



**Altrusa International – District One, Inc.**

## **Policies and Procedures**

**Last updated/approved: 11/2025**

**POLICIES OF DISTRICT ONE ALTRUSA INTERNATIONAL, INC.**  
**As of 11/2025**

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## **1 Fiscal Year**

- 1.1 The fiscal year of District One will run from June 1 to May 31 of each year starting in 1977 (9/27/75)

## **2 Treasurer**

- 2.1 The incoming treasurer shall be advanced \$500.00 to open a District checking account unless continuing with existing accounts.
- 2.2 The Board of Directors will appoint a person to reconcile the District's books at the post conference board meeting. At the end of the biennium, the appointed person will perform a reconciliation of District One books and send a written report to the governor and the board of directors, no later than September 1st. The person will not be a board member. Additional outside reconciliations may be requested periodically by the governor or the board. (1-20-18)
- 2.3 The office of District Governor (8-5-23) and District Treasurer shall be bonded in an amount of money sufficient to cover all District funds. (4/9/94). This bonding shall conform to International Bylaws (Article XII, section 7), District Bylaws (Article XII, section 8), and any new policy introduced by International.
- 2.4 Two signatures shall be authorized for bank accounts: The District Governor and the District Treasurer or any other officer as authorized by the Board. Only one signature on a check is necessary for budgeted expenses of one thousand dollars (\$1,000.00) or less. Any check over one thousand (\$ 1,000.00) or any check issued to the treasurer must have prior written approval of the governor. (1-20-18)
- 2.5 The Treasurer shall reimburse District Board members and committee chairs attending District board meeting at workshop, one (1) full day's lodging (at ½ a double room) and full (8-5-23) travel expenses. These expenses are to be charged to the District One (Board Meeting) expenses. (1-20-18).
- 2.6 The Treasurer shall reimburse District Officers and Committee Chairs attending the Pre-Conference Board Meeting, one (1) full day's lodging (at ½ a double room) and ½ travel expenses. These expenses are to be charged to the District One Board Meeting expenses. Incoming District Officers and committee chairs attending the Post Conference Board meeting shall be reimbursed one (1) full night's lodging (at ½ a double room) and travel expenses home, these expenses are to be charged to the District One board meeting expenses. (1-20-18) The District One board will pay for post conference expenses if an additional overnight is required. (8-3-2024)
- 2.7 The treasurer will provide a report of finances to the Governor on a quarterly basis no more than 14 days prior to each District meeting or whenever requested by board. The cutoff date for financial reports will be the end of the month prior to District One meeting...The final financial report of the biennium will be submitted to the reconciliation person and to the board no later than July 15th. ( 1/20/18)
- 2.8 Restricted and temporary restricted funds shall be deposited in a separate banking account (1-20-18)

### **3 Fall Workshop**

- 3.1 A one or two-day District Workshop will be held yearly or at the discretion of the District Board. (7/1/2010)
- 3.2 An appropriate Registration Fee based on the proposed budget and approved by the District Board will be paid by each Altrusan attending District Workshop. (1-20-18)
- 3.3 Location and dates for Fall Workshop shall be determined by the Board of Directors and decided one (1) year in advance if possible. (7/1/2010)

### **4 Conference**

- 4.1 The exact conference registration fee will be determined by the Governor and Treasurer (8-5-23) of District One along with District Board.
- 4.2 District Conference budget shall cover expenses for the International Representative. (Revised 1977) The International Representative's gift shall not exceed \$100 and will be taken from the Conference Budget. (1-20-18)
- 4.3 Any surplus from District Conference shall be designated as temporary restricted funds, established to provide extra funds for future workshops and conferences. (10/29/04 (10/29/04). In the event of a deficit, the deficit will be paid from the restricted fund. (7/1/2010) The surplus fund will be deposited in restricted/temporary restricted bank account. (1-20-18)
- 4.4 Within 45 days of the conclusion of the Conference, a statement of the Final Conference Budget and Expenses shall be submitted to the Governor by the Treasurer for distribution to the Board. (1-20-18).
- 4.5 The following receptions will be in the Conference budget: the reception for the new Governor in an even year, the Past Governor's reception in a non-election year, and the reception for the International Representative. In the event of a shortened conference schedule, these receptions may be combined, at the discretion of the District Board. (7/1/2010)
- 4.6 Conference budget shall cover registration fee, meals and lodging (for 2(3-1-2025) days at ½ a double room) for one or two Conference Co-Chairs shall be paid by the Conference budget (1-20-18)
- 4.7 The conference budget shall also include an allowance for each District Officer for registration fee (12/20/2021), the full meal package, two (2) full day's lodging (at ½ a double room) and ½ travel expenses for attendance at Conference. The other day's lodging and ½ travel expenses are a District Expense under District Board meetings. (4/3/98) Refer to Policy 2.6 (8-5-23). District One board will pay for post conference expenses if an additional overnight is required. (8-3-2024)
- 4.8 Conference Budget shall provide for Entertainment and Speakers, the cost to have prior approval of the District Board (1-20-18).

