

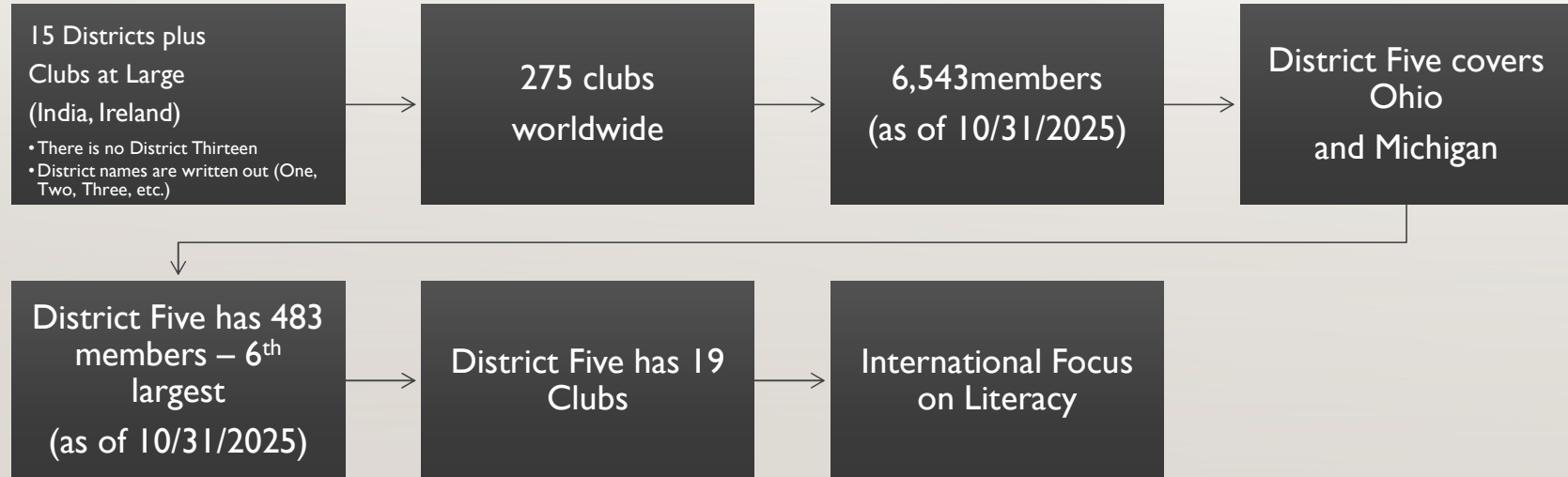
# ALTRUSA

## WHO, WHAT, WHY

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# ALTRUSA INTERNATIONAL INC.

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# ALTRUSA INTERNATIONAL

- Founded in Nashville, TN in 1917; need for women's civic organization due to World War I
  - *Dayton, Ohio club was fourth organized club*
- Began as the Altrusa Institute, a classified service organization for women.
- Became international in 1935 when a club was established in Mexico
- Corporate Office in Des Plaines, Illinois
- Website: [altrusa.org](http://altrusa.org)
- Altrusa COMPASS – International newsletter emailed to members



# ALTRUSA INTERNATIONAL

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- Nine member Board includes: President, President-Elect, Vice President, Treasurer, Immediate Past President and 4 Directors
- Current President – Christine DeVlieger, DeKalb County, IL, District Six
- Two year biennium (elected in odd number years) at Convention
- Theme: Love, Literacy, Legacy
- Convention: Business meeting, elections and International awards every two years



# DISTRICT FIVE

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- Covers all of Ohio and Michigan
- 16 clubs
  - 16 in Ohio: Akron, Bucyrus, Chillicothe, Columbus, Dayton, Findlay, Hamilton, Highland County, Lima, Mansfield, Marion, Springfield, Troy, Tuscarawas County, Washington Court House, Youngstown
  - 3 in Michigan: Battle Creek, Branch County, Grand Rapids
- Governor: Shelley Kendrick (Akron Club)
  - Two-year term (2025-2027)
- Annual Conference: District business meeting, awards, elections, fun!
- District Service Bulletin (DSB) - news from District; emailed quarterly to members

