of the end of each month and save either electronically or in printed form.
  24. Submit District Books for audit at close of biennium, by July 15.
  25. Transfer books and records to successor at end of term, no later than June 30. The Board must authorize any transfer of monies.
  26. Participate in District Workshops, District Conferences, and International Convention.
  27. Be familiar with parliamentary procedures.
  28. Prepare and publish a financial report and membership report for the September DSB for the period ending May 31<sup>st</sup>.
  29. The District Board must approve all investments of funds, such as a certificate of deposit.
  30. No electronic transfer of funds can be made without written confirmation from the Governor or Governor-Elect.
  31. Maintain bank institution accounts and IRS username and password with Governor.
  32. Become thoroughly knowledgeable about all aspects of Altrusa, particularly District Five, local Clubs, and their activities.
  33. Accept other assignments as requested by the Governor, particularly in areas to achieve goals of the Strategic Plan.

I have read, understand, and agree to the above duties:

\_\_\_\_\_

Date: \_\_\_\_\_

(Revised 4/2023)

## IMMEDIATE PAST GOVERNOR

Election/Appointment: Governor becomes Immediate Past Governor at the end of the biennium as Governor.

Term of Office: Two years

Role: Assist the Governor in working with District Clubs; cooperate in organizing new clubs; assume responsibility for leadership, as directed by the Governor.

Responsibilities:

1. Serve on the District Board of Directors. Keep informed on District and International bylaws, policies and procedures.
2. Assist the Governor in district administration and other duties as requested, such as helping plan District Workshops and District Conferences.
3. As part of the Finance Committee the Immediate Past Governor will assist in the preparation of Conference budget with District Treasurer, Governor and Governor-Elect.
4. Assume the role of Conference Manager.
5. Serves as lead in maintaining the Conference Manual, reviewing and updating as needed, in collaboration with the Governor and Governor-elect.
6. Assist new Board Members with understanding and executing their roles on the Board.
7. Complete District Service Bulletin articles, as assigned, and prepare an annual report on this year's work for the District Board and Conference.
8. Recommend Altrusans qualified, capable and available for District leadership role.
9. Participate in District workshops, Mid-Year Board meeting, District Conferences, and International Conventions, as assigned.
10. Accept other assignments as requested by the Governor, particularly in areas to achieve goals related to the Strategic Plan.

I have read, understand, and agree with the above duties:

\_\_\_\_\_

Date: \_\_\_\_\_

(Revised 3/2025)

# **CHAIR POSITION DESCRIPTIONS**

## ASTRA CHAIR

Election/Appointment: Appointed by District Governor at beginning of biennium.

Term of Office: Two years

Role: To act as liaison with District Clubs and International personnel to promote ASTRA. Eligibility: Must be a member of a club that sponsors ASTRA.

Responsibilities:

1. Commit to and actively promote the concept of ASTRA.
2. Follow up on all prospective ASTRA Clubs and work to encourage more Altrusa Clubs in District Five to consider forming an ASTRA Club.
3. Communicate information on current ASTRA Club functions to District Governor, District Board, and International ASTRA Chair.
4. Work with the District Board to utilize Club visits to enthuse Altrusa Clubs to sponsor ASTRA Clubs, and serve as key contact at all ASTRA Charter and Installation programs.
5. Serve as main resource/referral coordinator for District ASTRA Clubs to share and publicize exemplary service projects and information, using District Five Service Bulletin, as needed.
6. Conduct workshops at District Conferences and/or District Workshops, as assigned.
7. Attend Mid-Year Meeting either in person or virtually as determined by the Governor.
8. Complete District Service Bulletin articles, as assigned, and prepare an annual report on year's work for the District Board and Conference.
9. Be available to assist in District Suite at District Conference and International Convention, at appropriate times when not in session, promoting interaction with District Altrusans.
10. Accept other assignments as requested by the Governor, particularly in areas to achieve goals within the Strategic Plan.

I have read, understand, and agree to the above duties:

\_\_\_\_\_

Date: \_\_\_\_\_

(Revised 4/2023)

## **AWARDS/SERVICE CHAIR**

Election/Appointment: Appointed by District Governor at beginning of biennium.

Term of Office: Two years

Role: To work with the Governor, Board and Committees in planning and coordinating the awards for Conference. To act as liaison and resource between clubs and International personnel to promote service activities across the District.

Eligibility: Organized, excellent communicator, knowledgeable about District and International awards. Must be willing to work with membership to provide directions for service projects.

### Awards Responsibilities:

#### Prior to Conference:

1. Create or update an awards entry information chart.
2. By December 1, send to all District Club Presidents the criteria and deadline information for available District Awards that are presented at District Conference. All awards, including International, have a February 1 deadline for submission.
3. Collect applications and arrange for judges for the International Awards (Mamie L. Bass Service Award, Letha H. Brown Literacy Award, Dr. Nina Fay Calhoun and ASTRA). The judges should be unbiased and not District Five Altrusans.
  - a. By March 1, collect results from the judges.
  - b. By March 15, send the abstract of the awards to the Program Coordinator.
4. Communicate the expectations to each club sponsoring an award.
5. Coordinate the collection of monetary awards and certificates as follows:
  - a. International Office sends the first-place certificate template for Letha H. Brown, Mamie L. Bass, and Nina Fay Calhoun to the District Governor. International send the checks to the Governor after the Governor requests the funds.
  - b. The District supplies the certificate and check for Ann Baird Governor's Award (from conference budget)
  - c. Sponsoring clubs are responsible for the certificates and awards. Ask who will be presenting the award from the clubs and have them sit near the front at the Awards Luncheon.
6. Attend Mid-Year Planning Session either in person or virtually as determined by the Governor.

#### At Conference:

Coordinate awards presentation with the Program Coordinator and act as moderator.

#### Post Conference:

1. Send the winning International Award entries (Mamie L. Bass Service Award, Letha H. Brown Literacy Award, Dr. Nina Fay Calhoun International Relations Award) from District to Altrusa International by May 15 to ensure receipt by June 1 deadline. Use tracking for confirmation.
2. Write congratulatory letters to award winners.
3. Write article for the upcoming DSB highlighting conference Awards.
4. Maintain historical listing of Award winners and ensure that Secretary is notified for entry into District Digest.



### Service Responsibilities

1. Aid District clubs and their service chairs in the development, selection, implementation and review of service projects.
2. Serve as a resource for clubs for service ideas and suggestions including literacy initiatives.
3. Promote the use of International resources for club service projects.
4. Work in close contact with International Service Committee.
5. Attend Days for Girls International Meetings which are held quarterly via Zoom.
6. Serve as key contact between International and local club service chairs for sharing service project ideas. Communicate and disseminate information upon request.

### General Responsibilities

1. Conduct workshops, at District Conferences and/or the District Workshops when assigned.
2. Attend Mid-Year Meeting either in person or virtually as determined by the Governor.
3. Complete District Service Bulletin articles, as assigned, and prepare an annual report on year's work for the District Board and Conference.
5. Be available to assist in District Suite at District Conferences and International Convention, if attending, to promote interaction with Altrusans.
6. Accept other assignments as requested by the Governor, particularly in areas to achieve goals related to the Strategic Plan.

