



**ALTRUSA
DISTRICT TWO
POLICIES AND PROCEDURES
2019-2021**

Revised November 2019

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Section 1

Article I. Adherence to International Policies

Article 1	District Two will adhere to the bylaws, policies and procedures affecting the District level as outlined by the International organization in its Bylaws and Policies.
Article 2	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.

Section II

District Board of Directors' and Officers' Responsibilities

Article 1	The District Board of Directors is comprised of the Governor, Governor-Elect, First Vice- Governor, Second Vice- Governor, Secretary, Treasurer, Immediate Past Governor, and two Directors.
Article 2	<p>Duties of the Board are to:</p> <ol style="list-style-type: none"> 1. Hold regular meetings in the Conference location immediately preceding and following the annual District Conference, and a mid-year meeting as set by the Governor. Special meetings may be called by the District Governor as deemed necessary including telephonic and online chat. 2. Supervise the affairs of the District and transact its necessary business not otherwise provided for. 3. Approve the District budget at the Pre-conference Annual Meeting and present it to the Conference for adoption. 4. Arrange for an audit of the Treasurer's books at the end of each biennium. 5. Designate the depositories for District funds. 6. Arrange for a bond for any person handling District funds, with the premium paid by the District. 7. Determine the location of annual Conferences at least three years in advance, scheduled to be held between April 15th and May 15th each year. 8. Report to the Conference any Board business transacted since the preceding Conference. 9. Transact business by mail/e-mail as needed and determined by the Governor. 10. Fill the vacancies occurring on the Board of Directors as provided by the District Bylaws. 11. Provide leadership and serve as a resource for information to local clubs. 12. Monitor local clubs for adherence to Bylaws, charter strength, and effective programs and projects
Article 3	Full position descriptions for each office on the Board of Directors follows in the Appendix to Section II of these <i>Policies and Guidelines for District Activities</i> .

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Officers' Position Descriptions

Name of Position:	District Two Governor
Election:	A Governor-Elect is elected by ballot biennially at the District Conference. The Governor-Elect assumes office as Governor at the close of the Conference two years following his/her election.
Term of Office:	Two years
Role:	As the chief elected officer of the District, the Governor plans, administers, communicates, and evaluates the activities within the District during his/her term of office. S/he serves as the conduit to the District and Local Clubs for information, planning and programming. The Governor is the matrix of opportunity and expertise through which the network becomes reality; there is a sense of "amity and unity" in the traditions and essence of Altrusa; and ideas and actions are communicated. S/he also looks for talent within the District, identifies leadership potential, and provides opportunities for leadership for leadership development.

Responsibilities:

To International:

1. Promotes District support of the International program and action on biennium directives, as well as adoption of changes in bylaws, policies, and procedures.
2. Cooperates with the International officers and chairmen in the dissemination of information.
3. Promotes the growth of Altrusa in the District.
4. Encourages increased support of the Altrusa International Foundation, Inc. so that its projects can assist more people.
5. Is a "talent scout" for members with leadership abilities and encourages participation on committees at the International level.

To the District:

1. As chief administrative officer presides at all Board of Directors meetings and at the District Conference.
2. Is an ex-officio member of all committees except for the nominating committee.
3. Enlists District Officers and Chairpersons in carrying out assignments, such as Conference planning, Area Workshops, seminar development, and submission of articles for the District Service Bulletin.
4. Sees that the budget for the District's fiscal year, prepared by the Finance Committee, is submitted to the Board of Directors and to the District Conference for approval.
5. Keeps the Governor-Elect and Vice Governors informed about important district matters.
6. Approves, in writing, vouchers submitted for payment by the District Treasurer.
7. Promotes cordial relations among clubs in the District and with Altrusa International.

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8. Communicates with District Chairpersons and encourages them to assist their counterparts in interpreting the International program, directives and any procedural changes.
9. Provides opportunities for leadership development through well-organized workshops and seminars.
10. Assists the local clubs in appointing a Conference Chairperson and Conference Committees; challenges them to host a well-organized Conference.
11. Contacts the International President as early as possible to obtain the name of the International Representative assigned to the conference.
12. Informs the International Representative promptly regarding Conference plans, how he/ she is expected to participate, and when his/her address is scheduled.
13. Reports to the Conference all Board business transacted since the preceding Conference.
14. Ensures that the Board of Directors follows the requirement that a Conference site be selected at least three years in advance and notifies the International President and International office as to the selected site, with the name and address of the Conference hotel.
15. Appoints a District New Club Building Chairperson who is responsible for the development of an extension plan to be approved by the District Board.
16. Determines recipients of the Betty C. Schwartz Presidential Award from those submitted.

To Local Clubs:

1. Promotes a spirit of unity among clubs in the District and enhances their awareness of their larger identity and purpose as a part of an international service organization.
2. Encourages inter-club meetings and attendance at District Conferences, Area Workshops, and International Conversions.
3. Interprets Altrusa objectives, rules, and procedures.
4. Endeavors to assist clubs in problem solving as needed.
5. Develops leadership through well planned Area and District Conference workshops and/or seminars.
6. Promotes club and member support of the Altrusa International Foundation
7. Through the District Service Program Coordinator, encourages clubs to implement the biennium program.
8. Through the District Membership Development Chairman, motivates clubs to search for new members and to retain existing members.
9. Through the New Club Building Chairman, implements the District New Club Building Plan.
10. Communicates with local clubs through correspondence and messages in the District Service Bulletin.
11. Answers all club correspondence promptly.
12. Prepares a schedule of club visits and persons assigned for each visit.
13. Attends organizational meetings of new clubs in the District and presents the charter.
14. Encourages clubs to publish yearbooks and newsletters.

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Name of Position:	District Two Governor-Elect
Election:	A Governor-Elect is elected by ballot biennially at the regularly scheduled annual Conference; any member who shall receive a majority of all valid votes shall be declared elected.
Term of Office:	Two years
Role:	The Governor-Elect assists the Governor in carrying out the responsibilities and conducts activities necessary to assure a smooth transition when s/he assumes the office of Governor.

Responsibilities:

1. Utilizes the biennium as preparation for the governorship.
2. Serves as a member of the District Board of Directors and participates fully in the administration of the District.
3. Knows the District, studies its geography and location of clubs, reviews its extension program, and gains a thorough knowledge of clubs, such as their service projects, membership trends, and program meetings.
4. Studies the bylaws on all three levels of Altrusa to become familiar with their provisions.
5. Understands the International and District Policies.
6. Knows the Altrusa International Foundation functions.
7. Reviews District Conference and Board meeting reports for previous years, minutes of the last International Convention, and decisions of ensuing International Executive Committee and Board meetings.
8. Reviews parliamentary procedures.
9. Identifies Altrusans qualified and available for District leadership roles.
10. Attends the Governor-Elect training session arranged by International.
11. In the year preceding installation as Governor, appoints a District Secretary, Program Coordinator, and Chairperson of all standing and special committees; except the nominating committee.
12. Makes definite plans, establishes goals for the next biennium, and involves the incoming chairpersons in planning to achieve them.
13. Serves as Chairperson of the District Planning Committee.
14. Assumes the office of Governor upon the inability of the incumbent to complete his/her term.
15. Conducts workshops as requested by the Governor.
16. Submits articles to the District Service Bulletin as assigned.
17. Carries out assignments and responsibilities as described in the District Strategic Plan.
18. Submits a report of activities at the mid-year Board of Directors meeting and a written annual report for District Conference.
19. Promotes the interaction of District Altrusans at Conference.
20. Serves as chairperson of the judging committee for Conference exhibits.

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Name of Position:	District Two First- and Second Vice-Governors
Election:	The Vice-Governors shall be elected by ballot biennially at the regularly scheduled annual Conference; any member who shall receive a majority of valid votes shall be declared elected.
Term of Office:	Two years
Role:	The Vice Governors shall assist the Governor in him/her work with Clubs in the District, and assume such responsibilities as directed by the District Board of Directors.

Responsibilities:

1. Serve on the Board of Directors.
2. Keep informed on District and International bylaws, policies and procedures so as to provide effective service.
3. Assist the Governor in District administration and other duties as requested, such as club visits and conference duties.
4. Conduct workshops as requested by the Governor.
5. Submit to the Governor, prior to Board meetings, any agenda items with recommendations for future action.
6. In order of succession, act as Governor-Elect in his/her absence or in the event of his/her inability to act.
7. Submit a report of activities at the mid-year Board of Directors meeting and an annual report for District Conference.
8. Submit articles to the District Service Bulletin as assigned.
9. Carry out assignments and responsibilities as described in the District Strategic Plan.
10. Promote the interaction of District Altrusans at Conference.
11. First Vice- Governor prepares the Conference Evaluation Forms to be included in the Conference packet. Completed evaluation forms are summarized and distributed to the board members, and conference chairpersons.
12. First Vice- Governor coordinates the purchase of a gift or collection of honorarium funds for the outgoing Governor from the officers, committee chairpersons and members of District Two.

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Name of Position:	District Two Secretary
Election:	The Secretary is appointed by the District Governor at the beginning of the biennium.
Term of Office:	Two years
Role:	The District Secretary shall assist the Governor in his/her work in the district and shall maintain the records of the District.

Responsibilities:

1. Serves as a non-voting member of the District Board of Directors and records its minutes.
2. Studies the bylaws and policies on all three levels of Altrusa to become familiar with their provisions.
3. Prepares and sends such correspondence, notices, and reports as the Governor may request.
4. Maintains a record of current local club officers and committee chairperson and their addresses in order to compile a District Directory at the beginning of the club year.
5. Furnishes the Credentials Committee with a certified list of delegates and alternates, officers, and Past Governors in order to certify those eligible to vote at District Conference.
6. Provides the Elections Committee a certified list of nominations for District officers 15 days prior to the annual conference. On the day of the election, furnishes the Committee with a list of qualified voters certified by the Credentials Committee at least two hours before the polls open for voting.
7. Within ten days after election of District Officers, the retiring District Secretary shall send to International Headquarters, on the forms provided, the names of the newly elected officers and appointed Secretary. A copy of this list should also be sent to each club in the District
8. Records proceedings of the District Conference.
9. Performs the traditional duties of a Secretary during the business meeting, such as roll call, reading of Board minutes, and other responsibilities as requested by the Governor.
10. Assists the Governor in the preparation of a written report of the Conference.
11. Reports newly appointed District Committee Chairpersons to International.
12. Submits an annual report for District Conference.
13. Carries out assignments and responsibilities as described in the District Strategic Plan.
14. Promotes the interaction of District Altrusans at Conference.

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Name of Position:	District Two Treasurer
Election:	The Treasurer shall be elected by ballot biennially at the regularly scheduled annual Conference; any member who shall receive a majority of the valid votes shall be declared elected.
Term of Office:	Two years
Role:	The District Treasurer shall maintain the funds and membership roll of the District.

Responsibilities:

1. Serves as chairperson of the Finance Committee.
2. Serves as a member of the District Board of Directors.
3. Collects District dues from clubs, payable at the per member rate established by the District.
4. Keeps a file of all club members, with current mailing address by club.
5. Deposits all money received in the name of District Two, Altrusa International, Inc. in a bank authorized by the District Board.
6. Pays all bills as soon as vouchers are approved, in writing, by the Governor.
7. Keeps an accurate record of receipts and disbursements and submits a quarterly record of income and expenses to the Board of Directors.
8. Prepares a budget comparison of income and expenses for the mid-year and annual Board of Directors meetings.
9. Prepares and files Form 990 annually with the U.S. Internal Revenue Service.
10. Collects and maintains a record of those clubs paying Conference Fees.
11. Keeps an accurate record of the number of active, emeritus, affiliate, and life members for each club, and submits a report accordingly at the mid-year and annual Board of Directors meeting.
12. Determines the annual winner of the Net Gain in Membership Award to be presented at Conference reporting to the Governor within the time period specified.
13. Bills all affiliate members of the District for annual dues.
14. Submits the District books for audit at the end of each year.
15. Prepares and presents an annual financial report at the Pre-Conference Board of Directors meeting and to the District Conference.
16. Transfers books and records to the successor at the end of the term. The Board must authorize any transfer of monies.
17. Carries out assignments and responsibilities as described in the District Strategic Plan.
18. Promotes the interaction of District Altrusans at Conference.

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Name of Position:	District Two Directors
Election:	The Directors shall be elected by ballot biennially at the regularly scheduled annual Conference; the two nominees who receive the largest number of ballots shall be declared elected.
Term of Office:	Two years
Role:	The District Two Directors shall assist the Governor and District Board of Directors in their work with Clubs in the District, and assume such responsibilities as directed.

Responsibilities:

1. Participate fully in all deliberations of the Board of Directors and contribute new ideas that will enable the Governor and the administration to achieve goals set.
2. Assist the Governor by accepting assignments such as Area workshops, Club visits, and workshops at District Conference
3. Submit a report of activities at the mid-year Board of Directors meeting, and a written annual report for District Conference.
4. Study bylaws and policies on all three levels of Altrusa.
5. Submit articles to the District Service Bulletin, as assigned.
6. Carry out assignments and responsibilities as described in the District Strategic Plan.
7. Promote interaction of District Altrusans at Conference.

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Name of Position:	District Two Immediate Past-Governor
Election:	The Immediate Past-Governor position is assumed at the close of the Governor's biennium.
Term of Office:	Two years
Role:	The Immediate Past-Governor advises and assists the Governor and Board of Directors.

Responsibilities

1. Authorizes the prompt payment of all bills incurred by the Conference of the concluding term as Governor and provides a financial statement to District Board members.
2. Prepares a Conference Report summarizing the proceedings, and distributes the report to the District Board members, International Officers, Altrusa Headquarters, and local Club Presidents.
3. Serves on the Board of Directors.
4. Assists with assignments as requested by the Governor.
5. Submits articles to the District Service Bulletin, as assigned.
6. Submits an annual report for Conference.
7. Carries out assignments and responsibilities as described in the District Strategic Plan.
8. Promotes the interaction of District Altrusans at Conference.

Section III

Committee Responsibilities and Position Descriptions

Article 1	<p>Committees are the main avenues through which the ideas and talents of the members are organized and directed into significant accomplishments. Committee Chairmen serve as resource persons available to answer questions and to react to ideas. Committee Chairmen must be dedicated to meeting the Goals of Altrusa.</p>
Article 2	<p>Responsibilities of the District Committee Chairmen include:</p> <ol style="list-style-type: none"> 1. Active Participation in the biennium program. 2. Communication with the Governor and Board of Directors. 3. Communication with International Personnel. 4. Communication with Local Clubs. 5. Making recommendations in writing to the Board of Directors. 6. Making timely reports and submitting articles, as requested. 7. Accepting specific assignments of the Governor.
Article 3	<p>The Governor at his/her option may appoint a District Service Program Coordinator to assist in carrying out the program and goals of the biennium by consistently communicating with committee chairmen to monitor their activities and dedication to their responsibilities.</p> <p>A full description follows in the Appendix to Section III of these <i>Policies and Guidelines for District Activities</i>.</p>
Article 4	<p>Standing Committees of the District shall be established in accordance with Article IX in the Bylaws and Policies of Altrusa International, Inc. They are as follows: Membership Development, Leadership Training, Communications, New Club Building, ASTRA Clubs, Bylaws, Resolutions and Recommendations, Nominating and Financial.</p> <p>A position description of each Committee Chairmanship follows in the Appendix to Section III of these <i>Policies and Guidelines for District Activities</i>.</p>
Article 5	<p>Other Standing Committees pertaining to District Conference will be addressed in Section IX of these <i>Policies and Guidelines for District Activities</i>.</p>
Article 6	<p>Other committees and positions shall be appointed by the District Governor to assist him/her in meeting the goals of his/her biennium, provide effective communication to the members of the District, and/or serve as liaisons with their International counterparts.</p> <p>These positions may include the following: District Service Bulletin Editor, Foundation Liaison, Parliamentarian, and Planning.</p> <p>A position description of each of these positions follows in the Appendix to Section III of these <i>Policies and Guidelines for District Activities</i>.</p>

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Committee Chair Position Descriptions

Name of Position:	District Service Program Coordinator
Election/Appointment:	Appointed by the District Governor at the beginning of the biennium
Term of Office:	Two years
Role:	The District Service Program Coordinator works with the Governor on the implementation and evaluation of the biennial program and goals.

Responsibilities:

1. Assists in communicating and coordinating the biennium goals with District Chairmen.
2. Chairs the committee that judges the annual Mamie L. Bass Award, working with the International guidelines and District deadlines. Appoints three unbiased judges outside the organization and coordinates their judging of the entries. Promotes 100% participation of Local Clubs in entering Service Award competition. Forwards the winning entry to the International Office following the District Conference.
3. Promotes the strengthening of programs on the Local Club level.
4. Requests, from the District Committee chairmen, annual reports of their communications and feedback from Local Club counterparts.
5. Conducts workshops as requested by the Governor.
6. Submits articles to the District Service Bulletin, as assigned.
7. Submits a report for the mid-year Board of Directors meeting and at District Conference.
8. Promotes interaction of District Altrusans at Conference.
9. Carries out assignments and responsibilities as described in the District Strategic Plan.

Characteristics:

1. Thorough knowledge and understanding of the previous programs of Altrusa and their relative effectiveness as well as of Altrusa's governance.
2. Capability of working as a team with the Governor and other Committee chairmen to orchestrate an effective biennial program.
3. Willingness and commitment to invest the time needed to fulfill the District Service Program Coordinator's responsibilities completely.

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Name of Position:	District ASTRA Clubs Committee Chairman
Election/Appointment:	Appointed by the District Governor at the beginning of the biennium
Term of Office:	Two years
Role:	The District ASTRA Committee Chairman works as a liaison with local and International personnel to promote ASTRA.

Responsibilities:

1. Prepares a Directory of ASTRA clubs within District Two and distributes to all District Two ASTRA clubs, District Two Board of Directors and District Two Club Presidents.
2. Encourages the development and sponsorship of ASTRA clubs within District Two.
3. Follows up on all ASTRA clubs, encouraging the sponsoring Altrusa clubs to be actively involved in their projects and leadership development.
4. Maintains materials and information available from International in order to serve as a resource for District clubs when they are sponsoring ASTRA clubs.
5. Serves as a resource for local Altrusa and ASTRA clubs to share and publicize outstanding service projects.
6. Communicates with the Governor and District Service Project Coordinator any information received from or disseminated to local clubs.
7. Communicates information on current ASTRA club functions to the International ASTRA Chairman.
8. Conducts workshops as requested by the District Governor.
9. Submits articles to the District Service Bulletin, as assigned.
10. Submits an annual report for District Conference.
11. Carries out assignments and responsibilities as described in the District Strategic Plan.
12. Promotes interaction of District Altrusans and Altrusans at Conference.
13. Promotes the possibility of a District ASTRA workshop for ASTRA members, and coordinates this workshop, if approved.
14. Serves as Chair of the committee to judge the Phyllis J. Corman ASTRA Award, reporting to the Governor within the timeframe specified.

This is a Standing Committee position of the District, with financial resources provided as budgeted, and according to District Financial Policies.

Characteristics:

1. Knowledge and understanding of the purpose, structure and organization of Altrusa and ASTRA.
2. Believes in today's youth and the need for leadership development.
3. Leadership experience in Altrusa.
4. Knowledge of the youth of today, their involvement, their ideals, etc.
5. Capability of working as a team with the Governor and other Committee Chairmen to orchestrate an effective biennial program.
6. Willingness and commitment to spend the time needed to completely fulfill the responsibilities of the position.

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Name of Position:	District Bylaws, Resolutions, and Recommendations (BRR) Committee Chairman
Election/Appointment:	Appointed by the District Governor at the beginning of the biennium
Term of Office:	Two years
Role:	The District BRR Committee Chairman acts as a liaison with local and International personnel to disseminate information regarding International, District, and Local Club bylaws and policies.

Responsibilities:

1. Prepares proposed amendments to District bylaws and submits copies of those approved at District Conference to the International Bylaws chairman for approval and subsequent presentation to the International Board of Directors.
2. Assists clubs with questions regarding procedures to use in amending laws.
3. Sees that clubs promptly adopt bylaw changes approved at the International Convention.
4. Works with the two members of the BRR Committee who are elected by the District Board of Directors in following procedures set forth by International Bylaws and Policies in processing all proposed bylaw changes.
5. Communication of proposed bylaw changes to local clubs, at least sixty (60) days prior to District Conference.
6. Serves as the District's technical resource/consultant on interpretation of bylaws questions and disseminating information upon request.
7. Functions as a reference committee during Conference, to assist any member with proposed bylaws, resolutions or recommendations, and procedures necessary to present the proposal to the delegate assembly.
8. Communicates and coordinates with the District Governor and District Board of Directors all information that is transmitted or received on the local club level.
9. Conducts workshops as requested by the District Governor.
10. Submits articles to the District Service Bulletin, as assigned.
11. Submits an annual report for District Conference.
12. Carries out assignments and responsibilities as described in the District Strategic Plan.
13. Promotes interaction of District Altrusans at Conference.

This is a Standing Committee position of the District, with financial resources provided as budgeted, and according to District Financial Policies.

Characteristics:

1. Thorough knowledge and understanding of the purpose, structure and organization of Altrusa.
2. Thorough knowledge and understanding of the Bylaws and Policies of Altrusa.
3. Thorough knowledge of parliamentary procedure.
4. Leadership experience in Altrusa.
5. Capability of working as a team with the Governor and Committee Chairmen and other Committee members to orchestrate an effective biennial program.
6. Willingness and commitment to spend the time needed to completely fulfill the responsibilities of the position.

