

District Three Policies



I. INTRODUCTION

All District Board Members shall follow the current Altrusa Bylaws and Policies and, District Board Responsibilities.

II. APPOINTED MEMBERS OF THE BOARD OF DIRECTORS

- A. The Governor shall appoint a District Secretary and a District Parliamentarian, each which may be from a club which is already represented by one or more elected members of the Board.
- B. The District Secretary and the District Parliamentarian shall be non-voting members of the Board of Directors and shall not be voting members of the Conference body unless they are accredited delegates from their clubs or are Past Governors.

III. BOARD MEETINGS

The District Board of Directors will meet as follows:

- A. Immediately preceding each Conference.
 - 1. Nominated candidates are encouraged to audit the second biennium year Pre-Conference Board meeting at their own or Club expense.
- B. Immediately following each Conference.
 - 1. The post-Conference meeting following the installation of a new Governor shall be presided over by the new Governor.
- C. The mid-year Board meeting is to be held in the fall of each year; if possible, in the city where the upcoming Conference will be held. The Governor will work with the Conference Chair to make arrangements for the Board meeting.
- D. An additional regular meeting may be held in odd years at the discretion of the newly installed governor in a city of the new Board's discretion.
- E. See Section IX C regarding District travel expenses.

IV. COMMITTEES

- A. **Policy Committee**

The Governor shall appoint a Policy Committee to review District Three Policies, at least each biennium, and report to the mid-year Board Meeting. Board members should be notified of proposed changes along with the announcement of the Board Agenda.
- B. **Nominating Committee**
 - 1. Nominating Committee shall conform to District Bylaws, Article IX, Committees, Section 3. Composition (c) in its entirety and in its procedures, along with District Nominating Committee procedures, and authority shall conform to International Policies, as appropriate for District notification.
 - 2. The Nominating Committee shall be five members elected by the delegates to District Conference in the even numbered years. The candidate receiving the greatest number of votes will be the chairman.

District Three Policies

3. The Nominating Committee shall meet and present its proposed slate to the Board for verification at least 120 days prior to the date of the District Conference.
4. The Nominating Committee shall consider the District as a single geographic area and shall select qualified candidates for District office without regard for the special interest of any state within the District.
5. The proposed slate of officers shall be sent out to club presidents, Board members, and past Governors after the mid-year Board meeting and should be published in the next *District Service Bulletin*.
6. All deliberations of the Nominating Committee are to remain confidential.
7. If travel is necessary, the Nominating Committee is to be compensated for expenses in accordance with District Policy IX C.

C. Bylaws, Resolutions and Recommendations Committee (BRR)

1. The Governor shall appoint the chair of the committee and select two other members from the District Altrusa membership, in consultation with the chair.
2. All bylaws or resolutions or recommendations shall be submitted to the BRR Committee on or before 90 days prior to the next scheduled District Conference.

D. Communications/Social Media

1. The Governor shall designate all persons responsible for the social media accounts and online activities for the District. Only those persons designated may create new accounts and/or respond to comments via the social media on behalf of District Three of Altrusa International. Those designated persons, in consultation with the Governor, have final say on selection of new social media tools.
2. At all times the content of social media communication shall conform with District Three Altrusa International Guidelines.
3. The District designated persons shall follow the practices enumerated here below:
 - a) Monitor of social media outlets.
 - b) Ensure accuracy in discussing Altrusa or its programs.
 - c) Correct mistakes found on Social Media sites under the name of District Three Altrusa International in an open and timely manner.
 - d) Encourage consideration and courtesy.
 - e) Respect the mission and purpose of Altrusa.
 - f) District Three Altrusa reserves the right to delete any content at any time. Users who persist in violating District Three Altrusa Guidelines may be barred from posting to the District's social media sites.

V. CLUB VISITS

- A. The Governor will assign District Officers specific clubs to visit. The District Officer will notify each club of assignment to the club by July 1. Expenses will be paid as described in Policy IX C.
- B. All other visits to clubs for initiation, installation, program presentation, or other purposes shall be paid for by the club that extended the invitation.