- 4.9 The annual reports of the District Officers will be included in the District Conference Booklet (8-10-19).
- 4.10 The cost of the printing of the Conference Booklet is included in the Conference Budget (7/1/2010).
- 4.11 Each club assessment for Conference is a fee of \$25. US funds payable with dues to the District Treasurer. These fees are considered part of the funding for District Conference. (10/29/04) Clubs not paying assessment fee will not be allowed to vote, with exception, see Policy 11.2.1 (8-5-23).
- 4.12 Conference site choices and dates will be made in advance for a reasonable time frame; eighteen (18) months is recommended.
- 4.13 **AWARDS** Generally, District One Altrusa International, Inc. will have certificates to honor first, second, and third place winners in the following categories: (7/1/2010)
- 4.13.1 **First-Timers Award**- Largest number of First Timers in attendance based on registration figures. Host club excluded.
- 4.13.2 **Attendance Award** – Largest number of members from club in attendance based on full registration figures. Full registration is payment of registration fee. (8-5-23).. Host club is excluded.
- 4.13.3 **% Attendance Award**- Largest % of members in the club attending Conference. Host club is excluded (8-5-23).
- 4.13.4 **Membership** – Largest number of new members from April 1<sup>st</sup> of previous year to March 31<sup>st</sup> of current year. (04/24/2022)
- 4.13.5 **Net Member Award** – a certificate will be presented to the club having the largest NET GAIN in membership from April 1<sup>st</sup> of previous year to March 31<sup>st</sup> of current year. (04/24/2022) (5/19/96), (07/24/04). (01/11/2020)
- 4.13.6 **Charter Strength Award** –a certificate will be presented to recognize each club that has grown from being under charter strength to 15 members during the past year. (1-20-18)
- 4.13.7 Newsletter Award
- Mamie L. Bass, Letha H. Brown, Dr. Nina Fay Calhoun International and ASTRA Service Awards** - These follow International Criteria. These awards will be presented by submission chair for the award or someone designated by the governor. All awards are judged by an outside panel as determined by respective submission chairs.(08-03-2024)
- 4.13.8 Mamie L. Bass Community Service Award
- 4.13.9 Letha H. Brown Literacy Award
- 4.13.10 Dr. Nina Fay Calhoun International Award
- 4.13.11 ASTRA Service Award
- 4.13.12 **Governor's Award** – if the Governor wishes, she may have an award for her biennium. The Governor will decide on the focus of the award and may spend up to \$100 per year and will present the award. (4/29/04).
- 4.13.13 **ASTRA Award** - a certificate will be presented to each club that organizes a new ASTRA Club. The District will give each new ASTRA club a check for \$50.upon reaching charter strength

- 4.13.14 **Anniversary Awards** – the Governor will present a certificate of recognition to each club celebrating an anniversary in five-year increments. Club anniversary awards will be distributed at the District One Annual Spring Conference
- 4.13.15 **Conference Award** – each club hosting a District Conference will be presented with a certificate of recognition by the Governor. (1/11/86)
- 4.13.16 A **Certificate of Merit** is to be awarded at Conference to any club organizing a new club. (5/20/76).
- 4.13.17 **The Gabrielle Crepeau Leadership Award** – (May 2002) The recipient will be awarded a Lamplighter pin in honor of her/his dedication to the Altrusa ideals of leadership. The District will donate the first \$500.00 raised each year of the biennium via the various Foundation fundraising projects that take place at Fall Workshop and Spring Conference. (05/02/04) Each club in District One is allowed to nominate only one person from that club.

