

**DISTRICT EIGHT**  
**ALTRUSA INTERNATIONAL, INC.**  
**POLICIES OF BOARD OF DIRECTORS**

[Revised April 28, 2011]

**1. INTRODUCTION**

- A. All District Board Members shall follow the current Altrusa Bylaws and Policies and the current Altrusa Encyclopedia. Each officer shall at her own expense obtain the latest edition of those publications.

**2. 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.
  - (i) 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.

**3. BOARD MEETINGS**

- A. The District Board of Directors will meet as follows:
- B. Immediately preceding each Conference.
  - (i) Nominated candidates are encouraged to audit the second biennium year Pre-Conference Board meeting at their own or Club expense.
- C. Immediately following each Conference.
  - (i) The post-Conference meeting following the installation of a new Governor shall be presided over by the new Governor and the agenda shall be her responsibility.
- D. The mid-year Board meeting is to be held in October or November 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.
- E. See Section 8.A. regarding Board meeting expenses.

#### 4. **NOMINATING COMMITTEE**

##### A. Election of Nominating Committee.

- (i) The Nominating Committee shall consist of three members elected by the Conference voting body, voting by secret ballot in the odd-numbered years.
- (ii) The slate of candidates for the Nominating Committee shall be comprised of one candidate from each Eligible Club. To be eligible to be slated, a candidate must have served at least a one-year term as president of a Club prior to her nomination. Each Club shall forward its candidate's name to the Governor by April 1 in the odd-numbered year. Nominations of candidates from Eligible Clubs not otherwise submitted to the Governor will be taken from the floor of the Conference. Each voting delegate shall vote for no more than three candidates. No cumulative voting is permitted. The candidate receiving the highest number of votes shall be chairman of the committee.
- (iii) Eligible Clubs are those which did not have a representative serving on the immediately preceding Nominating Committee.
- (iv) See International Bylaws/Policies, Article IX, Section 3. for additional rules.

##### B. Nominating Guidelines.

- (i) See **Exhibit A** (attached) for the Nominating Procedures to be followed by the Nominating Committee.

##### C. Composition of Slate of Candidates for District Office.

- (i) It is strongly recommended that a minimum of two candidates be presented for each office, except one candidate may be presented for Governor-elect.
- (ii) To facilitate the nominating procedure, all Clubs will be asked to submit names of eligible prospective candidates from any Club in the District. The Club must have permission of the proposed candidate prior to submitting a candidate's name.
- (iii) The District Nominating Committee shall also request nominations from all District Officers and Past Governors.
- (iv) The District Nominating Committee shall select the slate of candidates. The Nominating Committee will exercise its own judgment in the selection of candidates and will not necessarily be bound by the numbers of nominations per candidate.

- (v) The District Nominating Committee will confirm the willingness of each candidate to be slated for the office slated and each candidate's eligibility for the office slated and will then forward the slate to the Governor for publication in the "Call to Conference" issue of the District Service Bulletin.

**5. CLUB VISITS**

- A. It is the goal that each club in District Eight will be visited by the Governor during her term as Governor or during her term as Governor-elect, as circumstances warrant.
- B. Each Club is to be visited by the Governor or a District Representative each year.
- C. Club visit assignments are made by the Governor each year.
- D. The visiting officer shall determine whether the meeting is a "closed" or open meeting, in consultation with the Club President.
- E. The Governor shall provide all visiting officers with a list of topics and items she wishes each visiting officer to cover with the Clubs which she is assigned to visit.
- F. The visiting officers shall make use of the Local Club Background Report Form sent to each Club President in advance of the visit, and the Club Visit Summary, completed by the visitor following the visit and distributed to all Board members prior to the Mid year Board meeting, with such variations as the Governor shall direct.

**6. CLUB REVITALIZATION**

- A. The District will include in the budget an amount for revitalization of Clubs in the District. Such funds to be used at the discretion of the Governor.
- B. The revitalization budgeted funds shall be used to assist Clubs within District Eight that are showing one or more signs of deterioration as listed below:
  - (i) Club membership has remained below charter strength for over 1 1/2 years.
  - (ii) No new members have been initiated for the last 2 years.
  - (iii) The Club has no community service projects.
  - (iv) The Club has not been represented at the last two District Conferences.
- C. At the discretion of the Governor, revitalization funds may be used for attendance incentive programs for such Clubs as Conferences.