District Three Policies

- C. The visiting officers shall make use of the Local Club Background Information Form sent to each Club President in advance of the visit, and the Club Visit Summary Report, completed by the visitor following the visit and distributed to all Board members prior to the following Board meeting, with such variations as the Governor shall direct.

VI. CLUB REVITALIZATION

- A. The District will include in the budget an amount for revitalization of Clubs in the District. Such funds are to be used at the discretion of the Governor.
- B. The revitalization budgeted funds shall be used to assist Clubs within District Three that are below charter strength.

VII. CONFERENCE

A. General Information

1. The *District Conference Manual* will be used in planning and conducting conferences.
2. The Conference Report for the previous year will be presented by the Secretary to the Board to be voted on by the next pre-conference board meeting. A copy will be shared with the Conference delegates.
3. The number of delegates to the Conference will be determined by the total number of Active members who have paid dues to the District Treasurer by January 31st.
4. Any club overdue in payment of dues or fees on February 15 shall be notified by the Treasurer of District Three, through its treasurer and president, that, in order to send delegates to the upcoming Conference, the club's overdue accounts must be paid in full by March 31.
5. A list of clubs who have any unpaid dues or fees must be sent to the Governor by the District Treasurer by March 15.
6. Any profit from a conference will be placed in the District funds as reserved funds. These reserved funds can only be used to offset the expenses of future conferences.
7. The District Board and Committee Chairs will play an active leadership role in the planning and implementation as indicated in the Conference Manual or as assigned by the Governor.

B. Awards

1. The deadline for submitting entries for all of the District awards shall be January 31, except for any International Awards having an earlier submission date. The awards period is the calendar year immediately preceding the award deadline. The Scrapbook Recognition entries are brought to Conference. The District Board distributes award criteria, application forms and submission instructions annually to club presidents. Applications for District Awards are to be sent to the District Officer in charge of awards. Applications for Foundation Awards are to be sent to District Three Foundation designee.
2. Recognition will be given at Conference to clubs in these categories:
 - a) Membership
 - 1) Greatest Net Gain in Membership

District Three Policies

- a. This award is determined by the District Treasurer and is based on the total membership net gain between 2/1 and 1/31 of the following year.
- 2) Myrtice H. Price Membership Award
 - a. This award is determined by the District Treasurer and is based on the greatest percentage membership net gain between 2/1 and 1/31 of the following year. A check for interest earned on the Myrtice H. Price Investment is presented to first place. A certificate is presented to first, second and third places.
- b) Special Award (as determined by the Governor)
 - 1) This award is currently the Governor's Outstanding Club Award; applications go to the Governor; certificates to first, second, and third place winners.
- c) Mamie L Bass Service Award
 - 1) Certificate to first, second and third places
- d) Letha H. Brown Literacy Award
 - 1) Certificate to first, second and third places
- e) Extension Award
 - 1) Certificate to first, second and third places
- f) Ernestine Milner Program Excellence Award
 - 1) Certificate to first, second and third places
- g) Newsletter Award
 - 1) Three consecutive issues from the previous calendar year, certificate to first, second and third places
- h) Todd Jordan Year Book Award
 - 1) Certificates to all who enter.
- i) Outstanding Community Service Award
 - 1) Certificates to all who enter.
- j) Membership Incentive Credits
 - 1) Clubs with a net membership gain of 3-5 members will receive a check for \$25 to be applied toward conference registration
 - 2) Clubs with a net membership gain of 6-8 members will receive a check for \$50 to be applied toward conference registration.
 - 3) Clubs with a net membership gain of 9-11 members will receive a check for \$75 to be applied toward conference registration.
 - 4) Clubs with a net membership gain of 12 or more members will receive a check for \$100 to be applied toward conference registration.
 - 5) Clubs must have seated delegates at the conference in order to be eligible for the credit.

