

POLICIES OF DISTRICT SEVEN
ALTRUSA INTERNATIONAL, INC.

THEME

The District shall adopt the International theme and encourage local clubs to do the same for consistency.

I. BOARD OF DIRECTORS

Officers shall hold membership in local Altrusa Clubs that are in good standing.

A. Composition

The Board shall consist of the Governor, Governor-Elect, First Vice-Governor, Second Vice-Governor, Secretary, Treasurer, and one Director.

B. Board Meetings

The Board shall meet as follows:

1. Immediately preceding each conference
2. Immediately following each conference
3. A fall meeting, preferably at the location of the following spring conference
4. A February meeting in the year following the fall meeting, which may be a teleconference meeting. Actions taken at such teleconference shall be ratified by the Board at its next in person meeting.
5. In even years, the newly installed Governor presides at the meeting immediately following the conference.

II. PUBLICATIONS

A. District Service Bulletin

“Channel Seven” shall be the official name for the District Bulletin, and shall be the vehicle for official notices from the District. All issues will be distributed to each District and affiliate member, and others as directed by the Governor.

III. CLUB VISITS

visitor Club visits shall be by geographical area determined by home area of the District where possible. The Governor will visit the area of the next conference and designate who will visit the remaining areas. The clubs will be assigned to each officer for the biennium. The clubs will be visited by attending club meetings or will be conducted by teleconferences, workshops and/or email. Each officer will attend a meeting of the assigned club at least once during the biennium.

Revised Oct.19, 2007, Board Meeting

IV. DISTRICT CONFERENCE

- A. **Conference.** The District shall hold an annual conference and the conference site shall be rotated systematically among the geographical areas (see list).
- B. **Conference Bids.** The District Secretary shall send a letter to be postmarked no later than **January 15** to all clubs in the appropriate area, in rotation systematically among the geographical areas per list. Conference bids must be postmarked by April 15. If no bids are received, the Governor, with the Board's approval, will appoint a club to host the conference.
- C. **Declination of Bid.** The club awarded the bid shall inform the Governor of its intent to decline its bid to host the District Conference. The deadline for submission is no later than the pre-conference Board meeting of the conference two years prior to the awarded conference.
- D. **Conference Award.** The club awarded the conference shall recommend it's conference chair to the Governor for approval. The club hosting the conference shall present a budget and draft of the conference program for discussion and approval to the District Board at its fall interim Board meeting.
- E. **Registration Fee.** The Board shall set the conference registration at its fall interim Board meeting.
- F. **Delegates.** The number of delegates that each club is entitled to have at each conference shall be determined by the number of members of each club as of **February 1** of the conference year. This is to be determined by the District Treasurer's records.
- G. **Refunds.**
1. Requests for refund of paid registration, prior to April 15, should be sent to the conference treasurer and will be refunded at 100%. All other requests must be in writing to the Governor and placed on the Agenda at a Board Meeting following the conference and shall be at the discretion of the Board. 10% will be retained for obligations of the Conference hosts.
 2. Past Governors in attendance will be refunded one half of their registration fee by the District Treasurer immediately following the Conference.
- H. **Host Club Fees.** The District shall waive registration fees for the host club, except for their delegates and alternates. All meal costs of the host club shall be paid by the individual members.

- I. **International Visitor.** Hotel accommodations and meals for the International Visitor are to be covered in conference budget.
- J. **District Officers.** District officers are to return their conference registration forms with the notation “fee prepaid by the District Treasurer” to the conference registration chairmen. These fees shall be paid by the District Treasurer by **February 15th**.
- K. **Awards.** Entries for the following District conference awards shall be postmarked by **April 1**: Mamie L. Bass Community Service Award; Letha H. Brown Literacy Award; Dr. Nina Fay Calhoun International Relations Award; Katie Wenstrand Memorial Lamplighter Award; and the Governor's Award.
- L. **Judges.** The District officer or committee consultant responsible for each award shall obtain three members of the general public to serve as judges of the Mamie L. Bass, the Letha H. Brown, the Dr. Nina Fay Calhoun, and the Katie Wenstrand Memorial Lamplighter awards.
- M. **Conference Financial Report.** The conference treasurer shall file a financial report and remit any conference profit to the District Treasurer no later than **July 1**.
- N. **Conference Proceedings (Minutes).** By **June 1**, the District Secretary shall forward the minutes of the conference to the Governor to review, approve, and return to the District Secretary no later than **July 1**.
- O. **Conference Bid Award.** A copy of **Policy IV** and the **District Conference Manual** is to be attached to the letter of notification to the club being awarded the conference bid.