7. **DISTRICT CONFERENCE**

A. Conference Date.

- (i) The District Eight Annual Conference shall be held beginning on the fourth Friday of April, subject to change only upon the prior approval of both the District Board and International. The specific Conference schedule is determined by the Governor.

B. Registration.

- (i) Badges must be worn for admission to any General Session.

C. Registration Fee.

- (i) The District Conference registration fee for all current elected and appointed District Board members and for the Conference Chairman shall be charged to the District Conference Budget.
- (ii) The District Conference registration fees for incoming District Service, Strategic Planning Trainer, Membership Development, Communications, Leadership Development, New Club Building, Foundation Liaison and ASTRA Club Chairmen shall be charged to the District Conference Budget in the year they make the program presentation for their biennium and for the following year, provided they conduct a workshop at Conference in the second year of the biennium.
- (iii) The District Conference registration fee for the District Service Bulletin Editor, the Bylaws, Resolutions and Recommendations Chairman, and the Webmaster shall be charged to the District Conference Budget for the year in which the Governor who appoints them is installed and for the following year.
- (iv) Officers and Chairmen as specified in (i), (ii) and (iii) above shall return their Conference registration forms with the notation "Fee Waived" to the Conference Chairman. The Governor shall send a list of the persons entitled to waived fees to the Conference Registration Chairman.
- (v) Full or partial District Conference registration fees (as the case may be) will be charged against the District Conference Budget and reimbursed to the "Newest Member". The Newest Member will be the member in attendance at Conference on the day of the Awards Luncheon whose District dues have been received by the District Treasurer on or closest to, but not later than April 15. In the event of a tie, the District Treasurer shall determine the winner by random drawing.

- (vi) Full District Conference registration fees will be paid for the officer of another District, as a part of the exchange program.

D. Conference Registration Fee Refunds.

- (i) Prior to Conference-Registrants will receive a 100% refund of the registration fee only if the request for a refund is received at least ten days prior to the first day of Conference (the Thursday prior to the opening business session).
- (ii) Any requests for registration fee refunds received after the above deadline must be submitted to the Conference Treasurer or Governor in writing by the deadline published in the 'Call to Conference' issue of the DSB, as established by the Board of Directors. The refund must be approved by the District Governor and Treasurer, and is contingent on Conference obligations. A \$25.00 cancellation fee will be deducted from the registration fee refund.

E. Other Expenses.

- (i) International Representative - Travel is the only expense paid by International for the International Representative's visit to the District Conference. The Conference Budget will be charged for hotel accommodations, Conference registration fee and other meals for the International Representative.
- (ii) All expenses, including housing, travel and Conference registration fee, of Headquarters Administrative staff, serving as resource people, are paid by International, Inc.
- (iii) All first timers shall receive a \$25 discount on full registration, if received by the early registration deadline, including host club. Funds will be taken from the Revitalization budget line item.
- (iv) The host club will be award 10% of the net conference profits, after net profits have been delivered to the District Eight Treasurer and the final conference report has been accepted at the District Eight Mid Year Board Meeting following Conference.

F. Awards Presented at District Conference.

- (i) First, second and third place awards shall be presented for newsletters and yearbooks. First place winners will automatically be retired from competition for the following year. Judging scoresheets are attached hereto as **Exhibits B** and **C**. ([www.altrusadistricteight.org](http://www.altrusadistricteight.org)).
- (ii) First, Second and Third place awards and Honorable Mention awards (not to exceed 3) shall be presented for Mamie L. Bass Service Award, and Letha H. Brown Literacy Awards entries.

- a) First place - \$100.00 award each
  - b) Other award winners receive certificates
  - c) The Service Chairman shall select appropriate community representatives to serve as separate judging panels for each award.
- (iii) Membership awards for percentage of increase from April 10 to April 10, based on the Treasurer's records, shall be presented as follows:
- a) First, second and third place to clubs with membership under 35 on April 10.
  - b) First, second and third place to clubs with membership of 35 or over on April 10.
- (iv) Attendance.
- a) The Club (other than host city) having the highest percentage of members with full registrations attending Conference. (Membership as of February 10).
- (v) Extension awards to all organizing clubs.
- (vi) Governors' Distinguished Service Award.
- a) First place award only--\$100.00. Judging criteria and scoresheet is attached hereto as **Exhibit D**. ([www.altrusadistricteight.org](http://www.altrusadistricteight.org))
- (vii) ASTRA Award
- a) First, Second and Third place shall be presented for ASTRA Clubs.
  - b) First Place received a check for \$100.
  - c) Other awards will be certificates.
  - d) ASTRA Clubs may also bring display boards to Conference for judging with the Club display boards.