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Name of Position:	District Communications Committee Chairman
Election/Appointment:	Appointed by the District Governor at the beginning of the biennium
Term of Office:	Two years
Role:	The District Communications Committee Chairman works as a liaison with local and International personnel to promote positive public relations and visibility of clubs within the District and their own communities.

Responsibilities:

1. Develops and disseminates public relations tools to be used by local clubs to increase the visibility of Altrusa clubs.
2. Prepares and distributes generic press releases to local clubs regarding Altrusa events that affect all clubs in the District, i.e. Conference, Convention, Make a Difference Day, Add an Altrusan Day, and special celebrations.
3. Determines which clubs do not yet have a yearbook or newsletter and encourages them to do so.
4. Serves as non-voting chairman of the committee to judge the *Irene Mardis District Two Newsletter Award*, for the best newsletter in the District, reporting to the Governor within the time period specified.
5. Serves as non-voting chairman of the committee to judge the *Ann Ayer District Two Yearbook Award*, for the best yearbook in the District, reporting to the Governor within the time period specified.
6. Serves as a resource for local clubs to share and publicize outstanding public relations tools or projects and disseminates that information by using the District Service Bulletin or special displays at Conference.
7. Communicates with the Governor and Governor-Elect all the information disseminated to local clubs.
8. Conducts workshops as requested by the District Governor.
9. Promotes the timely submission of District Service Bulletin articles assigned to District Officers and Chairmen and the publicizing of outstanding local club activities.
10. Submits an annual report for District Conference.
11. Carries out assignments and responsibilities as described in the District Strategic Plan.
12. Promotes the interaction of District Altrusans at Conference.

This is a Standing Committee position of the District, with financial resources provided as budgeted, and according to District Financial Policies.

Characteristics:

1. Committed to the need for effective public relations and proper dissemination of information.
2. Thorough knowledge and understanding of the purpose, structure and organization of Altrusa.
3. Willingness and commitment to invest the time needed to fulfill the responsibilities of the position completely.

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Name of Position:	District Finance Committee Chairman
Election/Appointment:	According to the Bylaws of Altrusa International, Inc. the elected Treasurer of the District shall serve as the Chairman of the Finance Committee.
Term of Office:	Two years
Role:	The District Finance Committee Chairman is responsible for the preparation and monitoring of the budget each year of the biennium.

Responsibilities:

1. Supervises the Finance Committee consisting of the Governor, Governor-Elect and the First Vice- Governor.
2. Prepares the District budget each year of the biennium, to be presented to the Board of Directors at the Pre-Conference Board meeting for approval.
3. Presents the Board-approved budget to the Conference body for deliberation and final approval.
4. Evaluates and projects District revenue and monetary allocations to the areas that best support the activities of the District.
5. Arranges for sufficient copies of the budget to be available for the Conference body for reviewing during the first business session of the Conference.
6. Prepares to present the reasoning and background of the projected allocations to the Board of Directors and the Conference body, as required.
7. Conducts workshops as requested by the District Governor.
8. Submits articles to the District Service Bulletin, as assigned.
9. Submits an annual report for District Conference.
10. Carries out assignments and responsibilities as described in the District Strategic Plan.
11. Promotes the interaction of District Altrusans at Conference.

This is a Standing Committee position of the District, with financial resources provided as budgeted, and according to District Financial Policies.

Characteristics:

1. Thorough knowledge and understanding of the purpose, structure and organization of Altrusa.
2. Leadership experience in Altrusa.
3. Capability of working as a team with the Governor and other Committee Chairmen to orchestrate an effective biennial program.
4. Thorough knowledge of the requirements of the budgetary process.
5. Willingness and commitment to spend the time needed to completely fulfill the responsibilities of the position.

Section III - Appendix

Name of Position:	District Leadership Training Committee Chairman
Election/Appointment:	Appointed by the District Governor at the beginning of the biennium
Term of Office:	Two years
Role:	The District Leadership Training Committee Chairman acts as a liaison with local, District and International personnel to promote various aspects of leadership training within District Two.

Responsibilities:

1. Educates members regarding Altrusa's philosophy, purpose, and objectives.
2. Works with District officers to provide training for incoming club officers, i.e. President, Vice-President, and Treasurer.
3. Serves as a resource of District training information and disseminates information upon request.
4. Assists local clubs with club committee management training.
5. Encourages the development of leadership skills at the club level by creating and monitoring programs that provide leadership education.
6. Serves as Chair of the committee to judge the *Mary S. Resh Award* given each year for excellence in program planning.
7. Trains members in the use of Altrusa printed materials such as Bylaws and Policies, Altrusa International Resource Guide, Membership Manual, Training Guide, and District Strategic Plan.
8. Communicates with the Governor and Governor-Elect re: the information disseminated to local clubs.
9. Conducts workshops as requested by the District Governor.
10. Submits articles to the District Service Bulletin, as assigned.
11. Submits an annual report for District Conference.
12. Carries out assignments and responsibilities as described in the District Strategic Plan.
13. Promotes the interaction of District Altrusans at Conference.
14. Communicates to the International Leadership Development and Training Chair.

This is a Standing Committee position of the District, with financial resources provided as budgeted, and according to District Financial Policies.

Characteristics:

1. Thorough knowledge and understanding of the purpose, structure and organization of Altrusa.
2. Leadership experience in Altrusa.
3. Capability of working as a team with the Governor and other Committee Chairmen to orchestrate an effective biennial program.
4. Willingness and commitment to invest the time needed to fulfill the responsibilities of the position completely.

Section III - Appendix

Name of Position:	District Membership Development Committee Chairman
Election/Appointment:	Appointed by the District Governor at the beginning of the biennium
Term of Office:	Two years
Role:	This position acts as a liaison with local, District and International personnel to promote increased membership within local clubs. This position also designs and monitors revitalization efforts throughout the District.

Responsibilities:

1. Encourages increased membership within District Clubs and publicizes outstanding membership projects to all clubs in the District.
2. Serves as a resource for questions from local clubs on membership matters.
3. Serves as the key contact between the International Membership Development Chairman and the Local Club, disseminating information about new International membership procedures to all District Clubs
4. Works with designated Local Clubs in order that they recognize the need for revitalization.
5. Assists the designated Local Clubs to identify problem areas, and suggests corrective strategies, including timetables to bring about revitalization.
6. Encourages Clubs to study their membership, re-evaluate their needs and concerns, and strive for continued growth.
7. Becomes familiar with materials and tools available to assist with revitalization and encourages their use by designated Clubs.
8. Corresponds with clubs near or under charter strength to promote the evaluation of service projects, fund-raising, membership drives, and fellowship within their clubs.
9. Makes club visits to encourage corrective action, when approved by the Governor.
10. Communicates with the Governor, Governor-Elect, and First Vice- Governor regarding concerns for the clubs near or under charter strength and makes recommendations for future District actions.
11. Becomes familiar with the programs and projects of successful clubs within the District in order to share these ideas with designated clubs.
12. Promotes completion, by local clubs, of the Activity Report. Submits required reports to International, as requested.
13. Collects and prepares a synopsis of the Club Activity Reports submitted by local clubs and reports findings to International, District and Local Clubs.
14. Chairs the committee to judge the Edith W. Nelson Environmental Award, reporting to the Governor within the time period specified.
15. Conducts workshops as requested by the District Governor.
16. Submits articles to the District Service Bulletin, as assigned.
17. Submits an annual report for District Conference.
18. Carries out assignments and responsibilities as described in the District Strategic Plan.
19. Promotes the interaction of District Altrusans at Conference.

This is a Standing Committee position of the District, with financial resources provided as budgeted, and according to District Financial Policies.

Characteristics:

1. Thorough knowledge and understanding of the purpose, structure and organization of Altrusa.
2. Leadership experience in Altrusa.
3. Possession of excellent communication skills in order to stimulate local clubs to increase membership.
4. Capability of working as a team with the Governor and other Committee Chairmen to orchestrate an effective biennial program.
5. Willingness and commitment to invest the time needed to fulfill the responsibilities of the position completely.

Section III - Appendix

Name of Position:	District New Club Building Committee Chairman
Election/Appointment:	Appointed by the District Governor at the beginning of the biennium
Term of Office:	Two years
Role:	The District New Club Building Committee Chairman acts as a liaison between local clubs, District and International personnel to promote extension of new Altrusa Clubs within District Two

Responsibilities:

1. Is committed to the need for additional Altrusa Clubs and to promoting that idea throughout the District.
2. Serves as the main resource person for all current clubs to access information on the procedure necessary to undertake an extension project.
3. Studies and utilizes existing materials provided by International to assist in the development of new clubs.
4. Studies the geographical areas in the District to determine those areas open and in need of a club, to enhance the networking of Altrusa, and develops an action plan to organize clubs best qualified to conduct an extension project.
5. Communicates information shared with local clubs with the Governor and District Board of Directors.
6. Shares exemplary projects and ideas by using the District Service Bulletin, as needed, and submits articles, as assigned.
7. Conducts workshops as requested by the District Governor.
8. Submits an annual report for District Conference.
9. Carries out assignments and responsibilities as described in the District Strategic Plan.
10. Promotes the interaction of District Altrusans at Conference.

This is a Standing Committee position of the District, with financial resources provided as budgeted, and according to District Financial Policies.

Characteristics:

1. Thorough knowledge and understanding of the purpose, structure and organization of Altrusa.
2. Leadership experience in Altrusa.
3. Capability of working as a team with the Governor and other Committee Chairmen to orchestrate an effective biennial program.
4. Thorough knowledge of and commitment to the need for extension in District Two.
5. Willingness and commitment to spend the time needed to completely fulfill the responsibilities of the position.
6. Skill in written and oral communications, as well as presentation skills.

Section III - Appendix

Name of Position:	District Nominating Committee Chairman
Election/Appointment:	Elected at District Conference during even years. There will be three individuals elected to the nominating committee, and the person receiving the largest number of votes will serve as chairman of the Committee.
Term of Office:	Two years
Role:	The District Nominating Committee Chairman will coordinate the efforts of the committee to seek eligible candidates for District offices and the Office of International Director in the year of District Two's eligibility.

Responsibilities:

1. Requests submission of names for nomination to District offices from local clubs, current District Officers, and past District Governors.
2. Provides eligibility requirements for each office.
3. Reviews candidates to ensure that they meet eligibility requirements.
4. Solicits the consent of the nominees to have their names placed on the slate.
5. Submits the slate with biographical facts about each nominee to the Governor and District Board of Directors, and each club in the District, at least forty-five (45) days before Conference.
6. Submits articles to the District Service Bulletin, as assigned.
7. Submits an annual report for District Conference.
8. Carries out assignments and responsibilities as described in the District Strategic Plan.
9. Promotes the interaction of District Altrusans at Conference.

This is a Standing Committee position of the District, with financial resources provided, as budgeted, and according to District Financial Policies.

Characteristics:

1. Thorough knowledge and understanding of the purpose, structure and organization of Altrusa.
2. Leadership experience in Altrusa.
3. Willingness and commitment to spend the time needed to completely fulfill the responsibilities of the position.

Section III - Appendix

Responsibilities:

Name of Position:	District Service Bulletin Editor(s)
Election/Appointment:	Appointed by the District Governor at the beginning of the biennium
Term of Office:	Two years
Role:	The District Service Bulletin Editor(s) promotes the sharing of information in the District by creating, editing, and distributing the District Service Bulletin.

Responsibilities:

1. Publishes issues of the District Service Bulletin as directed by the Governor. The number of issues will be determined by availability of funding.
2. Arranges for bulk mailing permit, if requested to do so by the Governor.
3. Collects articles from District personnel, assigned by the District Governor, by the designated deadlines, mutually agreed by the Governor and the Editor.
4. Edits, types, and lays out issues using artistic discretion.
5. Arranges for printing, collating, and preparation for mailing of each issue.
6. Requests checks from the District Treasurer for the mailing permit, printing and postage as required.
7. E-mails copies to the International Officers, Executive Director, and other District Governors, as directed by the Governor.
8. Maintains a file of the District Service Bulletins, vouchers, printing, and mailing expenses.
9. Encourages the timely submission of articles as assigned to other District Officers, and Chairmen, and promotes publicizing of outstanding local club activities.
10. Communicates with the Governor and Governor-Elect all information disseminated to local clubs.
11. Conducts workshops as requested by the District Governor.
12. Submits an annual report for District Conference.
13. Carries out assignments and responsibilities as described in the District Strategic Plan.
14. Promotes the interaction of District Altrusans at Conference.

This District position has financial resources provided as budgeted, and according to District Financial Policies.

Characteristics:

1. Thorough knowledge and understanding of the purpose, structure and organization of Altrusa.
2. Leadership experience in Altrusa.
3. Editing and organizing skills.
4. Creative writing abilities.
5. Capability of working as a team with the Governor and other Committee Chairmen to orchestrate an effective biennial program.
6. Willingness and commitment to spend the time needed to completely fulfill the responsibilities of the position.

Section III - Appendix

Name of Position:	District International Foundation Liaison
Election/Appointment:	Appointed by the District Governor at the beginning of the biennium
Term of Office:	Two years
Role:	The District International Foundation Liaison works as the key contact person to keep the District membership apprised of the Foundation's activities.

Responsibilities:

1. Serves as the main resource for all questions or concerns regarding the mechanics of the Foundation's services.
2. Serves as the key District contact for the Foundation personnel to update the programs and procedures regarding the delivery of Foundation awards.
3. Shares information from the Foundation with District Officers and all District Clubs for solicitation of funds to support the Foundation.
4. Communicates with the Governor information received from or disseminated to local clubs.
5. Conducts workshops as requested by the District Governor.
6. Submits articles to the District Service Bulletin, as assigned.
7. Submits an annual report for District Conference.
8. Carries out assignments and responsibilities as described in the District Strategic Plan.
9. Promotes the interaction of District Altrusans at Conference.

This District position has financial resources provided as budgeted, and according to District Financial Policies.

Characteristics:

1. Thorough knowledge and understanding of the purpose, structure and organization of Altrusa
2. Leadership experience in Altrusa.
3. Committed to the work of the Altrusa International Foundation.
4. Capability of working as a team with the Governor and other Committee Chairmen to orchestrate an effective biennial program.
5. Willingness and commitment to spend the time needed to completely fulfill the responsibilities of the position.

Section III - Appendix

Name of Position:	District Parliamentarian
Election/Appointment:	Appointed by the District Governor at the beginning of the biennium
Term of Office:	Two years
Role:	The District Parliamentarian provides interpretations of parliamentary procedures and assists the Governor in conducting the business of the District.

Responsibilities:

1. Serves as the interpreter of proper rules of order according to *Robert's Rules of Order, Newly Revised*, while the business of the District is being conducted.
2. Provides assistance to the Governor during business sessions at District Conference and, when necessary, Board meetings.
3. Reviews the Conference Rules with the Conference body.
4. Reviews the responsibilities with the delegates to the Conference who have been duly elected by their local clubs.
5. Monitors the eligibility of the voting body during business sessions.
6. Supervises and assists the Elections Committee in the proper execution of their duties.
7. Communicates with the Governor on matters concerning parliamentary procedures.
8. Conducts workshops as requested by the District Governor.
9. Submits articles to the District Service Bulletin, as assigned.
10. Submits an annual report for District Conference.
11. Promotes the interaction of District Altrusans at Conference.

Characteristics:

1. Thorough knowledge and understanding of the purpose, structure and organization of Altrusa.
2. Leadership experience in Altrusa.
3. Thorough knowledge of *Robert's Rules of Order, newly Revised*.
4. Willingness and commitment to spend the time needed to completely fulfill the responsibilities of the position.

Section III - Appendix

Name of Position:	District Planning Committee Chairman
Election/Appointment:	Appointed by the District Governor at the beginning of the biennium; traditionally, in District Two, the Governor-Elect serves in this position.
Term of Office:	Two years
Role:	The District Planning Committee Chairman reviews, maintains, and updates the District Strategic Plan to ensure its effectiveness.

Responsibilities:

1. Works with the other members of the committee, which is made up of the Governor, Governor-Elect, First and Second Vice-Governors, and Immediate Past-Governor, to monitor the effectiveness of the Strategic Plan.
2. Assists in familiarizing the District Board and District Committee Chairmen of their responsibilities, as defined in the Strategic Plan.
3. Distributes the Strategic Plan to the Board of Directors, District Committee Chairmen, and local club Presidents.
4. Monitors the Strategic Plan to ensure that goals and strategies are being met.
5. Encourages local clubs to develop their own Strategic Plans, and provides any assistance requested by the local clubs.
6. Updates the Strategic Plan at the end of the biennium in preparation for the next biennium.
7. Communicates with the Governor and other members of the committee regarding information disseminated to local clubs.
8. Conducts workshops as requested by the District Governor.
9. Submits articles to the District Service Bulletin, as assigned.
10. Submits an annual report for District Conference.
11. Carries out assignments and responsibilities as described in the District Strategic Plan.
12. Promotes the interaction of District Altrusans at Conference.

This position has financial resources provided, as budgeted, and according to District Financial Policies.

Characteristics:

1. Thorough knowledge and understanding of the purpose, structure and organization of Altrusa.
2. Leadership experience in Altrusa.
3. Thorough understanding of the importance of planning.
4. Capability of working as a team with the Governor, committee members, and other Committee Chairmen to orchestrate an effective biennial program.
5. Willingness and commitment to spend the time needed to completely fulfill the responsibilities of the position.

Section III - Appendix

Name of Position:	Selection of District Representative to International Nominating Committee
Election/Appointment:	Appointed by the District Governor at the beginning of the biennium.
Term of Office:	Two years
Role:	The District Representative to the International Nominating Committee will represent District Two and participate in the nominating process as defined by International policies.
Selection Process:	The candidate for the International Committee shall be the immediate past governor. The immediate past governor shall be defined as the immediate past governor serving at the time of the election of the International Nominating Committee at the International Convention. If that person declines, the candidate shall be in descending order (1) any other past governor, or (2) a member who has served at the international level as an (a) officer, (b) committee chair, or (c) parliamentarian.

Section IV
Special Appointments

Special Appointments

Article 1	<p>Special Appointments may be made by the Governor with the approval of the Board of Directors. These appointments shall be made to assist with the operations of the District and promote the goals of the district and the principles of Altrusa.</p> <p>The term of any Special Appointment shall be determined by the Board of Directors according to the nature of the assignment.</p> <p>Any funding required must be approved by the Board of Directors and fully reported to the delegates at the next annual Conference. A full report of the activities of the Special Appointment must also be made to the Conference Delegates.</p>
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Section V
District Publications

District Publications

Article 1	<p><u>CALL TO CONFERENCE:</u> Pursuant to Article VI, Section 2 of District Bylaws, “Thirty (30) days prior to the Conference, the Governor of District Two shall notify the International Office and each member of the Clubs within the District of the time and place of meeting giving a memorandum of the business to be considered at the conference”.</p> <ol style="list-style-type: none"> 1. The Call to Conference may be published in the District Service Bulletin which shall be sufficient to provide notice to each member. 2. A separate mailing/e-mailing may be made to Club Presidents, District Officers, District Committee Chairmen, and Past District Governors. The mailing may include: <ol style="list-style-type: none"> a. An outline for seminars, workshops or clinics being offered b. Schedule of meetings c. Details regarding delegates, alternates, elections, exhibits, and merchandising d. Award submission instructions e. Calendar/checklist f. Award entry forms g. Memorial forms and h. Other general information
Article 2	<p><u>DISTRICT CONFERENCE PROCEEDINGS:</u> This publication shall be completed by the Governor and District Secretary and shall contain a written report of the proceedings of the Conference.</p> <ol style="list-style-type: none"> 1. In addition to the written report of business proceedings, the report shall include the following: <ol style="list-style-type: none"> a. Conference Minutes b. Credentials Report c. Final Registration Reports d. Approved Annual Budget and Financial Statement e. Award Recipients 2. Distribution of the District Conference Proceedings shall be made to all District Officers, Club Presidents, District Committee Chairmen, International President, International President-Elect, International Executive Director, and the International Representative to the Conference. The distribution shall take place at the midyear board meeting. 3. The cost of the production of this report shall be included in the Conference budget.
Article 3	<p><u>DISTRICT DIRECTORY:</u> This publication shall be compiled by the Governor and the District Secretary and published biennially with annual updates as required.</p> <ol style="list-style-type: none"> 1. Contents shall include District Officers, District Committee Chairmen, Local Club Officers, and Local Club Committee Chairmen. 2. Distribution shall be to all District Officers, District Committee Chairmen, and Local Club Presidents 3. Cost of the publication shall be included in the budget of the District.