## 5 Club Visits / District Business

- 5.1 Club visits or other District business trips are assigned by the Governor, approved by the Officers and shall be reimbursed as follows: (7/1/2010)
- 5.1.1 Travel at \$.50 per mile. (1-20-18). Tolls are reimbursable.
- 5.1.2 Housing at a moderately priced motel or hotel is reimbursable at a single room rate. (10/3/82).
- 5.1.3 Food is the responsibility of the local club if the trip is a club visit: Actual meal expense not to exceed \$50 per diem while on route or on another District business. (4/7/90)

## 6 District Committee Chairs

- 6.1 District Committee Chairs shall have allowances for postage, incidental expenses and mileage at \$.50 per mile (1-20-18) in performance of their duties. This amount is to be budgeted annually and approved by the District One Board. (5/16/75, 4/11/87).

## 7 Governor Expenses

- 7.1 **International Convention:** Governor's (or Governor's representative's (8-5-23)) expenses while representing District One at International Convention will be at the rate of \$50 per day allowance for meals plus full convention registration (to be reviewed annually). Whenever feasible, District One will have a District One suite at International Convention in order to allow for assembly of all District One members. When it is not financially feasible, the rate of 1/2 double room reimbursement for the Governor, will prevail. This will be reviewed annually. Travel expenses to International Convention are borne by District One; the amount to be reviewed by the District One Board of Directors at the midyear meeting prior to Convention. (5/72, 10/2/81, 1/22/85, 4/7/90, 2/9/02).
- 7.2 The cost of the Governor's pin shall be included in the District Budget. (4/7/90)
- 7.3 The District Board will be responsible for procuring the gift to the outgoing Governor. The expense should not exceed \$100 and will be paid from the District Budget. (4/9/88, 4/7/90).
- 7.4 The Governor will be reimbursed for the full cost of the District Officers' name badges.

## 8 Governor-Elect Expenses

- 8.1 **Governor Elect Training:** The cost of transportation/registration (i.e. airfare/train & registration fee) for the Governor Elect Training Seminar for the Governor-Elect will be paid by District One according to International Policy 23, page 50, (b iv aa ii). Altrusa International reimburses \$35.00 per diem and ½ a double room for two (2) nights for the Governor Elect to attend Governor Elect Training according to International Policy, page 50, 23, (b iv aa ii). District One shall reimburse the Governor-Elect up to \$15.00 per diem food (8-5-23) expenses for the required number of days. (10/2/81, 5/19/83, 1/12/85, 01/30/05). (7/1/2010) Any balance that International travel does not cover, District One will reimburse (8-5-23).

## 9 Committees

- 9.1 The **Bylaws, Resolutions and Recommendations Committee** shall be composed of one person appointed by the governor. (7/1/2010) The Bylaws, Resolutions and Recommendations person shall circulate to all clubs, any proposed bylaws amendments to be considered at Conference. The notice should include a short rationale, prepared by the proponents, explaining the purpose behind the resolution or amendment.
- 9.2 The **Finance Committee** shall be composed of the Treasurer.
- 9.3 The **Nominating Committee** shall be composed of three (3) or more members (as determined by the District Board), elected by members entitled to vote at Conference in non-election years, from a slate consisting of one nominee from each club. No club shall serve on the nominating committee in two consecutive biennium. (11/7/2025)
- 9.3.1 The candidate receiving the highest number of votes cast serves as the Chair.
- 9.3.2 In the event that the slate for the Nominating Committee consists of only 3 nominees, and there are no nominations from the floor, the secretary is authorized to cast one ballot for the slate of nominees. The Chair of the newly elected Nominating Committee will be determined by the three newly elected members of the Committee. (4/24/2022)

- 9.3.3 No club may be represented on two consecutive Nominating Committees.
- 9.3.4 Committee members serve for a two-year term beginning with the close of the Conference at which they were elected. Vacancies are filled by the District Board. (05/02/04)
- 9.3.5 To be eligible for election to the Nominating Committee, a member must: (i) be an Active member or Active Retired member, other bylaws notwithstanding: (ii) must have served as Club President.
- 9.3.6 No member of the Nominating Committee is eligible to be slated for District office while serving as a member of the committee.
- 9.3.7 It is strongly recommended that the Nominating Committee prepare a slate of two (2) candidates for each office.