G. Official Roll Call.

- (i) At each business session, the District Secretary will call the Roll of Clubs. The Club President or other Delegate will report the numbers of the following attendees from her Club: Delegates, Alternates, Past Governors, District Officers, Members not otherwise listed and Total Attendance.

- (ii) At each business session, the District Secretary will announce the number of Past Governors present and the number of voting Board Officers present. Thereafter, the District Secretary will call on each Club to state the number of registered Delegates, registered Alternates (excluding from those categories Past Governors and voting Board Officers from that club) who are present at the time. She will also ask the Club to state the total number of Club members present (of all categories) at that time.

H. Credentials.

- (i) Sixty days prior to Conference, the District Secretary will notify each Club President of the number of Delegates and Alternates to which the Club is entitled, and will provide the Club President with a form requesting the names of the Club's delegates and alternates. Each Club is entitled to one Delegate and one Alternate for each twenty members or portion thereof. (Altrusa International, Inc. Bylaws and Policies, District Bylaws, Article V Section 1, 2007-2009) The number of members is based on the Treasurer's records of paid membership on February 15.
- (ii) The Club President must return the completed form immediately to the District Secretary following the Club's elections but no later than April 1.
- (iii) A certified list of the number of Delegates and Alternates to which each Club is entitled and the names of each Club's Delegates and Alternates will be furnished to the Credentials Chair by the District Secretary.

I. Conference Standing Rules.

- (i) See **Exhibit E** (attached) for the Conference Standing Rules which shall be published in the Conference Program and presented for adoption by the Conference Body by the District Parliamentarian who shall read the Standing Rules to the Conference Body.

8. **FISCAL**

A. Budgets.

- (i) District Budget.
  - a) The budget for the District is to be prepared by the Finance Committee, which consists of the Treasurer, the Governor and the Governor-Elect. It is presented for approval of the Board at the Mid Year Board Meeting. The budget as adopted by the Board will be published in the "Call to Conference" issue of the District Service Bulletin and submitted to the Conference Body for approval at Conference.

- b) The format of the Budget shall be substantially in the form as attached as **Exhibit F**.
  - c) The nominees for Treasurer shall be invited to audit the Finance Committee meeting prior to Conference during election years, at her own expense.
- (ii) Conference Budget.
- a) The Conference Budget shall be prepared by the Governor, Conference Chair and Conference Treasurer, and 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) The District Treasurer may advance up to \$1,000 to the Conference Treasurer, as needed, for deposit into the Conference bank account, to be used for required start-up expenses. The advanced funds will be reimbursed by the Conference account to the District account following Conference, no later than the post conference board meeting.
  - c) District Expenses.
- (iii) Travel Expenses. 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) Coach plane fare.
  - b) Auto mileage at a rate per mile established by the Board of Directors by resolution from time to time.
  - c) Lodging.
  - d) Necessary taxi, limousine and tips.
  - e) Actual expenses for meals, and gratuities; not to exceed \$25.00 per day. (Exception would be District Conference - Limit not to exceed \$13.00 per day on days when some meals are included in registration or otherwise paid.)
  - f) Necessary telephone calls.
- (iv) Travel expenses as described in Section A (iii) above apply to travel for :

- a) Pre-Conference and Post-Conference Board Meetings at District Conference.
  - b) District Conference not covered in Conference Budget (Refer to A-i.e.-Meals).
  - c) Mid-year Board Meeting.
  - d) Official Club visits.
  - e) District Workshops.
  - f) Special assignments for the Governor.
- (v) Expenses shall be paid when supported by statements and paid bills and approved by the Governor.
  - (vi) Requests for reimbursement of expenses must be signed and submitted on an expense voucher to the Governor within 30 days after expenses are incurred. Reimbursement will be made within 30 days following.
  - (vii) Changes in the amounts of allowance for travel expense shall be reviewed every two years.
  - (viii) Planning Meeting for Incoming Committee Chairs. In the second year of a biennium, expenses for incoming Service, Communications, New Club Building, Foundation Liaison, ASTRA, Membership, Strategic Trainer and Leadership Development Chairmen to attend a meeting to plan program presentation and/or workshops for the new biennium will be reimbursed for travel expenses as in Section A(iii) above. It is recommended that this meeting be held in connection with the Mid-year Board Meeting.
  - (ix) In non-election years, at the option of the Governor and in accordance with the budget, the Governor and her committee chairs as described in (vi) above may meet to assess biennium program progress. It is recommended that the meeting be held in conjunction with Conference. Additional housing and food expense for this meeting will be paid by the District.
  - (x) Expenses Associated with International Convention.