Section V

District Publications

Article 4	<p><u>DISTRICT SERVICE BULLETIN</u>: This publication, referred to as the DSB, shall be the official name for the District Service Bulletin. Frequency of the publication shall be determined by the Governor, based on available funds.</p> <ol style="list-style-type: none">1. Contents shall consist of the Governor's message to District Altrusans, various articles assigned by the Governor to District Officers and Chairmen, Local Club highlights, schedules, and other noteworthy articles pertinent to Altrusans of the District.2. Distribution of the publication shall be to all current members of District Two Past Governors of District Two, International Officers, International Headquarters, and International Committee Chairmen.
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Section VI
Club Visits

Article 1	<p>Each Local Club in the District should be visited by the Governor or his/her representative each year. International Bylaws and Policies state that each club should be visited by a Governor or Governor-Elect at least once each four years. Since District Two has a smaller number of clubs, the Governor should visit each club at least once during his/her biennium as long as it is fiscally prudent.</p> <p>Assignment of club visits for each year of the biennium shall be made by the Governor at the post-Conference Board of Directors meeting.</p> <p>International policies call for the official District Officers' visits to be closed meetings. In District Two, it shall be at the discretion of the District Officer if guests are to be permitted to stay in attendance at the meeting, keeping in mind that this is an opportunity to introduce the District level of Altrusa to a prospective member.</p>
Article 2	<p>Purpose of club visits: The club visits are the most important direct service link the District has to local Altrusa clubs.</p> <ol style="list-style-type: none">1. District visitors, as District leaders, share their Altrusa knowledge and enthusiasm with the club's Board of Directors and entire membership.2. District officers are available to provide advice, clarify Altrusa bylaws and policies, and share what they have learned while visiting other clubs.3. District visitors become the club's District conduit and, as such, are a vital and valuable liaison between the club and International throughout the year.4. Goals of the biennium, both District and International, should be reviewed and emphasized with the membership.
Article 3	<p>District Representative Responsibilities:</p> <ol style="list-style-type: none">1. As promptly as possible after receiving an assignment, the District Officer should schedule with the Local Club President a date for the visit, and at the same time be available to assist the Club in any manner requested. The Governor, when making the assignment, will provide information regarding the Club's regular meeting days and pertinent club information.2. Clubs should be contacted early enough so that the District visit can be listed in the yearbook.3. It should be indicated that the District pays all expenses of the visiting representative, including travel and hotel accommodations. However, home hospitality should be encouraged.4. Prepare for the club visit by:<ol style="list-style-type: none">a. reviewing the Club Activity Report for insight into all phases of club operations, kinds of programs and service projects, and strengths and/or weaknesses of the club;b. determining the membership growth record for new members being added and established members being retained;

Section VI Club Visits

Article 4	<p>c. reviewing the historical data such as organization date and service of members at the district and International levels;</p> <p>d. determining support of the International Foundation;</p> <p>e. becoming aware of any special problems that may be identified by the club President in his/her correspondence; and</p> <p>f. sending the Local Club Survey Form for completion to ensure up-to-date information on the local club. (See form in Appendix A to Section VI of these POLICIES AND GUIDELINES FOR DISTRICT ACTIVITIES.)</p> <p>5. During the club visit:</p> <p>a. Attend and observe a club's Board of Directors Meeting and a regular meeting.</p> <p>b. Make a presentation to the members that should include:</p> <ul style="list-style-type: none"> i. Sharing news of the District and International ii. Praising the club for successful programs or projects iii. Emphasizing District and International goals iv. Promoting attendance at workshops and Conference v. Suggesting improvements for the local club vi. Answering questions and responding to concerns of the members; and vii. Offering assistance to the club at any time. <p>c. Interact with the members in attendance and observe members to determine potential leaders at the District level.</p> <p>6. Follow-up the club visit by:</p> <ul style="list-style-type: none"> a. Sending any materials requested; b. Writing a report of the visit (See Appendix B to Section VI of these Policies and Guidelines for District Activities for a copy of the Club Visit Report form); c. Sending a letter, including observations, to the club president, making recommendations if needed and recognizing their hospitality; d. Sending a copy of the report and all correspondence to the Governor, including an analysis of the condition of the Club and recommendations for future work with the Club; and e. Preparing to make a presentation at the next scheduled District Board of Directors meeting. <p>Local Club Responsibilities</p> <ul style="list-style-type: none"> 1. Upon notification of a request for an official club visit by the District representative, the Local Club President should make every attempt to schedule the visit for the date requested. 2. Encourage attendance of the members at the meeting scheduled for the District representative's visit. 3. Complete and return the Local Club Survey Form promptly. 4. Offer home hospitality or make hotel reservations if overnight accommodations are necessary.
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Section V
Club Visits

Article 5	<ol style="list-style-type: none">5. Assist with any transportation requests.6. Prepare the meeting agenda as usual, remembering that the District representative is there to observe and assist.7. Allow time on the agenda for the District representative to address the membership.8. Correspond with the District representative anytime throughout the year with concerns, requests, clarifications, and suggestions. <p>Any requests for a visit to a local club other than the official club visit of the District representative shall be the financial responsibility of the local club unless otherwise approved by the Board of Directors.</p> <p>Exceptions to the above may be included in revitalization efforts or attempts in organizing an extension club. Funding for these purposes is included in the District budget as authorized in the Financial Policies of District Two.</p>

Section VI – Appendix A

Local Club Survey Form

**District Two
Altrusa International, Inc.**

This form is to be used as a guide by the assigned District Two Officer prior to an official club visit. A copy of it will be included in the Report submitted by the visiting District Officer.

Date:

To: Club President, Altrusa International of _____

Please complete this form and return it prior to the scheduled club visit of the assigned District Officer.

This information will be kept in strict confidence. It will be used solely by the District Board of Directors to gain knowledge of your Club's activities.

Area: I II III

Date Organized: _____ Date Chartered: _____

I. Membership

1. Current Membership _____
 - Active Members: _____
 - Emeritus: _____
 - Honorary: _____
 - Life: _____
 - Total: _____
2. New members initiated this club year: _____
3. Number of Past Presidents active: _____
4. Number of Charter members active: _____

II. Meetings

1. Number of meetings per month: Business: ____ Program: ____
2. Time of meetings: Noon ____ Afternoon ____ Evening ____
3. Location of meetings:
Restaurant ____ Private Club ____ Home of Member ____ Church ____ Other ____
4. Frequency of Board Meetings: Monthly ____ Quarterly ____ As needed ____
5. Board meetings held:
Prior to regular meeting ____ Separate date ____

Specify when: _____

Section VI – Appendix A

III. Projects

1. Describe any club general community service projects:

2. Describe any club literacy projects:

3. Describe any club environmental projects:

4. Does your club sponsor an ASTRA club? Yes No

If yes, at what school: _____

Does your club participate in the ASTRA activities? Yes No

If no, would your club consider sponsoring an ASTRA club? Yes No

5. Is your club participating in an extension project? Yes No

If yes, what is the location of the extension?

If no, would your club consider an extension project? Yes No

6. Does your club have a Sister Club? Yes No

If yes, please state the Sister Club: _____

If no, is your club interested in securing a Sister Club? Yes No

IV. Publications

1. Does your club have a website? Yes No

2. Does your club publish an annual yearbook? Yes No

3. Does your club publish a newsletter? Yes No How Often? _____

4. Do you send copies of your publications to?

District Officers Yes No

District Committee Chairmen Yes No

International Officers Yes No

International Committee Chairmen Yes No

International Headquarters Yes No

V. Publicity

1. Does your club receive the publicity you desire? Yes No

If no, please indicate your opinion why adequate publicity is not given to your club. _____

Section VI – Appendix A

2. Please list the type of media used for publicity: _____

VI. Finance

- | | | |
|---|-----|----|
| 1. Does your club maintain separate budgets for? | | |
| Operations | Yes | No |
| Projects | Yes | No |
| Fundraisers | Yes | No |
| 2. Does your club contribute to the International Foundation? | Yes | No |
| 3. Does your club budget expenses of your delegate(s) to? | | |
| District Conference | Yes | No |
| International Convention | Yes | No |

VII. Participation in District or International Activities

- | | | |
|---|-----|----|
| 1. Was your club represented at the most recent? | | |
| Fall Workshop | Yes | No |
| District Two Conference | Yes | No |
| International Convention | Yes | No |
| 2. Did your club submit entries in the most recent? | | |
| Mamie L. Bass Service Award | Yes | No |
| Mary S. Resh Program Award | Yes | No |
| Letha H. Brown/Betty S. Brooks Literacy Award | Yes | No |
| Conference Exhibit Award | Yes | No |
| District Newsletter Award | Yes | No |
| District Yearbook Award* | Yes | No |

*A club is automatically entered into the District Yearbook Award when the club sends a copy of the club yearbook to the Governor, Governor-Elect, First Vice Governor, and Second Vice Governor in September.

VIII. As President, please share the joys, concerns, thoughts, questions you have for your club, District, International.

Club President

REMINDER: Visiting District Officer – be sure to include a copy of this survey with the Club Report submitted to the Governor following your visit.

Section VI – Appendix B

Report of Club Visit

Club visited _____ Date of Visit: _____

Total membership: _____ Membership Present: _____ Guests Present: _____

Attended Board Meeting: Yes No Speaker at Meeting: Yes No

General attitude of:

Officers:

Committee Chairman:

Club Members:

Summary of Visit:

Recommendations to Club:

General Observations of Club's Health:

Potential District Officers or Committee Personnel:

Name	Qualifications
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Section VI – Appendix B

Potential for need for Revitalization, Extension Organizer, Astra, or Future Conference Site

Signature

Position

Please complete this report, attach any correspondence relative to the club visit and the Survey Report, and forward it to the District Governor as soon as possible following the visit.

.....
For Use by the District Governor:

_____ Schedule club for revitalization efforts by _____

_____ Potential for organizing an extension club – Site _____

_____ Potential for organizing ASTRA club _____

_____ Potential for future Conference Hostess Club

Section VII – Area Workshop Guidelines

Area Designations and Locations

Article 1	District Two includes Delaware, Maryland, New Jersey, New York, Ontario (Kingston West), Pennsylvania, District of Columbia, Virginia, and West Virginia. The District is divided into three Areas according to local club's geographic locations. They are:
Area I	Centre County, McKeesport, Parkersburg, Reading-Berks, Rochester, South Central
Area II	Fauquier County, Montgomery County, Washington DC, New York City
Area III	Capital City of VA, Charlottesville, Martinsville/Henry County, Richmond, Tidewater
Article 2	It is recommended that each Area set up a rotation schedule in order that clubs will alternate in sharing hostess responsibilities.

For a map of the District Two Areas, see Appendix A (Section VII) of these *Policies and Guidelines for District Activities*.

Section VII – Appendix A
Area Workshop Guidelines



<u>AREA I</u>	<u>AREA II</u>	<u>AREA III</u>
Centre County PA South Central PA McKeesport PA Parkersburg PA Reading-Berks PA Rochester NY	Fauquier County VA Montgomery Co. MD Washington DC New York City	Capital City of Virginia Charlottesville VA Martinsville/Henry County VA Richmond VA Tidewater VA

Section VII – Appendix B
Area Workshop Guidelines

Article 1	District Two Area Workshops are held each year. Each Area shall establish the time and location for the Workshop and direct the agenda for the meetings. The Purpose of the Area Workshop is both educational and social. District Two shall be divided into three areas.
Article 2	<p>The Governor's responsibilities for Area Workshops include:</p> <ol style="list-style-type: none"> 1. Providing allotted time during the District Conference for Area meetings to take place to organize the workshop. 2. Assigning a District Liaison to each Workshop; 3. Attending, or sending a representative to attend, each Area Workshop during the Biennium, as budget permits.
Article 3	<p>The District Liaison to each Area is responsible for:</p> <ol style="list-style-type: none"> 1. Attending the Area meeting during the designated time at the District Conference, and at that meeting confirming the following: <ol style="list-style-type: none"> a. the hostess club; b. Workshop date; c. location of the Workshop; d. theme for the Workshop; e. assignments of responsibilities for the Workshop; 2. Reporting this information at the post-Conference Board of Directors meeting; 3. Confirming the date and location of the Workshop to all clubs within the Area immediately following the Conference; 4. Notifying the Editor of the District Service Bulletin of the Workshop date, location, and other pertinent plans; 5. If requested, assisting the hostess club in coordinating the program, facilities, food, budget, and registration for the Workshop; 6. Notifying the District Governor of workshop details; 7. Presenting a report of the Workshop at the Mid-year Board of Directors meeting and to the District Service Bulletin. 8. Coordinating with Area Clubs to ensure that communications to the Clubs and their Members is disseminated in a timely manner.
Article 4	<p>Responsibilities of the hostess club include:</p> <ol style="list-style-type: none"> 1. Working in concert with other Area Clubs, choosing Workshop theme, program/agenda; 2. Securing a suitable location for the Workshop and ensuring the availability of the Location on the requested date; 3. Appointing a Workshop chairman, registration chairman and treasurer; 4. Securing adequate meeting rooms and any requested equipment necessary for program presentations; 5. Determining refreshments and/or luncheon to be served; 6. 6. Preparing a budget necessary to cover all costs of the Workshop and determining the required registration fee based on the budget;

Section VII – Appendix B
Area Workshop Guidelines

<p>Article 5</p>	<p>7. Sending registration forms to the Area clubs at least sixty (60) days prior to the Workshop;</p> <p>8. Making any required hotel reservations for the District Governor and/or District Liaison, or providing home hospitality if available, and</p> <p>9. Paying all expense incurred within two weeks following the Workshop.</p> <p>Responsibilities of other Area Clubs include:</p> <ol style="list-style-type: none"> 1. Assisting in choosing the theme of the Workshop and in preparing the program/agenda and securing any speakers; 2. Participating in the presentation of the Workshop program and 3. Encouraging attendance by all Area Altrusans.
<p>Article 6</p>	<p>Area Workshops should be planned to retain the attention of the participants, allow for personal interaction, and provide time for remarks by the District Governor if s/he is in attendance.</p>
<p>Article 7</p>	<p>The District Liaison shall prepare an article describing the Workshop and submit it to the Editor of the District Service Bulletin for publication. This article should recognize participating clubs and individual members and include highlights.</p> <p>Area Workshops should be self-supporting. The registration fee should be determined according to the budget prepared by the hostess club.</p>
<p>Article 7</p>	<p>Budgeted items would include the cost of the meeting facility, any refreshments served, lunch, reprographics, postage, materials, and equipment rental.</p> <p>Travel and lodging will be paid by the District if the District Liaison has been assigned to an Area other than his/her home Area. Travel and lodging, for the District Governor shall be paid out of budgeted District funds; registration shall be paid out of Area Workshop funds.</p> <p><i>(See District Two Financial Policies in Section XI of these Policies and Guidelines for District Activities)</i></p>

Section VII – Appendix C
Area Workshop Guidelines

Area Meeting Report

Area: _____ Date of Meeting: _____

Location: _____

Hours: _____

Hostess Club: _____

Attendance _____

Altrusans: _____

Number of Clubs in Area: _____

Guests: _____

Number of Clubs Represented: _____

Brief description of program, including names and participants and Altrusans who demonstrate leadership abilities:

Name

Signature

Section VIII

District Two Conference

Article 1	<p>The District Two Conference shall be held annually beginning on the fourth Thursday in April.</p> <p>The purpose of the Conference is to:</p> <ol style="list-style-type: none">1. Conduct the official business of the District; vote for new officers; propose amendments to the bylaws; make recommendations for changes in policies and procedures; propose, discuss and pass resolutions to be forwarded to International for action.2. Renew understanding and appreciation of Altrusa's principles, ideals, programs, and purposes, and to identify individual and collective roles in attaining them.3. Review club progress recognize and reward club achievements.4. Discuss and define better ways to plan and carry out program meetings and club service projects.5. Provide leadership training for club officers and chairmen.6. Expand circles of Altrusa friendship and service. <p>Conference rules shall be established by the District Board of Directors and shall be presented at the first business session of the Conference for ratification. (See Appendix A to Section IX of this <i>Policies and Guidelines for District Activities</i> for a copy of the Conference rules.)</p> <p>A majority of the members registered at a Conference who have been properly accredited as voting delegates shall constitute a quorum. The act of the quorum present shall be the act of the members of the District.</p> <p>Officers of the District Board of Directors, accredited delegates from each District Club, and Past Governors shall have one vote on each question to come before the Conference. No person is entitled to more than one vote.</p> <p>The District Board of Directors shall hold a meeting prior to the commencement of the Conference.</p> <p>The District Board shall strive to locate the District Conference in different geographical locations throughout the District. Selection of Conference sites shall be arranged three years in advance. The District Governor shall obtain sites for two Conferences during his/her biennium.</p> <p>Displays of yearbooks, newsletters, award entries, and project or fund-raising events may be included at the discretion of the Governor. Clubs will be given advance notice of the availability of these displays.</p> <p>The District Two Conference shall be self-supporting. The hostess club will receive a Conference advance of \$1500 within sixty (60) days of the close of the preceding Conference. This advance shall be used for expenses prior to income being received from registration fees.</p>
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Article 2	<p>The Conference registration fee is set by the Board of Directors at the mid-year Board meeting. The fee will be based on the Conference budget and on the recommendation of the Conference Chairman.</p> <p>Refunds of paid registration are granted by the Conference Chairman only if written notification is received by the stated deadline. The deadline is determined from the requirements of the Conference facility for final reservations for meal functions. Every effort, however, will be made to accommodate cancellations which are beyond the control of the registrant.</p> <p>Travel is the only expense paid by International for the International Representative. Hotel accommodations, conference registration, and a per diem shall be budgeted in the conference expenses.</p> <p>The Conference registration fee for the Conference Chairman shall be budgeted in the conference expenses.</p> <p>Two nights lodging and Conference meal functions will be budgeted for the District Two Board of Directors. A suite should be arranged for the Governor's lodging. The suite will be shared with another member of the District Board, traditionally the Governor-Elect.</p> <p>Altrusans conducting workshops or seminars shall be reimbursed for printing of the materials and related expenses. A \$50.00 honorarium fee will be made in recognition of the Altrusan presenter to the conference.</p> <p>Conference Rules</p> <ol style="list-style-type: none">1. The voting body of the District Conference shall consist of the Board of Directors, accredited delegates of clubs within the District, and Past Governors residing in the District who may be present.2. The District Officers, Past Governors, and accredited delegate/s shall be entitled to vote on all business, including the election of officers and/or the nominating committee.3. No member of the voting body shall have more than one vote, and no voting by proxy shall be permitted. Delegates shall wear the delegate's badge at business sessions and must sit in the section reserved for the voting members. Alternates shall wear the alternate's badge and must sit in the section reserved for alternates, unless voting in the absence of the delegate, in which case, the alternate shall move up to the delegate section.4. Members registered as an alternate, upon clearance from the Credentials Committee, can transfer from alternate to delegate at any time during the continuance of the business meeting.5. A majority of the registered members who are entitled to vote shall constitute a quorum. An act of the majority of the members present and voting shall be an act of the members of the District.6. Only members of the voting body may introduce motions, but both voting and non-voting members are allowed the privilege of the floor.7. All motions shall be in writing, signed by the mover and seconder of the motion, and shall be submitted to the chair.8. Anyone wishing to obtain the floor, must go to the microphone, state
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	<p>his/her name and the name of his/her club, and whether he/she is speaking in the affirmative or the negative.</p> <ol style="list-style-type: none">9. Discussion on a motion shall be limited to two (2) minutes for each speaker. General consent shall be required if additional time is to be granted a speaker. If there is an objection to the general consent, a two-thirds vote shall be required to grant the additional time.10. No speaker may speak a second time until others who wish to speak have spoken.11. Nominations from the floor shall be accompanied by a brief sketch of the qualifications of the nominee.12. In the event that there are more than two (2) candidates for any office, and no one candidate receives a majority of the votes cast, the candidate receiving the least number of votes shall be eliminated before the next balloting.13. Reports of Officers and Committee chairmen, which have been presented to the Conference body, shall be included in the Conference Proceedings report.14. The Chair shall appoint a timekeeper and it shall be the duty of the timekeeper to indicate to each speaker a thirty (30) second warning before the expiration of the allotted time. The Timekeeper shall notify the Chair and the speaker upon expiration of the allotted time.15. The Chair is to count, tabulate, report voting issues, and appoint floor tellers. If needed, floor tellers may assist in the election room. Communications and/or messages shall be delivered to the Chair by expeditors.16. <i>Robert's Rules of Order, Newly Revised</i>, is the parliamentary authority. A two-thirds vote of the voting body will be required to suspend, amend, or add to these Rules of Procedure.17. You may not disturb the proceedings. All cell phones and pagers are to be turned off or silenced during all business sessions, presentations and workshops. You must leave the room to make or receive a call or text.
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Section IX

Awards

International Awards

Article 1	<p>Awards/recognitions are given during the District Two Conference. Clubs that place first, second and third may receive certificates, but all clubs submitting entries in the competitions are winners, as they recognize the accomplishments of their clubs and the Altrusans in District Two.</p> <p>As a result of Altrusa re-branding, all winning entries must follow the below criteria:</p> <ul style="list-style-type: none">• show the new logo• the print criteria must include using the new font - Franklin Gothic Demi for headlines, Franklin Gothic Body for content• the winning newsletter must reflect no clipart on the front page• all winning entries should include criteria of including the tagline "Leading to a Better Community"• points will be awarded for including the elevator speech "<i>Altrusa is an international non-profit organization, making our local communities better through leadership, partnership, and service.</i>"• Language throughout all publications should reflect gender neutrality when not referring to a direct person. <p>International has designated some of the awards/recognitions and some have originated in District Two. Guidelines for preparing entries appear in the Appendices to Section X of these <i>Policies and Guidelines for District Activities</i>. Following is a general explanation of the awards:</p>
Article 2	<p>The <i>Mamie L. Bass Community Service Award</i> was authorized by the International Executive Committee in July 1963, as a memorial to the first national president of Altrusa. The name was changed to the Mamie L. Bass Service Award in July 1975. The criteria and procedures for submitting entries and judging the projects have been amended from time to time.</p> <p>Guidelines for club submission are sent annually to each club by the International office. The winner of each Conference award during the International biennium is sent to the International office for inclusion in the judging for the International prize.</p> <p>International gives each District winner a check for \$100.00. The winner in the International competition receives a check for \$300.00, with \$75.00 given to each of the first and second runner-up winners.</p> <p>International also awards a prize to the District that has had the greatest number of entries in the <i>Mamie L. Bass Service Award</i> competition.</p> <p>The District Two Service Program Coordinator selects judges for this award. He/she serves as chair, and the three persons selected as judges are prominent</p>

