Altrusa International

of

Temple, Texas, Inc.

New Membership Manual

**Motto** Patriotism, Efficiency, Service

**Vision Statement**

 Building leaders to create a positive force in Bell County, the nation and the world.

**Mission Statement**

 Channeling the energies of Altrusans to positively impact the daily lives of members of

 our community, our nation and our world.

**Value Statement**

As a team, our organization upholds an environment that supports participation, respect,

 creativity and high ethical standard.

**Altrusa Key**

 A – Amity

 L – Loyalty

 T – Talent

 R – Reciprocity

 U – Unity

 S – Service

 A – Achievement

**Altrusa’s Grace**

 For this food before us spread,

 For our steps in safety led,

 For thy favor on our way,

 Lord, accept our thanks today.

**Altrusa’s Benediction**

May we go forth with high ideals,

 To greet our fellow man;

 Be true to all Altrusa aims,

 Until we meet again.

2.

**History of Altrusa** **International of Temple, Texas, Inc.**

Altrusa International is an association of professional women and men who volunteer their energies and expertise to projects dedicated toward the improvement of the community in which they live.  Begun in 1917, this dynamic organization has changed thousands of lives and communities through the service of Altrusans.

The Temple Altrusa Club was organized in March 1959 by paid organizer Willie Stephens of San Antonio. The club was chartered on April 30, 1960, when Edith De Busk of Dallas, Immediate Past Governor of District Nine, installed Katherine Nichols as President.

Literacy always has been a prime concern for Altrusa International of Temple, Texas, Inc. The club awards a number of scholarships annually to local high school and college students as well as participates in literacy projects in schools, women shelters and through the Literacy Council of the Temple Public Library.

**Our Service to our Communities**

In the early years of Altrusa, the national policy focused on vocational education for women since the organization required its members to be working professionals. Vocational guidance expanded over the years to include not only scholarships and guidance for young women but older women, as well.

Expanding on its commitment to youth, Altrusa adopted literacy as an ongoing service in 1977. In 1997, the Altrusa Foundation adopted Camp Safe Haven for children with HIV/AIDS.

The 1980’s and 1990’s brought many exciting changes to Altrusa. With the end of communism, the former Soviet Union saw its first Altrusa clubs. With an increasingly global outlook, Altrusa expanded its projects beyond literacy and education. In 1989, Altrusa adopted a resolution to promote environmental concerns.

Although literacy continues to be a focus of Altrusa clubs worldwide, many local issues also are addressed by the local Altrusa club.

3.

**Structure of Altrusa**

All Altrusa clubs are governed by Altrusa International, a corporation with both elected and appointed officers and a chairperson. Under the International umbrella, there are 14 Altrusa districts around the world. The Temple Club is in District Nine which encompasses the entire state of Texas. Each district has its own Governor and Board of Directors.

**Altrusa International of Temple, Texas, Inc.**

The officers of the club are voted upon by the club and include the president, president-elect, vice-president, treasurer, recording secretary, correspondence secretary, four board directors and immediate past president. The current president appoints the parliamentarian.

**Committees**

**Communications:** Responsibilities include the website, newsletter, news releases and yearbook

 preparations

**Finance:** Includes the club treasurer and foundation treasurer and is responsible for assisting the

 President in developing the annual budget and all accounting duties.

**Membership:** Responsible for new member recruitment, retention, revitalization and leadership.

**Service:** Responsible for planning, submitting and executing community service projects.

**Nominating:** Responsible for selecting the slate of candidates for elections.

**Program:** This committee is chaired by the vice-president and is responsible for meeting programs.

**ASTRA:** This committee manages all activities with ASTRA UMHB and BHS

**Scholarship:** Responsible for selecting the recipients of the academic scholarships provided by

 Altrusa Temple

4.

**Meetings**

The club holds two meetings per month. The business meeting is the second Tuesday, and the program meeting is the fourth Tuesday of each month. The club meets at noon at Country Lane Seniors Community, 2916 Country Lane Drive Temple, TX 76504. In months that have a fifth Tuesday, an evening meeting is scheduled as decided by the President and Membership Chair.

**Format of Lunch Meetings**

Meetings generally begin at 12 noon and last until 1pm. Officers and board members are aware that each member’s time is valuable and try to be as succinct as possible.