V. GIFTS

- A. **New Club.** The District shall provide a gavel for each newly chartered club within the District to be presented at the charter meeting by the District Governor or her representative.
- B. **Personal Gifts.** Personal gifts to District Board members or chairmen shall not be funded by the District treasury.
- C. **Outgoing Governor.** A plaque or gift of similar value shall be presented to the outgoing Governor and is to be arranged by the Governor-Elect.

Revised Oct. 19, 2007, Board Meeting

VI. NOMINATIONS AND ELECTIONS

- A. **Call for Nominations.** A letter calling for nominations shall be sent by **November 1**. Interested Altrusans may self-nominate or candidates may be nominated by clubs, present Board members and Past District Governors. Nominations must be postmarked by **January 1**.
- B. **Nominating Committee.** The nominating committee shall be elected at conference in odd years and shall consist of three members. The chairman shall be the person receiving the greatest number of votes. Only one committee member from a club is allowed and no club can have a member on two consecutive nominating committees.
- C. **District Officers.** District Officers shall be elected in the even years and shall be comprised of those officers listed in Policy I, Section A. The Governor-Elect automatically moves into the Governor position in the next biennium. There shall be no more than two elected officers from the same club during any term.
- D. **Nominating Process.** The full process and information included in the call for nominations for service on the District Board may be found in the current By-Laws and Policies.

VII. DEATH OF PAST OR PRESENT OFFICER

In the event of a death of an International President, Governor, Past Governor or a current Board member the District shall make a memorial contribution to the Altrusa International Foundation, Inc., of \$50.00. The District Governor shall direct the District Treasurer to disburse the funds. If there is more than one division of the Foundation, the District Governor shall designate the division to which the contribution shall be made.

VIII. FINANCE

The Finance Committee shall be composed of the Treasurer and two other members.

IX. FISCAL POLICIES

- A. **Budget.** A budget for each biennium shall be presented and adopted at the District conference held in the even numbered year.
1. At the Interim fall board meeting of the new biennium members shall review the budget and any accumulating funds over the biennium budget, designated funds, and District reserve funds and prepare a plan for the funds.
 2. All funds over the biennium budget, designated funds, and District reserve

conference assistance, etc.

3. District board will decide in the first year of the biennium the use for membership benefit, considering the full biennium.
- B. New Biennium Planning.** The Governor-Elect shall be allowed expenses to plan and present her program and begin her administration.
- C. Board Travel Expenses.** Expenses for club visits, board meetings or official visits and District Conference by the District Board members shall be paid by the District as follows:
1. Meal allowance: up to \$35.00 for actual expense per diem.
 2. Airfare at economy coach class. Personal motor vehicle mileage shall be reimbursed at current IRS rates, but not to exceed economy coach airfare.
 3. Rental cars shall be obtained at weekly rate for travel to club visits.
- D. Non-Official Club Visits.** The expenses of a non-official club visit shall be paid by the inviting club.
- E. Nominating Committee.** The expenses of the Nominating Committee shall be included in the District budget.
- F. Bond.** The Governor, Secretary, Treasurer and conference Treasurer shall be bonded during their term of office through Altrusa International, Inc.
- G. Incoming Treasurer.** The newly elected Treasurer shall assume duties immediately following the installation for the new biennium. The District financial records shall be completed by the outgoing Treasurer through **May 31**, and shall be transferred to the incoming treasurer upon the completion of the internal audit as required below.
- H. Check Signatures.** Checks drawn on the District account shall require one signature only. Two officers shall be eligible to sign checks and conduct the District's financial business. Those persons shall be the District Treasurer and Governor unless other officers are designated by the Board.
- I. Audit Committee.** The Board shall appoint the audit committee for the District Treasurer's books. The committee members shall not be from the Treasurer's club. The fiscal audit is to be conducted annually by **June 30**. An audit shall be conducted whenever a new Treasurer takes office. Audits shall be retained for five bienniums.
- J. Records.** Vouchers, bank statements, and cancelled checks (if returned from the bank) shall be kept by the Treasurer for two bienniums. A record of membership