	<u>Housing Paid By</u>	<u>Registration Fee Paid By</u>	<u>Travel Paid By</u>
<u>Governor</u>	District <sup>1</sup> (for Convention nights)	District <sup>1</sup>	District <sup>1</sup>
<u>Governor Elect</u>	District <sup>2</sup>	District <sup>1</sup>	District <sup>2</sup>

<sup>1</sup> District pays 100%

<sup>2</sup>District pays up to 100%, not to exceed budgeted amount

A. Cash Reserve.

- (i) The money that is currently in a certificate of deposit is designated as “Cash Reserve”. Interest earned on this account shall be accumulated until the total fund is equal to at least one year’s operating budget. Thereafter the interest can, at the discretion of the Board of Directors, either be used for the operating budget or held with the reserve funds and allowed to accumulate.
- (ii) This “Cash Reserve” can be used for operating expense only by a majority vote of the Board of Directors of District Eight, Altrusa International, Inc.
- (iii) At the end of the biennium, unless otherwise directed by the Board of Directors, the Reserve Account is to be closed and funds transferred to the new Treasurer for investment.

B. Other.

- (i) The Treasurer will be bonded. The Treasurer’s bond should be dated to extend at least 60 days past the Conference date of the year she goes out of office.
- (ii) The Treasurer’s books will be closed on May 31 and audited biennially by August 30. The Auditing Committee will consist of Professional Auditors or 3 members (excluding the Treasurer) to be appointed by the Board at the pre-conference Board Meeting in the odd-numbered year.
- (iii) At the time of administrative change there shall be a transfer of \$1000.00 to the incoming Treasurer for the purpose of setting up a new checking account for the new biennium. Authorized signatures will be Governor, Governor-Elect and Treasurer. This check will be presented at the Post-Conference Board Meeting.
- (iv) The Treasurer will retain a four year record of (a) approved vouchers; (b) (past) and current record of the membership of District Eight; (c) bank statements; and (d) canceled checks. These will be passed to her successor with the Treasurer’s notebook.
- (v) Each fiscal year in which nominations are to be made and elections held, there will be a budget item to cover the expenses of the Nominating Committee.

- (vi) The Treasurer will prepare all financial reports for the board meetings and for members attending Conference. The reports will include:
  - a) Membership Report
  - b) Income and Expense Statement (with Budget Comparison)
  - c) Financial Report (Balance Sheet)
  - d) Proposed Budget

9. **GOVERNOR'S PIN**

- A. District Eight shall bear the expense of the Governor's Pin. It will be the responsibility of the outgoing Governor to see that a pin is ready for the installing officer.

10. **RESOLUTIONS**

- A. Copies of Resolutions and Recommendations, supported by purpose, together with date of approval by the Club membership, shall be submitted to the Governor and the Chairman of the Bylaws, Resolutions and Recommendations Committee on or before January 15 preceding the District Conference in order to be considered by the Conference body.

11. **INVOCATIONS AND BENEDICTIONS**

At all Altrusa functions, invocations or benedictions shall be ecumenical in nature, recognizing that Altrusans include members of many faiths and Altrusa should be as inclusive as possible.

12. **ELECTION OF DISTRICT EIGHT NOMINEE FOR INTERNATIONAL NOMINATING COMMITTEE**

- A. In years in which District Eight is entitled to have a nominee on the slate for International Nominating Committee, one nominee shall be elected from candidates nominated from the Conference floor. No more than one candidate from a single Club may be nominated. Voting shall be by ballot and the nominee shall be elected by simple majority. Each delegate shall vote for one candidate.
- B. To be eligible for election to the International Nominating Committee, a member must have served a term as President of a club and must have given consent to be considered for nomination.
- C. No member of the International Nominating Committee is eligible to be slated for International office while serving as a member of the International Nominating Committee.
- D. The District shall forward the name of the nominee for the slate for the International Nominating Committee to the International office no later than January 1 of the Convention year.