## **10 Archives**

- 10.1 At the end of each biennium, the Governor, District Officers and Committee Chairs shall share their electronic and paper materials from the biennium with the District One Archivist appointed by the governor to be saved in a safe place for posterity. (1-20-18)

## **11 Payment of Fees by Canadian Clubs (updated 11/01/2019)**

- 11.1 International dues: Canadian Clubs will pay all International Dues and Convention Fees in US dollars to Altrusa International, Inc. per updated International Policies 2019.
- 11.2 District dues:
  - 11.2.1 If the Canadian/US exchange rate exceeds 20%, then Canadian Clubs will be exempt from paying District Dues (\$25 per person) and Conference Fees (\$25 per club) for that year.
  - 11.2.2 If the Canadian/US exchange rate is below 20%, then Canadian Clubs will pay District Dues (\$25 per member) and Conference Fee (\$25 per club) in US Dollars.
- 11.3 District Events: Canadian Clubs' members will pay Workshop and Conference registration fees in US dollars.

## **12 New Club Building**

- 12.1 The District will allocate up to \$500 (08/06/2022) to any Altrusa club undertaking a new club building project that has been approved by the District Board (08/06/2022). The sponsoring club needs to apply for these funds, attaching all expense vouchers. (3/13/99) If an independent group is forming an Altrusa club they must go through the District Treasurer with any funds until the Altrusa club is actually formed. (1/20/18)

## **13 Memorial**

- 13.1 A memorial donation will be given in the amount of \$100 (to International Foundation or to the deceased persons requested charity) upon the death of a Governor or Past Governor in District One. (7/1/2010)



## **14 Immediate Past Governor**

- 14.1 If the Governor cannot serve as Immediate Past Governor when the time arrives, the Governor, with approval from the District Board, may ask any one of the Past Governors to serve as Immediate Past Governor on the Board. (4/9/94) (7/1/2010)

## **15 Directors**

- 15.1 Two (2) District Directors will be elected to District One Board of Directors. District Directors are elected for one (1) two-year term. These Directors will be voting members of the District Board and participate fully in all its deliberations and endeavor to contribute new ideas that can enable the Governor and the administration to achieve goals set. The Directors will assist the Governor and District One Board by accepting assignments such as club visits, participation in Fall Workshops and the District Conference. (5/2/99). (7/1/2010)

## **16 Disbanding of Clubs (10/29/04)**

- 16.1 After payment of its debts and obligations, the disbanded Club officers shall dispose of its assets and treasury balance to organizations organized and operated exclusively for charitable or educational purposes or to another Altrusa Club in good standing earmarked specifically, for use in their community service projects. Property that can be associated with Altrusa International, Inc. may be returned to any entity with the Altrusa organization. The Club Treasurer will submit a final written report to the District One Governor, detailing the disbursement of all club and project funds.

## **17 Members Allowed on District Board**

- 17.1 No more than two members on the District Board may be from the same club. This includes the elected officers of Governor, Immediate Past Governor, Governor Elect, 1st Vice Governor, the two Directors, and the Treasurer. Excluded from this policy are the appointed positions of Secretary and Parliamentarian. More than two from the same club may serve, if a vacancy arises during a biennium and that person is appointed by the Governor and approved by the Board.

## **18 District Board Voting Eligibility**

- 18.1 Those eligible to vote on the District One Board are the elected positions, the Governor, to break a tie vote only (Robert's Rules and Point of Order); Governor Elect, Immediate Past Governor, 1st Vice Governor, the two Directors, and the Treasurer. Those not eligible are the appointed positions, the Secretary and Parliamentarian.

## **19 Terms and Succession**

- 19.1 District One follows the succession policy recommended by the District Bylaws in the 2023 International Bylaws Section XI 1.C.9 which states that a person cannot be elected to the same office twice in a row. (8-5-23)

## **20 Dues**

- 20.1 In alignment with International Dues policy for Young Adult Membership (must have full birthdate documented in Group Tally, member must be 30 years old or younger), dues will be half price at District as well. (Clubs can decide if they want to extend half price club dues.) (08/10/2019) Any member not willing to document their date of birth will be charged the full membership rate. (11/7/2025)
- 20.2 The Annual District dues for all active members is \$25.00 (Young Adult Members is \$12.50) payable each June 1 to District Treasurer. (8-5-23), (2025)
  - 20.2.1 New members whose dues are paid to the Club between June 1 and November 30 pay full dues.
  - 20.2.2 New members whose dues are paid to the Club between December 1 and March 31 pay one-half annual dues.
  - 20.2.3 New members whose dues are paid to the Club between April 1 and May 31 pay full annual dues which represent all dues payable until June 1 of the following year.