<p>Article 3</p>	<p>persons of the community but are not Altrusans.</p> <p>In January 1994, the International Board of Directors established the Letha H. Brown Literacy Award in honor of Letha H. Brown, International President, 1977-1979, who established literacy as a major emphasis for the organization in 1977. Entries for the Betty S. Brooks Literacy Award are now judged according to the International criteria established for the Letha H. Brown Literacy Award. Guidelines for club submission are sent annually to each club by the International office. International awards \$100 to the Conference winner.</p> <p>The District International Foundation Liaison coordinates the judging activity and appoints three (3) prominent members of the general public to serve as judges. She/he is responsible for sending the winning entry to the International competition.</p> <p>In District Two, the Betty S. Brooks Literacy Award was established in 1984 by the Washington, D.C. Club in honor of Betty S. Brooks, Governor 1984-1986. The award is given in recognition of excellence in literacy projects or service. The first three place winners receive award certificates with the first-place winner receiving \$40 from District.</p>
<p>Article 4</p>	<p>The Dr. Nina Fay Calhoun International Relations Award was adopted in 2002 as a memorial to the only International President who served two terms and who focused on the International aspect of our organization. The objectives of this International Relations Award are: “to encourage and stimulate international relations, to create an awareness of other cultures and people around the world, and to recognize outstanding club achievement in international relations.”</p> <p>Guidelines for submission are sent annually to each club by the International office. Activities nominated for the Dr. Nina Fay Calhoun International Relations Award are judged each year at District Conferences. First-place winners from each District are entered in the competition at the International level. Established judging criteria are used by Districts and by International.</p> <p>A Certificate of Merit is presented to the winner at each District Conference. Runners-up, not to exceed three (3), may be given honorable mention. The International Representative presents a Certificate annually to the winner at District Conference. An award of \$100 (U.S. dollars) is presented to the first-place winner, and awards of \$50 (U.S. dollars) are given to the clubs winning second place honorable mentions. In addition, a Certificate of Excellence is given to the officers of the District that submitted the highest percentage of entries during the biennium.</p>
<p>Article 5</p>	<p>The Phyllis J. Corman ASTRA Award was established by Altrusa International, Inc. of Centre County in April 1994, in honor of Phyllis J. Corman, Governor 1992-1994. The award recognizes the efforts of local clubs in creating or supporting ASTRA clubs.</p> <p>Guidelines for club submission are sent annually to each club by the International office.</p> <p>The District Two ASTRA Committee Chairman will chair judging with two additional</p>

Altrusa District Two
Policies 2017-2019

Article 6	<p>members appointed by the District Governor.</p> <p>The first three place winners receive award certificates with the first-place winner receiving \$50.00 from District Two. All entries should be forwarded to International by May 31.</p> <p>The Altrusa International Foundation, Inc. Community Leadership Award was developed to recognize individuals who have made significant contributions to their communities as volunteer leaders. Every Altrusa club has an opportunity to recognize those individuals in their communities who are contributing to the welfare of others.</p> <p>The Community Leadership Award is presented annually, with the recipient selected from nominations submitted to the international Foundation by Altrusa clubs. Nominations are submitted directly to the International Foundation Office in Chicago, Illinois. A special committee chaired by a trustee of the International Foundation will judge the nominees. Three (3) non-Altrusans will serve as judges. Judges will be chosen based upon their own record of achievement in civic activities and volunteer service.</p> <p>After judging is completed, the International Foundation will notify the Altrusa club that made the nomination. The annual Community Leadership Award will be a \$500 contribution to the project/program conducted by the honoree. If the project is completed and requires no additional funds, the \$500 cash award will be presented to a local charity designated by the recipient.</p>

Section IX

Awards

District Awards

Article 1	<p>The Ann Ayer District Two Yearbook Award was authorized by the District Two Board of Directors in April 1994, in honor of Ann Ayer, Governor 1986-1988. The criteria for judging the entries are based on information from the <i>Altrusa International Resource Guide</i>.</p> <p>Only yearbooks sent to the District Governor, Governor-Elect, First Vice- Governor and Second Vice- Governor are eligible for judging. Such yearbooks are automatically included in the competition. Points may be deducted for yearbooks received after October 31st.</p> <p>The chairman of the District Two Communications Committee will serve as non-voting chairman of the judging committee with three members being appointed by the District Governor. There shall be one member from each Area.</p> <p>The winners should be reported to the District Governor by the requested deadline. Award certificates will be presented to the first three place winners at the District Conference.</p>
Article 2	<p>The Alexinia Y. Baldwin Workshop Award was established by the Albany, NY, Altrusa club in honor of Alexinia Baldwin, Governor 1982-1984. It is given to the Area that has the largest percentage of clubs and members present at the Area Workshop. A plaque engraved each year by the District with the winning Area's designation was presented to the winning Area and passed around to the clubs during the year until this practice was discontinued in 1995.</p> <p>Area Representatives report the number of clubs represented and number of members in attendance to the District Governor who determines the winning Area. Note: Based on delegate action at the 1995 conference, this award is not relevant at this time.</p>
Article 3	<p>The Betty S. Brooks Literacy Award was established in 1984 by the Washington, D.C. Club in honor of Betty S. Brooks, Governor 1984-1986. The award is given in recognition of excellence in literacy projects or service. (International Awards – Article 3)</p>
Article 4	<p>The Patsy Flensburg Conference Exhibit Award was authorized by the District Two Board of Directors in April 1994, in honor of Patsy Flensburg, Governor 1988-1990. The award was established originally in 1989 to encourage local clubs to present exhibits at Conference that visually depict the club's involvement in community service.</p> <p>The District Two Board of Directors establishes the judging criteria. The Governor-Elect serves as chairman of the judging committee. Traditionally, the International Representative at the Conference and the Immediate Past</p>

Altrusa District Two
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<p>Article 5</p>	<p>Governor serve as judges.</p> <p>The first three place winners receive award certificates with the first-place winner receiving \$25.00 from the District.</p> <p>The Irene Mardis District Two Newsletter Award was authorized by the District Two Board of Directors in April 1994, in honor of Irene Mardis, Governor 1990-92. The criteria and procedures for submitting entries and judging the projects are based on information from the <i>Altrusa International Resource Guide</i>.</p> <p>Judging will be done on only three issues of the newsletter from the period between May and March, inclusive. Copies must be submitted to the judges by the deadline indicated each year in the Call to Conference. The Chairman of the District Two Communications Committee will serve as non-voting chairman of the judging committee with three members being appointed by the District Governor.</p> <p>Winning entries should be reported to the District Governor by the requested deadline. Award certificates will be presented to the first three place winners at the District Conference.</p>
<p>Article 6</p>	<p>The Edith W. Nelson Environmental Award was authorized by the District Two Board of Directors in April 1994 to honor Edith W. Nelson, International President 1959-1961. The award was established to recognize local clubs that participate in a variety of activities that protect and enhance the environment.</p> <p>Clubs submit entries according to the criteria established by the District Two Board of Directors. The District Two Membership Development Committee Chairman will chair judging with two additional members appointed by the District Governor.</p>
<p>Article 7</p>	<p>The first three place winners receive award certificates with the first-place winner receiving \$50.00 from the District.</p> <p>The Eleanore Petterson Membership Growth Award was authorized by the District Two Board of Directors in April 1994, in honor of Eleanore Petterson, Governor 1976-1978. The award recognizes the clubs with the greatest percentage of growth in membership from April to the following March, and the greatest number of new members each year.</p> <p>The District Governor with the assistance of the District Treasurer will determine the clubs showing the most growth.</p> <p>Award certificates will be presented to the first three place winners in each category at the District Conference.</p>
<p>Article 8</p>	<p>The Mary S. Resh Award is given each year for excellence in program planning. It was instituted in District Two by the Washington, D.C. Club in honor of Mary S. Resh, President of Altrusa International, Inc. 1967-1969.</p> <p>Clubs submit entries according to the criteria established by the District Two Board of Directors. Evidence of the programming must accompany the entries.</p>

Altrusa District Two
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<p>Article 9</p>	<p>The District Two Leadership Training Chairman will chair judging with two additional members appointed by the District Governor.</p> <p>The first three place winners receive award certificates, with the first place receiving \$50.00 from the District for their club's use.</p> <p>The Betty C. Schwartz Presidential Excellence Award was authorized by the District Two Board of Directors in April 1994, in honor of Betty C. Schwartz Governor 1973-1974 and 1978-1980. The award recognizes local club presidents who excel in leadership, Altrusa knowledge, parliamentary procedures, and timeliness. It also will include the club's participation in Area, District, and International activities.</p> <p>The District Two Board of Directors will establish the criteria. Local club's first vice presidents are requested to submit their presidents for this award. Entries should be directed to the District Governor who will determine the award winners. Award winners receive certificates.</p>
<p>Article 10</p>	<p>The District Two Board of Directors authorized the Melba Smith Quality Club Award in April 1994 in honor of Melba Smith, Governor 1980-1982. The award is totally based on the International Distinguished Club Award established in January 1994 by the International Board of Directors. It recognizes a club's activity and productivity at every level of program involvement and utilizes the Altrusa International, Inc. Club Activity Report that is sent to each club by International. Certificates recognizing District Two Distinguished Clubs as determined by the International Service Program Coordinator will be given at Conference.</p>
<p>Article 11</p>	<p>The District Two Board of Directors established the Patricia A. Woodward Conference Participation Award in November 1999 in honor of Patricia A. Woodward, Governor 1994-1996. This award will be given each year to the club having the highest percentage of their membership in attendance at the Conference, exclusive of the hostess club. An award of \$25.00 is given by the District.</p> <p>The total membership of each club at the end of March is used to compute the percentage of attendance, with the total membership being determined from the records of the District Treasurer.</p>
<p>Article 12</p>	<p>Governor's Special Awards will be presented to clubs or individuals at the discretion of the Governor, for special contributions or achievements that enhance Altrusa's image.</p>

Section IX – Appendix A

**Ann Ayer Club Yearbook
Judging Criteria and Score Sheet**

Only yearbooks sent to the District Governor, Governor-Elect, First Vice-Governor and Second Vice-Governor are eligible for judging. (Yearbooks should be sent to all District Two Officers and to the Communications Chair). **Yearbooks must be received by October 31 to be eligible for the Ann Ayer Club Yearbook Award.** Such yearbooks are automatically included in the competition.

Altrusa International of

	Maximum	Points
I. Format	(16)	
A. Appearance (pleasing, neat, but not necessarily costly)	2	
B. Logical arrangement of material	2	
C. Table of Contents or Index	2	
D. Cover includes official name of club <i>Includes city, state or province and country</i>	2	
E. Displays new logo and tagline	3	
F. Includes elevator speech	3	
G. Use of recycled paper when print copies are needed	2	
II. Content		
A. Local Club Information	(32)	
1. Meeting dates, time and place	3	
2. Program for the year	3	
3. List of club officers, committee chairmen, personnel	3	
4. (i) Space for email (ii) Year each member became Altrusan	3	
5. Club budgets	3	
6. List of past presidents and dates they served	3	
7. List of club projects	3	
8. Dates of club organization and charter, including list of charter members	3	
9. Early history	3	
10. Club website	3	
	2	

Section IX – Appendix A

B. District Information	(14)	
1. District Officers and email	2	
2. District committee chairmen	2	
3. Date and place of next District Conference	2	
4. Dates and location of next Area Workshop	2	
5. Number of clubs and number of members in District	2	
6. Territorial boundaries of District (include states)	2	
7. District website address		
	(25)	
C. International Information	2	
1. International officers and email	2	
2. International committee chairmen	2	
3. Address and telephone number of the International Office	2	
4. Date and place of next International Convention	1	
5. Biennial theme	1	
6. Date of organization	1	
7. Date Altrusa became International	1	
8. Altrusa Colors	1	
9. Altrusa Collect	1	
10. Altrusa Motto	1	
11. Altrusa Benediction	1	
12. Obligation of members	1	
13. Principles of Altrusa	1	
14. Early history	1	
15. Altrusa milestones	1	
16. Number of clubs and number of members in International	1	
17. International Website	2	
18. International programs	1	
i. Sister Clubs	1	
ii. ASTRA		
	(13)	
III. Usability	2	
A. Easily updated, easily recycled	8	
B. Accurate (up-to-date and carefully proofread)	3	
C. Readable (not too crowded on pages, sufficient space for new members' write-in clear type, headings stand out, etc.)		
Total Points	(100)	

Section IX – Appendix B

**Dr. Nina Fay Calhoun
International Relations Award
Judging Criteria and Score Sheet**

In determining award winners, the judges consider how comprehensive the International focus was during the entire club year, how it was incorporated into other aspects of the club. The questions that follow are the types of questions the judges use to evaluate the activities. A club should use the judging criteria and score sheet as a guideline in preparing its entry.

Altrusa International of

	Maximum	Points
1. Number of meetings dedicated to International Relations: <i>(minimum 2/year)</i>	15	
2. Most outstanding program – did it contribute to the initiation of a new club project (50 words or less) A. What was the International focus of the program? B. Was a new club project established? C. Was an existing club project expanded?	30	
3. Does your club currently have an existing project to promote International Relations (200 words or less) A. What percentage of club members participated in the project? B. How many hours of personal service did club members contribute? C. How were the talents and abilities of club members utilized? D. What segments of the community was the project designated to help? E. How did this project help international relations? F. What resources and fundraising were needed for the project? G. What was the benefit of the project?	30	
4. Did your club observe any of the following International dates during the past year? (minimum of 3 – please state the manner of observance) A. Women’s Rights Day, March 8 B. World Health Day, April 7 C. World Literacy Day, September 8 D. International Peace Day, 3rd Tuesday in September E. United Nations Day, October 24 F. Human Rights Day, December 10	15	
5. Does your club know that Altrusa has a United Nations Representative? A. Did your club utilize the resources available from the Altrusa U.N. Representative? B. Did your Club have a program relating to the United Nations? (50 words or less)	10	
Total Points	(100)	

Section IX – Appendix C

**Patsy Flensburg Conference Exhibit Award
Judging Criteria and Score Sheet**

Objectives:	To encourage local clubs to submit exhibits which visually depict Altrusa’s involvement in community service. To recognize the club for submitting the winning entry.
Judging:	The Governor-Elect chairs the judging Committee. The immediate Past Governor and the visiting International Representative also serves as judges.

Altrusa International of

	Maximum	Points
1. Exhibit clearly conveys a club’s project and/or program.	25	
2. Exhibit demonstrates the involvement of club members.	25	
3. Exhibit depicts a service project and/or program that clearly advances Altrusa’s image.	35	
4. Exhibit has visual appeal.	15	
Total Points	(100)	

Awards: The name of the winning entry at District Conference shall be kept secret until the time of presentation. An award of \$25 will be presented to the club with the winning entry. Certificates may be awarded to other entries.

Section IX – Appendix D

**Irene Mardis Club Newsletter
Judging Criteria and Score Sheet**

Club newsletter competition is held at the District level and judged at Conference each year. Only three (3) copies of three issues are to be submitted by each club, issues distributed between *May and March*, inclusive. At Conference, First, Second and Third place winners receive a Certificate of Award in recognition of their achievement. Criteria are mainly based on checklist contained in the *Altrusa International Resource Guide*.

Altrusa of International of

	Maximum	Points
I. Content – 63%	(63)	
A. President’s message	4	
B. Advance notice of meetings	(14)	
1. Date/Time	3	
2. Place	3	
3. Information about Reservation Deadline	2	
4. Program Description	3	
5. Announcement of upcoming Board and Committee Meetings	3	
C. Club News	(15)	
1. Upcoming Projects	3	
2. Complete Projects	2	
3. Committee Activities	2	
4. Board Actions	2	
5. New Member Introductions	2	
6. Highlights or Minutes of Last Business Meeting	2	
7. Highlights or Minutes of Last Program Meeting	2	
D. District News	(08)	
1. Workshops	2	
2. New Clubs	2	
3. Conference	2	
4. Communication with District Officers	2	
E. International News	(08)	
1. Policy Announcements	2	
2. New Clubs	2	
3. Convention Notices and Reports	2	
4. Highlights from Club Mailings	2	
F. Foundation News	(08)	
1. Local Club Program Updates	2	
2. Latest on International Project Developments	2	
3. Fundraising Campaigns	2	
4. Highlights from mailings to club presidents/committee chairs	2	

Section IX – Appendix D

G. Altrusa Accent	(06)	
1. Sentence or two, news brief emphasizing salient Altrusa facts, historical point or happening	3	
2. Personal items such as member promotions, honors, trips, illnesses.	3	
<i>Note: One of the three newsletters submitted should carry District, International and Foundation news.</i>		
II. Format – 25%	(25)	
A. Identification		
1. Full, correct name of club Altrusa International of _____, <i>City, State or Province</i>	3	
2. Name and address of Editor	3	
3. Name of Club President, including email, club website	3	
B. Appearance		
1. Free of typographical errors	(06)	
2. Clean Production	3	
C. Environmental Sensitivity	3	
1. Use of Recycled Paper if print copies are used		
2. Use of e-distribution (max)	(10)	
III. Readability – 12%	5	
A. Arrangement of Layout	5	
1. News categories logically placed	(12)	
2. Items easy to find, easy to identify, easy to follow		
3. Announcements set off in boxes	3	
B. Writing Style – informal but concise, informal and lively	3	
	3	
Total Points	3	
	(100)	

Section IX – Appendix E

Edith W. Nelson Environmental Award

Objectives:	<p>To encourage local clubs to participate in a variety of activities that protect and enhance the environment.</p> <p>To reward a job well done.</p>
Judging Criteria:	<p>The score is based on a total of 100 points.</p> <p>The first 5 items are of value in increasing awareness of environmental concerns, but do not require a large expenditure of time and involvement by members. Each item is worth 5points.</p> <p>The last 5 items take planning and involvement by club members and are likely to be ongoing activities. Space is allowed for a brief description, and a continuation page may be attached. Each is worth 10-15 points based on the following:</p> <ul style="list-style-type: none">• Percent of members involved• Project originated by the club• Project met a community need or recognized a contribution that met a community need. <p>If a club has selected an environmental project based on a community survey to establish a need and is in the process of developing and implementing the project, it should be entered in the Mamie L. Bass Service Award competition. A copy of that entry should be attached to the Edith Nelson Award entry. A bonus of 25 points will be awarded.</p>

Section IX – Appendix E

Edith W. Nelson Environmental Award

Place a check mark beside the items that apply to your club. All activities must have occurred during the current judging period of April 1 through March 31, immediately preceding District Conference.

Altrusa International of

	Maximum	Points
<p>I. Each activity checked is worth 5 points</p> <ul style="list-style-type: none"> ▪ Used recycled paper if print copies of the newsletter are used ▪ Used recycled paper for your yearbook if print copies are used ▪ Had a club program on an environmental issue or concern ▪ Published an article in your newsletter addressing an environmental issue ▪ Planted a tree in a park or some similar beautification project for your community 	(25)	
<p>II. Provide a brief description of your club’s involvement in any of these activities that you check. Each activity checked is worth 10 – 15 points based on the following:</p> <ul style="list-style-type: none"> • Percent of members involved • Project was initiated by your club • Project met an environmental need or recognized a contribution that met an environmental need in your community • Participated in an environmental awareness program such as Earth Day, that provides information to the public, or recycling and other environmental concerns ▪ Participated in a trash pickup along a road, a street, in a park, etc. • Presented an Altrusa International Recycling Award to an individual, a business, or community group in recognition of their efforts in protecting the environment. • Sponsored a poster, art, or essay contest promoting recycling and preserving the environment. • Other: Describe an environmental project your club did that could not be included under one of the above activities. 	(75)	
Total Points	(100)	

Section IX – Appendix F

Betty C. Schwartz Presidential Excellence Award

Objectives:	To recognize excellence in leadership of Local Club Presidents. Areas of consideration include timelines for submission of requested reports; participation of the club in Area, District and International activities including award competitions; knowledge of Altrusa including its heritage, traditions, and requirements; knowledge and the application of parliamentary procedure; and quality of leadership.
Judging Criteria:	Points will be awarded for a positive answer to questions. Bonus points will be awarded based on the narrative of 200 words or less as to why the local club wishes to nominate its President for the Presidential Excellence Award.