13. **ELECTION OF DISTRICT EIGHT NOMINEE FOR INTERNATIONAL FOUNDATION BOARD**

- A. In years in which District Eight is entitled to have a nominee on the slate for International Foundation Board, one (1) nominee shall be elected from candidates nominated from the Conference floor. No more than one candidate from a single Club may be nominated. Voting shall be by ballot and the nominee shall be elected by simple majority. Each delegate shall vote for one candidate.
- B. To be eligible for election as nominee to the International Foundation Board, a member shall:
  - (i) Be a member of Altrusa International, Inc., who has given consent to be considered for nomination;
  - (ii) Have experience with foundations and/or non-profit organizations; and
  - (iii) Not be serving simultaneously in any capacity on the International Level and the Foundation Board.
- C. The District shall forward the name of the nominee for the International Foundation Board to the International office no later than January 1 of the Convention year.

14. **AMENDMENT OR MODIFICATION**

These Policies may be revised by the affirmative vote of two-thirds of the members voting at a meeting of the Board of Directors at which a quorum exists, or by two thirds of the members of the Board of Directors, acting by written mail or e-mail ballot.

## **DISTRICT EIGHT**

### **ALTRUSA INTERNATIONAL INC. TRADITIONS**

[Approved November 10, 2001]

#### **I. INTRODUCTION**

- A. Through the years, certain practices have grown to be traditional within District Eight. This listing has been prepared to be available to future board members. These items are not to be interpreted as policies, in that they are not to be considered mandatory.

#### **II. CONFERENCE**

- A. The location of Conference is rotated between the states in this order, Arkansas, Oklahoma, Kansas and Missouri. Invitations are received at conference four years in advance and the location is chosen by the Board of Directors at the Post-Conference or Mid-Year Meeting of that year.
- B. The Governor hosts a (Dutch treat) dinner on Thursday night before the opening of Conference. Guests include the District Board, District Chairmen, Visiting Governors of other Districts, Past Governors, Conference Chairmen, the International Representative and other guests.
- C. The Past Governor's Breakfast (Dutch treat) is hosted by the Immediate Past Governor. Guests include the Past Governors and, at the discretion of the Immediate Past Governor, other guests.
- D. The Chairman of the Judging Committees for the Yearbooks and Newsletters may be chosen from the previous year's club. (Pursuant to Policy, those clubs are not eligible to participate the next year.)

#### **III. BOARD OF DIRECTORS**

- A. The representation of all states and as many clubs as possible is to be encouraged.
- B. A rotation of leadership roles between the states is to be sought.
- C. The outgoing Governor is presented with a gift from the Board Members and the Clubs. The Governor-Elect is in charge of the collection of funds and selection of the gift.
- D. It is the responsibility of the Governor to order the pin for her successor.
- E. A congratulatory letter is sent by the Governor to each new member of the District and to each new club in International.

#### **IV. PAST GOVERNORS**

- A. Immediately upon the installation of her successor, the Immediate Past Governor is inducted into the “Second Fiddle Club”, which consists of all Past Governors. She is presented a “Second Fiddle Charm”. It is the responsibility of the Immediate Past Governor to collect funds from the Past Governors and Board Members for the charm and to arrange for its purchase.

**V. DISTRICT DIRECTORY**

The District Directory shall be compiled by the Governor and the District Secretary and published annually at minimal cost. Distribution shall be to all District Officers, Committee Chairman, Club Presidents, International Officers and Past District Governors.

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TO: District Eight Club Presidents, District Eight Past Governors, District Eight Board of Directors

FROM: District Eight Nominating Committee  
\_\_\_\_\_, Chair Altrusa Int'l of \_\_\_\_\_  
\_\_\_\_\_ Altrusa Int'l of \_\_\_\_\_  
\_\_\_\_\_ Altrusa Int'l of \_\_\_\_\_

DATE:

RE: Recommendations for Candidates for District Eight Officers - \_\_\_\_\_

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It is time to prepare for the next biennium and we are asking you to give thoughtful consideration to the leadership of District Eight and to propose your choices for the officers who will guide our efforts in \_\_\_\_\_.

We have many talented, capable and eligible Altrusans in District Eight, and this is your opportunity to recognize them. We are seeking your guidance and assistance to nominate those persons you have worked with or were impressed by their leadership abilities at a meeting or at a conference you have attended.