## **21 Club Financial Reports (added 01-11-2020)**

- 21.1 To ensure the fiscal responsibility of all Clubs in Altrusa International District One, Inc. all clubs shall submit the following information to the District One Treasurer by October 1st of each year:
  - 21.1.1 Copy of annual Club Budget – General Fund, Project Fund, Foundation
  - 21.1.2 Documentation of payment for State Incorporation Fee
  - 21.1.3 Documentation of current 990 IRS submission, if applicable. (8-5-23)

## Appendix A. Change History

Starting from 2018-01-20 version:

Date	Section	What was changed?
2019-08-11 Linda Ring	4.9 Conference Booklet	Clarify that District Officer reports will be printed in the conference booklet. Conference booklet printing is an expense of convention budget.
	4.13.7 Catherine Woodbury Award 4.13.8 Yearbook Award	Remove Catherine Woodbury Award and Yearbook award and renumber. We no longer give a Publicity or Yearbook award.
	Insert New policy #20 Dues	Young Adult Membership will be granted half price dues at District to align with International policy.
2019-11-01 Linda Ring	11 Payment of Dues/Fees by Canadian Clubs	Revised subsidy policy for Canadian dues. <ul style="list-style-type: none"> <li>• Pay International directly to home office.</li> <li>• Suspend District dues and fees if exchange rate is &gt; 20%</li> <li>• Pay Conference/Workshop fees in US\$.</li> </ul>
2020-01-11 Linda Ring	4.13.4 and 4.13.5 Membership awards	Clarify the time period to count new members
	Insert new policy #21	Require clubs to submit financial statements to District Treasurer by October 1 <sup>st</sup>
2021-08-07 Linda Ring	Inserted Appendices	Inserted: <ul style="list-style-type: none"> <li>• Reimbursement Form as Appendix A.</li> <li>• Club Visit Guidelines and Forms as Appendix B.</li> <li>• Relabeled Change History as Appendix C.</li> </ul>
2021-12-22 Linda Ring	4.7 Conference	Inserted 'Registration fee' to clarify that board members do not pay registration fee for convention.
2022-04-24 Linda Ring	9.3.7 Nominating committee chair	Added new policy to allow nominating committee to determine chair amongst newly elected committee when only 3 candidates are presented and elected. Removes need for paper ballots.
2022-04-24 Linda Ring	4.13.4 and 4.13.5 Membership increase awards at conference	Changed cutoff dates for counting new members to coincide with international Club Annual Report dates.
2022-08-06 Linda Ring	Re-ordered Appendices	Reordered appendices so that <ul style="list-style-type: none"> <li>• Appendix A is the Change History</li> <li>• Appendix B is the Reimbursement Form</li> <li>• Appendix C is the Club Visit Guidelines and forms</li> <li>• Appendix D is the Club Building Grant Form.</li> </ul>
	12 Club Growth and New Club Building	Added policy for District One Club Building Grant. Grant Application is in Appendix D.  Grant application added to District One Website under Resources/Forms.
2023-08-05 Linda Ring	2.3 Treasurer	Add <b>District Governor and...</b>
	2.5 Treasurer	Change reimbursement from ½ to <b>full</b>
	4.1 Conference	Add <b>Governor and Treasurer...</b>
	4.7 Conference	Add reference to <b>Policy 2.6</b>