I have read, understand, and agree to the above duties:

\_\_\_\_\_

Date: \_\_\_\_\_

(Revised 4/2023)

## BYLAWS, RESOLUTIONS, RECOMMENDATIONS (BRR) CHAIR

Election/Appointment: The Governor-Elect serves as Chair of the Bylaws, Resolutions, Recommendations Committee in District Five.

Term of Office: Two years

Role: To update and disseminate District Bylaws, Policy/Procedure Manual, and Position Descriptions, as needed, and act as liaison with District Clubs and international personnel.

Eligibility: Must be currently serving on the District Board; experience establishing or revising policies preferred.

Responsibilities:

1. Commit to keeping up to date on Altrusa bylaws and changes and familiarizing District Clubs and District with that information.
2. Work with committee members following procedures set forth in the International Bylaws and Policies and processing all proposed bylaws changes.
3. Serve as District's technical resource/consultant on interpretation of bylaws questions and disseminating information, as requested.
4. Function as a reference committee during the Conference to assist any member with proposed bylaws, resolutions, recommendations, as well as procedures necessary to present the proposal to the delegate assembly.
5. Communicate and coordinate with the District Governor and District Board to assure that bylaws information is current and transmitted to all District Clubs.
6. Conduct Bylaws workshops at District Conferences and/or District Workshops, as assigned.
7. Attend the Mid-Year Meeting either in person or virtually as determined by the Governor.
8. Complete District Service Bulletin articles, as assigned, and prepare an annual report on this year's work for the District Board and Conference.
9. Assist in District Suite at District Conferences and International Convention at appropriate times, promoting interaction with District Altrusans.
10. Accept other assignments as requested by the Governor, particularly in areas to achieve goals within the Strategic Plan.

I have read, understand, and agree with the above duties:

\_\_\_\_\_

Date: \_\_\_\_\_

(Revised 3/2025)

## COMMUNICATIONS CHAIR

Election/Appointment: Appointed by District Governor at beginning of biennium.

Term of Office: Two years

Role: To promote the sharing of information in District through the District Service Bulletin (DSB), Website, and Social Media

Eligibility: Must be skilled in software to produce, edit, and email DSB; maintain website; and use social media effectively

Responsibilities:

### District Service Bulletin

1. Publish four issues of the DSB annually in June, September, December, and February, to be sent to International for dissemination to District Five Members, International Board, and District Governors.
2. Collect articles from District personnel, as assigned by the Governor, by the tenth of the month preceding an issue (i.e. May 10, August 10, etc.). Edit, type and layout issue, including artwork and photographs, when appropriate.
3. Send to Governor for approval by the 20<sup>th</sup> of the month preceding publication.
4. Maintain electronic file of past DSB issues.
5. Design February DSB as Call to Conference, including: Invitation from Governor; the following items from the Conference Manager: schedule of events, registration form, notification of items to be collected for the service project, as applicable; and any other pertinent information.
6. Promote communication within the District by encouraging publication of exemplary local activities.
7. Communicate and coordinate with the District Governor and Board to assure all information on International dates are transmitted to all District Clubs, such as September 8 World Literacy Day and October 24 United Nations Day.
8. Assist Clubs with creating a newsletter process.

### Website

1. Be responsible for maintaining and updating the District webpage.
2. Assist clubs with creating and maintaining webpages.
3. Send reminders to clubs to update pages when needed. Social Media
4. Maintain the District social media options.
5. Assist clubs with efforts to use social media.

### General

1. Develop contacts with Clubs and International Chair to increase the exchange of programs and ideas.
2. Develop and disseminate current tools to be used by District Clubs to increase visibility, using the International Marketing Manual and other sources available as guidelines.

3. Conduct workshops at District Conferences and/or District Workshops, as assigned.
4. Attend Mid-Year Meeting either in person or virtually as determined by the Governor.
5. Complete District Service Bulletin articles, as assigned, and prepare an annual report on year's work for the District Board and Conference.
6. Assist in District Suite at District Conferences and International Convention at appropriate times when not in session, promoting interaction with District Altrusans.
7. Accept other assignments as requested by the Governor, particularly in areas to achieve goals in the Strategic Plan.

I have read, understand, and agree to the above duties:

\_\_\_\_\_

Date: \_\_\_\_\_

(Revised 4/2023)

## INTERNATIONAL FOUNDATION LIAISON

Election/Appointment: The First Vice-Governor serves as liaison in District Five to Altrusa International Foundation.

Term of Office: Two years

Role: To promote understanding of the Foundation and its mission; to be a communication link between the International Foundation Board, District, and Clubs.

Eligibility: Must be currently serving on District Board

Responsibilities:

1. Promote the Altrusa International Foundation in the District.
2. Serve as a resource to the Club Officers, Committee Chairs, and membership with respect to the Foundation programs, International Grants, fundraising strategies, and planned giving.
3. Disseminate International Foundation information to Club and District counterparts, as needed.
4. Provide information on grants for Clubs within the District.
5. Promote and inform the District of the work of the Foundation; encourage District Club donations to the Foundation projects.
6. Participate in Altrusa International Foundation virtual meetings.
7. Attend International Foundation Workshops at Convention; meet with other District Foundation Liaisons attending the Convention.
8. Conduct workshops at Conferences and/or District Workshops, as assigned.
9. Promote the establishment of foundations within clubs that do not yet have one.
10. Carry out fundraising event for the International Foundation at District Conference, i.e. Raffle (in compliance with State laws), Silent Auction.
11. Assist with International Foundation fundraiser at International Convention.
12. Attend Mid-Year Meeting either in person or virtually as determined by the Governor.
13. Become familiar with International Foundation resources, secured from International Foundation Board of Trustees, International Foundation Office, and Altrusa's website ([www.altrusa.org](http://www.altrusa.org)).
14. Complete District Service Bulletin articles, as assigned, and prepare an annual report on year's work for the District Board and Conference.
15. Assist in Hospitality Events at District Conference and International Convention as needed.
16. Accept other assignments as requested by the Governor, particularly in areas to achieve goals of the Strategic Plan.

I have read, understand, and agree to the above duties:

\_\_\_\_\_

Date: \_\_\_\_\_

(Revised 4/2023)

## **MEMBERSHIP/REVITALIZATION CHAIR**

Election/Appointment: Appointed by District Governor at beginning of biennium

Term of Office: Two years

Role: Work closely with the District Governor and the Board of Directors to act as the key person to monitor club membership and design plans to assist in increasing membership. Included is a focus on Revitalization of clubs below charter strength and New Club building within the District.

Eligibility: Must have desire to promote membership, revitalization and new club building throughout District Five.