of the District shall be retained for two years. The records shall be transferred with the Treasurer's files.

- K. **Treasury Balance.** A working balance shall be maintained at all times; additional funds shall be invested by the District Treasurer at the best possible rate of interest with maturity dates on or before **May 31**. The District shall maintain an amount equal to six months operating expenses in the District Treasury.
- L. **Expense Vouchers.** All expense vouchers shall be submitted in US currency to the District Governor. Officers and Chairmen are encouraged to submit all their expenses, however minor, so an accurate accounting of operating costs is reflected.
- M. **Voucher Due Dates.** Outstanding bills are to be submitted to the Governor within 21 days after occurrence of the expense.

X. INTERNATIONAL

- A. **Governor.** Expenses for the International Convention shall be paid by the District which include: airfare, registration and one half the cost of a hotel room. This payment shall be based on Policy IX, Section C.
- B. **Governor-Elect.** The District shall reimburse the Governor-Elect for combined travel expenses and registration fees not to exceed \$1,000.00 for the International Convention.
- C. **Governor-Elect.** Expenses for Governor-Elect training shall be paid by the District if not paid by Altrusa International.

ATTACHMENT I

DISTRICT SEVEN CONFERENCE CITIES

1985	2	Thunder Bay, Ontario
1986	1	Lincoln, NE
1987	4-A	Beloit, WI
1988		Iowa City, IA
1989	4-B	Escanaba, MI
1990	2	Winnipeg, Manitoba
1991	4	Oshkosh, WI
1992	1	Grand Island, NE
Realigned in 1993		
1993	2	Fargo, ND
1994	3	Burlington, IA
1995	4	Fond du Lac, WI
1996	5	Appleton, WI
1997	1	Des Moines, IA
1998	2	Omaha, NE
1999	6	Rapid City, SD*
2000	6	Brookings, SD
2001	7	Wausau, WI
2002	1	Duluth, MN
2003	4	Council Bluffs/Red Oak, IA
2004	5	Oshkosh, WI
2005	6	Fargo, ND
2006	7	Green Bay, WI
2007	1	St. Paul MN
2008	4	Bellevue, NE
2009	7	Door County, WI*
2010	6	Brookings, SD

*No bids received from Areas in rotation. As per policy the Governor picked a site.

For the purpose of invitation to bid on conference, bids to Area 1 will be combined with Area 2 and bids to Area 3 will be combined with Area 4 retaining the five year rotation.

AREA 1

Duluth, MN
St. Paul, MN

AREA 2

Des Moines, IA
Ames, IA
Cedar Falls, IA
Iowa City, IA
Burlington, IA
Oskaloosa, IA

AREA 3

Lincoln, NE
Grand Island, NE
North Platte, NE

AREA 4

Red Oak, IA
Omaha, NE
Council Bluffs, IA
Fremont, NE
Bellevue, NE

AREA 5

Sheboygan, WI
Oshkosh, WI
Fond du Lac, WI
Madison, WI
Beloit, WI
Waukesha County, WI

AREA 6

Brookings, SD
Fargo, ND
Moorhead, MN
Rapid City, SD

AREA 7

Marshfield, WI
Wausau, WI
Escanaba, MI
Door County, WI
Appleton, WI
Green Bay, WI

Motion adopted in 1997 to utilize the same area system for both club visit assignment and for invitation to bid to host conference. For the purpose of invitation to bid on conference, bids to Area 1 will be combined with Area 2 and bids to Area 3 will be combined with Area 4, retaining the five year rotation.