Call to order and welcome – President

 Altrusa Grace

 Introduction of guests

 Minutes of previous meeting – Secretary (if Business meeting)

 Financial report – Treasurer (if Business meeting)

 Initiation of new members (if Business meeting)

 Old Business (if Business meeting)

 New Business (if Business meeting)

 Speaker/Program (if Program meeting)

 Committee reports: Finance, Membership, Programs, Service, ASTRA

 Announcement, Brags and the Altrusa Benediction

 Upon arriving at the meeting, please sign in and record your volunteer hours. There are two categories of volunteer hours- Altrusa hours and Community hours. Hours performed as an Altrusan are Altrusa hours (time spent at meetings do not count) and those performed outside of Altrusa are considered Community hours (church, other social/service organization activities). Meals are provided through Elite Catering at Country Lane Seniors at a cost of $12. It is NOT mandatory to purchase a meal but we highly encourage our Altrusans to purchase the meal and not bring outside food in (unless you have a special diet requirement). Country Lane Seniors provides the room to Altrusa, and the Board Of Directors (BOD) feels that it is out of courtesy to them that we purchase our meal there. Meals may be paid for on a quarterly basis or on a per meeting basis. If you choose to pay on a per meeting basis, you must reserve your meal with the Reservations chair at least 10 days prior to the meeting. This also includes guest meals.

5.

**Cost of Membership**

Each year, members pay dues which are split among the local club, district and national entities. Dues for new members are $160; renewing members pay $120. In December, International and District dues become half, so new member dues become $126. New members who join in the months of April and May will pay $160 for a 14 month membership period.

**Optional Monthly Costs**

At the close of most meetings, there is the opportunity to address the group with a brag or brags. Each brag costs $1 or at the discretion of the bragger.

**Sponsorship, Acceptance, Orientation and Initiation**

To be considered for membership into Altrusa, one must be sponsored by two existing members. A Recommendation for Membership form is completed by the sponsor and is submitted to the Membership Committee. The Board of Directors will review the application and accept or decline the application at the Board Meeting. The new member will be initiated during a monthly business meeting and presented with an Altrusa pin, name badge, the club yearbook and the New Member Kit which includes the International Resource Guide. The new member will begin attending meetings with all rights, including voting and participating in projects and events. The new member will be expected to attend an orientation where current members discuss all aspects of the club, expectations, and responsibilities of membership.

**Websites**

[**http://www.altrusatemple.org**](http://www.altrusatemple.org) **(Altrusa Temple website)**

**http://www.altrusa.org (Altrusa International website)**

**Social Media**

**Facebook (Public side) Altrusa International of Temple, Tx, Inc. (the Swish icon)**

 **(Private side) Altrusa International of Temple,Inc. (the daisy icon)**

**Twitter @AltrusaTemple**

6.

**Newsletter**

Altrusa International of Temple, Texas, Inc. publishes a monthly newsletter that is found in ClubRunner. Access to Altrusa Temple’s ClubRunner can be found at [www.altrusatemple.org](http://www.altrusatemple.org). Each member can access the private side of ClubRunner by contacting the Communications chair and receiving a login name and password. There is a website tutorial video available if you have questions about how to use it. A weekly newsletter is also sent by the President via email to inform the members of upcoming events or happenings that would be of concern to the membership.

District Nine bulletins and the Altrusa International’s Altrusan newsletters are emailed directly to members throughout the year.

**Club Yearbook**

A yearbook is published annually and is a good resource for club information and a picture directory. The yearbook is specific to the current year club membership, officers and committees as well as District and International BOD member information. The yearbook includes the club’s Bylaws, Policies and Fiscal Policies as well as the current President’s goals and budget. The Principles of Altrusa, Responsibilities of Membership and a short summary of Altrusa International of Temple’s history are also included. This is a very useful tool for new members.

**Taste of the Holidays**

All projects and scholarships are funded currently by the TASTE OF THE HOLIDAYS, the club’s one major fundraiser that is held on the Thursday before Thanksgiving at the Mayborn Civic and Convention Center in Temple. The Taste consists of a meal prepared by the club members, as well as a style show and raffle. The TOH is led by a Chair and Co-Chair who are responsible overall for the event. Each club member is highly encouraged to participate in the fundraiser by signing up for at least one of the committees involved in the TOH. Committees include:

Facilities

 Reservations

 Invitations

 Menu

 Decorations

 Publicity

Raffle

Fashions

 Entertainment

 Graphics

 Hospitality

Underwriting

7.