Responsibilities:

1. Encourage clubs to study their membership, reevaluate their needs and concerns and strive for continued growth. Utilize tools from the International website, borrowed from previous efforts and other Districts.
2. Identify the needs in the clubs, work with club officers and membership to identify problem areas, suggest corrective strategies and monitor the progress of the clubs toward setting goals.
3. Work closely with under-charter strength clubs (15 members) to increase and maintain membership. Promote evaluation of community service projects, fundraising projects, membership drives, fellowship, etc. with the goal of bringing the clubs back to a viable, effective state.
4. Serve as district coordinator for publicizing new information regarding membership procedures and incentives as provided by International.
5. Work closely with District Clubs to share their exemplary membership projects, using the District Service Bulletin, as needed.
6. Commit to the need for additional Altrusa clubs and serve as a main resource for information on the procedures and resources necessary to undertake an extension project, using the Altrusa International resources as a guideline.
7. Forward progress reports on extension projects to the Governor before first Mid-Year Board meeting for discussion and implementation at District Workshops.
8. Supervise the activities of new clubs for the first six months.
9. Act as District liaison between District Clubs and International Membership Committee.
10. Communicate with the Governor and Board, as needed, for assistance in implementing corrective action to clubs in distress.
11. Conduct workshops at District Conferences and/or the District Workshops when assigned.
12. Attend Mid-Year Meeting either in person or virtually as determined by the Governor.
13. Complete District Service Bulletin articles, as assigned, and prepare an annual report on year's work for the District Board and Conference.

14. Be available to assist in District Suite at Conferences and International Convention, if attending, at appropriate times when not in session, promoting interaction with other Altrusans.
15. Accept other assignments as requested by the Governor, particularly in areas to achieve goals of the Strategic Plan.

I have read, understand, and agree to the above duties:

\_\_\_\_\_ Date: \_\_\_\_\_

(Revised 4/2023)

## PARLIAMENTARIAN

Election/Appointment: Appointed by District Governor at beginning of biennium.

Term of Office: Two years

Role: To be well versed in parliamentary procedure, to assist and provide guidance in having effective and productive meetings.

Eligibility: Must be familiar with Robert's Rules of Order. For knowledge and experience, a Past Governor is the preferred candidate.

Responsibilities:

1. Know and understand Altrusa's bylaws, policies, procedures, goals, and objectives.
2. Ensure meetings are conducted fairly and impartially with proper execution of parliamentary law according to Robert's Rules of Order, Newly Revised (current edition).
3. Confirm quorums for all meetings.
4. Provide training and guidance on parliamentary procedure to the District Board and Altrusa members, as needed and requested.
5. Secure the rights of each member; encourage free and open discussion.
6. Protect the rights of Altrusans to present motions, speak on issues, nominate officers, run for office, and vote.
7. Serve as main resource/referral coordinator for all District Five Altrusans in parliamentary procedure, upon request.
8. Conduct workshops at District Conferences and/or District Workshops, as assigned.
9. Complete District Service Bulletin articles, as assigned, and prepare an annual report on year's work for the District Board and Conference.
10. Be available to assist in the District Hospitality Suite at District Conferences and International Convention, at appropriate times, promoting interaction with Altrusans.
11. Attend Mid-Year Meeting, either in person or virtually as determined by the Governor.
12. Accept other assignments as requested by the governor particularly in areas to achieve goals related to the Strategic Plan.

I have read, understand, and agree to the above duties:

\_\_\_\_\_

Date: \_\_\_\_\_

(Revised 4/2023)



## STRATEGIC PLANNING CHAIR

Election/Appointment: Appointed by District Governor at beginning of biennium.

Term of Office: Two years

Role: To work as liaison with District Clubs, members of the District Board, and International personnel in developing and implementing long range strategic plans in alignment with International's.

Eligibility: Must understand the strategic planning process and be knowledgeable about District Five and the International Strategic Plan.

Responsibilities:

1. Provide strategic planning workshops, as scheduled, at District Conference
2. Assist clubs in formulation of vision and mission statements as a basis for writing a strategic plan
3. Serve as a resource/referral as clubs develop and use their local strategic plan.
4. Review the strategic plan of each club within the District and maintain a file.
5. Communicate to each club the need to update the plan.
6. Keep the District Governor apprised of the status of the Clubs' Long Range Strategic Plans.
7. Complete District Service Bulletin articles, as assigned, and prepare an annual report on year's work for the District Board and Conference.
8. Attend Mid-Year Meeting, either in person or virtually as determined by the Governor.
9. Attend District Conference and be available to club chairs at appropriate times.
10. Be available to assist in the District Suite at District Conferences.
11. Accept other assignments as requested by the Governor, especially in areas to achieve goals, especially of the Strategic Plan.

I have read, understand, and agree to the above duties:

\_\_\_\_\_

Date: \_\_\_\_\_

(Revised 4/2023)

## DISTRICT NOMINATING COMMITTEE

Election/Appointment: Elected by District Conference Delegates in even-numbered years.

Candidate receiving highest number of votes cast serves as Chair.

Term of Office: Two years

Eligibility: Active member. Must have served a term as President of a Club. No Club can be represented on two consecutive Nominating Committees. No more than one member can be from any District Club.

NOTE: Not eligible to be slated for District Office while serving on the District Nominating Committee

Responsibilities:

1. Communicate with District Club Presidents, members of the District Board, and Past Governors requesting nominations for District Board, District Nominating Committee, International Nominating Committee, Altrusa International Foundation Trustee, as appropriate to the term.
2. Establish August 1 as the deadline for nominations from the field.
3. Contact nominees to confirm their willingness to serve before placing the name on the slate of candidates.
4. Present slate of candidates to Governor by October 1 for the Mid-Year Board Meeting and include the original or electronic signed copy of the position description. (revised 10/23).
5. Send letters to Altrusans agreeing to serve as candidates.
  - a. Include Position Description Form for nominee to sign and return.
  - b. Include Biography Form for nominee to complete and return.
  - c. Request a recent picture for DSB.
6. Send final slate of candidates, along with bio and picture of each nominee, to the Governor and DSB editor by November 1.
7. Present slate of candidates at Conference Business Meeting and other sessions, as requested by the Governor.
8. Maintain files for the Nominating Committee and pass on to the next Nominating Committee Chair.
9. Send thank you notes to all nominees who participated, recognizing the important role in the District.
10. Timeline:
  - April - Elect Nominating Committee at District Conference. Receive Nominating Committee files from previous Nominating Committee Chair.
  - July 1 - Communicate with Club Presidents, District Board, and Past Governors requesting nominations for positions to be filled. Include nomination form. Check with Governor before mailing.
  - August 1 - Deadline for nominations. Call nominees to ask if they are willing to be slated and discuss duties with each. Refer questions about duties to the Governor.
  - September 1 - Send letters to Altrusans agreeing to serve as candidates. Include Position Description and bio form. Ask candidates to read and sign the Position Descriptions. Indicate

date (Oct.1) when information must be returned, along with a picture. (revised 10/23)

- October 1 - Provide Slate of Candidates, including pictures and bios for Board of Directors to Governor and the original or electronic signed copy of the position description. (revised 10/23)
- October 21 - Confirm receipt of signed Position Descriptions, bios, and pictures for all candidates. Follow up on missing items.
- November 1 - Prepare and submit the bios and pictures to the Communications Chair for the DSB. The deadline for the DSB is November 10.
- April - Attend District Five Conference and present Slate of Candidates at Conference Business Meeting and other sessions, as requested by the Governor.