Date	Section	What was changed?
2023-08-05 Linda Ring	4.11 Conference fees	Add Exception for Canadian Clubs <b>Refer to Policy 11.2.1</b>
	4.13.1 First-Timers Award	Change Hostess to <b>host</b>
	4.13.2 Attendance Award	Change definition of full registration. Change hostess to <b>host</b>
	4.13.3 % Attendance Award	Add <b>Host Club is excluded.</b>
	After 4.13.6	Remove Yearbook as this award is no longer given.
	7.1 Governor Expense at International Convention	Add Governor <b>or Governor's representative's</b> expenses...
	8.1 Governor-Elect Training/Expense	Change \$15 per diem traveling expense to <b>food expense</b> Add <b>Any balance that International Travel does not cover will be reimbursed by District.</b>
	19.1 Terms and Succession	Housekeeping... update to <b>2023 Bylaws, Section XI 1.C.9</b>
	20.2 Dues deadlines	Add policy for dues amount consistent with international deadlines.
	21.1.3 990 IRS Submission	Add , <b>if applicable</b> as this does not apply to Canada or Bermuda.
	Appendix B	Update form with current treasurer information and update downloadable form
	Appendix C	Changes to visit forms and downloadable forms
	Appendix D	Updated deadline for completion of project on form
2024-08-03 Linda Ring	4.9 Annual Reports	Eliminate 'and Chairs' from policy.
	9.3 Nominating Committee	Move 9.3.7 to follow 9.3.1 and renumber subsequent items.
	12.2 Club Growth Grants	Eliminate Policy 12.2 as we have discontinued the Club Growth Grant as of 9-15-2024,
	17.1 Members allowed on District Board	Eliminate position of 2 <sup>nd</sup> Vice Governor
	18.1 District Board Voting Eligibility	Eliminate position of 2 <sup>nd</sup> Vice Governor
2025-03-01 Linda Ring	4.6 Registration fee, meals and lodging for Conference host/co-host	Our conference now consists of only 2 days. Update policy.
2025-08 Linda Ring	20.2 Dues	\$10 Dues increase was approved by the board (2025-04-07) and presented to the membership at conference. Updated dues amount to \$25 for active members and \$12.50 for Young Adult members.
	Eliminate Appendix D	Club Growth Grants were discontinued in 2024. Remove application from policies document.
2025-11-07 Linda Ring	4.6 Conference	Change the wording at the beginning to "Conference budget covers the registration..." to align with sentence structure of following policies
	9.3 Nominating Committee	Last sentence – remove (no two from the same club). Replace it with "no Club shall serve on the nominating committee in two consecutive bienniums.
	12 New Club Building	Update title to New Club Building. (remove reference to Club Growth Grant.
	20.1 Dues	Include the sentence "Any member not willing to document their date of birth will be charged the full registration rate." To align with international wording.





**Club Visit Guidelines**  
**For Assigned and Other Contacts with Clubs**  
*Maintaining Regular Communications with Clubs in District One*

**Altrusa International – District One, Inc.**

# Club Visits by District Officers

*An Opportunity to See Our Clubs in Action*

## Background Information

One of the most important personal services of the District Board of Directors is to maintain regular contact with the local clubs through a system of official club visits conducted annually with each club. District leaders come as consultants to help the club appraise its entire operation, answer members' questions and bring the club into a closer relationship with District and International.

Under International policy the Governor or Governor-Elect must visit each club once every four years. Clubs not visited by the Governor or Governor-Elect are to be visited by another member of the board. The Parliamentarian, Secretary, and Treasurer serve as resources for the clubs in the areas of their expertise but are not required to do local club visits.

One of the primary purposes of club visits is to establish a regular channel of communication between the District and its members. Through the system of official club visits each club has a regularly assigned member of the Board to whom they can turn for advice and answers to their questions.

An official club visit provides an opportunity for each club to evaluate its strengths and weaknesses in consultation with the assigned Board member. It is also a time for each club to let the District Board know what services it would like to have provided for them. At each District Board meeting the officers share with the Board the joint assessment of each club and make service requests on behalf of that club.

## Responsibilities of the Governor for Club Visits

- Educate clubs about the purpose of official club visits and how the visits can be most advantageous to each club.
- Train District Officers how to make the visits and be responsive to the special concerns of the club.
- Insure that each club president is aware of the District Officer who has been assigned primary responsibility for the club.
- Develop a schedule of official club visits that insures the Governor or Governor-Elect visits each club during the four years of service.
- Assign a board member to each club for an official club visit and as a primary contact.
- Maintain a history of official club visit reports.
- Insure that club visits are carried out as assigned.
- Be available to all clubs as a point of contact in addition to the regularly assigned officer.