The Wednesday before the TOH is considered an all-day workday in which prepared decorations are set up and the make-ahead portion of the meal is made. Members are encouraged to participate in this day’s activities as well as the TOH event. On the TOH day, members are asked to come to the Mayborn at 8 am to help with last minute Menu, Registration and Fashion needs. Doors open at 11 a.m., and the event concludes at 1p.m. Dress attire is a white shirt, black pants and the black Altrusa apron (this can be purchased by contacting the current Co-Chair). After the TOH, Temple Altrusans eat, clean up and return supplies back to the storage unit, and then celebrate the day’s event with an after party held at a local eatery.

**Altrusa Temple Service**

Altrusa International of Temple, Texas, Inc. selects their projects beginning in June (the start of the club’s new year) and may be added throughout the year, as time and resources allow, or may be held for consideration for the next year.

The Temple Altrusa club has been involved in the following areas of service:

* Project Apple Tree
* Families in Crisis
* Temple Literacy Council
* Kids Against Hunger
* Camp Dreamcatcher
* Childrens Advocacy Center of Central Texas
* Temple Community Clinic
* Cultural Activity Center
* AWARE Central Texas
* Ralph Wilson Youth Club
* Born Learning Trail
* Kids 2 Kids
* Reading and Math Mentoring
* ASTRA UMHB and Belton High School

**Projects**

Projects are the activities that Altrusa Temple finds to be the most worthwhile reason to be an Altrusan. When a need is discovered, Altrusa Temple steps up and provides the assistance. If any Temple Altrusan sees or feels there is a need for either money or service, they submit a project proposal for consideration. There are two types of Projects – “*Hands On* *Project”* which may include volunteer hours and/or money OR a “*Grant”* which is strictly monetary support. The Altrusan who will serve as the Coordinator of the Project will fill out a Project Proposal form which can be found on the ClubRunner website under Forms. Information required includes the Name of the Project, the Recipient of the Project, a brief description for the Project/Grant including the date of the project, the amount of projected hours accrued during the project and the dollar amount requested. The

8.

Coordinator along with a Co-Coordinator will be required to sign the project proposal and then submit the project form to the Vice President. The Vice President will submit the form to the Board at the Board of Director Meeting on the first Tuesday of the month. The Board will consider the project and will accept or decline the proposal. The Vice President will contact the Coordinator regarding the decision. If the project proposal is approved, the project coordinator will proceed with the project until its completion. Upon project completion, the coordinator will be responsible to write a project summary including a description of the project and outcome, the actual number of volunteer hours accrued, the number of Altrusans that participated and the amount of monies used. This report is due within two weeks of the completion of the project. The project summary will be returned to the Vice President.

**ASTRA**

In the 1960’s, Altrusans began to look to America’s youth as the future of Altrusa. In 1966, ASTRA was established. ASTRA service clubs target young women and men ages 13 to 25 and encourages them in their education, professions and service to society.

In the Fall of 2012, Altrusa International of Temple, Texas, Inc. sponsored its first ASTRA club- ASTRA UMHB and in the Fall of 2013 Altrusa Temple sponsored its second ASTRA club-ASTRA Belton High School. Altrusans serve as mentors to these local university and high school clubs, as well as serving as counselors and leaders in community events and projects.

**Foundation- Altrusa International Temple and Altrusa International**

Altrusa International of Temple, Tx, Inc. is associated with two Foundations -a Club Foundation and the International Foundation. Each foundation serves a very important purpose to the club. The Club Foundation serves as our non-profit entity, and its purpose is to manage and disperse funds for club projects. All monies received from fundraisers and donations and monies dispersed for project must be directed through the Foundation to maintain the Foundation’s 501(C)(3) status. The Club Foundation is managed by its own Board of Directors. Four of the BOD members are appointed by the club membership. The President of the Foundation (elected by the previous year’s Foundation Board), the Immediate Past President of the Foundation, the Immediate Past President of the Club and the President-Elect are automatic appointments. The other four Directors are elected by the club membership.