Refer to District Nominating Policy and Procedures.

I have read, understand, and agree to the above duties:

\_\_\_\_\_

Date: \_\_\_\_\_

(Revised 4/2023)

## **CONFERENCE MANAGER**

### **Position Description**

Appointment: Immediate Past Governor assumes the role of Conference Manager. In the event that the Immediate Past Governor cannot serve, the Governor will appoint a Conference Manager.

Term of Office: Two years (Biennium)

Role: Work with the Governor, Program Coordinator, Conference Treasurer, Host Club, and District Board in planning and presenting the District Conference.

Eligibility: Excellent skills in the areas of leadership, communication, organization, financial planning/implementation, and creativity. Previous conference experience is advantageous.

#### Responsibilities:

1. Complete the forms and activities, as delineated in the Conference Manager Section of the Conference Planning Manual.
2. Contact the Program Coordinator and Host Club Chair to establish communication.
3. Meet on-site with Governor and Program Coordinator to evaluate workshop and meeting space.
4. Provide assistance to the Conference Team, whenever needed.
5. Monitor the adherence to the timeline, as delineated.
6. Finalize all worksheets provided in Section I of Conference Manual with accuracy, completeness, and timeliness; submit to the Governor for approval.
7. Provide the Finance Committee with figures for anticipated expenses to assist in establishing the Conference Budget.
8. Work with the conference team to stay within the budget line items.
9. Ensure appropriate submissions to the Governor/Board, including presentations at Mid-Year Meeting and Pre-Conference Board meetings.
10. Supply or facilitate the submission of information to the Program Coordinator for the Conference Program.
11. Confer regularly with the Governor on the progress of the Conference planning and seek approval, as directed and expected.
12. Act as the primary contact for the conference venue, and sole point of contact with the hotel for arrangements such as audio/video, meals, meeting rooms.
13. Work closely with the Conference Treasurer to ensure accurate records, transactions, and reports. Submit vouchers and documentation for reimbursement for covered expenses.
14. Work with the Conference Treasurer to secure registration information including list of registrants, type of registration (full/partial), name and host club for name badges, and method to identify meals paid.
15. Prepare preliminary and final registration reports and present during conference.
16. Assist the Governor Elect by providing updates needed for the Conference Manual.
17. Prepare articles for the DSB and reports, as assigned or as appropriate.
18. Attend Mid-Year Planning session either in person or virtually as determined by the Governor.
19. Accept other assignments as requested by the Governor, particularly in areas to achieve goals for the Conference.

Note: The Conference Manager will be the liaison for all issues regarding the hotel.

I have read, understand, and agree to the above duties:

\_\_\_\_\_

Date: \_\_\_\_\_

(Revised 10/2024)

## **PROGRAM COORDINATOR (Position Description)**

Appointment: Appointed by District Governor

Term of Office: Two years

Role: Work with the Governor, Board, Conference Manager, and Conference Committees in planning the Conference Program and facilitating the awards presentation.

### Responsibilities:

1. Pre-Conference Planning
  - a. Initiate a conversation with the Governor regarding materials needed and obtain input for mid-year conference planning session held in October.
  - b. At mid-year Board Meeting present a conference planning tool of items needed for the Conference Program to guide the planning process and serve as facilitator at the planning session.
    - Conference Name, Location and Date
    - Workshops (what/when)
    - Invocations, Altrusa Accents, Benediction assignments
    - Entertainment (coordinate with host club)
    - Service Project (coordinate with host club/Board).
  - c. Collaborate with the Conference Manager and Governor to determine the number, name and location of meeting rooms needed for the conference.
  - d. Collaborate with the Conference Manager and the Governor the location of Registration, Credentials, Board Room, Club Exhibits, Altrusa Store and Foundation Raffle items, etc.
  - e. Obtain a map of the conference space for inclusion in the conference program.
  - f. Collaborate with Awards/Service Chair for accurate inclusion of awards descriptions, submitted abstracts of award entries and additional awards information needed for the conference program.
  - g. Obtain financial information from the District Treasurer to include Statement of Assets, Liabilities and Members Equity, Income Statement, and Budget for Current Two-Year Period.
  - h. Obtain a copy of the abridged minutes from the previous conference from the District Secretary for inclusion in the conference program.
  - i. Collaborate with local Host Club Conference Chair for information regarding service project, Host Club 50-50 Drawing, entertainment bio's and who will introduce, Presentation of Colors, Hospitality room involvement, Host Club conference committee chairs, expeditor needs, etc.
  - j. Access bio of International Representative from Altrusa International office or from Governor.
  - k. Access Governor welcome letter for inclusion in the conference program.
  - l. Access workshop titles and descriptions from each presenter for inclusion in the conference program. Inform Conference Manager of any presenter needs for audio-visual equipment.
  - m. Collaborate with Governor regarding additional content in conference program, format,

- front/back covers, Conference at a Glance, etc.
- n. Develop Conference Evaluation Form in collaboration with the Conference Manager and ensure that the Host Club has a copy for inclusion in the Conference Bag.
  - o. Arrange Board/Chairs seating protocol for conference with Governor input.
  - p. Arrange for printing of identification tents for tables (Delegates, Alternates, Reserved) and for Board/Chairs at head tables.
  - q. Perform all duties for the preparation and publication of the Conference Program book.
  - r. Deliver the Conference Program books to the Host Conference Committee at least 2 hours prior to the opening of Registration.
  - s. Present copies of Conference Program to Board members and discuss content at Board meeting on Thursday afternoon/evening prior to conference.
  - t. Complete other duties as assigned by the Governor.
2. Conference
- a. Place flags on poles and in holders at front of the Conference Room. American flag should always be to the right of the speaker and higher than any other flag.
  - b. Prior to the Opening Session walk the individuals who will be carrying the flags through the process and assign one to lead the Pledge of Allegiance.
  - c. Lead Expeditor Training session prior to the opening of Registration including location of rooms, workshops, Expeditor duties, time frames, meal ticket information, table seating and set-up needs, etc.
  - d. Place identification tents at head tables for all business meetings and meals, as determined by the Governor/Board.
  - e. Place identification tents for Delegates/Alternates on tables at the Saturday morning General Business session, and other tents as needed.
  - f. Assist in District Hospitality Suite on Friday or Saturday evening and promote interaction with District Altrusans.
  - g. Complete other duties as assigned by the Governor.
3. Post Conference
- a. Meet with Board/Chairs immediately following the Conference for general impressions, needs for next year, positives, etc.
  - b. Tear down the flags/poles and store for next conference.
4. Send Conference Program in electronic format to District Web Master to place in District file on International website and send an electronic copy to Altrusa International. Keep hard copy to archive.
5. Complete District Service Bulletin articles, as assigned, especially Call to Conference and Conference at a Glance for the February issue.
6. Prepare annual report on year's work for Governor/District Board.
7. Accept other assignments as requested by the Governor, especially in areas to achieve goals within the Strategic Plan.