Altrusa International of

Name of President:

Year President became an Altrusan _____ Year elected President:

Please check “Yes” or “No” to each:

1. Does your club produce a monthly newsletter?	Yes	No
2. Is your newsletter distributed to District Officers?	Yes	No
3. Does your club produce a yearbook?	Yes	No
4. Is your yearbook distributed to District Officers?	Yes	No
5. Were your Club Officers and Committee Chairmen reported to the District?	Yes	No
6. Was your Club represented at the Area Fall Workshop?	Yes	No
7. Was your Club represented at District Conference?	Yes	No
8. Was your Club represented at International Convention?	Yes	No
9. Did your President attend the:	Yes	No
a. Preceding Area Workshop?	Yes	No
b. Preceding Conference?	Yes	No
c. Preceding Convention?	Yes	No
10. Does your President prepare a written agenda for each meeting?	Yes	No
11. Does your President hold regular Board meetings?	Yes	No
12. Is your President knowledgeable of parliamentary procedure?	Yes	No
13. Are your members made aware of International correspondence?	Yes	No

Section IX – Appendix F

Betty C. Schwartz Presidential Excellence Award

14. Are your members made aware of District Correspondence?	Yes	No
15. Does your President encourage committee meetings?	Yes	No
16. Does your President participate in committee meetings?	Yes	No
17. Does your President participate in community service activities?	Yes	No
18. Does your President participate in fund raising activities?	Yes	No
19. Is your club well recognized in the community?	Yes	No
20. Is your President well recognized in the community?	Yes	No
21. Does your President participate in other community activities?	Yes	No
22. Is your President knowledgeable about Altrusa's heritage?	Yes	No
23. Is your President knowledgeable about Altrusa's Bylaws and Policies?	Yes	No
24. Does your President encourage support of the International Foundation?	Yes	No
25. Does your club consistently participate in District Award competitions?	Yes	No

Name awards in which your Club participated last year:

In 200 words or less explain why your Club wishes to nominate your President for the Betty C. Schwartz Presidential Excellence Award.

Section IX – Appendix G

MARY S. RESH AWARD CHECKLIST

Altrusa International of

	Maximum (14)	Points
PARTICIPATION (<i>one point each – maximum of 14 points possible</i>)		
1. The incoming president or designated member held a meeting with the four committee chairpersons to:		
a. Determine how the International theme and District Biennium theme and program directives can be applied to membership interests, community needs and club activities	1	
b. Discuss the incoming president’s objectives for the new year	1	
c. Review the previous year’s Club Activities Report and recommendations from membership	1	
d. Develop a calendar of meeting dates to be shared by the committees with regard to programs and	1	
e. Clarify the objectives of each committee with its chairperson.	1	
2. Each committee chairperson met with their committee to develop objective, programs and projects for the year,	1	
3. Each member of the club was assigned to serve on at least one of the Committees.	1	
4. The incoming president or designated member provided completed committee list and program schedules for publication in the club yearbook.	1	
5. The entire membership planned and worked on the club’s service projects.	1	
6. The entire membership participated in evaluating the year’s program meetings and service projects.	1	
7. The president or designated member and the committee chairpersons met during the year to discuss the club’s progress.	1	
8. The president or designated member began working with the committee chairpersons in April to fill out the Club Activities Report forms.	1	
9. The report was mailed to the District Program Coordinator so that it was received by the May 31 st deadline.	1	
10. Committee chairs are given the opportunity to update the club on committee activities at each meeting.	1	
COMMUNICATION (<i>one point each – maximum of 5 points possible</i>)	(05)	
1. Area workshop report was presented by attendees at the club meeting immediately following the workshop.	1	
2. District Two Conference report was presented by delegates at the club meeting immediately following the conference.	1	
3. International Convention report was presented by delegates at the meeting immediately following the convention.	1	
4. Club elections were held in March.	1	
5. Altrusa information was presented at each meeting.	1	

Section IX – Appendix G

QUALITY (<i>maximum of 11 points possible</i>)	(11)	
1. Programs were provided in each of the following areas	(06)	
a. Service/Program Development	1	
b. Membership Development	1	
c. Leadership Training	1	
d. Communication	1	
e. New Club Building	1	
f. ASTRA Clubs	1	
2. Program reinforced and enhanced club efforts to be “Leaders in Service” to their communities. Select 2 (two) programs and describe their benefits to the club.	(05)	
Total Points	(30)	

Judge’s comments:-

Section X – Financial Policies

Financial Policies

<p>Article 1</p>	<p>Fiscal Year</p> <p>The Fiscal Year of District Two shall be from the 1st day of June each year, to and including the 31st day of May of the next succeeding year.</p> <p>Budgets, financial reports, budget comparisons, financing records, audits, and all financial transactions shall conform to the official fiscal year of District Two.</p>
<p>Article 2</p>	<p>Budget</p> <p>Operating budgets shall be based solely on anticipated income during the current year (dues, delinquency fees, interest on savings) There shall be no deficit budgets.</p> <p>A contingency allocation shall be included in annual operating budgets. This allocation shall be used only for the reimbursement of approved, non-budgeted expenditures.</p> <p>Annual operating budgets shall include:</p> <ul style="list-style-type: none">○ Allowable expenses of District Officers in attending the annual meeting of the Board of Directors preceding the District Conference○ Allowable expenses of District Officers in attending the mid-year meeting of the Board of Directors○ Allowable expenses of District representatives in making official club visits <p>Operating Budgets also include:</p> <ul style="list-style-type: none">○ One half allowable expenses of the District Governor in attending the International Convention○ One half allowable expenses of the District Governor-Elect for per diem expenses in attending International Governor-Elect training seminar○ Transportation expenses of the District Governor-Elect and per diem expenses for attendance to the International Governor-Elect training seminar <p>An allocation for Rehabilitation/Extension shall be included in the operation budget each year</p> <p>Budget requests, based on calculated costs and accompanied by justification, shall be transmitted to the Chairman of the Finance Committee at least two (2) months prior to the District Conference. (See Article 8, Finance Committee, below)</p> <p>Allowable expenses for Finance Committee Chair and appointed members of the Finance Committee to attend mid-year and annual Finance Committee meetings shall be included in the budget each year.</p>

Section X – Financial Policies

Article 3	<p>Fiscal Controls</p> <p>Expenditures shall be restricted to budgeted items and budget allocations. No expenses in excess of budgeted allocations shall be incurred without prior approval of the Governor and Chairman of the Finance Committee.</p> <p>No expenses for items shall be incurred without prior approval of the Governor and Chairman of the Finance Committee.</p> <p>There shall be no commingling of general operating monies and reserve monies.</p> <p>Expense vouchers shall be reimbursed only after they have been approved by the Governor and countersigned by the Chairman of the Finance Committee.</p> <p>Vouchers for expenses incurred during the fiscal year shall not be reimbursed if they are received by the Governor after the books are closed on the last day of the fiscal year.</p> <p>There shall be three signatories on all bank accounts, the Governor, Governor-Elect, and the Treasurer. Only one signature shall be required on checking and savings withdrawals.</p> <p>The treasurer shall be bonded in the amount of \$10,000. The cost of the bond shall be included in the operating budget.</p>
Article 4	<p>Financial Reports</p> <p>Financial reports, budget comparisons, voucher codes, ledgers, and all other financial records shall adhere to the categories and items of income/expense in the approved budget.</p> <p>The Treasurer shall prepare budget comparisons for quarters ending July 30, October 30, January 30 and April 30, with interim statements for mid-year and pre-Conference Board meetings. Copies shall be sent to all members of the Board of Directors and the Finance Committee. The year-end report shall be mailed/emailed no later than two weeks after the close of the official fiscal year.</p> <p>Banking transactions, such as the transfer of operating funds from one bank to another or from savings to checking accounts, shall not be included as income on financial reports or budget comparisons.</p> <p>Financial reports and budget comparisons shall specify in a footnote the balances in checking savings, and Reserve Fund accounts.</p>

Section X – Financial Policies

Article 5	<p>Cash Management and Reserves</p> <p>Operating capital of District Two shall be maintained in accounts providing maximum efficiency of transfer of funds, while providing maximum investment of funds to ensure interest earnings on excess funds in accordance with regulations of depository institutions.</p> <p>Reserve monies shall be held in a Reserve Fund in a separate savings instrument. The Reserve Fund shall be a minimum of \$10,000 and shall not be invaded except by resolution approval by the delegates of a District Conference.</p> <p>The Financial Committee shall determine any unexpended operation funds for the fiscal year. Any unexpended operating funds shall be used for service to clubs during the ensuing years and shall maintain in an Unexpended Operating Fund Account. Transfer of monies from this account is based on the approved budget.</p> <p>All accounts shall be maintained in a financial institution which is insured by the U.S. Federal Government.</p>
Article 6	<p>Allowable Expenditures</p> <p>Allowable expenses of the District Officers shall be as follows:</p> <p>Annual Meeting of District Board of Directors Travel: Coach plane, train, bus, or standard Government mileage rate at the time of travel. Hotel: One (1) night at ½ rate of double occupancy room – exception single room rates as designated by Governor. Per Diem: One (1) day at \$35.00</p> <p>Mid- Year Meeting of the District Board of Directors Travel: Coach plane, train, bus, or standard Government mileage rate at the time of travel. Hotel: One (1) night at 1/2 rate of double occupancy room – exception for single room rates as designated by the Governor. Per Diem: One (1) day at \$35.00</p> <p>Club Visits Travel: Coach plane, train, bus or standard Government mileage rate at the time of travel. Hotel: One (1) night at single room rate Per Diem: One (1) day at \$20.00</p>

Section X – Financial Policies

Article 7	<p>International Convention, Governor Only Travel: Coach plane, train, bus or standard Government mileage rate at the time of travel. Hotel: Four (4) nights at ½ shared suite. Per Diem: One (1) day at \$35.00 Registration: Full Registration</p> <p>International Governor- Elect Training Seminar Travel: Paid Hotel: (See Annual Meeting of Board of Directors) Per Diem: Registration: Allowable expenses included in Conference Budget</p> <p>District Conference: (Allowable expenses included in Conference Budget Travel: None (See Annual Meeting of Board of Directors) Hotel: Two (2) nights at 1 /2 rate of double occupancy room- exception for single room rates as designated by the Governor Per Diem: None Registration: Full registration</p> <p>Use of Rental Cars If unavoidable circumstances necessitate the rental of a vehicle to carry out official District Two responsibilities, approval for the rental must be secured from the District Two Governor. This approval must be secured prior to entering into a rental agreement. Reimbursements for approved rentals will not include mileage.</p> <p>Workshops Travel and lodging are covered by District budget if the representative is not a member of that area. Guidelines to follow within District reimbursement policy</p> <p>Governor: Travel: Coach plane, train, bus or standard Government mileage rate at the time of travel Hotel: One (1) night at single room Registration: Area Host Club</p> <p>Rental Cars: If unavoidable circumstances necessitate the rental of a vehicle to carry out official District Two responsibilities, approval for the rental must be secured from the District Two Governor. This approval must be secured prior to entering into a rental agreement. Reimbursements for approved rentals will not include mileage.</p>
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Section X – Financial Policies

Article 8	<p>District Conference/Area Workshop</p> <ul style="list-style-type: none">• The Annual Conference Fee shall be \$15.00 per club. Conference fees shall be used to help defray the conference expenses.• An advance of funds shall be paid to the host club up to \$1,500 inclusive of the club's Conference Fees, with the amount advanced by the District being reimbursed to the District Treasury• The Board of Directors shall approve the conference budget at its mid-year Board meeting, and shall designate the amount of the Conference Registration Fee• Conference budgets shall include the allowable expenses of District Officers and parliamentarian attending the conference, the anticipated costs of duplicating Conference committee reports, the registration fee(s) of the Conference Chairman (Co-Chairmen limited to two), the registration fee of the President of a newly organized club during the first year of organization, and the registration fee of any workshop presenter who is not a member of the Board.• Conference shall be self-sustaining. Profits, if any, shall be credited to the general operating fund of District Two. Deficits, if any, shall be paid from the District general operating fund.• The District Two budget for the year previous to the District Two annual Board Meeting shall include projected expenses for that meeting. These funds shall be encumbered for the period of time between the end of the District Two Fiscal Year (April 30) and the actual disbursement of the funds for expenses of the District Two Annual Board Meeting.• The Conference Treasurer shall be bonded in the amount of 10,000.00.• The Conference Treasurer shall provide a financial report, along with a check for net Conference revenues or statement of expenses that exceeded Conference revenues within 4 days of the final day of the Conference. The Conference Treasurer shall provide the report and accompanying check or net expense statement to the Governor who was in office at the beginning of the Conference.• Workshops shall be self-supporting. The Area Representatives in conjunction with the host club shall designate the amount of the workshop registration fee to cover all Workshop costs, including registration fee of the Area Representative assigned to the respective workshop.
Article 9	<p>Finance Committee</p> <ul style="list-style-type: none">• The Finance Committee shall consist of the Governor, Governor-Elect, 1st Vice Governor, and Treasurer.• At least two months prior to the District Two Annual Board Meeting, the Finance Committee shall obtain input from the District Officers and other appropriate individuals regarding projected expenses for the following fiscal year. Utilizing this input, the Finance Committee shall meet prior to the District Two Annual Board Meeting to draft a preliminary projected budget for the fiscal year. Travel expenses for the members of the Finance Committee at his/her/their own expense.

Section X – Financial Policies

Article 10	<ul style="list-style-type: none">• The Mid-year and Annual Finance Committee Meetings shall be held in conjunction with the Mid-year and Annual Board of Directors Meetings. <p>Policy Reviews</p> <ul style="list-style-type: none">• Established policies shall be reviewed by the Board of Directors at the beginning of each biennium and at such times during the biennium as may be desirable or necessary. Every District Officer shall keep a copy of the established policies and any revisions thereto in his/her workbook.• A copy of the established policies and any revisions thereto shall be supplied to each member of the Finance and Audit Committee by the Governor.• The financial structure of District Two shall be re-evaluated at such times as may be desirable, or at least every two years.• All funds (designated or otherwise) shall be handled through the regular budgeting procedure of the District.
Article 11	<p>Audit Procedures for District Finances</p> <p>Disbursements: Secure bank statements, check register, financial reports (including approved budget) provided to Board and minutes of Board meetings for period covered by “audit”.</p> <ol style="list-style-type: none">1. Secure bank statements for last month of the year and the next month (May and June). Review May’s reconciliation and verify that all reconciling items cleared the bank in June. If items are un-cleared, follow up with Treasurer for explanation(s).2. Review all disbursements to ascertain that they all have required documentation (disbursement voucher fully completed and invoice or other documentation to justify the payment) with them and that the Governor has approved each one for payment. Review account codes on voucher and compare them to budget approved accounts.3. Compare year-end financial report of expenditure compared to the approved budget. If there are expenses exceeding budget, make certain that the amounts causing the excess have been approved by the Board.4. Ascertain that the Board was provided budget versus actual financial statements for each fiscal quarter.5. Ascertain that all checks are accounted for.

Section XI – Membership Development

Membership Development

Article 1	<p>The District Board of Directors shall monitor clubs in District Two which do not maintain charter strength. The District Governor and the District Membership Development Chairman to offer assistance will contact these clubs</p> <p>Other symptoms of clubs with potential problems include aging of the membership, absence from Conference and Workshops, lack of correspondence such as newsletters or in response to direct contact, or failure to file reports in a timely manner.</p>
Article 2	<p>The District budget will include funding to support Membership Development efforts which may include travel, correspondence, and telephone contact</p>
Article 3	<p>The District Governor will notify the Membership Development Chairman of those clubs that have been determined to require membership development efforts. The Chairman will make direct contact with the club(s) requesting that a Membership Development Plan be put into place, make suggestions and offer any assistance to the club(s) according to the guidelines in the International Membership Development Manual.</p> <p>The District Governor will be notified of all Membership Development efforts and will be called in to provide direct assistance upon the request of the club(s) or the Membership Development Chairman.</p>
Article 4	<p>A full report of Membership Development efforts will be made at the mid-year and pre-Conference Board meetings. Letters acknowledging successful Membership Development efforts will be sent to the club(s) by the members of the District Board.</p>
Article 5	<p>The Membership Development Chairman will continue to monitor and communicate with the revitalized club(s) until such time as s/he is confident of their continued success in attracting new members and providing effective community service.</p>
Article 6	<p>A club not responding to Membership Development efforts will be monitored until it is determined that it no longer wishes to exist. At that time, upon the recommendation of the District Board of Directors, the club will be requested to return its charter and disband the club according to the procedures established by International.</p>

Section XII – New Club Building

New Club Building

Article 1	The Board of Directors of District Two recognize the need for building new clubs within the District. Funds will be budgeted annually to support extension efforts throughout the District.
Article 2	The New Club Building Chairman will report to the District Governor any clubs that indicate suggested areas or sites for extension, and any clubs that indicate the desire to sponsor the organization of a new club in the District. They will jointly determine targeted areas and clubs.
Article 3	The New Club Building Chairman will contact interested clubs and provide instructions on the procedures to begin organizing a new club. The procedures will be based on the guidelines provided by International in the New Club Building manual.
Article 4	The New Club Building Chairman and sponsoring club will work closely to bring about the organization of the new club. They will keep the District Governor totally informed of all activities.
Article 5	The New Club Building Chairman will submit a complete report of all activities at the mid-year and pre-conference Board of Directors meetings. The New Club Building Chairman will report to International all the new club-building activities within District Two and will make the required notifications upon the organization of a new club and targeted charter date of the club.
Article 6	The District Board will encourage communication to the new club by the members of the Board, or other District Clubs, and individual Altrusans. They will also encourage attendance at any charter banquets which may be organized.
Article 7	The District Board will provide the registration fee for the President of the newly organized club at the first District Conference following its organization.

Section XIII – District Officer Orientation

District Officer Orientation

Article 1	Before the commencement of the post-Conference Board of Directors meeting following a Conference in which there was an election of District officers, there shall be an orientation for all new District officers joining the Board. The Immediate Past Governor, in conjunction with the International Representative to the Annual Conference of the election year and the new Governor, will conduct the orientation.
Article 2	The purpose of the orientation is to provide information about District policies, the Governor’s goals, specific duties of the officers, club visits, Board meeting protocol, workshop schedules, fiscal policies, District policies, and written materials available.
Article 3	In an election year, all nominees for office shall be invited to audit the Pre-Conference Board of Directors meeting. The nominees who choose to attend the Board meeting will do so at their own expense.

Section XIV – District Strategic Plan

District Strategic Plan

Article 1	<p>District Two has developed a Strategic Plan which states the mission of the District, points out the strengths and weaknesses of the District, and states goals and strategies to enable the District to maintain its strengths and correct its weaknesses.</p> <p>The District Two Strategic Plan is found in Part II of these <i>Policies and Guidelines for District Activities</i>.</p>
Article 2	<p>The District Two Strategic Plan shall be revised prior to the start of each biennium. It is the responsibility of the Planning Chairman to coordinate the revision of the Plan, which shall be reviewed by the Planning Committee and recommended to the Board of Directors for approval.</p> <p>The Planning Committee shall consist of the Governor, Governor-Elect, First and Second Vice Governors and the Immediate Past Governor. The Governor-Elect chairs the committee.</p>

Section XV – International Director

International Director

Article 1	<p>At the Forty-seventh Altrusa International, Inc. Convention held in Dallas, Texas in July 2001 the delegates to the convention voted to restructure the International Board. The new board composition will be: International President, President-elect, Vice President, Treasurer, eight (8) International Directors for biennia starting with odd numbered International Conventions (elected by odd numbered Districts) and Seven (7) International Directors for biennia starting with even numbered International Conventions (elected by even numbered Districts).</p>
Article 2	<p>To be eligible for election by the District delegate body, a candidate must be the Immediate Past Governor, Past Governor, the currently installed Governor, or the Governor to be installed during that District conference. For those eligible members described above, eligibility for election shall be determined based upon the member’s qualifying position status on the first day of the International fiscal year, the first day of June. Once established, eligibility for election as an International Director does not expire.</p>
Article 3	<p>International Director is charged with representing <u>all</u> of Altrusa. The duties will be specified in the Policies and Job Description approved by the International Board. Responsibilities will relate to policies, programs, purposes and principles affecting Altrusa International, Inc. International Directors will be given designated assignments relating to various functions within the organization and will be responsible for providing a means of disseminating Board actions to all Districts and clubs.</p>
Article 4	<p>The District Nominating Committee will determine all eligible candidates using the criteria established in International Bylaws and will inquire of these candidates in writing if they wish to be slated for election. The Nominating Committee will submit the names to the District Board of Directors at their mid-year Board meeting prior to the conference in which they will hold election of the International Director. Once the slate has been confirmed it will be published sixty-days prior to the Conference.</p> <p>The Nominating Committee will present the names to the District Conference Delegates at the first business session of the conference at which time the nominations of eligible candidates may also be taken from the floor. When the nominations are closed, the election may go forward.</p> <p>The International Director will be elected by ballot at the Conference. Any member receiving a majority of all valid votes cast shall be declared the winner. In the event that there are more than two (2) candidates for the office, and no candidate receives a majority of all valid votes cast a subsequent ballot will be held in which the candidate receiving the least number of votes shall be eliminated from each of the succeeding ballots. Should there be only one candidate slated a unanimous voice vote can be taken.</p>

Section XV – International Director

Article 5	<p>In the event that a District Conference is cancelled, or it is deemed impossible to hold a Conference, balloting shall be by mail, in which event the Board of Directors shall prescribe the procedure. In the event of balloting by mail, write-in-candidates will be allowed for eligible candidates not on the ballot.</p> <p>Whenever possible, the International board of directors has requested that the District Conference Body elect an International Director who will not also serve as District Governor at the same time.</p> <p>A full job description for the Office of the International Director follows in the Appendix to Section XVI of these <i>Policies and Guidelines for District Activities</i> once they have been developed by Altrusa International.</p>
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Section XVI
Altrusa International, Inc.
Long Range Planning Committee Member

Altrusa International, Inc.
Long Range Planning Committee Member

Article 1	Policy 61 of the Altrusa International, Inc. Bylaws outlines the appointment and rotation of a District member of the International Long Range/Strategic Planning Committee.
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Name of Position: **Long Range Planning Committee Member**

Election/ Appointment:

The Long-Range Planning Committee Member shall be elected by ballot at the District Conference preceding the District rotation for membership on this Altrusa International Long Range/Strategic Planning Committee.

