



## District Three Policies

Revised October, 2009

### I. Committees

#### A. Policy Committee

1. 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 and authority shall conform to International Policy 45, as appropriate for District notification.
2. The Nominating Committee shall be five members elected by the delegates to District Conference in the non-election years. The candidate receiving the greatest number of votes will be the chairman.
3. In election years, 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 VII E. 1.

#### C. Bylaws, Resolutions and Recommendations Committee (BRR)

1. 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.

### II. Board Meetings

#### A. The District Board of Directors will meet as follows:

1. Immediately preceding each District Conference
2. Immediately after each District Conference.
  - a) Note: The meeting immediately following the second conference of a biennium will be the responsibility of the newly installed Governor.
3. The District Board of Directors shall meet at least annually and may hold one additional regular meeting if needed.
4. 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.

### III. 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 be voted on by 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.

#### 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 mailed to the District Officer in Charge of Awards. Applications for Foundation Awards are to be mailed to District Three Foundation Chairman.
2. Recognition will be given at Conference to clubs in these categories:
  - a) Membership
    - (1) Greatest Net Gain in Membership
      - (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; multicolored ribbons 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) Certificate to first, second and third places. The yearbook from the current year should be submitted for judging.
  - i) Scrapbook Recognition Award
    - (1) Recognition to all who enter.
  - j) Outstanding Community Service Award
    - (1) Certificate to first, and to all others who entered.
  - k) 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.
    - (6) The net membership gain is to be determined from the Association Treasurer's records as of January 31.
  - l) Website Award
    - (1) Certificate to first, second and third places.
3. Score sheets will accompany newsletters, yearbooks 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. Those not collected will be mailed to the club that submitted the entry.
  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 Luncheon.

#### IV. Club Development Workshops

- A. The District may sponsor workshops. These will be located for the convenience of the membership and host clubs.
- B. The Board of Directors will set the upper limit of the registration fee for all workshops at the Pre-Conference Board meeting immediately preceding the workshops. The registration may only cover actual costs of presentation of the workshop and may

include snack foods and lunch. The host club shall provide the meeting site and be responsible for all details associated with the workshops such as registration, on-site hosting, speaker arrangements, etc. Within one week of the workshop completion, a copy of the registration by host clubs and a copy of the Workshop Financial Report shall be provided to the Governor and given to the Officer-In-Charge.

C. All surplus funds shall be forwarded to the District Treasurer. Should a workshop have a deficit, request for reimbursement should be mailed to the Governor with a copy of the Workshop Financial Report.

## V. Club Visits

A. The Governor will assign District Officers specific clubs to visit. The District Officer will notify each club of her assignment to the club by June 1. Expenses will be paid as described in Policy VII E.1.

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.

## VI. Financial

### A. Dues and Fees

#### 1. Dues

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.

#### 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 is to be prepared in odd years by the Finance Committee and the Governor and presented at the pre-conference Board meeting. In even years, the budget is 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) District Board members, Secretary and Parliamentarian allowance for expenses:

Mileage           \$ 75% of the authorized IRS business rate rounded to the nearest penny

Meals             \$35 per day total, including gratuities

Lodging          Cost of room and gratuity (See VI: Financial E: Travel g) for further clarification)

c) 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 Conference Finance Committee. 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: 1) between the District Governor and the hotel for district activities prior to and after the Conference; 2) between the District Governor and the hotel for the Conference activities and will be paid by the Conference Treasurer.

### 3. General

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

b) 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.

c) All financial reports will show actual receipts and disbursements and accounts payable and receivable, as compared with the budget.

d) 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.

e) Any expenditure exceeding budget line item will be approved by the Governor, subject to approval by the Board at its next meeting.

f) 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.

g) 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.

h) It shall be the responsibility of the Governor-Elect to purchase an appreciation gift on behalf of District Three for the out-going Governor.

### C. International Convention

#### 1. For International Convention, the following shall apply:

a) District will pay the lower of coach airfare or mileage, at the prevailing District rate, to the International Convention for the Governor & Governor-Elect.

b) District will pay one-half of a double standard hotel room for each night of the International Convention for both the Governor & Governor-Elect.

c) The District will pay the Convention Registration of the Governor and Governor-Elect.

d) 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.

#### 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.
- 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.
- c) In the event that a decoration of value is stolen at Conference, the Board will entertain a request for reimbursement, submitted to the Governor on the proper voucher, within 30 days of the Conference.
- d) 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.