I have read, understand, and agree to the above duties:

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Date: \_\_\_\_\_

## **CONFERENCE TREASURER (Position Description)**

Election/Appointment: District Director, as assigned by the Governor.

Term of Office: Two years

Role: To manage all Conference Finances

Eligibility: Must be an active member in good standing at the time of appointment and have served a full term as Club President or Club Treasurer. Must also have knowledge or experience in Excel, general accounting with balance sheets, income and expense statements, and Conference operations,

Responsibilities:

1. Serve as primary finance officer for the District Conference.
2. Establish a Conference checking account per District Procedures.
3. Collect District Conference Registration Fees and any other income, such as sponsorships and table rentals.
4. Maintain a spreadsheet of registration information and Communicate with Governor, Board and Conference Manager on status of the number of registrations.
5. Send a Conference Registration report, as of April 1<sup>st</sup>, to the Awards/Service Chair.
6. Deposit all money received in the name of Altrusa International District Five, Inc., in a depository approved by the District Board of Directors and do so in a timely manner.
7. Pay all bills and transfers from vouchers approved in writing by the District Governor. Initiate refunds upon Board approval.
8. Keep an accurate record of receipts and disbursements.
9. Produce financial statements containing a record of income and expenses with budget comparison. These financial statements are to be submitted to the District Board in October (Mid-Year), April (Pre- Conference), and when the books are closed on each Conference.
10. Prepare and present an annual financial report at Pre-Conference and Mid-Year Board Meetings.
11. Ensure compliance to the District Conference budget.
12. Work closely with the Governor, District Board, and Conference Manager.
13. Submit District Conference Books to the District Treasurer for audit at the close of each Conference, by June 30.
14. By no later than May 31, transfer accounts and funds in excess of \$1200, after \$750 is paid to the next Host club, to the District Treasurer.
15. Transfer un-audited books and records to successor at end of term.
16. Participate in District Workshops, District Conferences, and International Convention.
17. Accept other assignments as requested by the Governor in areas to achieve goals, especially those of the Conference.

I have read, understand, and agree to the above duties:

Date: \_\_\_\_\_

# APPENDIX



## NOTIFICATION TO CLUBS OF DELEGATES AND ALTERNATES

*This form is to be sent by District Secretary to each Club President by February 15. The local President completes the names of delegates and alternates elected by the Club and returns the form to the District Secretary, who provides a comprehensive list to the Credentials Chair.*

International Bylaws and Policies Article V Sections 1 & 2

### **Section 1. Number of Delegates Authorized**

Each Club in good standing in International that has a total Active membership of fifteen (15) or less for whom dues have been paid to International, shall be entitled to one (1) delegate and one (1) alternate. For each additional fifteen (15) members or portion thereof, a Club shall be entitled to one (1) additional delegate and alternate up to a maximum of five (5) delegates and five (5) alternates.

### **Section 2. Basis for Determination**

The record of paid membership of a Club at International Headquarters on the date established in the Policies shall determine the number of delegates and alternates to which said Club shall be entitled.

Based on the December 31, \_\_\_\_\_ International membership records, Altrusa. International of \_\_\_\_\_ is entitled to the following at the upcoming District Conference:

\_\_\_\_\_ Delegates                      \_\_\_\_\_ Alternates

District Secretary

Date \_\_\_\_\_

Address

Once the Delegates and Alternates representing this club have been elected, please return this completed form to the District Secretary at the address above no later than April 1.

### **DELEGATES**

### **ALTERNATES**

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## DUES SUBMISSION FORM

Altrusa Club of \_\_\_\_\_ Treasurer \_\_\_\_\_

*Choose the correct category. Complete only the correct category for this situation.*

### OPTION 1

**Annual Dues –District Treasurer must receive your check by 6/15**

Number of Members <i>(include a list)</i>	
Dues	x \$20
<b>Subtotal</b>	
Plus Conference Fee (\$10/club/year)	+ \$10
<b>Total</b>	

### OPTION 2

**Late Annual Dues –District Treasurer received after 6/15 but before 7/15**

Number of Members <i>(include a list)</i>	
Dues plus Late Fee \$20 + \$5	x \$25
<b>Subtotal</b>	
<b>Plus Conference Fee if not paid</b>	+ \$10
<b>Total</b>	

### OPTION 3

**Late Annual Dues –District Treasurer received after 7/15**


Number of Members <i>(include a list)</i>	
Dues plus Late Fee and Reinstatement Fee \$20 + \$5 + \$10	x \$35
<b>Subtotal</b>	
<b>Plus Conference Fee if not paid</b>	+ \$10
<b>Total</b>	

### OPTION 4

**New Members– Submitted Immediately after dues are paid to club**

Number of New Members <i>(include a list)</i>	
Dues \$20 or \$10 (Dec 31-March 31)	x \$
<b>Total</b>	

Notes: 1. Dues must be paid before Initiation.