Term of Office:

International Bylaws call for this position to be on a rotating schedule determined by a random drawing.

Rotation schedule for Districts has been established with District Two having a position on the International Committee beginning in 2001 to 2003. The next election for this position will take place at District Two's odd year Conferences.

Role:

The Long-Range Planning Committee is designed to monitor the organization's Long-Range Plan. It seeks to implement all its provisions in accordance with the timetable established by the International Board of Directors. It coordinates implementation with other Committees; evaluates progress made and assists the Board of Directors to make revisions and/or additions as necessary to ensure the completion of the basic program and administrative activities as stipulated in the Long-Range Plan.

Section XVII – Appendix A
Update of Policies and Guidelines for District Activities

Article 1	These policies shall be reviewed and updated by the District Two Board of Directors at least every two years. All updates will be done with Board approval.
Article 2	All updates will be indicated with the date of the change.

These *Policies and Guidelines for District Activities* were compiled by Phyllis Corman, Governor-elect 1990-1992, with the assistance of other current Board members. They were submitted to the District Two Board of Directors for approval at the pre-conference Board Meeting held prior to the Thirty-sixth Annual Conference of District Two in Cape May, New Jersey, on Thursday April 23, 1992

These *Policies and Guidelines for District Activities* were modified by the District Two Board of Directors, April 1994

These *Policies and Guidelines for District Activities* were modified by the District Two Board of Directors, April 1996

These *Policies and Guidelines for District Activities* were modified by the District Two Board of Directors, April 1998

These *Policies and Guidelines for District Activities* were modified by the District Two Board of Directors, April 2000

These *Policies and Guidelines for District Activities* were modified by the District Two Board of Directors, May 2002

These *Policies and Guidelines for District Activities* were modified by the District Two Board of Directors, May 2004

These *Policies and Guidelines for District Activities* were modified by the District Two Board of Directors, April 2006

These *Policies and Guidelines for District Activities* were modified by the District Two Board of Directors, November 2009

These *Policies and Guidelines for District Activities* were modified by the District Two Board of Directors, May 2012

These *Policies and Guidelines for District Activities* were modified by the District Two Board of Directors, April 2014

These *Policies and Guidelines for District Activities* were modified by the District Two Board of Directors, April 2015

These *Policies and Guidelines for District Activities* were modified by the District Two Board of Directors, April 2016

These *Policies and Guidelines for District Activities* were modified by the District Two Board of Directors, May 2017

These *Policies and Guidelines for District Activities* were modified by the District Two Board of Directors, May 2019

PART II – DISTRICT TWO CONFERENCE PLANNING GUIDELINES

SECTION I

CONFERENCE PLANNING TIMETABLE

SECTION I:

The timetable is developed as a guide to meeting the major planning needs of the conference. This section should be used in conjunction with the sections describing the responsibilities of each officer or conference chair.

A. DISTRICT GOVERNOR

Pre-Planning Steps:

Twelve (12) months before date of Conference:

1. Study District Policies concerning Conference.
2. Verify that the conference facilities are adequate, and the date is confirmed.
3. Approve the appointment of a Conference Chairman and, if desired, Co-Chairman from the hostess club after consultation with the host club President.
4. Arrange for the Mid-Year Board meeting to be held there.

Eight (8) months before Conference:

1. Before the Mid-Year Board meeting, meet with selected Conference Chair/Co-Chair and the Finance Chair and develop a Conference budget, using previous Conference budget data and attendance as a guideline.
2. Review the responsibilities of host club and make assignments to all who will assist in presenting the Conference.
3. Meet with Conference Chair and the Conference facility staff to review preliminary contract; the mechanics of conference, the needs of the meeting rooms, and establish the contact/liaison persons for the facility and Altrusa.

Five (5) to Six (6) months before Conference:

1. Appoint Award Committee and Standing Committees.
2. Consult with Conference Chair on all Conference Committee Selections and define their preparations for Conference.
3. Select Conference theme and prepare program schedule.
4. Establish due dates for registration, hotel/motel reservations and deadlines for reports and material needed for the Conference packets.
5. Contact International representative to Conference. Inform him/her of the Conference program and plans. Make any special requests you have for him/her. Give him/her the information about the hotel/motel and the staff person in charge of the Conference.

Three (3) to four (4) months before Conference:

1. Finalize plans for registration form, firm Conference budget, workshop leaders and Conference programs.
2. Discuss with Conference Chairs the advance publicity for Conference.
3. Notify district Officers and Committee Chairs of their involvement and responsibilities for Conference. Give them the deadline dates for the annual reports to be received by the Conference Kit Chair.
- 2 Establish the conference rules with the Parliamentarian.
- 3 Draw up agendas for the Conference Business Session.
- 4 Complete all program plans.

PART II – SECTION I

Two (2) months before Conference:

1. Determine the number of Delegates and Alternates entitled to each club and mail out list to club Presidents with Call to Conference.
2. Check to see that all information needed for the Conference program book is in the hands of the Conference Printing Committee.
3. Arrange head table seating for each of the Conference events.

Thirty (30) days before Conference:

1. Check with Conference Chair on all details. Make any last-minute arrangements. Review with hotel/motel arrangements for Conference.

B. CONFERENCE CHAIRMAN

Twelve (12) months before Conference:

1. Obtain from the Governor a copy of the District policies pertaining to Conference.
2. Check with Conference facility and verify Conference booking. Meet with facility staff member responsible for the Conference arrangements.
3. Go over host club responsibilities for Conference. Involve club membership with preliminary plans.

Eight (8) months before Conference:

1. Review previous conference data. Prepare written job responsibilities for each Conference committee.
2. Select Finance and registration Chairs. Prepare Conference budget.
3. Divide Conference responsibilities among the club membership. Select Conference Committee chairs and prepare a timetable for each of the duties.
4. Meet with Governor to go over Conference Budget and preliminary Conference plans before the Mid-Year Board Meeting.
5. With Governor meet with facility staff member in charge of Conference and go over details and needs for Conference.
6. Reserve rooms at the facility for the Mid-Year Board Meeting.

Five (5) to Six (6) months before Conference:

1. Review with Conference Committee Chairs their responsibilities the time schedule. Set a schedule for follow up meetings to track progress of assigned tasks.
2. Prepare proposed registration form for Governor's approval.
3. Make preliminary plans for special Conference events (Fun night, other entertainment, etc.)
4. Contact special seminar leaders. Make firm commitments.

Three (3) to four (4) months before Conference:

1. Send initial publicity on Conference to all clubs.
2. Check with Governor on Conference Program; rooms needed for workshops and seminars; space needed for exhibits; special equipment necessary.
3. Communicate with International representative. Send him/her any advance publicity. Arrange for press and media coverage for his/her visit.
4. Stay in touch with the Governor. Notify him/her if there are any changes needed in the program.

PART II – SECTION I

5. Forward all information to the Governor that is to be included in the “Call to Conference” Bulletin. Registration form, Hotel reservation form and information on the Conference program.

Two (2) months before Conference:

1. Check with Printing Committee Chair on the materials needed for the Conference packet.
2. Check with all other committee chairs and review status of their responsibilities.
3. Send additional publicity encouraging attendance at Conference to all clubs.
4. Review with facility staff the room blocks, accommodations for the District Board, Meeting rooms and the meal plans.
5. Review with the Governor the program schedule, the names of all participants in Conference events and any anticipated last-minute changes.

Thirty (30) days before Conference:

1. Check on all details. Communicate with Governor for any further instructions.
2. Obtain from workshop leaders and District Officers a list of any special equipment needed.

C. DISTRICT SECRETARY

Twelve (12) months before Conference:

1. Study the District Policies that pertain to Conference.

Two (2) months before Conference:

1. Obtain from District Treasurer a membership count for each club to determine the number of delegates and alternates to which they are entitled.
2. Send the Credentials form to the club presidents for them to return to you listing elected delegates and alternates. Include delegates and alternates Credentials Card they are to bring to conference properly signed and authorized.
3. Establish a due date for the Credentials form to be returned to you. This should be a month before Conference.

One (1) month before Conference:

1. Prepare the certified list of delegates and alternates for the Governor and the Chair of the Credentials Committee,
2. In election year, send the certified list of the nominees for District officers to the Elections Committee Chair.

D. DISTRICT TREASURER

Twelve (12) months before Conference:

1. Study the District Policies that pertain to Conference
2. Prepare data on previous Conference for the Governor and Conference Chairs.

Two (2) months before Conference:

1. Prepare a current list of club memberships for the District Secretary.

PART II –SECTION I

E. GOVERNOR- ELECT, FIRST AND SECOND VICE GOVERNORS, DIRECTORS

Twelve (12) months before Conference:

1. Study the District Policies that pertain to Conference.
2. Review previous Conference Data and evaluation sheets.

Six (6) months before Conference:

1. Assist in preparing the Conference Budget and determining registration fees.
2. Accept any responsibilities assigned by the Governor.
3. Help publicize attendance at Conference.

Two (2) months before Conference:

1. Prepare Annual Report. Send to Conference Printing Chair

F. DISTRICT CHAIRS

1. DISTRICT SERVICE PROGRAM COORDINATOR:

Six (6) months before Conference:

- a. Send announcement to clubs regarding submission of projects for Mamie L. Bass award. The International office will send the application forms to each club president.
- b. Follow District Policy for the selection of judges for the Mamie L. Bass award

One (1) month before Conference:

- a. Receive entries for the award.
- b. Prepare Award certificates.

One (1) week before Conference:

- a. Provide names of winners to Governor.

2. LEADERSHIP DEVELOPMENT CHAIR

Four (4) to six (6) months before Conference:

- a. With the assistance of the First Vice Governor, prepare to conduct the incoming President's Workshop. This workshop is designed to provide leadership training to all newly elected club presidents, vice presidents, and presidents-elect. The length of the workshop is determined by the time available in the conference program. It can be one to three hours. The format can be what the presenters prefer.

3. ALL DISTRICT CHAIRS.

Four (4) to six (6) months before Conference:

- a. Organize and prepare for workshop assignments for Conference.

Two (2) months before Conference:

- a. Prepare and send annual report to the Conference Printing Committee.

PART II –SECTION II

RESPONSIBILITIES

A. DISTRICT BOARD

1. Selection of Site, Host Club and Facility.
 - a. The District Board shall strive to locate the District Conference in different geographical locations throughout the District. Selection of conference sites shall be arranged three years in advance. The District Governor shall obtain sites for two Conferences during his/her biennium.
 - b. Conference sites generally alternate from one side of the District to the other, or rotate around the states within the District, maintaining a balanced distribution and provide an equitable basis for the election years.
 - c. If no club issues an invitation, the board can select a site or solicit bids from clubs in the appropriate area of the district.
 - d. Any site under consideration should be handicap accessible and be accessible by good transportation methods.
 - e. The Governor in consultation with the board will select the club to be designated the Host Club. The Host Club need not always be the closest club to the site. It may also include more than one club under the direction of a Conference Chair from a primary club.
 - f. Whether soliciting bids from clubs or approaching a club directly, each should be asked to submit bids from 2 or 3 facilities in the area for consideration as potential facilities. Clubs sending in these bids from facilities should visit each site and review the proposals and make recommendations to the board. If possible, a visit to the facility by a District Officer is recommended before a final decision is made.
 - g. At the time a final decision on the facility is made, a preliminary contract is drawn up with the facility by the Governor in office at the time. The current policy of a facility for booking a Conference in advance is always considered.
2. Conference Budget and Setting Registration Fee.
 - a. At the Mid-Year board meeting, the proposed budget as presented by the Conference Chair is reviewed. Consideration is given to the previous Conference budget and the projected attendance when setting the registration fee. Conference is not intended to be a fund-raiser for District. Conferences shall be self-sustaining profits, if any, shall be credited to the general operating fund of District Two. Deficits, if any, shall be paid from the District general operating fund.
 - b. The meal plan, developed from menus provided by the facility with firm prices, shall take into consideration moderately priced meal items along with meeting the general dietary preferences of the members.
 - c. All of the expenses of district officers from the start of the Conference are to be included in the conference budget. Consistent with District Financial Policies, the Conference Budget shall include the expense for 2 nights lodging for the District Board members at 1/2 rate of double occupancy per room, exceptions for single room rates as designated by the Governor.

PART II –SECTION II

- d. As set forth in District Financial Policies, Conference budgets shall include:
 - Allowable expenses of District Officers attending the Conference
 - Anticipated costs of publishing and mailing the Conference proceedings
 - Anticipated costs of duplicating Conference committee reports
 - Registration fee(s) of the Conference Chairman (Co-Chairmen limited to two)
 - The registration fee of the President of a newly organized club during the first year of organization.
 - The registration fee of any workshop presenter who is not a member of the Board.
 - e. Compare previous conference budget with the final financial statement. Each line should be examined and challenged. Registration fee should be adequate to cover the budget and realistic enough to encourage attendance.
 - f. Establish a partial registration fee to cover cost of materials for conference. Include meals, if that is the custom of the district.
 - g. Guest meals should be set on an individual meal basis.
 - h. To encourage early registrations, a late fee should be assessed to registrations received less than thirty days before Conference.
3. Program Review
 - a. The board will review at the Mid-Year Board meeting, the proposals from the host club for the special entertainment, leadership seminars, special speakers for conference events, etc. Included in the review will be the registration and finance set-ups and the registration form.
 - b. The Governor, with input from the Board, provides a general overview of the program content with the board. Assignments may also be made for specific duties, workshops, participation in scheduled programs, etc.
4. Review Reports and Evaluation: Make Recommendations
 - a. Conference evaluation forms, prepared by the sitting First Vice- Governor will be distributed to the members in attendance (preferably in the Conference packet.) Completed evaluations are summarized by the First -Vice Governor, and distributed to the board members, district chairs, and workshop presenters for review and input for possible recommendations for subsequent conferences.
 - b. The board will also review conference statistical reports, the reports of the Conference Chairs and the Finance Chair.
 - c. It is highly recommended that all reports (including the financial budget report) be completed by the end of the month following Conference.
5. Conference Policy Decisions
 - a. The board will review all pertinent material and may adjust the district policies regarding the conduct of conferences as the changes become necessary.

PART II – SECTIONS III AND IV

SECTION III: HOST CLUB RESPONSIBILITIES

The Host Club is responsible for handling the “mechanics” of the conference through special committees whose activities are directed by the Conference Chair and subject to the Governor’s approval.

The Local Club serving as host of the Conference will provide, two years in advance of the Conference, a contract with the Conference facility to the District Board of Directors for approval and the signature of the District Governor.

The Local Club will supply personnel to serve as the Conference Chairman or Co-Chairmen, as well as Chairman of the Conference Committees. The Conference Chairman and Finance Chairman will be approved by the District Board of Directors.

The Local Club will ensure that a Conference budget is prepared for presentation and approval at the mid-year Board of Directors meeting. They will also coordinate the facilities for the mid-year Board of Directors meeting at the Conference site.

One year in advance of the Conference, the hostess club will accept the District flags and sign a receipt, which will become part of the District Conference Proceedings of the previous Conference. The Local Club will be responsible for the safekeeping of the flags until the close of the Conference they are hosting.

The committees represented in this manual are those that are regularly included in conference planning. These committees and/or tasks of any particular committee may change as planning needs change.

SECTION IV CONFERENCE CHAIR RESPONSIBILITIES

1. Presentation of the Preview to District Conference
 - a. The host club prepares a preview of what a great conference they will provide. This is presented at the conference prior to the one they will host. Time allowed and when it will be given will be on the conference schedule.
 - b. The presentation is a lively and fun activity designed to whet the appetite of members and encourage attendance at conference next year.
 - c. The Presentation should include information about the community and its recreation and special attractions.
2. Selection of Committee Chairs
 - a. The two most critical chair appointments are Registration and Finance. Each of these persons must be able to handle the organization and detail that goes with each responsibility. The Governor will approve your selection of these chairs.
 - b. Develop a procedure for selecting the chairs of the other committees that shows the flexibility to choose members who have a particular talent for the specific job, who will be able to form a good working team and have the reliability to see the task to completion. The governor should review these appointments.
 - c. Utilize the information in Article VI of this manual to assist members in making their decision to accept assignments.

PART II –SECTION IV

3. Orientation for Committees
 - a. Prepare a working guide that contains committee responsibilities and a preliminary timetable for task completions.
 - b. Prepare a meeting schedule for committee chairs and a reporting schedule to track progress.
 - c. Plan and conduct an orientation specifically for committee chairs and then for the entire club so they will learn what has to be done. This will create enthusiasm for their involvement in conference preparation.

4. Coordinating Conference “Mechanics” and Assigned Programs.
 - a. The Conference Chair and the Governor will be the primary decision makers with the conference facility staff. Your contact will be more frequent, so developing a good working relationship with the staff will be most important.
 - b. It is best to keep the number of people the staff has to relate to a very small number. Determine who of the committee chairs will be likely to need to contact the facility staff and arrange a meeting with them to establish limits and guidelines.
 - c. Schedule meetings with the committee chairs on a regular basis and have them give you ongoing schedules of their committee meetings. Plan to attend them when any critical decisions are to be made.
 - d. Committee work will get into full swing when the conference theme has been selected and the conference budget has been developed and finalized.
 - e. Develop your working timetable with the committee using the timetable in Article 2.
 - f. Encourage committee chairs to get as much preliminary organizational work and planning ideas together as early as possible so as to be ready to finalize plans and move toward implementation quickly once the budget and theme are determined.
 - g. Review all plans submitted by the committees and review all these recommendations with the Governor.
 - h. To assist you in recording minutes of meetings and handle the correspondence, a Conference Secretary could be appointed.

5. Coordination with District Governor
 - a. Open, direct communication between the Governor and the Conference Chair is extremely important.
 - b. Maintaining a close contact with the Governor is MOST VITAL. There are many details that will continually need to be clarified and adjusted prior to conference. The Governor and Chair should be in verbal contact frequently to confirm progress of plans. Keep notes of these conversations for reference and follow up needs.
 - c. The timetable in Article II gives many of the details that will need attention during each month as the conference is being arranged.
 - d. At least two visits to the conference site are suggested for the Governor. One visit should be considered at least six months before conference and the second shortly before conference convenes. During these visits, the Conference Chair and the Governor can go over all of the plans.

PART II –SECTION IV

- e. The Governor should share with the Conference Chair a draft of the schedule at least six months before conference. This is a working outline to assist the Conference chair with his/her appointments of conference committee chairs and making other conference program plans. It will be changed as each segment is finalized.
- f. As the planning moves forward, a strong emphasis should be given to the timing for all events.

In order for conference to run smoothly a strict time schedule must be kept. ALL CONFERENCE ACTIVITIES MUST RUN ON TIME.

6. Approves All Expense Vouchers

- a. The Conference Chair will approve conference expense vouchers for payment by the Finance Chair, and in accordance with the budget allocations.
- b. Any problems, which might arise regarding budget line items, must be discussed with the Governor.
- c. It will be helpful for the Conference Chair to become familiar with the information regarding the development of the budget contained in Article III, B of this manual.

7. Coordination during Conference

- a. The Conference Chair should plan to stay at the conference facility during the entire conference. He/she needs to be available to assist committee chairs and attend to last minute details.
- b. Two areas in need of critical supervision are:
 - Seating at all meal events and business sessions. Enough seating must be arranged without causing any delay in the start of the event. A careful watch on the count will need to be maintained at all times.
 - c. Arranging the processional for the business sessions and banquet. All persons who are to be in the procession must be in line so the event can begin on time. Getting a dozen or more people to be in line (and stay there) by a certain time can be difficult. Be sure enough personnel are on hand to manage this.
- d. A conference that is smooth running, so that any adjustment that may be needed is handled in such a way that members attending have no idea that such needs may exist, is the goal.

8. Final Reports

- a. TO THE GOVERNOR. If the conference is in an election year, the final reports will go to the Immediate Past Governor.
 - i. Registration Committee In addition to the reports given at the conference, this final report should include the names of the clubs represented and an itemized list of all who attended, listing name and club and payment made.
 - ii. Finance Committee This report should contain a final financial statement and a budget comparison with the original conference budget, along with the ledgers and vouchers.

PART II - SECTION IV

iii. Conference Chair This report should include information from all conference committees and their participation as well as an evaluation of the conference and any recommendations.

b. TO THE TREASURER. If the conference is in an election year the final report will go to the Outgoing Treasurer.

i. The report will include a check for all unspent funds and a copy of the final financial statement and budget comparison.

ii. All final reports and statements should be completed and mailed within 30 days of the end of conference but ABSOLUTELY NO LATER than the end of the month following conference.

9. Transfer of the District Flags.

a. At the end of the conference, the District Flags and stands are transferred to the next Conference Chair. A Transfer Receipt form is filled out in duplicate, signed and authorized. One copy of the completed Transfer Receipt will be filed with the final report of conference.

PART II – SECTION V

SECTION V: CONFERENCE STANDING COMMITTEES

Conference Standing Committees shall consist of Credentials, Elections, and Registration.