The Nominating Committee hopes to present a double slate for all offices from Director to Governor-Elect, consistent with International Policy 45(b). For this reason, we have provided you with space to make at least two recommendations for every office. Of course, you may choose to recommend only one person for an office or to give no recommendation at all for some of the positions. **Members proposed as candidates for office should be asked if they would be willing to serve as a district officer and if their names may be submitted for consideration.**

The deadline for your recommendations is \_\_\_\_\_. We must have them by that date to complete the nominations process and submit the candidates for approval at the mid year board meeting the last weekend of October. **Please return the form even if you are not making a nomination.**

The criteria for nomination are listed on the enclosed "Recommendations for District Eight Officers" form. Should you have any questions, please do not hesitate to get in touch with a member of the Nominating Committee or our Governor, \_\_\_\_\_. We anticipate your selections will continue the tradition of excellence we have experienced in our District. We thank you for your participation.

Your Nominating Committee,

List Nominating Committee Names, Address of Chair, Email Address and Phone Numbers for Chair and Committee Members



Altrusa District Eight - Newsletter Judging

Criteria

Effective June 1, 2008

NO.	I. Content	Max Points	Score
1	<b>President's Message</b>	0 - 3	
2	<b>Advance Notice of Regular Meetings</b>		
	Date, Location, Time	0 - 3	
	Program Description	0 - 2	
2.a	Advance notice of Board Meetings		
	Date, Location, Time	0 - 3	
2.b	Advance notice of Committee Meetings		
	Date, Location, Time	0 - 3	
3	<b>Club News</b>		
	Committee Reports: (Report on Upcoming, Active and Completed Projects)		
	Communication	0 - 2	
	Service	0 - 2	
	Membership	0 - 2	
	Finance	0 - 2	
	ASTRA	0 - 2	
	-	-	
3a	Board Actions	0 - 2	
3b	Minutes of Last Business Meeting (full or highlights)	0 - 3	
3c	Minutes of Last Program Meeting (full or highlights)	0 - 3	
4	<b>New Member Introductions</b>	0 - 3	
5	<b>Slate of Officers</b>	0 - 1	
6	<b>District Eight News</b> (i.e., slate of officers, conference/ workshop, dates or reports, governor's-or representative visit,etc.)	0 - 4	
7	<b>International News</b> (i.e., policy announcements, new clubs)	0 - 4	
8	<b>Convention dates or reports</b>	0 - 2	
9	<b>Foundation Reports</b> (i.e., Local or International grant program updates, fundraising updates, funding campaigns, project developments, highlights of mailings to club presidents and committee chairs (Local or International)	0 - 4	
10	<b>Altrusa Accent</b> (Altrusa facts, historical points or news)	0 - 4	
	<b>II. Format</b>		
1	<b>Identification</b>		
1a	Newsletter Name	0 - 3	
1b	Full name of club	0 - 2	
1c	City & State	0 - 2	
1d	Editor's name, e-mail address, phone, home address	0 - 4	
1e	Club President's name, e-mail address, phone, home address	0 - 4	
2	<b>Attractive Appearance</b>		

2a	Straight Columns of type	0 - 3	
2b	No Typographical errors	0 - 4	
2c	Clean Production	0 - 3	
3	-	-	
<b>III. Readability</b>			
1	<b>Layout Arrangement</b>		
1a	News items logically placed	0 - 3	
1b	Items easy to find, identify and follow	0 - 3	
1c	Announcements set off in boxes	0 - 3	
2	<b>Writing Style</b>		
2a	Informal, but concise	0 - 3	
2b	Informational and lively	0 - 3	
<b>IV. Extra Credit</b>			
1	<b>Pictures/Clip Art</b>	0 - 3	
2	<b>Color</b>	0 - 3	
<b>TOTAL POSSIBLE POINTS</b>		100	
Revised November 2007			

**Exhibit C**

<b>Categories</b>	<b>Items/Subcategories</b>	<b>Descriptors</b>	<b>Page #</b>	<b>Maximum Points</b>	<b>Points Earned</b>
Format					
	Cover includes official name of club, state, and country			4	
	Appearance (pleasing, neat, but not necessarily costly)			2	
	Table of Contents or Index			2	
	Logical arrangement of materials (club, district, int'l)			2	
Content					
	Local Club Information				
		Date of club organization and charter		2	
		Geographic territory of club		1	
		Club website		1	
		Local theme and goals		2	
		List of club officers and Board of Directors		3	
		List of charter members		3	
		List of past presidents and dates they served		2	
		List of committees with chairs and members included		5	
		List of current club projects		4	
		Meeting dates, times and places		3	
		Membership Roster including:			
		Home and business addresses		2	
		Area codes and telephone numbers		2	
		Classification		3	
		Year that each became an Altrusan		2	
		Birthday		2	
		E-mail address		1	
		Photograph		1	
		Space for new member information		3	
		List of classifications represented in the club		3	
	District Information				
		List of officers & addresses		2	
		List of committee chairs and addresses		2	