District Three Policies

- 6) The net membership gain is to be determined from the Association Treasurer's records as of January 31.
3. Score sheets will accompany newsletters and awards. It will be the responsibility of the judges to ensure that score sheets accompany the entries and the responsibility of the club to collect the score sheets. All may be collected and distributed electronically.
4. The Foundation Board of Directors of District Three will handle the District Three Foundation Awards. The Awards are to be presented at the Foundation Annual Meeting.

VIII. ELECTIONS

A. To District positions

1. Ninety (90) days prior to election, in odd numbered years, each candidate may provide a written statement, not to exceed fifty (50) words, on the candidate's views of Altrusa and goals for the office. All statements will be published in the *District Service Bulletin*.
2. Prior to elections, a candidates' forum will be held at the end of the first business session. All candidates, including those nominated from the floor, will participate. Each candidate will have two (2) minutes to speak, then ten minutes for questions from the membership with a one (1) minute limit on response time from each candidate.
3. Election of District officers will be held at the close of the first full day of the District Conference that includes a business session. Any challenge to the election must be brought before the assembly prior to the close of the second business session. Ballots of any election that has taken place during the Conference will be destroyed at the close of the Conference.
4. In the event there is only one nominee for a position, the Presiding Officer may declare that nominee elected, if there is no objection by the delegates, by unanimous consent
5. Election results will be announced, but shall not report the number of votes cast for any candidate unless requested to do so by a regularly accredited member of the Delegate Assembly, and recorded in the minutes.

B. To International positions

1. Nominees to the **International Foundation Board** will be nominated from the floor of the Conference. After nominations are closed, the election may go forward.
2. Nominations for the **International Nominating Committee** will come from the clubs. District Conference delegates will elect the District's candidate to the International Nominating Committee from these nominees.
3. Both the nominations/election shall be held in even numbered years for the following International Convention.

- C. In the event that a District Conference is cancelled or it is deemed impossible to hold a Conference balloting shall be by mail (including electronic 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.

IX. FISCAL

District Three Policies

A. Dues and Fees

1. Dues

- a) In accordance with Article XV, Section 1, of the District Bylaws, dues have been established as \$20.00 for each Active and Affiliate member. Dues are payable June 1. Dues are delinquent June 15.
- b) New members whose dues are paid to the Club between June 1 and November 30 pay full dues.
- c) New members whose dues are paid to the Club between December 1 and March 31 pay one-half dues.
- d) New members whose dues are paid to the Club between April 1 and May 31 pay full annual dues which represent all dues payable until June 1 of the following year.
- e) Dues which have not been received by the District Treasurer by June 15 are past due and the Club, in making remittance thereof, shall add ten percent (10%) of the amount then overdue as a late charge (currently \$2).
- f) Members whose dues and late charges have not been received by the District Treasurer by July 10 shall be deleted from the membership records. Reinstatement of these members will require payment of a processing fee to International in addition to the regular district annual membership dues for each member.

2. Fees

In accordance with Article XV, Section 4 of the District Bylaws, a Conference Fee of \$20 per allowable delegate (whether in attendance or not) has been established. Conference fee is payable February 15. The fee is delinquent February 28. These fees will accrue year to year and must be current. All fees must be paid before delegates are seated at conference.

B. Budgets

1. District

- a) The budget for the district beginning in even years is to be prepared by the Finance Committee and the Governor and presented at the pre-conference Board meeting. For budgets beginning in odd years, it is to be prepared by the Finance Committee, Governor and Governor-Elect and presented at the pre-conference board meeting. The format of the presentation will contain three columns: 1) annual budget, 2) actual to date, and 3) proposed budget for the new year.
- b) If it appears from actual receipts and expenditures that the budget should be revised, such revisions should be presented for approval of the Board at the mid-year meeting.