2. The District Conference budget will provide full registration (full registration will include registration and meals) for:

- a) Governor
- b) Governor-Elect
- c) Vice Governor
- d) Secretary
- e) Treasurer
- f) Three Directors
- g) Immediate Past-Governor
- h) International Representative
- i) Conference Parliamentarian
- j) All District Three Consultants:
  - (1) ASTRA Clubs
  - (2) Bylaws, Resolutions and Recommendations
  - (3) Communications
  - (4) Finances
  - (5) International Foundation Liaison
  - (6) Leadership Training
  - (7) Membership Development
  - (8) New Club Building
  - (9) Webmaster
  - (10) Service Program Development
- k) Conference Chairman and Co-Chairman

l) District Service Bulletin Editor

3. The District will pay transportation for officers and directors; International pays transportation for International representative.
4. District will pay for additional meals for officers and directors up to \$35 per day, with receipt whenever possible to obtain one.
5. Lodging for officers, other than the complimentary lodging furnished by the hotel, is to be included in the Conference budget.
6. The Conference budget will include all expenses, except transportation, for the International representative, including a gift. International will pay transportation.
7. The District will not pay Conference fees for a substitute when a District Consultant cannot attend the conference.

E. Travel

1. Travel allowance for District Officers for which a receipt is provided, whenever possible to obtain one, is as follows:
  - a) Coach plane fare
  - b) Auto mileage - \$ 75% of the authorized IRS business rate rounded to the nearest penny and parking when necessary
  - c) Lodging - cost of room and gratuities
  - d) Necessary taxi, limousine, car rental, and tips.
  - e) Meals, gratuities, up to \$35 per day
  - f) Necessary telephone calls
  - g) In the case of Board meetings and conferences and associated travel, the total of \$35 per diem for meals times the number of days of District business shall be used at each officer's discretion. (per 10/00 Board meeting.)
2. For mid-year Board meetings, the District will pay travel, lodging and meals as set forth above.

F. 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, to invest any funds in excess of that needed for operation.

- 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.
  - h) In the year that new district officers are elected, those leaving the board will be reimbursed for round trip travel. For those board members who are elected at conference, their reimbursement for travel will only be for one way.
- 2. All financial records of the District Three Treasurer must be kept for a minimum of six years.
  - 3. Monthly financial reports will be forwarded to the District Three Governor within 30 days of month end and to all District Three Board prior to the Board meeting.

#### G. Fiscal Year

- 1. 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 New Club, a minimum of seven hundred fifty (\$750) dollars, or rational shall be provided for additional funding to be 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 New Club 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 14 prospective members have paid their International and District dues to the organizer(s).
  - (c) One-fourth (1/4) when 20 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 Consultant. The District monetary awards will be approved based upon criteria determined by the International Board of Directors.
  - 3. District Three will reimburse an individual or organizing club other than the New Club Building Consultant up to \$500 based on receipts furnished and a completed voucher request for costs incurred for organizing a new club in the District after the community analysis report is submitted and the first informational meeting is held until the Charter Banquet is held.

4. 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.

5. District Three will pay for the cost of one delegate to attend a District Three Conference which will include the conference registration fee and fifty (50%) percent hotel accommodations for the next conference held after the club charters.

6. 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.

## VII. 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. For their tenure on the District Three Board, all officers should keep correspondence and reports regarding the clubs that they have been assigned for the following time periods:

Director Records—2 years

Vice-Governor Records—2 years

Governor-Elect Records—2 years

Governor—4 years

Secretary—Minutes forever

At the end of their term in the position, the officer should pass along the past two years records to the incumbent into the position for reference.

E. The Treasurer should keep records in accordance with VI. Financial, F. Bookkeeping Procedures, 2.

F. Recommend that the District Governor send a monthly communiqué to club presidents outlining pertinent events and deadlines for the coming month.

## VIII. Elections

A. 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. 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.

B. To District positions:

1. Ninety (90) days prior to election, each candidate may provide a written statement, not to exceed fifty (50) words, on her views of Altrusa and her 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. Equal time shall be given each candidate, time to be determined by the Governor and Conference Chairman.
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. 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.

IX. Miscellaneous

- 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. The Immediate Past Governor position is an optional office in accordance with District Bylaws. It will be the responsibility of the elected officers of the District Board to determine the role of the Immediate Past Governor; taking into consideration the benefits to the Board, costs associated with participation and the desires of the Immediate Past Governor. This determination will be made by the Pre-Conference board meeting prior to budget approval. 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.