# DISTRICT BOARD

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- 7 Members: Governor, Governor-Elect, Vice Governor, Treasurer, Two Directors & Immediate Past Governor
- Secretary and Parliamentarian are appointed by the Governor; have no voting rights
- Governor hosts Club President's Zoom meetings every other month
  - Second Monday at 7:00 for one hour
- Board members are a resource to all Club members and duties include
  - Club visits
  - Maintain District Policies and Procedures
    - Develop Long Range Strategic Plan
  - Prepare budgets for biennium and conference
    - Oversee District Conference
    - Club Support

# DISTRICT COMMITTEES

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- ASTRA (Roberta Jacobs/Troy)
- Awards/Service (Germaine Vonderhaar/Hamilton, Sandra Erhlich/Troy)
- Communications (McKenzie Dinger/Mansfield)
- Membership/Revitalization (Patricia Skornicka/Youngstown)
- Strategic Planning (Joyce Kelley/ Troy)
- Bylaws Resolutions and Recommendations (Gov Elect Linda Williams/Mansfield)
- International Foundation Liaison (Vice Governor, Kathy Ballman-Parks/Dayton)
- Leadership (Gov Elect, Linda Williams, Mansfield)
- Nominating – elected by membership at Conference (Penny Hunt/Lima, Germaine Vonderharr/Hamilton and Tina Szarenski/Grand Rapids)/
- Program Coordinator (Connor Teters/Bucyrus)
- Conference Manager (Immediate Past Gov, Tammy BaderMansfield)
- Conference Treasurer (Director, Sandy Schultz/Grand Rapids)

Emails for all Board and Chairs are first letter of first name, last name and [altrusa@gmail.com](mailto:altrusa@gmail.com)

Example: [tbaderaltrusa@gmail.com](mailto:tbaderaltrusa@gmail.com)

# ALTRUSA INTERNATIONAL WEBSITE

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**IMPORTANT  
Resource**



Site: [altrusa.org](http://altrusa.org)



Heading:  
Member Login



Login: altrusan



Password:  
MamieBass1955

# ALTRUSA INTERNATIONAL ENCYCLOPEDIA

## A GREAT RESOURCE:

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- Reference of all things **Altrusa**
  - History
  - Bylaws
  - Officers and Responsibilities
  - Committees
  - Meetings
  - Membership Definitions
  - Orientation/Reorientation
  - Yearbook and so much more!!!
- **Great resource for Club Altrusa Accents.....**

**Login: [altrusa.org](http://altrusa.org)**

**Search: [Altrusa Encyclopedia](#)**



# ALTRUSA TRADITION

## *ANOTHER INTERNATIONAL RESOURCE*

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- An overview of Altrusa's rich history and International milestones
- Examples:
- August 21, 1917 - Altrusa incorporated as the "Altrusa Institute," becoming the first national organization of business and professional women, either classified or unclassified.
- February, 1923 – Oldest recorded major service project, a day nursery, started by the Altrusa Club of Battle Creek, MI in February 1923.
- June, 1947 - name changed from International Association of Altrusa Clubs, Inc. to Altrusa International, Inc.
- 1987 - Bylaws amended to admit men into membership.
- 2001 - Literacy was adopted as the International focus.

• **Login: [altrusa.org](http://altrusa.org)      Search: Altrusa Tradition**



# CLUB BOARD OF DIRECTORS

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- Has general control of the Club with power to transact business of the Club
- Club Board should meet regularly outside of regular Club meetings
- Fill Board vacancies
- Act on recommendations for membership
- Approve bank for deposit of funds
- Secure auditing of the Club's financial records
- Bond any member who handles Club funds
- Ensure Clubs meet at least once a month
- Every Club must have Bylaws, generally updated every 2 years following Altrusa International Convention
- Club Bylaws template is on the International website under the Governance Tab
- Foundation Bylaws template can be found on the Altrusa Foundation website under Local Club Foundations (LCF) This is for foundations under the umbrella of the International Foundation

# CLUB MEETINGS

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- Clubs should meet at least once a month
- 1/3rd of the membership is a quorum at a regular meeting
- Board and Club should have a Secretary to take minutes
- Minutes from the Club meetings should be distributed to the members
- Every meeting should have an Agenda
- Altrusa Accent – great way to education/re-educate membership – *Altrusa Encyclopedia*

# LONG RANGE STRATEGIC PLAN (LRSP)

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- Need to have – Roadmap for your Club's future – where you are going
- Template for LRSP under Leadership tab on the International website
- Service
- Marketing
- Membership
- Leaders
- Member Service