2. Conference

- a) The conference budget shall be prepared by the Governor in collaboration with the general Conference Chairman and District Treasurer. The budget shall be presented for approval at the mid-year board meeting at which time the Board of Directors shall set a registration fee that will cover all expenses of the Conference.
- b) Outside commercial sources of funding may be sought by the Conference Committee to augment conference income.
- c) There shall be two contracts with the District Conference hotel:

District Three Policies

- i. Between the District Governor and the hotel for district activities prior to and after the Conference and will be paid by the District Treasurer;
- ii. Between the District Governor and the hotel for the Conference activities and will be paid by the District Treasurer.
- d) The District Treasurer will maintain a separate Conference checking account with an opening balance of \$2000 to be used for required Conference start-up expenses. All financial transactions for conference will be through this bank account. After the close of each conference and completion of the conference audit, any funds in excess of the opening balance of \$2000 will be reimbursed to the District account.

C. District Travel Expenses

1. Those traveling at the expense of the District are relied upon to assist in conserving the funds of the District. Allowance for travel expenses are as follows:
 - a) The lesser cost between coach plane fare or mileage rate for travel.
 - b) Auto mileage, \$ 75% of the authorized IRS business rate rounded to the nearest penny.
 - c) Lodging, cost of room and gratuity.
 1. Mid-year Board Meeting and any other Board meetings will be limited to reimbursement for one-night lodging (1/2 of a double room) per Board member. Due to the distance of travel, prior approval by the Governor may be obtained for an additional night for the cost of 1/2 of a double room. The above meal expenses apply to each day a meeting is held.
 - d) Necessary tolls, parking, taxi, limousine and tips.
 - e) Actual expenses for meals, and gratuities; not to exceed \$35.00 per day.
 - f) Necessary telephone calls and faxes.
2. Travel expenses as described above apply to travel for:
 - a) Pre-Conference and Post-Conference Board Meetings at District Conference.
 - b) District Conference not covered in Conference Budget.
 - c) Mid-year Board Meeting and any other Board meetings.
 - d) Official Club visits.
 - e) Committee members, with prior approval by the Governor and special assignments for the Governor.

D. District Conference

1. For District Conference, the following shall apply:
 - a) The sponsoring club and clubs assigned to host a meal event or Fun Night at Conference shall be paid from the Conference budget a stipend of \$100 each. Clubs must submit receipts for the reimbursement up to \$100.
 - b) All expenses in connection with the District Conference shall be included in the Conference Budget, except decorations, favors, or special entertainment at functions that are sponsored by clubs. The clubs will pay these expenses over and above the \$100 per club stipend in the conference budget.

District Three Policies

- c) Cut-off date for Conference refunds will be one week prior to Conference date. Cut-off date will be published in The District Service Bulletin, be posted on the District Three Website, and printed on the conference registration form.
- d) The District Conference budget will provide full registration (full registration will include registration and meals) for:
 - 1) Governor
 - 2) Governor-Elect
 - 3) Vice Governor
 - 4) Secretary
 - 5) Treasurer
 - 6) Three Directors
 - 7) Immediate Past-Governor
 - 8) International Representative
 - 9) Conference Parliamentarian
 - 10) Conference Chair and Co-Chair
 - 11) Program Coordinator
- e) The District Budget will provide one-half (1/2) Registration for District Committee Chairs who attend conference and full registration for those who provide a presentation in a workshop or a business session
- f) The District will pay transportation for officers and directors; International pays transportation for International representative
- g) The District will pay for additional meals for officers and directors up to \$35 per day, with receipt whenever possible to obtain one.
- h) Lodging for officers, other than the complimentary lodging furnished by the hotel, is to be included in the Conference budget.
- i) The Conference budget will include all expenses, except transportation, for the International representative, including a gift. International will pay transportation.
- j) The District will not pay any Conference fees for a substitute when a District Committee chair cannot attend the conference.
- k) For years when new Board members are installed, the District will pay full conference travel expenses for those members leaving the Board. For the newly elected Board members, the District will reimburse ½ travel, applicable meals in accordance with policy and the daily room charge and tax only of one-half (½) of a double room, if an extra night stay is required.
- l) Conference will rotate between the four District Three states: Florida, Georgia, North Carolina and South Carolina, in that order.

E. General

- 1. The District budget, as adopted by the Board at the pre-conference board meeting, will be presented to the Conference body for approval.