A. The Credentials Committee:

1. The Chair will be appointed by the District Governor;
2. The credentials desk will be set up near the registration desk and should be open at the same time as the registration desk. The desk will be open Thursday afternoon and extend into Thursday evening to accommodate conference arrivals before any event begins; Friday morning before the business session begins and on Saturday during the election hour to accommodate any changes necessary for delegates and alternates.
3. The chair should be available, if not at the desk, for consultation on any unclear questionable credentials.
4. The District Secretary will obtain an official list of club delegates and alternates with the club president's signature as well as the club secretary signifying its approval. The list will be forwarded to the Credentials Chair at least fifteen (15) days before conference.
5. Once the delegate or alternate has registered, she/he will check in at the credentials desk, giving name, club and status. If that agrees with the information on the official list, credentials will issue the person an appropriate color ribbon (delegate or alternate) to be attached to the nametag as the official designation of status. The member is then noted as having checked in.
6. The Credentials committee will also check in and issue the ribbons to Past Governors.
7. The Credential ribbons for the District Board and the International Representative will be attached to the nametags by the Registration Committee and distributed at the Pre-conference board meeting.
8. Any club which has not forwarded an official delegate/alternate list to the Secretary and appears at the credentials desk must have their official delegate/alternate name(s) approved by the District Secretary before they can be checked through.
9. If upon checking in at the credentials desk, a delegate and /or alternate have switched their designation and it is not as listed on the form submitted by the club president, they must have a statement signed by the president authorizing the change. The District Secretary will have to approve the changes if such a statement is not produced.
10. No alternate may automatically assume a delegate role during the conference unless the delegate has relinquished the identifying ribbon to the Credentials Committee. The alternate must turn in him/her ribbon, as well.
11. The Conference Program will announce if a delegate briefing will be held prior to the opening session of Conference
12. The official list of delegates for voting at Saturday morning election of officers (or nominating committee in non-election years) will be delivered to the Elections Committee Friday night. The Credentials Committee Chair should make announcements on Friday for all clubs to check in with the credentials desk.
13. The Credentials Committee reports at each business session (Friday and Saturday Morning) with an accurate tabulation of delegates and alternates by clubs. The report will list the number of:
 - a. District Officers
 - b. Past Governors
 - c. Club delegates and alternates.
 - d. Total voting body (excluding alternates)

PART II –SECTION V

Sample shown below.

14. A final report is given at the last scheduled conference meeting with a final written report given to the Governor for the official records. In an election year, give the final report to the Outgoing Governor for inclusion in the Conference Proceedings

CREDENTIALS REPORT

Name of Club	Delegates Allowed	Alternates Allowed	Delegates Present	Alternates Present
Capital City, VA				
Centre County, PA				
Charlottesville, VA				
Fauquier County, VA				
Martinsville/Henry County, VA				
McKeesport, PA				
Montgomery County, MD				
New your City, NY				
Parkersburg, WV				
Reading-Berks, PA				
Richmond, VA				
Rochester, NY				
South Central, PA				
Tidewater, VA				
Washington, D.C.				
Total				
Delegates/Alternates				
District Officers Present				
Past Governors Present				
Total Eligible Voters				

- B. The Elections Committee shall:
1. Consist of the Chair, appointed by the Governor, and at least two members who shall be selected by the Chair and/or the Governor if the Governor determines. The Parliamentarian should be present in the room during the Election.
 2. Prepare a ballot box at home and bring to conference, along with pencils.

PART II –SECTION V

3. Type master sheet of the ballot and leave space for typing in names of anyone nominated from the floor at the first business meeting.
4. If any nominations have been made at the business meeting, type in the names in the spaces allowed. The Conference Chair can arrange to have sufficient copies made for all who are eligible to vote plus some extras in case a second ballot is needed. Cut ballots to the proper size.
5. Number all the ballots on the back: 1, 2, 3 etc. so committee will know how many came to vote. Do this before the polls open.
6. The election committee shall plan to be at the election room ten to twenty minutes before polls open.
7. Secure the delegate list from the District Secretary. The list will be ready on Friday evening.
8. Announce at the Friday night program the time the polls open and where; remind delegates to vote and give the closing time of the polls.
9. In the morning at the polling place, when all committee members are present, assign their duties.
10. One person (preferably the Chair) will verify the status of those who come to vote by checking their name against the certified list of delegates, Past Governors and District Officers. The name will then be checked off the list.
11. Second person hands the voting member a ballot and gives the ballot number to the person with the checklist.
12. Third person should be at the ballot box to check off the number of the ballot before it is put in the ballot box.
13. If an alternate appears to vote in place of the delegate on the list, the alternate will not be able to vote until the status has been officially changed and the election committee has received approval from the credentials committee.
14. Eligible Committee members vote first.
15. When it is time for the polls to close, shut the polling room door. Then count the votes. One person reads the ballot results, the other two tallies on sheets with names of all candidates listed.
16. District Officer Elections. The majority wins. If there are three candidates, the winner has to receive 51 % of the votes cast.
17. Nominating Committee Elections. The three candidates with the most votes become the Committee; the person with the most votes is the Committee Chair.
18. Each committee member signs the report.
19. The Election Chair instructs the other two members NOT to say anything to anyone about the results. No one is to know until the Election Chair makes the official announcement at the next business meeting when the Governor calls for the report. Time required to tabulate the votes is usually 30 minutes.
20. Before the business meeting begins, the Election Chair delivers the results to the Governor in a sealed envelope. The Governor will call the Election Chair at the appropriate time to come forward and announce the results. The Election Chair remains at the podium for a short time after completing the announcement to see if anyone challenges or asks questions. If there are none, the Governor dismisses the Chair.

PART II –SECTION V

21. At the business meeting, there usually is a motion made to destroy the ballots However, it will be necessary to give the District Secretary the record of the number of votes cast for each nominee for the Nominating Committee election. A list of all delegates and the names of the winners are to be given to the Governor or the Secretary for the record.
22. THE CHAIR SHALL REPORT THE WINNER FOR EACH OFFICE, BUT WILL NOT REPORT THE NUMBER OF VOTES CAST FOR ANY CANDIDATE, UNLESS REQUESTED TO DO SO BY A REGULARLY ACCREDITED DELEGATE.

Following format for the report is recommended:

Election of District Officers:

_____ (Number) voted out of a possible _____ (number)

_____ (Number) needed to elect

The results are:

Director: _____

Director: _____

Treasurer: _____

Second Vice Governor: _____

First Vice Governor: _____

Governor-Elect: _____

Election of Nominating Committee

(Number) voted out of a possible (number).

The three candidates with the highest number of votes are:

_____, _____, and _____.

The Committee Chair is _____.

PART II –SECTION V

- C. The Registration Committee shall:
1. Be appointed by the Governor, who shall name the Chairman, who should be a member of the host club of the Conference;
 2. Prepare the registration form, which must be approved by the District Board of Directors;
 3. Distribute the registration form by direct mail to all members of the District at least sixty (60) days prior to the Conference;
 4. Receive advance registrations, which must be accompanied by checks, record the receipt thereof, and deliver the checks to the Finance Chairman of the Conference for deposit;
 5. Acknowledge receipt of the registration to the members and correspond as needed to settle any questions;
 6. Prepare name badges, which should also include the member's club name, using large type or printing for clarity;
 7. Attach appropriate ribbons to the name badges as relevant to the Conference (see p. 94);
 8. Arrange with the Food and Housing Chairman for a registration desk large enough to accommodate six people for the collection of credentials and distribution of registration materials;
 9. The Registration Chairman should prepare and distribute, prior to the Conference, a Schedule of when committee members are responsible for manning the registration desk;
 10. Check Conference attendees for proper registration and payment of fees;
 11. Distribute Conference kits and other registration materials; registration kits for the District Board and the International Representative will be distributed at the Pre-Conference meeting;
 12. Gives a preliminary registration report at the opening session; a second report at the Saturday business session and a final report at the closing session. The report should include:
 - Members present by club, full and partial;
 - District Officers (will be included in local club count)
 - Past Governors (will be included in local club count)
 - International Representative
 - Guests
 - Total Registration;
 13. Provide a final report and a list of Conference registrants by club for inclusion in the District Conference Proceedings.

DISTRICT CONFERENCE RIBBON ORDER

Ribbons listed below will be used as relevant to the needs of the Conference.

Alternate	Royal Blue/ Gold Lettering
Altrusa Store	Kelly Green/Gold Lettering
BRR Committee	Forest Green/ Gold Lettering
Club President	Gold/ Gold Lettering
Convention News Committee	Hot Pink/ Gold Lettering
Credentials Committee	Ocean Blue/ Gold Lettering
Delegate	Sky Blue/ Gold Lettering
District Board of Directors	Kelly Green/ Gold Lettering
District Chairman	Teal/ Gold Lettering
District Committee	Orange/ Gold Lettering
District Officer	Green/ Gold Lettering
Elections Committee	Hot Cerise/ Gold Lettering
Exhibits Judging Committee	Canary/ Gold Lettering
Expediter	Black/ Gold Lettering
First Time Attendee	Tan/ Gold Lettering
Foundation Board of Trustees	Burgundy/Silver Lettering
Foundation Lamplighter	Burgundy/ Gold Lettering
Governor	Turquoise/ Gold Lettering
Guest	White/ Gold Lettering
Host Committee	Grey/ Gold Lettering
International Board of Directors	Purple/ Gold Lettering
International President	Purple/Silver Lettering
International Representative	White / Gold Lettering
Legal Advisor	Lime/ Gold Lettering
Lucente Lamplighter	Burgundy/Silver Lettering
Member	Purple/ Gold Lettering
Parliamentarian	Teal/ Gold Lettering
Past Governor	Hot Orange/ Gold Lettering
Past International President	Red/ Gold Lettering
Registration Committee	Brown/ Gold Lettering
Speaker	White/ Gold Lettering
Staff	Lavender/ Gold Lettering

**PART II – SECTION VI
OTHER CONFERENCE COMMITTEES**

The Conference Committee structure and specific duties of each are:

A. Decorations Committee shall be responsible for:

1. Providing a “lasting arrangement” for the head table which can be re-used for all Conference functions.
2. Placement of the flags in coordination with the Flag Ceremony presenter, in a decorative respectful manner which will also allow for movement around the head table (the flags do not have to be placed directly behind the head table, but may be set off to the side if space is limited).
3. Provide flowers and a vase for the Memorial Service.
4. Prepare table favors as the budget allows and as the Governor requests.

B. Displays and Exhibits Committee shall:

1. Arrange for a room large enough to house all the displays and exhibits.
2. Provide table space as required by participating District Clubs.
3. Schedule personnel to be present in the exhibit room during hours of operation.
4. Arrange for the room to be secured when exhibits are closed.
5. Provide for space for sale of Altrusa items from International, and personnel to handle the sale of the items.
6. Submit a full accounting of items sold and turn over any funds to the Finance Chairman for eventual payment to International.

C. Door Prizes Committee shall:

1. Solicit other local clubs, members, or businesses for the donation of door prizes.
2. Provide a method for distribution of door prizes at the various Conference meal functions.
3. Send thank you notes to those donating door prizes.

D. Entertainment Committee shall:

1. Secure entertainment for various Conference events as the budget allows and as requested by the Governor.
2. Make arrangements for the entertainment as early as possible, giving complete information as to the length of performance desired, place, and time. Stress the time limit on their performance.
3. Make arrangements for any special equipment required through the Facilities Chair.
4. Furnish to the Governor in writing, information about the entertainers for appropriate introductions by the presider at the specified function.
5. Send a letter of appreciation following the Conference

PART II –SECTION VI

E. Expeditors should:

1. Receive specific assignments prior to the Conference;
2. Become familiar with the Conference facilities;
3. Be prepared to assist the International Representative, District Officers, program participants, workshop leaders, speakers, entertainers, and Committee Chairmen;
4. Assist with delegate and alternate seating, directions to critical locations, distribution of printed materials, equipment needs, head table seating, vote counting during business sessions, and ticket collection at meal functions;
5. Be prepared to serve as messengers or run errands as requested by the Conference Chairman or the Governor or other Conference participants.

F. Facilities Committee will:

1. Establish a spokesperson, normally the Conference Chairman, who will handle all negotiations with the management of the Conference Facility;
2. Make all meeting room and meal function room arrangements with the management, including proper seating arrangements for business sessions, workshops, meal functions, exhibits, registration, voting, or special meetings;
3. Make arrangements for any equipment needs, including public address systems, lectern, lighting, table skirting, riser, piano, projection equipment, or other needs as requested and approved by the Conference Chairman and District Governor;
4. Obtain menu and price suggestions for group meals, and present recommendations to the mid-year Board of Directors meeting for approval, coordinating with the Finance Committee in preparing the Conference budget;
5. Make final reservations for each meal function after conferring with the Registration Committee to determine the number of tickets issued for each function, taking into careful consideration that the number of reservations will determine the actual billing for the meal service;
6. Collect meal tickets from the Expeditors to compare the number of reservations with those actually served;
7. Make arrangements with the hotel management for any special dietary requirements of the Conference attendees;
8. Make arrangements for refreshments during session breaks according to budget allowances;
9. Arrange for a cash bar to be available prior to banquet functions;
10. Prior to the mid-year Board of Directors meeting, obtain hotel information regarding complimentary guest rooms, meeting rooms, parking, handicapped accessibility, etc.
11. Prior to each Conference function, check the room for correct seating arrangement, properly functioning public address systems, lectern placement and lighting, and equipment required during the session;
12. Make arrangement for the flags to be placed in the main assembly rooms for all group functions, or as requested by the District Governor;
13. Make hotel room reservations for the International Representative, District Board of Directors, Conference Chairman, and Hostess clubroom as directed within the hotel reservation deadline.
14. Coordinate a lost-and-found function during the Conference.

PART II –SECTION VI

G. Finance Committee should:

1. Establish a bank account designated as Altrusa District Two Conference Fund;
2. Deposit advance funds from the District and all funds received from registrations, meal tickets, or other sources;
3. Check all registration receipts received from the Registration Committee for accuracy;
4. Upon receipt of vouchers approved by the Conference Chairman or District Governor, pay all Conference bills and charge the appropriate budget account;
5. Assist the Conference Chairman in preparation of a budget for the Conference to be presented at the mid-year Board of Directors meeting;
6. Upon approval of the Conference budget by the Board, notify the Conference Committee Chairmen of the available funding;
7. Establish a method of accounting which will reflect budget comparisons, which will enable periodic reporting of Conference income and expenses;
8. Assign members of the Finance Committee to be present at the registration desk at all times of operation to receive funds;
9. Arrange for security of funds during the entire Conference;
10. Permit refunds strictly in accordance with District policy;
11. Furnish an income and expense report for the pre-Conference and post-Conference Board of Directors meetings;
12. Pay all outstanding bills within twenty (20) days after the close of the Conference;
13. Send a final accounting of the Conference funds, including a budget comparison, to the Governor (and also to the Immediate Past Governor in election years) within forty-five (45) days after the close of the Conference; this report will be included in the District Conference Proceedings;
14. Close the special Conference account and send a check for any unexpended funds to the District Treasurer. (Any deficiency of funds will be taken from District funds upon approval of the District Board of Directors.)

H. Hospitality Committee shall:

1. MAKE EVERYONE FEEL WELCOME! (This also applies to all members of the District Board to extend a warm welcome to all Altrusans).
2. Be responsible for the setup of the Hospitality Room. Generally, coffee and cookies or some snack is served. Whether the food is supplied by the hotel or brought in by the host club is up to the facility. Have two hostesses in charge during hospitality room open hours.
3. Have an adequate number of greeters stationed at assembly room doors (ahead of time) to welcome members and guests and give seating instructions (if needed). Consider having a greeter at the registration desk on Thursday evening and Friday morning.
4. Provide some method of mixing people for seating at meals when this has been specified.
5. Line up head table guests at least fifteen minutes in advance of a function so that they will be in right order to march in and be seated at their proper places designated by place cards. It is very important to have these people in place so that the event can begin on time. Assign enough hostesses to carry out this task.
6. Prepare the place cards ahead of time and put them on the table as soon as it is set up, working from the seating arrangement list provided by the Governor.
7. Arrange for flowers, fruits, or other courtesies for the International Representative or other dignitaries.
8. Assign a hostess who will be available at all times to assist the International representative.

PART II –SECTION VI

9. Provide corsages for the Board of Directors and International Representative for the Installation Banquet.
10. Cheerfully assume the role of information giver when people have questions.

I. Kits Committee will:

1. Purchase and prepare folders that will contain all information and reports pertinent to the Conference;
2. Purchase or solicit the donation of notepaper and a pen for inclusion in the kits;
3. Assemble a kit for every conference registrant. It can be a sturdy folder with pockets inside to hold materials or a large vinyl envelope. Stay within budget.

Contents are:

- Conference Program Book
 - Meal tickets
 - District Officer Committee reports
 - Tablet or note pad and pencil or pen
 - Map of city, information on local attractions, gift items from merchants, etc.
 - Door prize ticket
4. Obtain the head table seating lists that will have been duplicated with enough copies so that each involved has one. Insert a list in the kit of each person assigned. Print the name on the kit cover. File kits alphabetically for the registration Committee;
 5. Arrange the kits for easy distribution and deliver the kits to the Registration desk prior to opening;
 6. Deliver the kits directly to the District Board of Directors and the International Representative at the Pre-Conference Board meeting;
 7. Make up additional kits for possible non-registered Conference attendees.

K. Printing Committee shall:

1. Seek an efficient means for the duplication and printing of Conference materials;
2. Supervise the printing of the registration form;
3. Supervise the publication of the Conference Program booklet and provide the editing necessary to assure correctness of the contents;
4. Duplicate all reports submitted for inclusion in kits;
5. Create and print all special materials such as menus, head table seating charts, news bulletins, and meal tickets;
6. Make arrangements for access to duplication facilities in order to produce copies as needed during the Conference, such as resolutions, ballots, budgets, and Board minutes; and
7. Prepare and post signs as needed during the Conference for workshops, seminars, and official functions.

L. Publicity Committee shall:

1. Contact the local media in advance of the Conference to inform them of the upcoming event, and invite the media to attend Conference events;
2. Check with local radio and TV stations for interview possibilities for the Governor and International Representative or other Conference participants, and notify each if an interview has been scheduled;

PART II –SECTION VI

3. Prepare a news release on the Conference, including newly elected officers in an election year, to be distributed to local clubs for their use in local publicity; and
4. Compile a folder of Conference publicity and send it to the Governor for inclusion in the District Conference Proceedings.

M. Raffle Committee should:

1. Determine whether raffles are legal within jurisdiction, and if so
2. Determine the suggested recipient of raffle proceeds; traditionally in District Two, the Altrusa International Foundation has been the designated cause;
3. Determine the prize to be awarded in the raffle;
4. Gain the permission of the Board of Directors to conduct the raffle for the designated cause;
5. Purchase or seek the donation of the prize to be awarded;
6. Purchase tickets to be used in the raffle;
7. Select personnel to sell the raffle tickets to Conference attendees;
8. Supervise the drawing of the winner at the Conference function approved by the Governor;
9. Secure the funds from raffle sales each day with the Finance Committee;
10. Authorize the Finance Committee to turn over net proceeds of the raffle to the District Treasurer, who in turn will send the proceeds on behalf of District Two to the designated recipient.

N. Transportation Committee shall:

1. Arrange for any special transportation requested by the Governor, such as meeting the International Representative;
2. Arrange for transporting people for special events that are part of the Conference but held at a place other than the Conference facility; and
3. Assist any members with special transportation needs.

PART II – SECTION VII
GOVERNOR’S RESPONSIBILITIES

A. Chairmen Appointments:

1. Appointment of the Conference chair is probably the most significant decision to be made concerning the Conference. Great care must be taken to choose a person who is an excellent organizer. The Conference Chair must be a good negotiator, able to follow through with details. If the Governor is not well acquainted with the members of the host club, the club president may be able to recommend the right person.

2. Award Chairs are as follows, as set forth in District Two Policies:

Mamie L. Bass	Service Program Coordinator
Betty S. Brooks/Letha H. Brown Literacy	Foundation Liaison
Nina Fay Calhoun International Relations	International Representative
Irene Mardis Newsletter	Communications Committee Chair
Ann Ayer Yearbook	Communications Committee Chair
Mary S. Resh Program Planning	Leadership Development Chair
Patricia A. Woodward Conference Participation	Governor/Treasurer
Patsy Flensburg Conference Exhibits	Governor-Elect
Edith W. Nelson Environmental Award	Membership Development Chair
Melba Smith Quality Club	Governor
Eleanore Pettersen Membership	Governor/Treasurer
Betty C. Schwartz Presidential Excellence	Governor
Phyllis J. Corman ASTRA	ASTRA Chair
District Membership Incentives	Membership Development Chair

3. Standing Committee Chairs to be appointed are: Credentials, Registration, and Elections. In any of these instances, it is important to select someone from a club who is very reliable and will handle the detail that is involved with each job.
4. Job descriptions and responsibilities for each of these chairs are included herein. (see Article 6)

B. Overall Planning of the Program of the Conference

1. The conference theme can be selected in many ways. The host club may suggest a theme for the Governor’s approval, or the Governor may propose one. Usually the theme is one that will provide ideas for programs and activities.
2. Workshops. Workshops for incoming presidents, treasurers and program coordinators are always included in the conference schedule. Other workshops are determined by the Governor with input from the board on district- wide needs and from the requests from members’ evaluations of the previous conference. Some workshops should be repeated to allow for more to attend.