		Date and place of next District Conference		2	
		District strength (number of clubs and members)		2	
		Territorial boundaries of District (include states)		2	
		District website information		1	
	International Information				
		Altrusa strength (number of members, clubs & countries)		3	
		Biennial theme		2	
		Date & location of next International Convention		2	
		List of International Officers and addresses		2	
		Address and telephone number of International Office		2	
		Altrusa website information		1	
		Altrusa International Foundation information		2	
Optional					
	Organization date of first club			2	
	Date Altrusa became international			2	
	Altrusa Colors			2	
	Altrusa Grace			1	
	Altrusa Collect			2	
	Altrusa Motto			2	
	Altrusa Benediction			2	
	Obligations of membership			2	
	Principles of Altrusa			2	
	Altrusa Key			1	
	Early history/milestones of Altrusa Int'l			2	
	Club budget			2	
	Local club history			2	
	List of Int'l Committee Chairs and Addresses			2	
	E-mail address list			1	
Usability					
	Easily updated and recycled			4	
	Accurate, up to date, and carefully proofread			10	
	Readable, clear type, headings that stand out			6	
Extra Credit	Innovative, creative elements (list below)			0-10	

(Possible 135)

TOTAL

Revised November 2007

NAME OF PROJECT

Nomination for Governor's Distinguished Service Award

DATE

Name of Club  
Address  
City, State and Zip Code  
USA

District Eight

# Governor's Distinguished Service Award

## Entry Form

*Please print or type.*

Name of Club:

Address:

Street/Post Office Box:

City:

State/Province:

District: Eight

Date (day, month, year):

Club Membership (as of date of entry):

Project Title:

Year Submitted for MLB or LHB Award:

*In 1,000 words of less, describe your project. (Please double space). Refer to attached judging criteria for ideas on what to include.*

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Signature of Club President

**ALTRUSA INTERNATIONAL, INC.**  
**DISTRICT EIGHT'S GOVERNOR'S DISTINGUISHED SERVICE AWARD**

This district award has been established to recognize clubs for long-term service projects the club continues to support.

**Objectives**

- To reward District Eight clubs that have ongoing community service projects which have been maintained for at least five years.
- To recognize outstanding club achievement for service to the community.

**Eligibility Criteria**

- All District Eight clubs are eligible to enter one currently sponsored community service project that has been an ongoing project in the community for at least five years.
- The project must have been previously submitted for a Mamie L. Bass Community Service Award and/or a Letha H. Brown Literacy Award.

**GOVERNOR'S DISTINGUISHED SERVICE AWARD**

This award recognizes an ongoing successful community service project designed and implemented by an Altrusa club from District Eight. The project must be active and provided for by the club for at least five years. The project must have been submitted previously for the Mamie L. Bass Community Service Award and/or the Letha H Brown Literacy Award.

Once a club has won the Governor's Distinguished Service award for this project, the club is not eligible to apply again for this project within five years.

Entries will be judged on content, effectiveness, creativity, originality, and success in meeting the objectives.

The Immediate Past Governor will be the committee chair plus two additional past governors appointed by the current Governor. Judges will have discretion to award points.

Submission deadline (usually mid March): Is determined by the current Governor and printed in the February Call to Conference issue of the DSB.

WINNING ENTRY RECEIVES \$100.00 AWARD.

Note: This award is exclusive to District Eight. There is no eligibility for an additional award from Altrusa International, Inc.

**Submit:**

- One copy to each of the three Past Governors serving as judges. The judges selected and their contact information will be printed in the February Call to Conference issue of the District Service Bulletin.
- Project description cannot exceed 500 words. In addition no more than five pages, (8 ½ x11) one-sided only of supplemental information may be submitted.
- Entries that do not comply with these requirements will be disqualified from the competition.

**Governors Distinguished Service Award**

**Criteria and Score Sheet**

1. Selection of Project (25 points)

(Explain the method used to identify the community need)

- A. Why did your club initially select this project?
- B. What year did your club submit the project for Mamie L. Bass or Letha H. Brown District Eight award competitions?
- C. Why does your club continue to support the project?
- D. Describe your club's membership participation.
- E. Describe any other organization's participation.