## Responsibility of Officers for Club Visits

- Ask the club president to complete the **Pre Visit Survey** form prior to the date of the official club visit. Club president sends a copy to the assigned District Representative as soon as form is completed.
- Obtain from the club president an up-to-date Strategic Plan (if available)
- Schedule and carry out an on-site visit with each assigned club. An on-site visit includes a meeting with the Board of Directors and active participation in a club meeting. Active participation includes a brief report from the District and an opportunity for club members to ask questions about the District. It may also include a short presentation on a topic of interest to the club such as leadership development, membership recruitment and retention, planning successful projects, etc. as requested by the club president.
- Send any follow-up materials requested by the club.

- Within two weeks following the visit, write a letter to the club to express your appreciation for the opportunity to visit with them. The letter should also share your observations during the board and club meetings noting strengths and weaknesses (if any) of the meetings.
- Provide a copy of the follow-up letter and the **Pre Visit Survey** form to the Governor and retain copy to keep in District records and pass along to next year's visitor.
- Complete the **Club Visit Summary Report** for presentation at the next District board meeting.

#### **Responsibilities of the Club President for Club Visits**

- Work with the assigned District Officer to schedule an official club visit including an opportunity to meet with the Board of Directors either before or after the club meeting.
- At times it may be necessary for an officer to request that you hold your meeting at a time other than your regularly scheduled meeting time. An example of this might be an officer who has been assigned two neighboring clubs and needs to meet with both of those clubs during one trip. If requested to schedule an alternate meeting time, please make all reasonable efforts to accommodate this request.
- Complete the **Pre Visit Survey** form and send to the District Officer.
- Provide an up-to-date Club Strategic Plan
- Provide the assigned officer directions for locating your meeting site. Provide information on low cost overnight accommodations (or arrange for housing with one of your members) in situations where the assigned officer must spend the night in your city.
- Make sure that all club members are aware of the date of the official club visit to insure they have an opportunity to meet and talk with a District Representative.
- Share with the assigned officer any specific questions or concerns to be addressed during the official club visit. This includes requests for speaking on a special topic during the visit.
- Share the follow-up letter from the assigned District officer with all club members.

#### **District Policy Regarding Club Visits**

##### **1 Club Visits / District Business**

**1.1** *Club visits or other District business trips are assigned by the Governor, approved by the Officers and shall be reimbursed as follows: (7/1/2010)*

**1.1.1** Travel at \$.50 per mile. (1-20-18). Tolls are reimbursable.

**1.1.2** Housing at a moderately priced motel or hotel is reimbursable at a single room rate. (10/3/82).

**1.1.3** Food is the responsibility of the local club if the trip is a club visit: Actual meal expense not to exceed \$50 per diem while on route or on another District business. (4/7/90)



## Other Club Contacts

*Making Sure Our Clubs Know We are There for Them*

### Background Information

In addition to making an annual club visit, Board members assume primary responsibility for all the clubs assigned to them. The Board member is a personal resource to each club president, offering general support and providing information about Altrusa International, Inc. and District One as needed. This is the way through which we insure that all clubs have input to the Board of Director regarding their needs and wishes.

### Responsibilities of the Governor

- Insure that all club presidents know how to contact the Governor.
- Respond promptly to all requests for assistance.
- Read all club newsletters and yearbooks received.
- Encourage all clubs to participate in District-sponsored activities such as workshops, seminars and conference.

### Responsibilities of Officer

- Establish a schedule of regular communication with the president of each club to which assigned (at least quarterly?). Communication might include: telephone calls, video-conference, e-mail or written correspondence.
- Participate in major club events such as anniversaries and officer installations, if possible.
- Follow up with clubs on specific items as requested by the Governor.
- Encourage all clubs to participate in District-sponsored activities such as workshops, seminars and conference.


### Responsibilities of Club Presidents

- Keep in touch with the District Officer having primary responsibility for your club and initiate requests for assistance as needed.
- Insure that the Governor and your assigned officer receive copies of your newsletters and yearbooks.
- Respond promptly to requests for information.
- Participate fully in District Conference, Workshop and other District-sponsored events.