9.

The Altrusa International Foundation is a not-for-profit, philanthropic corporation established by Altrusa International, Inc. The Altrusa International Foundation is dedicated to improving economic well-being and quality of life through a commitment to community services and literacy. The Foundation, through member support, provides financial grants and aid supporting literacy projects and vocational services. Members of Altrusa International support the International Foundation by voluntarily donating to it. Donations can be applied to four different funds- Club 21 (supporting children camps), Grants, the Endowment Fund and Disaster Relief. As a donor, Altrusans earn the privilege of becoming a Lamplighter. To become an Altrusa Lamplighter, one must donate at least $500 during the twelve month Altrusa calendar year to the Altrusa Foundation. As a Lamplighter, you will receive a special Lamplighter Pin/pendant and will be recognized in Altrusa publications and at the Foundation Luncheon at the International Convention.

**Forms**

There are three forms which all Altrusans should be familiar with. The Membership Recommendation Form is used for new member application and should be returned to the Membership chair. The Project Proposal Form is used for submitting a project to the club and should be returned to the Vice President. The last form is the Reimbursement form which is required if a member has spent personal money for Altrusa purposes and would like to be reimbursed. The form should be completed and returned to the Club Treasurer. There is a copy of each form attached but each can be found on the website homepage under Members Only- Forms.

**Reasons Why Members Have Joined Altrusa**

* To experience the joy of all Altrusans – the joy of improving the lives of others in your community by doing something rewarding for people in need.
* To meet new professionals in your town as well as others.
* To enhance your leadership capabilities. Strengthening your club is a challenge that will develop your leadership skills. You will benefit personally and have the joy of accomplishment.
* To extend the hand of service around the world.
* To have fun and develop lasting friendships!
* No matter the reason, most people feel better about themselves by becoming more altruistic, by
* showing unselfish devotion to the interests and welfare of others.

10.

**The Principles of Altrusa**

1. Altrusa is a builder of women and men.

2. Altrusa is an expression of the search for the best in character, in business, and in citizenship.

3. Election to Altrusa is an evidence of confidence, which imposes upon the recipient the obligation to strive to be true to the highest standards of life in her personal and business relations.

4. Altrusa, in the very derivation of its name, is committed to the philosophy of unselfishness, the joy of giving rather than getting, and to the search for that happiness which is based upon spiritual worthiness.

5. Altrusa is practical idealism. Its service consists, not in saying great things, but in daily earnest practice of its principles.

6. Altrusa commends to its members an active interest in public affairs, realizing that the State is but the individual writ large.

7. Altrusa develops true leadership, concerned with accomplishment and not with recognition.

8. Membership carries with it no obligation to transact business with other members. It makes no promise of returns in any commercial species. Its rewards are in proportion to the loyalty, unselfishness and character of the member herself.

9. Altrusa expresses good will for all mankind. It emphasizes the good and lets the evil sink into the oblivion it merits.

10. Altrusa is democratic; it knows no class, no favorites, but is founded upon merit alone.

11. Altrusa believes that the way to progress lies not in emphasizing the faults of men and their failure to give proper recognition, at times, to women in business, but rather in arousing women to their responsibilities and their possibilities so that their accomplishments will blaze the trail for greater things.

12. Altrusa believes it is not enough to be good; Altrusans must be good for something. Each member must be doing the piece of work that is hers in a way that puts her in the front ranks of accomplishment.

 ***Mamie L. Bass,  1921***

 ***First Altrusa International President***

11.

Altrusa International of Temple,Texas, Inc.

Recommendation for Membership

(To be completed by the sponsor)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone number \_\_\_\_\_\_\_\_ Business phone \_\_\_\_\_\_\_\_\_\_ Cell phone\_\_\_\_\_\_\_\_\_\_\_

Would you prefer to be contacted at □Home or □Work or □ Cell (please check one)?

E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firm, corporation or organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of business or profession \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of job responsibilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Length of time in position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other club/organization affiliations, with leadership positions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Why do you want to join Altrusa? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**(For completion by Altrusa)**

Classification category \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthday \_\_\_\_\_\_\_\_\_\_\_\_\_

 Month/ Day/Year

 Membership Committee Altrusa Board Sponsor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□Approved □Approved Co-Sponsor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_