

# CLUB POLICIES

Adopted August 2004  
(Amended March 2021)

1. These Club Policies are to be used for guidance in the administration of Altrusa International of Temple, TX, Inc. (the Club) in conjunction with the Club Fiscal Policies and the Altrusa International Bylaws and Policies.
2. Meetings:
  - a. Meetings - will be held on the second and fourth Tuesday of each month at 12:00 noon at location determined suitable for the program content. Meetings will be offered in-person and virtually, as technology allows.
  - b. Fifth Tuesday meetings - will be held in the months having five Tuesdays. Program content and time of the meeting will be at the discretion of the President and/or Program Coordinator.
  - c. Board of Director (BOD) Meetings will be held on the first Tuesday of each month at 12:00pm noon at a location determined by the President or any combination of in-person and/or virtual. If the first Tuesday of the month falls on a national holiday, then the President will reschedule the meeting to a date suitable for the Board.
  - d. Perfect Attendance is encouraged though not required. A member may attain perfect attendance by attending twenty-four (24) regular meetings or twenty (20) regular meetings and four (4) makeup attendances. Makeup meetings count at District Conferences, International Conventions, Fall Leadership, New Member Orientations, 5th Tuesday meetings or other Altrusa International Club's regular meeting. Members should contact their Communication Chair regarding their makeup attendance. The terms "Regular" or "Makeup" meetings shall include in-person and virtual.
3. The Club BOD may act by mail ballot, providing ballots together with a brief description and rationale of the matter to be voted on, which will be mailed to each member of the BOD. For purposes of this statement, "mail" or "mailed" shall include electronic mail or virtual. Ballots not returned within seven (7) days of the date of mailing to the President shall be counted as abstentions. A majority of the quorum votes so cast shall decide the issue.
4. Memorials shall be initiated by the Care and Concern Chair(s) in the case of a death an Altrusan's immediate family or death of an Altrusan, to an organization of the family's choice. The amount is not to exceed \$25. Upon the death of an Altrusan, the Club may take a collection from the membership to be donated to Altrusa International Foundation or the Altrusa International Foundation Temple, Tx Inc. in the name of the deceased member. Each member is to designate where to send their donation/memorial. The Foundation Treasurer will notify the Altrusan/family member so they may send an acknowledgement of the donation/memorial.
5. The fee for lunch or dinner for guest speakers shall be paid by the Club, if applicable.
6. Each member shall be issued an Altrusa pin, name badge, yearbook (if available), and new member kit. If a replacement is requested by the member, the member will be charged.
7. The Treasurer shall order and retain all supplies and inventory of supplies for use in Treasurer's role.
8. Any token gift given to the outgoing President shall not exceed \$75 and should be purchased by the VP.
9. The Treasurer purchases the president's pin with gavel. The Club presents the gift to the incoming President.
10. Annual dues for renewing members is \$120, payable by June 1<sup>st</sup>. After July 15<sup>th</sup> a \$20 late fee will be assessed to the member to cover the late fee charged by Altrusa International, Inc. and District Nine.
11. New Members will be charged a setup fee of \$40 plus dues of \$130, for a total of \$170. If a member joins in December through March, the dues are \$70 plus the initial setup fee of \$40, for a total of \$110. If a member joins in April or May they will pay the full membership dues of \$170 and receive a 14 month period of membership.
12. Pursuant to the Altrusa International Policies adopted in 2019, article 10B, Young Adult Membership Incentive Program: Members ages 30 and younger are eligible for 50% reduction in dues from the

regular rate. Any member not willing to document their data of birth will be charged the full rate. In addition, annual Club dues for new and returning young adults ages 30 and younger are eligible for a 50% reduction. (See Membership Dues Chart).

13. To help defray costs for elected delegates to attend District Conference and International Convention, registration fees will be paid by the Club.
14. Effective July 1, 1989, any member requesting a leave of absence for a specified period of time, not to exceed eighteen months, must do so in writing. Dues are suspended during this period of time. At the end of the time period, the member will be returned to active status after applicable dues, reinstatement fee, and any other fees assessed by Altrusa International, Inc. are paid in full.
15. Any decorations purchased by the Club will not be loaned or rented.
16. The Club will follow specific guidelines regarding the use of social media outlets (i.e. FaceBook, Twitter, Instragram, Pinterest, and any other social media outlet as deemed appropriate). The Communication Committee will maintain both the public and private sides of the social media. The use of social media will be to promote Altrusa International of Temple, TX., Inc. and will be discriminatory in the postings of members, children and non-Altrusan social events. All members must sign the Club social media policy form as proof they have read the Policy.
17. Each year, during the January business meeting, the nominating committee will be created in order to propose a slate of officers for the upcoming year. Three members will serve on the committee. To serve as a member of the nominating committee, you must have served on the Club Board for a minimum of two years. As a member of the nominating committee, you are not allowed to be included in the proposed slate of officers. Nominations for committee members will come from the floor; the three members with the most votes will serve on the committee and the one with the most will serve as chair.
18. The Club Policies will be reviewed annually and annotated with the date of review and/or revisions.