District Three Policies

2. Financial report, as of the last day of February, compared to the budget, will be prepared by the Treasurer and a copy presented to the Governor and other Board members prior to the Pre-Conference Board Meeting.
3. All financial reports will show actual receipts and disbursements and accounts payable and receivable, as compared with the budget.
4. All accounts payable and receivable should be received by the Governor in a timely manner. Failure to comply with this policy could result in non-payment of the reimbursement.
5. Any expenditure exceeding budget line item will be approved by the Governor, subject to approval by the Board at its next meeting.
6. The disposition of any surplus funds (excess of income over expenditures for the current year) at the end of the fiscal year will be determined by the Board of Directors.
7. The Board shall establish an upper limit of funds to be held as surplus. The intent of this policy is to serve as a guide and is not mandatory.
8. It shall be the responsibility of the Governor-Elect to purchase an appreciation gift on behalf of District Three for the out-going Governor.

F. International Convention

1. District will pay the lower of coach airfare or mileage, at the prevailing District rate, to the International Convention for the Governor and Governor-Elect.
2. District will pay one-half of a double standard hotel room for each night of the International Convention for both the Governor and Governor-Elect.
3. The District will pay the Convention Registration of the Governor and Governor-Elect.
4. The District will pay for the Governor's and Governor-Elect's meals not included in the registration fee, on a pro-rata basis, and incidental expenses for the time of attendance at the International Convention. Daily pro-rata amounts will not exceed amounts as covered in the other District Policies.

G. Bookkeeping Procedures

1. The disbursement of all District funds shall be made only upon the following conditions:
 - a) The Governor will approve the Request for Reimbursement for all expenditures except her own which shall be approved by a past governor and forward the form to the Treasurer for payment.
 - b) The Governor will prepare a voucher for all expenditures, designating the expense account to be charged, and forward the voucher to the Treasurer for payment.
 - c) The Treasurer will issue a check to cover each voucher and maintain the check and voucher number for reference.
 - d) All bills are to be rendered within 30 days and prior to the end of the year where applicable.
 - e) The Treasurer is authorized, with the approval of the Governor, and the Board to invest any funds in excess of that needed for operation. These investments must be made in accordance with IX. I of these policies, in a prudent and conservative manner to avoid undue risk of capital loss, and should be easily re-marketable. Investment grade

District Three Policies

stocks and bonds of no less than AAA rating are to be purchased to maintain a conservative risk tolerance.

- f) The Treasurer will prepare recommendations for policy changes in this procedure to the Policy Committee and/or serve as a member of the Committee.
 - g) In the year that new district officers are elected, vouchers for expenses will be submitted to the outgoing Governor for those leaving the board. For those board members who do remain on the board, their vouchers will be submitted to the incoming Governor.
2. Monthly financial reports, including investments, will be forwarded to the District Three Governor within 30 days of month end and to all District Three Board members quarterly.
 3. The fiscal year for the District is March 1 through the last day of February.

H. Membership Development/New Club Building

1. For approved new Club building projects District Three shall award to the Organizing Club or individual Altrusans responsible for the new Club Building, a specific amount of money approved by the District Board of Directors. The awards shall be based upon completion and documentation of predetermined goals designated by the International Board of Directors.

The award will be distributed to the Organizing Club or responsible individual in the following manner:

- a) One-half (1/2) after completing the organizing Community Analysis and after conducting the first organizational meeting.
 - b) One-fourth (1/4) when 10 prospective members have paid their International and District dues to the organizer(s).
 - c) One-fourth (1/4) when 15 members have paid their International and District dues to the organizer(s).
2. Organizing Clubs or Individual Altrusans shall submit progress reports to the International Office and to the District New Club Building Committee chair. The District monetary awards will be approved based upon criteria determined by the International Board of Directors.
 3. The Governor will purchase an imprinted club banner and president's gavel with engraved band for the newly established club and present these to the new club at their Charter Banquet.
 4. District Three will pay the conference registration fee for one delegate, from the newly chartered club, to attend a District Three Conference for the next conference held after the club charters.