	<b>DISTRICT FIVE EXPENSE VOUCHER</b> <b>2023/2025</b>																					
<p style="color: red; font-size: small;">Vouchers must be submitted within 30 days of event or activity. After 30 days, the voucher becomes an in-kind donation without prior approval by the District Governor. Any voucher submitted for expenses not already budgeted must have prior approval by the Governor.</p>																						
Pay to:  Address:  Itemize expenses and attach receipts. Use separate forms for items of different categories. (e.g. Do not combine mileage with supplies.)																						
<u>Item/s</u>	<u>Quantity</u>	<u>Rate/Each</u> \$ 0.30	<u>Total for Item/s</u> \$																			
			Total Amount Due	\$																		
<u>Submitted By</u>		<u>Title</u>		<u>Date</u>																		
<u>Approved By</u>		Governor Governor-Elect		<u>Date</u>																		
For Treasurer's Use  <table style="width: 100%; font-size: small;"> <tr> <td><input type="checkbox"/> Administrative Expense</td> <td><input type="checkbox"/> Leadership Seminar</td> <td><input type="checkbox"/> Mid-year/Food &amp; Lodging</td> </tr> <tr> <td><input type="checkbox"/> Conference/Lodging</td> <td><input type="checkbox"/> Member Support/Club Visit</td> <td><input type="checkbox"/> Mid-year/Travel</td> </tr> <tr> <td><input type="checkbox"/> Conference/Travel</td> <td><input type="checkbox"/> Member Support/Committee</td> <td><input type="checkbox"/> New Club Building</td> </tr> <tr> <td><input type="checkbox"/> Conference/Other</td> <td><input type="checkbox"/> Member Support/Revitalization</td> <td><input type="checkbox"/> Postage</td> </tr> <tr> <td><input type="checkbox"/> International Convention</td> <td><input type="checkbox"/> Miscellaneous _____</td> <td><input type="checkbox"/> Printing &amp; Sup</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Other (requires explanation) _____</td> </tr> </table>					<input type="checkbox"/> Administrative Expense	<input type="checkbox"/> Leadership Seminar	<input type="checkbox"/> Mid-year/Food & Lodging	<input type="checkbox"/> Conference/Lodging	<input type="checkbox"/> Member Support/Club Visit	<input type="checkbox"/> Mid-year/Travel	<input type="checkbox"/> Conference/Travel	<input type="checkbox"/> Member Support/Committee	<input type="checkbox"/> New Club Building	<input type="checkbox"/> Conference/Other	<input type="checkbox"/> Member Support/Revitalization	<input type="checkbox"/> Postage	<input type="checkbox"/> International Convention	<input type="checkbox"/> Miscellaneous _____	<input type="checkbox"/> Printing & Sup	<input type="checkbox"/> Other (requires explanation) _____		
<input type="checkbox"/> Administrative Expense	<input type="checkbox"/> Leadership Seminar	<input type="checkbox"/> Mid-year/Food & Lodging																				
<input type="checkbox"/> Conference/Lodging	<input type="checkbox"/> Member Support/Club Visit	<input type="checkbox"/> Mid-year/Travel																				
<input type="checkbox"/> Conference/Travel	<input type="checkbox"/> Member Support/Committee	<input type="checkbox"/> New Club Building																				
<input type="checkbox"/> Conference/Other	<input type="checkbox"/> Member Support/Revitalization	<input type="checkbox"/> Postage																				
<input type="checkbox"/> International Convention	<input type="checkbox"/> Miscellaneous _____	<input type="checkbox"/> Printing & Sup																				
<input type="checkbox"/> Other (requires explanation) _____																						
<u>Date Paid</u>	<u>Check #</u>	<u>Amount</u>	<u>Notation</u>	<u>Initials</u>																		

2.  
From  
April  
1-  
June  
1,  
new

members will pay the full amount, but the dues will cover the remainder of the current year and all the next program year, making April and May free.

3. Attach a list including name and contact information for each new member and the sponsors.

Mail this form, check payable to Altrusa District Five, and attachments to: **Current District Five Treasurer**

(Revised 4/2023)

Send electronic copy with documentation to: [tbaderaltrusa@gmail.com](mailto:tbaderaltrusa@gmail.com) AND [sschultzaltrusa@gmail.com](mailto:sschultzaltrusa@gmail.com)  
If unable to scan document, send via snail mail to Governor for approval and it will be forwarded to the Treasurer.  
(Revised 4/2023)

## RECOMMENDED RECORD RETENTION GUIDELINES FOR ALTRUSA CLUBS AND DISTRICTS

	How long to retain?	Where to store?
Club Charter	Permanent	Archives
Articles of Incorporation	Permanent	Archives
Club Bylaws	Permanent	Electronically
Policies & Resolutions	Permanent	Electronically
IRS Application for Tax Exempt Status Form 1023	Permanent	Archives
IRS Determination Letter	Permanent	Archives
State Sales Tax Exemption Letter	Permanent	Archives
Year-end Financial Statements	Permanent	Archives
Annual Audits	Permanent	Archives
IRS Tax Returns (Form 990)	Permanent	Archives
Committee Meeting Minutes	Permanent	Archives
Business Meeting Minutes	Permanent	Archives
Board Meeting Minutes	Permanent	Archives
Sponsoring of ASTRA club documentation	Permanent	Archives
Real estate documentation for any property held by the Club	Permanent	Archives
Newspaper articles (i.e. charter or anniversary celebration)	Permanent or Discretion of Club/District	Archives
Checkbook and bank information (i.e. statements, registers, electronic fund transfers)	7 years	Keep locally in electronic data base
Financial ledgers	7 years	Keep locally in electronic data base
Business Expense Records	7 Years	Keep locally in electronic data base
Investment records or statements	7 years	Keep locally in electronic data base
Donor records	7 years	Keep locally in electronic data base
Grant records (either given or received)	7 years after expiration of grant	Keep locally in electronic data base
Annual Reports of Club President and District Governor	Discretion of Club/District	
Annual Club and District award recipients	Discretion of Club/District	
Photos of events of historical event (charter, anniversary of districts/club)	Discretion of Club/District	
Membership records (i.e. Yearbook or Directory)	Discretion of Club/District	
Annual District Conference Program	Discretion of District	

*The above information would apply to your foundation at the Club and/or District Foundations not under the umbrella of the International Foundation. Altrusa International, Inc. has its records stored electronically in the Ball State University archives.*

Prepared by the Retention Committee: Chris DeVlieger, Vice President; Kitty McElhaney, Director; Sue Whitaker, Director.

For further clarification, seek legal or accounting advice. Approved: July 2022

## CLARA WEISENBORN PATRIOTISM AWARD CRITERIA

Clara Weisenborn, an Altrusan, was an Ohio politician who served 22 as a state legislator. An advocate of women's rights, Weisenborn was the first women to service as chair of a committee in Ohio legislature. Following her time in elected office, she returned to Dayton where she was active in the community. Clara Weisenborn served from 1946- 1948 as president of Dayton Altrusa.

The Dayton Clara Weisenborn Patriotism Award is awarded to the District Five Club for the service project or educational activity that best exemplifies the Altrusa ideal of patriotism.

For the purpose of this award, patriotism is defined as any of the following:

- Love for and pride in our country
- Devotion to fulfilling a civic obligation.
- Support of those who serve our country through the military or in other ways.
- Loyalty to our democracy and what it stands for.

Objectives of the award:

- Encourage the development of service projects and educational activities related to patriotism.
- Increase the awareness of the need to support those in the community who serve our county in a variety of ways
- To instill in youth, the role patriotism has played in the history of our country.
- Recognize a club's involvement in addressing a community need related to love of country.

Submission should include the following and will be scored as indicated:

Name of project/activity, purpose and how relates to patriotism	10 points
Description of project/activity, how it was conducted and who it served	10 points
Duration of project/activity and the outcome	10 points
Involvement of club members in the project activity	10 points
Impact of the project/activity on the community and/or club members	<u>10 points</u>
Total	50 points

Award: An American Flag and \$50.00

Include the following:

Club Name
Club President
Contact Person
Address
City/State
Zip Code
Phone
Email

# INTERNATIONAL ASTRA CLUB SERVICE AWARD CRITERIA

## JUDGING CRITERIA AND SCORE SHEET

(Each District Judge must complete a Criteria and Score Sheet.)

ASTRA CLUB OF: \_\_\_\_\_ DISTRICT: \_\_\_\_\_ JUDGE'S INITIALS: \_\_\_\_\_

Abstract (5 points)

Synopsis of the project in 100 words or less. \_\_\_\_

**Maximum Points: 5** Points Earned: \_\_\_\_\_

Selection of Project (15 points: 5 points each)

States reason for choosing project.

Goal of the project.