PART II –SECTION VII

3. Meal Events: Luncheons are often used for special events. The presentation of District Awards, Mamie L. Bass Service Award, Membership Awards and motivational speakers.
4. Opening Session. A well planned and smartly presented opening session can set a very positive tone for the whole conference. Careful thought should go into this event. Be sure it runs ON TIME. Pay special attention, also, to the individual who will conduct the invocation. This small part of the session will have a lasting influence on the whole event if it is not tastefully done.
5. Special Events and entertainment. Excellent Keynote speakers, well placed in the program, can lead a very positive atmosphere to the conference. Care must be taken to not overload the program with speakers and absolute time limits must be spelled out for all to observe. Careful planning and placement of the entertainers is necessary. They should complement the rest of the program.
6. First Timers. A special program session should be included exclusively for all those members attending conference for the very first time. Include in the session, the opportunity to meet the district officers, and the International Representative. The person in charge of this session should be someone who enjoys having fun and who can make it a memorable part of conference.
7. Head Table Seating. The Governor will provide head table seating charts for each general and business session and for meal functions at which there will be a head table. Not all meal functions will have head tables at the discretion of the Governor. The format used should be the protocol defined by the Association of Parliamentarians. Head table lists are duplicated and inserted into the appropriate member kits.
8. This seating protocol is as follows:
 - 1 Presiding officer is seated in center; if number of seats is even, at the first seat to the right of center.
 - 2 Guests are seated alternately, according to rank, first to the right, then left, right, left, etc. of presiding officer.
 - 3 Highest-ranking guest is always seated at the immediate left of presiding officer.
 - 4 Patterns are adjusted to allow parliamentarian and secretary to be positioned for convenience of presiding officer (usually to the immediate left) when business is being conducted.
 - 5 When introducing the persons seated at the head table, the persons are to stand only, they are introduced from highest ranking to the lowest
9. Coordinating Annual Reports. Each district officer and district chair, and other persons the Governor may select, should provide an annual report that becomes part of the information distributed to all conference attendees. All workshop presenters should provide copies of their workshop handouts and complete a report of designated information regarding the workshop itself.

PART II –SECTION VII

C. Coordinating with Conference Chair

1. It is particularly important that the Governor personally approve the choice of Registration and Finance Chairs, as their role is so critical to the procedural effectiveness of the conference.
2. The governor should review all other committee chair appointments with the Conference Chair.
3. Maintaining a close contact with the Conference Chair is MOST VITAL. There are many, many details that will continually need to be clarified and kept up with throughout all the preparatory time prior to Conference. The Governor and the Conference Chair should be in verbal contact at least once a month. Maintaining written notes of conversations for information and follow-up needs can be useful.
4. The timetable outlined in Article 2 of this manual gives many of the details that will need attention during each month before Conference.
5. As planning moves forward a strong emphasis should be given to the timing for all event. This is most important. In order for Conference to be successful **ALL EVENTS MUST RUN ON TIME.**

D. International Officer Representative

1. Contact with the International Representative should be made at least nine months before conference.
2. It is important to let the Representative know what and when she/he will have a special role in the conference program; how much time is allowed for the presentation; if there is special information to be addressed; and any other pertinent information concerning the arrangements for him/her. Provide him/her the name, address and phone number of the conference facility and name of the facility staff member who is handling the conference details.
3. Assign someone to be his/her special host, to assist him/her with any needs, and serve as an escort.

E. District Chairs

1. Special assignments will be made by the Governor for all conference workshops and meal events.
2. The District Service Program Coordinator is responsible for the Mamie L. Bass Service Award. Other District competition judging committees is set in Article 8 A.

F. Election of the Nominating Committee

1. In the non-election years, a Nominating Committee will be elected at conference according to International Policy 45, (b), District Nominating committee and District Bylaws, Article IX, Section 3 (c).
2. A room is designated for the polls, and a time is scheduled for the election in the conference program. (In the past, it has been early Saturday Morning.) The election Committee will be responsible for the election as follows:
 - a. Prepare the ballots after nominations have been made; and
 - b. Collect credentials and register the delegates.
3. Votes will be tallied and the report of the results of the election will be given when called for by the Governor.

PART II –SECTION VII

G. Nominations for District Officers in the Election year

1. Be in contact with the Nominating Committee Chair to see that solicitations for district officer nominations are sent to all clubs, Past Governors and District Officers, at least seven months before Conference.
2. Instruct the Nominating committee Chair to forward the completed slate of candidates in time to be reported at the Mid-Year Board meeting. Following the completion of the slate the Nominating Committee contacts all person slated and instructs them to send a picture and vita to you to be included in the Call to conference and reminds them of the opportunity to send one flyer on their candidacy to clubs, past governors and the district officers.
3. Send a congratulatory letter to each candidate and alert each of the arrangement to speak to their candidacy at conference. In addition, send each candidate the following information:
4. Candidates elected will be expected to attend the Post-Conference Board meeting and must arrange their travel to accommodate this.
5. Candidates for Treasurer need to bring bank depository cards, for signatures.
6. Offer them the opportunity to audit the Pre-Conference Board meeting.
7. The Governor may choose to have the Governor-Elect send the candidates a letter containing this information.

H. Call to Conference Preparation with DSB Editor.

1. The Call to Conference is issued sixty (60) days before Conference. Its purpose is to alert every member about the conference and serve as a publicity instrument to encourage attendance.
2. Highlight the International Representative, all special events and a tentative registration form for conference and the deadlines for the district competitions are sent separately, directly by the Hostess club.

I. Conference Program

1. Review previous conference programs for the set-up of the introductory pages, conference rules, and general content of the program book.
2. The preparation of the program requires close communication between the Governor and the Conference Chair. A rough draft of the program should be drawn up early in the planning process to assure that all necessary things are included.
3. Share the preliminary plans with the Board and enlist their ideas.

J. Business Sessions

1. It is very important to spend time becoming familiar with the basic parliamentary procedure that is necessary to conduct an effective business session.
2. Carefully prepare the business session, agenda, and familiarize yourself with the format to properly conduct each part of the agenda, i.e. all introductions, calling for reports, the disposition of reports, the structure of BRR briefing and reporting, opening, recessing and reconvening the meetings, and the adjournment.
3. Plan some exclusive time with the Parliamentarian well before the conference to go over the procedure.
4. Review the BRR responsibilities with the BRR Chair before conference so each of you is familiar with both the content and sequence of this procedure.

PART II –SECTION VII

5. Prepare a “State of the District” message for each conference. This is the Governor’s opportunity to bring to the assembly a summary and acknowledgment of district activities and accomplishments, as well as any continuing needs and challenges.

K. Visit the Conference Site

1. Plan at least two visits to the conference site. One visit to be made six to eight months before conference and another visit shortly before conference to check on all arrangements.
2. Article II of this manual has a timetable for the Governor and the Conference Chair to identify critical details of conference that need to be reviewed when visiting the facility.

L. Conference Follow -up

3. Letters of appreciation should be sent to all persons who have a specific role in the conference.
4. Any awards that were not picked up at conference will need to be sent to the winners. A congratulatory note to these clubs is necessary.
5. The final report form conference should include:
 - a. Registration Committee report
 - b. Credentials Committee report
 - c. Summary of conference proceedings
 - d. Financial statement
 - e. Conference Chair report
 - f. Report of special events
 - g. Summary of conference evaluations
 - h. International Representative Report

PART II –SECTION VIII

DISTRICT SECRETARY'S RESPONSIBILITIES

- A. Recording of the Proceedings
 - 1. Record the proceedings of the Pre-Conference Board meeting and the conference.
 - 2. Prepare a report of the District Board actions from the Pre-Conference meeting to be given to the BRR Chair to read at the opening session.
- B. Delegate information
 - 1. Two months before conference, obtain from the District Treasurer a membership count for each club to determine the number of delegates and alternates to which they are entitled.
 - 2. Send the Credentials form to the club presidents for them to return to you by a specific date with the names of their delegates and alternates listed. Include in the mailing the Credentials cards for the delegates and alternates to bring to conference properly signed and authorized.
- C. Delegate/Alternate List for Credentials Committee
 - 1. At least fifteen (15) days prior to the conference, furnish the Credentials Chair with an official list of club delegates and alternates, Past Governors attending conference and district board members.
 - 2. At Conference, approve any club delegates and alternates whose names were not submitted and compiled on the official list prior to conference. This must be completed before they can be registered with Credentials.
- D. Nominee and Voter Lists for Elections Committee
 - 1. In the election year, furnish the Elections Committee Chair a certified list of nominations for District Officers at least fifteen (15) days prior to the conference.
 - 2. In non-election years, furnish the Elections Committee Chair a list of the nominees for the District Nominating Committee after they have been nominated during the opening business session.
 - 3. For each election, furnish the Election Committee Chair with a list of qualified voters (delegate, Past Governors, and District Officers) at least two (2) hours before the polls open for voting. The voter lists should be delivered to the Election Chair on Friday evening.
- E. Preparation of Award Certificates
 - 1. Make arrangements before conference to have award certificates printed with as much information filled out in advance as possible.
 - 2. When the decision of the judges is known, complete the certificates and have them ready when they are to be awarded.
- F. Conduct Roll Call of Clubs
 - 1. Conduct the roll call of the clubs at the opening session. The record sheets should contain the following information
 - Name of Club
 - District Officers
 - Delegates
 - Alternates
 - Past Governors
 - Members
 - Total in Attendance
 - 2. As roll is called, fill in the list and give a copy of the list to the Credentials Chair and the Registration Chair for comparison.

PART II –SECTION VIII

G. Reporting of Newly Elected District Officers

1. Within ten (10) days after the election of new District Officers, the RETIRING Secretary shall send, on the official forms provided, the names of the newly elected officers and the new Secretary appointed, to the International office.

H. Report Responsibility

1. Prepare an annual evaluation report on the year's work and forward it to the Governor.
2. With the Governor, prepare a written report of conference proceedings.

PART II - SECTION IX
DISTRICT TREASURER'S RESPONSIBILITIES

- A. Finalize membership Count for Awards
 - 1. Two months before conference, finalize the membership count for clubs for all paid-up memberships for the purpose for determining awards and delegates at conference.
 - 2. Forward a copy of the count to the District Secretary, the District Membership Chair and the Governor.
- B. Payments required for Conference
 - 1. Coordinate the handling of the district board expenses with the Conference Finance Chair.
 - 2. Prepare the monetary award checks paid by the district for presentation at conference.
- C. Report Responsibilities
 - 1. Prepare and submit an annual Financial Report to the district board at the pre-conference board meeting and to the district conference. Arrange for the duplication of the report and its distribution at opening session.
 - 2. Prepare an annual evaluation report on the year's work and forward it to the Governor.
- D. Other Conference Responsibilities
 - 1. Prepare and conduct a workshop for Incoming Club Treasurers.
 - 2. Assist as requested by the Governor in various conference events.
- E. Financial Wrap-up of Conference
 - 1. Receive from the conference Finance Chair any unexpended funds and return these to district funds.
 - 2. Receive copies of the final accounting of conference income and expenses and budget comparison and prepare a final report for the Governor to be presented at the Mid-Year Board meeting.

PART II SECTION X

DISTRICT OFFICERS' RESPONSIBILITIES

A. Governor-Elect

1. In the absence of the Governor assume full authority of the presiding office over the Conference proceedings in the absence of the governor in the event of his/her inability to act. (Bylaws, Article XII, Sections 3 and 4). If it is necessary to fill in for the Governor, all courtesies, arrangements and amenities afforded to him/her are extended to the Governor-Elect
2. In the year of Installation as Governor. Introduce to the conference body all those appointed to committees for the next biennium.
 - a. Prepare with your appointed District Service Program Coordinator a biennium program presentation to be given at a general meeting of all conference attendees.
 - b. Prepare an acceptance speech to accept the office only and may include suggestions as to your plan for the future. It is not the time to present your biennium theme or do your program presentation.

B. Immediate Past Governor Responsibilities

1. Conference Follow-up as Retiring Governor
 - a. Send letters of appreciation to all persons who had a specific role in the conference.
 - b. Complete the final report of the conference to include:
 - Registration Committee Report
 - Credentials Committee Report
 - Summary of conference proceedings
 - Financial statement
 - Conference Chair report
 - Report of special events
 - Summary of conference evaluations
 - International Representative report
2. It will be important to stress to the Conference Chair and the Conference Registration and Finance Committee Chairs that their final reports are to be sent to you and the Outgoing Treasurer.

C. Report Responsibilities

1. Each officer shall prepare an annual evaluation on the year's activities and forward it to the Governor. A deadline will be established for these reports to be submitted and will be included in the conference kit.

D. Other Responsibilities

1. The Governor will give each officer special assignments. Some will prepare and conduct workshops; some will preside over conference functions and others will be requested to perform other presentation needs.

SECTION XI DISTRICT CHAIRS' RESPONSIBILITIES

A. District Service Program Coordinator

Mamie L. Bass Service Award

- 1 Promote entries from clubs for the award on or before the deadline date established by the Governor.
- 2 Provide for three (3) persons to judge and score each entry according to the criteria established by the International Service Program Coordinator for the award.
- 3 See that each entry contains a brief paragraph describing the project to be included in a list of all entries in the Conference Program.
- 4 Arrange for the presentation of the three winning entries at the conference.
- 5 Forward the first-place winning entry to the International Service Program

Coordinator immediately after the conference so it will arrive by the deadline set in the Mamie L. Bass Service Award material.

B. Yearbook and Newsletter Judging

1. The District Communications Chair will appoint the committees to judge the yearbook and the newsletter competition and will be the Chair for each.
2. All clubs will be encouraged to enter the competition. The information concerning the award and how to submit their entries will be printed in the District Service Bulletin.
3. The District Communications Chair will make the presentation to the winners at the Award Event.

C. Report Responsibilities.

1. All District Committee Chairs shall prepare an annual evaluation on the year's activities and forward it to the Governor. A deadline will be established for these reports to be submitted and will be included in the conference kit.

D. Other Responsibilities.

1. Individual program committee chairs and standing committee chairs may be asked to prepare and conduct workshops and carry out other special presentations.

SECTION XII

BRR COMMITTEE CHAIR, PARLIAMENTARIAN AND NOMINATING COMMITTEE'S RESPONSIBILITIES

A. BRR Committee Chair.

1. The responsibilities for the BRR Committee are described in International Policies, Policy 8, (h) and in District Bylaws, Article IX, Section 3, (a). A copy of the policy and Bylaws section will be forwarded to the Chair by the Governor.
2. The BRR Chair must become thoroughly familiar with the paragraphs contained in Policy 8 and the District Bylaws to be fully able to carry out the role of BRR Committee at the conference business session.
3. The BRR Chair must confer with the Governor prior to the beginning of conference so each has an understanding of how the two roles work together during the business session.
4. It is also important that the BRR Chair consults with the District Parliamentarian regarding proper procedure and language to be used in presenting BRR information to the conference body.

B. District Parliamentarian.

1. The District Parliamentarian will be present at all meetings of delegate assembly at conference. The Parliamentarian will be seated at the head table directly to the left of the Governor (presiding officer).
2. The Parliamentarian is generally asked to present a workshop annually at conference. In addition, the Parliamentarian may be asked to have a presentation in the incoming President's workshop.
3. The Parliamentarian should be available to assist members with procedures and answer questions during conference.
4. The Parliamentarian should be present in the room where the elections occur.

C. Nominating Committee

1. The general responsibilities for the Nominating Committee are described in International Policies, Policy 45(b) and in the District Bylaws, Article IX, Section 3(c). A copy of the policy and Bylaws sections will be forwarded to the Chair by the Governor.
2. All clubs, district officers and past governors are contacted by mid-year before elections take place and invited to submit names of eligible Altrusans for district offices. A deadline date is given for the receipt of the names.
3. The committee reviews the names submitted and prepares a slate of candidates, with at least two candidates for the offices of First and Second-Vice Governors, Treasurer and Directors. The consent of the nominees is obtained before their names are placed on the slate.
4. Submit the slate to the Governor, if possible, before Mid-Year Board meeting, so the slate can be reported at that time.
5. Following the completion of the slate, the committee contacts all persons slated and instructs them to forward a picture and vita to the Governor for publication in the Call to Conference and reminds them of the opportunity to send one flyer on their candidacy to clubs, past governors and district officers.
6. The Nominating Committee Chair will give their report at the opening session of conference.
7. Also, at the opening session, the Chair will introduce each candidate, including any nominations made from the floor. The introductions will consist of name, club, and office for which the person is nominated. Candidates will be introduced in alphabetical order by office. Each one will have two minutes to speak to the conference assembly.

PART II - SECTION XIII

PRESIDING OFFICER'S RESPONSIBILITIES AT MEAL EVENTS

A. Mistress of Ceremonies. (MC) Responsibilities. Protocol is not a subject with which most of us are very familiar. It is necessary to know how to preside at a luncheon or banquet. This section is prepared to assist in fulfilling an MC job with ease.

1. Head Table listing. The head table list will be in the conference kit. Check to be sure it is the correct one. Read over each name aloud to become comfortable with the pronunciation. Ask for assistance, if the name is unusual and pronunciation is difficult.
2. Beginning the event: Gain the attention of the audience to begin at the appointed time for the event. Start the meal function on time—this is most important. You may wish to say a few words of welcome, that's O.K., preferably after the invocation. Be brief. Speak clearly and directly into the microphone.
3. Invocation. Call for the invocation: _____, member of the Altrusa Club of _____ will give the invocation.
4. Introducing the people at the head table.
 1. MOST IMPORTANT. You are going to “introduce the people seated at the head table” not the head table.
 2. Ask the audience to hold their applause until the introductions are complete.
 3. The highest-ranking person at the table will be seated to your immediate right. You will start your introductions with the person and proceed down the right side of the table. Then move to the left side of the table beginning with the person to your immediate left.
 4. State each person's name and title only.
 5. Refrain from saying “on his/her left or on him/her left, etc.”
 6. Work from the head table list rather than trying to look for each person as you introduce them (double check the seating before starting to introduce all who are sitting in the right place). Place cards will be used.
5. Proceeding with the event
 - The meal begins following introductions.
 - The remainder of your responsibilities will be indicated by the events as listed in the program.
 - If your event has a person who will be responsible for presenting the balance of the program, you will introduce that person who will carry on from there. If not, you will present each “item” on the program.
6. Announcements:
 - When the program is complete, ask if there are any announcements to be made before ending the event. Reminder of events for the activities scheduled following the meal function, or the following day.

PART II - SECTION XIV

FLAG CEREMONY

The Flag Ceremony at the Conference will be held during the opening business session of the Conference. The Governor will designate the presenter for the ceremony. The presenter will be responsible for securing Altrusans to carry the various flags, with the International Representative carrying the Altrusa International flag, the Immediate Past Governor traditionally carrying the United States flag, the Governor-Elect traditionally carrying the Canadian flag and members of local clubs carrying the various state flags.

The narrative and music used during the flag ceremony shall be at the discretion of the presenter.

The host club will be responsible for seeing that the flags, poles, and stands are available prior to the opening session in order for flag bearers to receive their instructions.

At the close of the Conference, the Chairman of the next Conference will be given the flags for safekeeping until the following year. The receiving club will sign a receipt for them. This receipt will become a part of the District Conference Proceedings.

PART II – SECTION XV

CONFERENCE RULES

1. The voting body of the District Conference shall consist of the Board of Directors, accredited delegates of clubs within the District, and Past Governors residing in the District who may be present.
2. The District Officers, Past Governors, and accredited delegates shall be entitled to vote on all business, including the election of officers and/or the nominating committee.
3. No member of the voting body shall have more than one vote, and no voting by proxy shall be permitted. Delegates shall wear the delegate's badge at business sessions and must sit in the section reserved for the voting members. Alternates shall wear the alternate's badge and must sit in the section reserved for alternates unless voting in the absence of the delegate, in which case the alternate shall move up to the delegate section. Members registered as an alternate, upon clearance from the Credentials Committee, can be transferred from alternate to delegate at any time during the continuance of the business meeting.
4. A majority of the registered members who are entitled to vote shall constitute a quorum. An act of the majority of the members present and voting shall be an act of the members of the District.
5. Only members of the voting body may introduce motions, but both voting and non-voting members are allowed the privilege of the floor.
6. All motions shall be in writing, signed by the mover and sender of the motion, and shall be submitted to the chair.
7. Anyone wishing to obtain the floor, must go to the microphone, state his/her name and the name of his/her club, and whether he/she is speaking in the affirmative or the negative. Discussion on a motion shall be limited to two (2) minutes for each speaker. General consent shall be required if additional time is to be granted a speaker. If there is an objection to the general consent, a two-thirds vote shall be required to grant the additional time.
10. No speaker may speak a second time until all others who wish to speak have spoken.
11. Nominations from the floor shall be accompanied by a brief sketch of the qualifications of the nominee.
12. In the event that there are more than two (2) candidates for any one office, and no one candidate receives a majority of the votes cast, the candidate receiving the least number of votes shall be eliminated before the next balloting.
13. Reports of Officers and Committee chairmen, which have been presented to the Conference body, shall be included in the Conference Proceedings report.
14. A Timekeeper shall be appointed by the Chair and it shall be the duty of the Timekeeper to indicate to each speaker a thirty (30)-second warning before the expiration of the allotted time. The Timekeeper shall notify the Chair and the speaker upon expiration of the allotted time.
15. The Chair is to count, tabulate, report voting issues, and appoint floor tellers. If needed, floor tellers may assist in the election room. Communications and/or messages shall be delivered to the Chair by the expeditors.
16. Robert's *Rules of Order, Newly Revised* is the parliamentary authority. A two-thirds vote of the voting body will be required to suspend, amend, or add to these Rules of Procedure.
17. You may not disturb the proceedings. All cell phones and pagers are to be turned off or silenced during all business sessions, presentations and workshops. You must leave the room to make or receive a call or text.