

CLUB POLICIES  
Adopted August 2004 (Reviewed/  
Revised April 2017)

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. Regular Meetings - will be held on the second and fourth Tuesday of each month at 12:00 noon at a location determined suitable for the program content.
  - 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. 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 but 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.
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 are mailed to each member of the BOD. For purposes of this statement, "mail" or "mailed" shall include electronic mail or facsimile. 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 Club of Temple TX Foundation, Inc. in the name of the deceased member. Each member 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.
6. Each member shall be issued an Altrusa pin, name badge, yearbook, 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.
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 and gold name plate. The Club presents the gift to the incoming P resident.
10. Annual dues for renewing members is \$120, payable by June 1<sup>st</sup>. After July 15<sup>th</sup> a \$10 late fee will be assessed to the member to cover the late fee charged by Altrusa International, Inc.

11. New Members will be charged a setup fee of \$40 plus dues of \$120, for a total of \$160. If a member joins in December through March, the dues are \$86 plus the initial setup fee of \$40, for a total of \$126. If a member joins in April or May they will pay the full membership dues of \$160 and receive a 14 month period.
12. To help defray costs for elected delegates to District Conference, shall have their registration fees paid by the Club and elected delegates to International Convention shall receive funds divided equally among the delegates.
13. 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.
14. Any decorations purchased by the Club will not be loaned or rented.
15. 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.
16. The Club Policies will be reviewed annually and annotated with the date of review and/or revisions.