Resources that were required to complete project. \_\_\_\_\_

**Maximum Points: 15** Points Earned: \_\_\_\_\_

Summary (30 points: 5 points each)

Who was impacted and how?

Short and long-term consequences of the project. \_\_\_\_\_

Facts that show the importance of this project.

Description of how the ASTRA Club and its members benefitted by participating in this project.

If the sponsoring Altrusa Club was involved describe how. \_\_\_\_\_

At least one photo provided

**Maximum Points: 30** Points Earned: \_\_\_\_\_

III. Cover Page (5 points: 1 point each)

Name of Project and ASTRA Club Name

Sponsoring Altrusa Club and District

Date of Project

Contact Information of ASTRA Advisor and ASTRA Club member

Certification Statement completed \_\_\_\_\_

**Maximum Points: 5** .....

Grand Total: 55 maximum

TOTAL POINTS EARNED: \_\_\_\_\_

## HAMILTON ATTENDANCE AWARD FORM

Altrusa of \_\_\_\_\_

Membership Attendance Record for the Period of January 1 to December 31 20\_\_\_\_

Directions: Count the number of members who attend one meeting a month. If your club has more than one meeting a month, each member is counted only ONCE for that month, regardless of how many meetings they attended. Example: If a club has 2 meetings per month, 3 people attend the first and second meetings, and 5 different people attend only the second meeting. The total is 8. The first 3 can only be counted once.

To calculate: Place the total number of dues-paying members for that specific month on line one. Place the total number of dues-paying members attending meetings that specific month on line two

Clubs must meet at least 11 times per year to qualify; total number of meetings used cannot exceed 12. Clubs that have more than one meeting per month must combine meetings and use those attending only once (\*See explanation above for those clubs who have more than one meeting per month.) Dues- paying members” excludes Honorary and Emeritus members. It DOES include all active members. Sample:

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Members	22	22	23	23	23	23	23	23	23	23	23	23	274
Attending	14	15	18	14	12	12	17	10	13	14	14	14	169

Line 2 Total divided by Line 1 Total =%       $169 \div 274 = 62\%$

### Instructions:

1. Place the total dues-paying members for each specific month on Line 1
2. Place the total dues-paying members who attended a meeting during the specific month on Line 2
3. Total each line and divide Line 2 by Line 1 to get the percentage of attendance.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Members													
Attending													

1. Line 1 Total
2. Line 2 Total
3. Divide Line 2 by Line 1 %

I certify the above information is true and factual to the best of my knowledge.

Signed \_\_\_\_\_ Printed Name \_\_\_\_\_

Position in this Club \_\_\_\_\_ Date \_\_\_\_\_

Mail to: Altrusa Club of Hamilton Ohio  
Hamilton Attendance Award  
4214 Carthel Drive  
Hamilton, Ohio 45011

Must be post-marked by February 1 to be eligible.



# LEOLA M. HEISS LONG-TERM SERVICE PROJECT AWARD CRITERIA

Sponsored by Altrusa Club of Monroe, Michigan in memory of Charter Member Leola M. Heiss.

*Submission should include the following and will be scored as indicated:*

- Name of project/activity, purpose and how it relates to the underprivileged 5 points
- Description of project/activity, how it was conducted and who was served 10 points
- Duration of project/activity (minimum 3 yrs) and the outcome 20 points
- Involvement of club members in the project/activity 5 points
- Impact of the project/activity on the community and/or club members 10 points

Total Possible Score 50 points

Name of Project \_\_\_\_\_ (5 pts) \_\_\_\_\_  
Description of project/how it was conducted/who was served (10 pts) \_\_\_\_\_  
Duration of project \_\_\_\_\_ and Outcome (20 pts) \_\_\_\_\_  
Number of members involved \_\_\_\_\_ of \_\_\_\_ Active Membership (5 pts) \_\_\_\_\_  
Impact Community/Individual (10 pts) \_\_\_\_\_  
Total \_\_\_\_\_

Description:

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Outcome:

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Impact:

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Club \_\_\_\_\_ President \_\_\_\_\_ Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_ Address \_\_\_\_\_ Email \_\_\_\_\_

## LINDA ATWELL AWARD FORM

This award recognizes an individual who most exemplifies the objectives of Altrusa (patriotism, efficiency, and service) in service to Altrusa and to the community.

The person nominated must be an active Altrusan.

Nominating Club: \_\_\_\_\_

Contact Information: \_\_\_\_\_

\_\_\_\_\_

Name and Address of Member Nominated: \_\_\_\_\_

\_\_\_\_\_

Brief Description of Activities as an Altrusan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief Description of Activities outside of Altrusa: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# MARY B. SMITH YEARBOOK AWARD JUDGING CRITERIA

## Yearbook - Judging Criteria and Score Sheet

Altrusa International of \_\_\_\_\_ Date \_\_\_\_\_

**CONTENT** total possible points in this section - 70

Max Pts Score

### A. Local Club Information (35 points)

- 1) Date, place and time..... (5) \_\_\_\_\_
- 2) Programs for the year ..... (5) \_\_\_\_\_
- 3) List of club officers, committee chairs..... (5) \_\_\_\_\_
- 4) Roster of members to include..... (1) \_\_\_\_\_
  - a) Home/Business address (indicating mailing address), email..... (1) \_\_\_\_\_
  - b) Telephone numbers..... (1) \_\_\_\_\_
  - c) Date (year only) that member became an Altrusan..... (1) \_\_\_\_\_
  - d) Birthdays (year optional)..... (1) \_\_\_\_\_
- 5) List of past Club Presidents and years they served..... (5) \_\_\_\_\_
- 6) List of Local Club Projects..... (5) \_\_\_\_\_
- 7) Dates of Club Organization/Charter, and list of Charter Members..... (5) \_\_\_\_\_

### B. District Information (15 points)

- 1) List of District Board of Directors/Addresses/Email..... (3) \_\_\_\_\_
- 2) List of District Committee Chairs/Addresses/Email..... (3) \_\_\_\_\_
- 3) Date and place of next District Conference..... (3) \_\_\_\_\_
- 4) Number of Clubs/Members in District Five..... (3) \_\_\_\_\_
- 5) Territorial Limits of District Five..... (3) \_\_\_\_\_

### C. International Information (20 points)

- 1) List of International Officers/Addresses, including e-mail (note: space for this information to be written in later should be provided if not available at printing)..... (3) \_\_\_\_\_
- 2) List of International Committee Chairs/addresses (note: same as above)..... (3) \_\_\_\_\_
- 3) Date/place of next International Convention ..... (2) \_\_\_\_\_
- 4) International Program Theme ..... (2) \_\_\_\_\_
- 5) Date of Organization ..... (1) \_\_\_\_\_
- 6) Altrusa Grace ..... (2) \_\_\_\_\_
- 7) Altrusa Motto ..... (1) \_\_\_\_\_
- 8) Altrusa Benediction..... (2) \_\_\_\_\_
- 9) Altrusa Colors ... ..... (1) \_\_\_\_\_
- 10) Number of Clubs/Members in International ..... (2) \_\_\_\_\_
- 11) Altrusa International Email Address ..... (1) \_\_\_\_\_