# ELECTIONS

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- Nominating Committee must be made up of three members
- Nominating Committee must be elected by the Club
- Elections are to occur in March (per Bylaws)
- No Officer is to hold the same office for more than two (2) consecutive terms

Any part of a term equal to or exceeding one half of a term is considered a term when deciding eligibility for re-election

# MEMBERSHIP

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- Membership is to be by invitation only. New members should not fill out form
- Orientation/re-orientation (and pre-orientation)
  - Member orientation sample on International website under Membership
  - Pre-orientation to explain expectations of membership will help in retention of members
- Leave of Absence
  - Up to one year leave of absence may be granted to a member who has been excused by the Board from attendance at Club meetings. Request should be made in writing.
  - Payment of dues is expected during the leave
- Membership Toolkit under the Membership tab on the International website.
  - Great ideas for recruiting and retaining members – communicate and make connections!

# MEMBERSHIP

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- Keep Group Tally up to date !
- What is Group Tally?
  - Membership Roster
- Where International and District gets information
  - Newsletters, workshop and conference registrations
- List officer positions and chair positions
- Annually, check members addresses and emails
- Club treasurer maintains Group Tally
  - Should have only two people as administrators on Group Tally (ex: President and Treasurer)
  - Allow view only for board members/chairs

# RESPONSIBILITIES OF MEMBERSHIP

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- Make a firm commitment to your Club
- Attend meetings regularly
- Learn and practice the ideals of Altrusa
- Know your Club's Bylaws and policies
- Accept Committee assignments
- Assume Leadership roles in Club, District and International (*your chance to grow!*)
- Pay dues promptly
- Attend District Conferences and International Conventions
- Support local and international programs of Altrusa and the Altrusa Foundation
- Embrace your Club's goals and participate in service projects and fundraising
- Develop new ideas for your Club that can impact both your meetings and your community
- Enjoy being a part of an organization that makes a difference everyday in someone's life – *including your life*

# COMMITTEES

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- Expected committees:
  - Service
  - Membership
  - Communications
  - Finance
  - Nominating

*Choose or request to serve on the committee that best meets your skillset*

# AWARDS

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- International:
  - Mamie Bass Service Award
  - Letha Brown Literacy Award
  - Nina Fay Calhoun International Relations Award
  - International ASTRA Service Award
  - Distinguished Club Award
- District:
  - Ann Baird Governor's Award – presented by Governor for club best exemplifying revitalization
- Club Awards

# ALTERNATES AND DELEGATES

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- Each club may send Alternates and Delegates to International Convention and District Conference.
- A club that has a total active membership of 15 (charter strength) or less and that dues have been paid to International, may have one Delegate and one Alternate. For each additional 15 members or a portion thereof, a club is eligible for one additional Delegate and Alternate up to a maximum of 5 Delegates and 5 Alternates.
- Delegates will vote on International business (at Convention) or District business (at Conference)
- Club Presidents will receive a notice from District Secretary by February 15 indicating the number of Delegates and Alternates that they are entitled for District Conference. Form needs to be returned by April 1.
  - Only members registered for conference can be a Delegate or Alternate.
  - Current District Board members and Past Governors already have voting rights and should not be a club Delegate or Alternate.
  - First time attendees, new to Altrusa, are not the best choice to represent the club.

# PHOTO RELEASE

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- Photo Release forms are found under the Communications tab on the International website.
- There are 3 photo release forms:
  - Large group – have members of Mansfield sign each year and ensure new members get added as they are initiated
  - General form for 1-3 adult individuals
  - Minor release form – to be signed by parent or guardian
- Any pictures/videos with people going on social media, print in brochures or publicity materials need to have a signed release form.
- Your Club needs to maintain a file of release forms. Members should be taking these to events where pictures are taken to get signatures.

# CLUB COMMUNICATIONS

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- Newsletter
- Yearbook
- Emails to club members
- Social media
- Sharing time: Happy Dollars
- Sunshine member
- What do you do?

# QUESTIONS OR COMMENTS?

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## THANK YOU

PLEASE REACH OUT TO US ANYTIME!!

[skendrickaltusa@gmail.com](mailto:skendrickaltusa@gmail.com)

[lwilliamsaltusa@gmail.com](mailto:lwilliamsaltusa@gmail.com)