2. Development, Implementation and Maintenance of the Project (50 points)

(Describe the activities done to carry out the project)

- A. When did this project begin? Did your club originate the project, or  
Did your club take it over from another group?
- B. Has the project been continued every year?  
(A minimum of five years is required)
- C. What material resources and/or fund-raising efforts are needed?
- D. What kinds of personal (hands on) service are needed for the project?
- E. How many hours of personal service were contributed by club members?
- F. What percentage of club membership is involved?

3. Ongoing Evaluation of the Project (25 points)

- A. What criteria are used to evaluate the project?
- B. What is the estimated number of people who are helped by the project?  
Per year\_\_\_\_\_ Over 5 years\_\_\_\_\_
- C. What are the benefits to your club?
- D. What are the benefits to the community?
- E. Describe how the project promotes community awareness for Altrusa?

**Revision April 2011**

## **Conference Rules**

This conference assembly is guided by Roberts Rules of Order, Newly Revised (1990 edition) as established by Altrusa International, for districts. Rules quoted from District Bylaws are as follows:

### **Article VI**

Meeting of Members

#### **Section 5 – Conference Rules**

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.

#### **Section 6 – Quorums**

A majority of the members registered at a Conference who are entitled to vote shall constitute a quorum. The majority vote of the members at a meeting at which a quorum is present shall be the act of the members of the District, except as to amendments of these Bylaws, which are governed by Article XVII, Section 1.

#### **Section 7 – Members Entitled to Vote**

Members of International who are members of the District Board of Directors or who are regularly accredited delegates from Clubs within the District, and Past Governors, who are Active or Affiliate members shall have one vote on each question to come before the Conference. No person is entitled to more than one vote.

## **Standing Rules**

1. Delegates shall wear the delegates badge at all general sessions and sit in the section reserved for voting members.
2. Alternates from local clubs may vote in the absence of the Delegate when credentials are cleared with the Credentials Committee and shall sit in the section reserved for the voting body when acting as a Delegate.
3. Motions: Only members of the voting body may introduce motions and vote, but all registrants may participate in discussions. A motion shall be presented to the presiding officer in writing, signed by the maker, if such request is made by the presiding officer or the secretary.
4. A member may be entitled to the floor after she has risen, given her name and the name of her club, and obtained recognition from the Chair. This also applies to answering the roll call of clubs.
5. Debate shall be limited to two (2) minutes for each speaker. Unanimous consent shall be required if additional time is to be granted to a speaker. No member shall speak a second time on the same motion until all others who wish to speak have had an opportunity to do so.
6. Report of Committee: Chairmen shall not speak in excess of five (5) minutes. A time keeper shall be appointed by the Governor.

7. Floor Tellers shall be appointed by the Governor to count and tabulate rising and show of hands when voting.
8. Smoking: There will be no smoking in the assembly rooms.
9. Assembly shall silence cellular phones and other electronic devices.

District Parliamentarian

## FORM OF ANNUAL BUDGET

**Income**

Dues - Full  
 Dues - Half  
 Interest Checking  
 Interest - CD's  
 Projected carryover from prior year  
 Conference-Silent Auction

**Total Income**<sup>1/</sup>**Expenses**

Bank Charges<sup>2/</sup>  
 Club Visits  
 Committee Chairs Expenses  
 Conference - Board Expenses  
     Travel  
     Housing  
     Contingency Mid-Year Board Meeting  
         Travel  
         Hotel  
 Conference-Silent Auction  
 District Service Bulletin  
     Permits  
         initial<sup>2</sup>  
         renewal<sup>1</sup>  
 Governors' Distinguished Service Award  
 Governor's Pin<sup>2</sup>  
 Governor Elect Training<sup>1</sup>  
 International Convention Expense (Gov. & Gov. Elect)<sup>1</sup>  
 International Convention Reserve (Gov. & Gov. Elect)<sup>2</sup>  
 LHB Literacy Award  
 Long Range Planning  
 MLB Service Award  
 Nominating Committee Expense<sup>2</sup>  
 Postage-General  
 Presidents' Workshop  
 Program Planning Expense<sup>2</sup>  
 Revitalization  
 Supplies  
 Surety Bond  
 Transfer District Files<sup>1</sup>  
 Transfer Unallocated Funds  
 Travel & Accident Insurance

**Total Expenses**


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<sup>1/</sup> Fiscal Year E/O [for example 1998-1999] non-installation year

<sup>2/</sup> Fiscal Year O/E [for example 2001-2002] installation year; Convention year