**USABILITY** total possible points in this section - 20

Max Pts Score

- A. Convenient size to handle and carry..... (5) \_\_\_\_\_
- B. Accurate (up to date and carefully proofread) ..... (10) \_\_\_\_\_
- C. Readable (not too crowded; sufficient space for new info, clear type, headings, etc. .... (5) \_\_\_\_\_

**FORMAT** total possible points in this section - 10

Max Pts Score

- A. Appearance (pleasing, neat but not necessarily costly)..... (5) \_\_\_\_\_
- B. Logical arrangement of materials ..... (10) \_\_\_\_\_
- C. Table of Contents or Index ..... (3) \_\_\_\_\_
- D. Cover includes official name of Club, County, State/Province, and Year..... (2) \_\_\_\_\_

TOTAL POINTS EARNED \_\_\_\_\_

## Norma Hiner Innovation Award Innovation Report Form

This award is sponsored by Altrusa of Mansfield honoring Past International President Norma Hiner.

This award will recognize and reward a club that has implemented creative and innovative strategies to increase club membership.

Each question is worth up to 10 points, with a total possible of 50 points.

The entry form should include the following:

- ☐ Name the effort, and strategy, and how it supports a boost in club membership
- ☐ What were the specific steps your club considered to increase membership and what was the outcome.
- ☐ Did the efforts to increase the club's membership include pre-orientation and/or orientation to inform the new member what is expected of them in becoming an Altrusan?
- ☐ What is the club's plan to continue to increase membership throughout the coming years?
- ☐ Total number of members involved in the steps to increase membership, and how many new members were initiated into the club in the past year?

Club \_\_\_\_\_

President \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Revised 10/2024

# PAULA REESE NEWSLETTER AWARD JUDGING GUIDELINES

## Judging Guidelines

Each of the three judges will score one set of the three different newsletter issues that have been submitted from each club using the Judging Criteria and Score Sheet. Each Score Sheet has 100 points possible; thus, the total possible points per judge per club would be 300. The total possible points per club from all three judges would be 900. The highest total points scored from all three judges will determine the winner. NOTE: Each judge should complete one Score sheet for each newsletter entered in District Competition.

## Club Newsletters - Judging Criteria and Score Sheet

Altrusa International of \_\_\_\_\_ Issue \_\_\_\_\_

### I. CONTENT: total possible points in this section – 70

#### A. Advance Notice of Meeting

1. Date, place and time..... (5) \_\_\_\_\_
2. President's message..... (5) \_\_\_\_\_
3. Upcoming board and committee meetings..... (5) \_\_\_\_\_
4. Information re: reservations required, announcements..... (5) \_\_\_\_\_
5. Program ..... (5) \_\_\_\_\_

#### B. Club News

1. Projects..... (5) \_\_\_\_\_
2. Committee Work..... (5) \_\_\_\_\_
3. Board actions..... (5) \_\_\_\_\_
4. New members (brief biographical data, etc.) ..... (5) \_\_\_\_\_
5. Notes (highlights) of preceding meeting ..... (5) \_\_\_\_\_

#### C. District News (workshops, conferences, new clubs, Governor's visits, etc.)..... (5) \_\_\_\_\_

#### D. International news, such as Foundation Awards, policy announcements, Excerpts from International Bulletins/Newsletters and Accents..... (5) \_\_\_\_\_

#### E Personal items, such as member promotions, honors, trips, illnesses, members' changes of address/phone number and ASTRA news. Slate of Candidates for local club offices, District, and International..... (10) \_\_\_\_\_

### II. FORMAT – Total possible points in this section – 20

#### A. Identification

1. Full correct name of club, including City, State/Province..... (2) \_\_\_\_\_
2. Name and address of Editor..... (2) \_\_\_\_\_
3. Name and address of Club President..... (1) \_\_\_\_\_

#### B. Attractive Appearance ..... (10) \_\_\_\_\_

#### C. Ease of Mailing..... (5) \_\_\_\_\_

### III. READABILITY – Total possible points in this section – 10

#### A. Arrangement of layout (with logical placement of v news) Items easy to find, identify and follow..... (5) \_\_\_\_\_

#### B. Writing style (informal, one that clearly communicates and never dictates)..... (5) \_\_\_\_\_

Total Possible Points: 100      Total Points Earned: \_\_\_\_\_

Judge's Comments:

**District Five Digest**  
**Biennium Report    June 1, \_\_\_\_\_ through May 31 \_\_\_\_\_**

**Board of Directors**

- Governor
- Immediate Past-Governor
- Governor-elect
- Vice Governor
- Treasurer
- Secretary
- Director 1
- Director 2
- Parliamentarian

**District Five Chairs**

- ASTRA
- Communication
- Long-range Strategy Planning
- Membership/Revitalization
- Service/Awards
- Conference Manager
- Conference Program Coordinator
- Conference Treasurer
- BRR Chairperson
- Foundation Liaison
- Leadership Chair

Number of Clubs at Start of Biennium \_\_\_\_\_

End of Biennium \_\_\_\_\_

Names of Clubs

ASTRA Clubs Names/Club Sponsor

**Conference \_\_\_\_\_**

- Host Club
- Location
- Conference Theme -
- Registrations
- Conference Highlights
  - Amount Raised for International Foundation
  - District Five Fundraising Amount
  - Entertainment
  - All Member Session Workshop
- Award Winners – International
  - Mamie L. Bass
  - Letha Brown

- Nina Fay Calhoun
- ASTRA Service
- Award Winners – Clubs
  - International Relations Award (Battle Creek)
  - Dorothy Spaeth Literacy Award (Findlay)
  - Lucille Pence Service Award (Springfield)
  - New Club Award
  - ASTRA Service Award (Columbus)
  - Paula Reese Newsletter Award (Akron)
  - Highest Average Meeting Attendance (Hamilton)
  - Leola M. Heiss Long-term Project Award (Monroe, MI)
  - Membership Award (Washington Court House)
  - Elizabeth E. Powelson Career Achievement Award (Springfield)
  - New ASTRA Club Award (Branch County, MI)
  - Mary B. Smith Yearbook Award (Youngstown)
  - Early Conference Registration Award (Troy)
  - Clara Weisenborn Award (Dayton)
  - Linda Atwell Award (Mansfield)
  - Norma Hiner Leadership Award (Mansfield)
  - Governor's Award

Distinguished Clubs for \_\_\_\_\_ (list club names)

### **Conference \_\_\_\_\_**

- Host Club
- Location
- Conference Theme -
- Registrations
- Conference Highlights
  - Amount Raised for International Foundation
  - District Five Fundraising Amount
  - Entertainment
  - All Member Session Workshop
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  - Mamie L. Bass
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- Award Winners – Clubs
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  - Paula Reese Newsletter Award (Akron)
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Distinguished Clubs for \_\_\_\_\_ (list club names)

Memorable Events of the Biennium (bullet point items)

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