As new clubs are chartered within the District, the Governor will encourage existing clubs to write a letter of welcome and to send a voluntary contribution of \$10 or more to any new club.

I. Investment of District Funds

1. Mutual funds and ETFs are permissible. All consultants, investment managers and custodians are also responsible to invest and manage according to the investment policy statement and applicable regulations and laws. Investment Managers must be a regulated bank, insurance company or registered financial investment advisor.

District Three Policies

2. The investment emphasizes total return, defined as the aggregate return from capital appreciation plus dividend and interest income of the combined related investments. It is recognized that asset allocation is to attempt to maximize returns and minimize risk by keeping the portfolio in a conservative to moderate growth and income position. The portfolio should provide diversification while keeping investment costs to a minimum. This is an important component of achieving our long-term results.
3. The investment policy will be reviewed at least annually by the District Investment Reserve Chair and the Board and any changes recommended to the Board for approval.

X. RECOMMENDATIONS

- A. Recommend that “No Smoking” be permitted during Conference sessions.
- B. Recommend that these policies be dated each year when reviewed and/or revised.
- C. Recommend a copy of the policies be attached to the minutes of the pre-conference Board meeting.
- D. Recommend that the District Governor send a monthly communiqué to club presidents outlining pertinent events and deadlines for the coming month.

XI. RETENTION OF RECORDS

- A. The District Three Board shall maintain an electronic document repository for the retention of records. Materials shall be indexed by biennium/officer/document for easy retrieval. The document naming convention shall be, ‘YYYY_Officer_DocumentName_Date (Month).format’, where ‘YYYY’, is the year the document was created. At minimum, a pdf version of materials should be retained. However, consideration should be given if both the original and pdf versions are required.
- B. Each biennium the District Three Board shall
 1. Review the archived materials and identify which documents shall be purged by the District Three Secretary.
 2. Review the document repository for functionality, ensuring that current retention options are considered.
- C. For their tenure on the District Three Board, all officers shall keep correspondences and reports regarding their assigned clubs and any other district related documents in the approved document repository. At the end of their term in the position, the officer should assess records to determine what is permanent and ensure these documents are retained in the document repository.
- D. The Secretary shall
 1. Maintain the permissions to the document repository.
 2. Keep all meeting and conference report minutes, motion forms and attachments in the document repository.
 3. Purge materials in the document repository flagged by the District Three Board.

All financial records of the District Three Treasurer must be retained for a minimum of six years. Documents for all other officers shall be retained for a minimum of five years.

XII. MISCELLANEOUS

District Three Policies

- A. The Governor-Elect will be responsible for notifying the clubs of the wishes of the outgoing Governor for her gift of honor.
- B. Anyone publishing, or causing to be published, any misleading, false, inaccurate or inflammatory statements about a candidate for any District or International office, or about the candidate's club, or the club or the person who nominated the candidate, may be subject to review and to possible disciplinary action by the District Board of Directors.
- C. In accordance with District Three Bylaws, the Immediate Past Governor's position is an optional office which the District membership voted to not have represented on the Board for financial reasons. It will be the responsibility of the serving District Governor to determine the role of the Immediate Past Governor. Any expenses incurred for the Immediate Past Governor's involvement shall be the responsibility of the Board. The Immediate Past Governor will be recognized in all written and oral materials associated with the Board at all times.
- D. Giving special recognition or a memorial due to the passing of any past or current Governor of District Three, a gift not to exceed \$300.00 will be presented to the Governor or the deceased Governor's family. In the event of a memorial, it will be given to the deceased Governor's chosen charity. Funds will be distributed from District Three Unrestricted Funds if available.
- E. Giving special recognition or a memorial due to the passing of any past or current International President of Altrusa International Inc., a gift not to exceed \$150 will be presented to the President or Past President or the deceased President's family. In the event of a memorial, it will be given to the deceased President's chosen charity. Funds will be distributed from District Three Unrestricted Funds if available.