Linda Ring

Aug 2019

Appendix C.1 Pre-Visit Survey Form ([Click here](#) to download a fillable WORD form)

		<b>Altrusa International Inc. District One Pre-Visit Survey Form</b>	
Club Name		Altrusa International of	
Club President			
President's Address			
<b>About your club:</b>			
Number of active club members			
What is your average meeting attendance?			
Are your business and program meetings separate?			
Do you have separate operating and service project budgets?			
Do you have a club Foundation?			
How many club members attended the last:	Workshop?		
	Conference?		
	Convention?		
<b>Membership: Recruitment and Retention</b>			
How do you handle new member recruitment and member retention?			
Do you conduct orientation/re-orientation programs?			
If yes, how often?			
How can District help you with recruitment and retention?			
<b>Publicity / Marketing</b>			
Do you have a club newsletter?			
Do you have a club yearbook?			
Is your club website up to date (officers, meeting nights, contact information)?			
Do you use Facebook to spread current club event information?			
Are you following Altrusa District One on Facebook?			
<b>Club Activity Report (CAR)</b>			
Did you submit a CAR for last year?			
Did your club submit entries for the following awards?	Mamie L. Bass Service Award		
	Letha H. Brown Literacy Award		
	Dr. Nina Fay Calhoun International Relations Award		
	Newsletter		
	Gabrielle Crepeau Award		

Strategic Plan	
Do you have a Strategic Plan? If yes, when was it last reviewed? If no, do you want assistance from District?	
Do you use the Strategic Plan when planning yearly activities?	
Relationship with District	
Do your members attend Workshop/Conference? If no, what would encourage them to attend?	
Relationship with International	
Do you support the International Foundation? If yes, how? <ul style="list-style-type: none"> <li>• Budget</li> <li>• Individual Gifts</li> <li>• Memorials</li> <li>• Other</li> </ul>	
Have you applied for / received an International Grant? If no, can we help with that?	
Summary:	
What are the most pressing needs of your club?	
What topics of discussion would be most beneficial for your members?	
How can District be of help to your club?	
Please have a copy of the following for your District Visitor:	<ul style="list-style-type: none"> <li>• Yearbook</li> <li>• Newsletter</li> <li>• Current Year's Budget</li> <li>• Most recent Financial Statement</li> <li>• Current Strategic Plan</li> </ul>
Report Completed by:	
Date:	

Complete and email to District Visitor at least 1 week before the club visit.


## Appendix C.2 Club Visit Summary ([Click Here](#) to download a fillable form)

		<b>Altrusa International Inc. District One Club Visit Summary</b> <i>This information will be used solely by District Officers as a guide to help local clubs.</i>	
Altrusa International of		District Officer:	
President:		Position:	
Date of Club Visit:		Date Report Completed:	
<b>Board Meeting</b>			
Regularly Scheduled? Y N	Special? Y N	Agenda for All? Y N	Financial Report for All? Y N
Number of Board Members:		Number of Board Members Attending:	
Brief description of business covered:			
<b>Club Meeting</b>			
Regularly Scheduled? Y N	Special? Y N	Agenda for All? Y N	Financial Report for All? Y N
Number of Club Members:		Number of Club Members Attending:	
Brief description of meeting content:			
Was meeting efficient? Y N	Was there broad participation? Y N	Were committee reports given? Y N	

<b>Impressions</b>	
Identify Club Strengths:	
Describe Club Weaknesses:	
General Observations:	
Recommendations Made to Club:	
Special Concerns or Questions by This Club	
Officer Recommendations to Board Regarding This Club:	
<b>Potential District Leaders – none at this time</b>	
Name:	Role:
Name:	Role:
Name:	Role:

Complete and email to Club President (with copy to the Governor) within 1 week of the club visit.

### Appendix C.3 Feedback on District Visitor ([Click Here](#) to download a fillable form)

 <p><b>ALTRUSA</b> International <b>District One</b>  <small>Leading to a Better Community®</small></p>	<p align="center"><b>Altrusa International, Inc.  District One  Feedback on District Visitor</b></p>	
Club Name	Altrusa International of	
Club President		
Date of Visit		
District Visitor Name		
District Visitor Office		
<p><b>Preparation:</b></p>		
<p>Did you request any specific additional information from the District Representative? If yes, was it delivered?</p>		
<p><b>Feedback</b></p>		
<p>Describe the District Representative's participation at the <b>Board</b> meeting.</p>		
<p>Describe the District Representative's participation at the <b>Club</b> meeting.</p>		

Summary:	
Do you have any suggestions for making the District Visit more effective?	
Are there members of your club who should be considered for District Leadership positions? Who and what position?	
Is there anything else District can help you with?	
Report Completed by:	
Date:	

Complete and email to District Governor within 1 week of your club visit.

