

DISTRICT TEN POLICIES 2001 REVISION

FISCAL POLICIES:

1. **District fiscal year** is from April 1 to March 31. (9/95)
2. The **Finance Committee**, composed of the Governor Elect as chairman, the Vice Governor, the Immediate Past Governor, and the Treasurer, will prepare the District Budget. This committee will meet before the Conference to consider all financial matters and make recommendations to the Board. (10/98)
3. The **District Budget** and the **Conference Budget** shall be completely separate.
4. **International Convention expenses** and registration, lodging and travel (excluding meals) for the Governor and Governor Elect and not paid by Altrusa International, will be paid by the District. Similar expenses for other officers will be paid when funds are available. (9/95)
5. The District will maintain an amount equal to one year's **operating expenses** in an interest bearing account.
6. New signature cards for the **District bank accounts** will be completed at the beginning of each biennium. Accounts will be maintained from biennium to biennium at the same banking facility as long as services are satisfactory.
7. The District Treasurer shall be **bonded** during her term in office, the cost of the bond paid by the District.
8. The **District Treasurer** shall give bank statements, canceled checks and other records for the past four (4) years to her successor.
9. **Mileage expenses** for District related automobile travel shall be reimbursed at 35 cents per mile. (4-29-04)
10. A **Conference Fee** of \$15.00 is to be paid to the District in **June** of each year by each club and the money will go into the Conference Budget. (9/99)
11. **Vouchers for expenses** shall be submitted on prescribed forms to the Governor for approval as soon as possible after expenses have been incurred. All possible expenses should be submitted by March 31, the end of the fiscal year. Vouchers for expenses incurred by the Governor will be approved by the Governor Elect. (9/95)
12. The District Treasurer will send **Quarterly financial statements** to all Board members.

ADMINISTRATIVE POLICIES

1. **District dues** are \$20.00 per member. Included is an individual subscription to the District Service Bulletin, the Altru-News. (5/06)
2. A **midyear District Board meeting** will be held each year in September/October at a central location. The District will pay travel and lodging. (9/95)
3. A **Pre-Conference District Board meeting** will be held prior to convening conference sessions, and a **Post Conference District Board meeting** will be held following the close of each district conference.
4. **Nominees for District office** shall be invited to audit the Pre-Conference Board Meeting with expenses to be borne by the individuals involved.
5. The Altru-News shall be published at least three times annually and shall be sent to every member in District Ten, each member of the International Board of Directors, International Committee Chairs, and the International Headquarters. (9/91)
6. **District Chairmen** will be reimbursed for expenses in the performance of their duties upon submission of voucher and receipts up to \$100 a biennium. (9/00)

CLUB VISITS/WORKSHOPS

1. The Governor shall visit **each club** in the District. She shall have three years to accomplish the visits - one year as Governor Elect and two years as Governor.
2. A District Officer shall visit **each club** annually.
3. The District shall pay **travel and lodging** for each club visit. Local clubs will bear the expenses of other requested visits from District officers. Local clubs are asked to furnish housing when possible and if requested to do so by their visitor. The local club pays for the meal for their visitor when applicable.
4. **Persons accompanying a District Officer** on her club visits shall pay their own expenses.
5. **Regional workshops** may be held either associated with a club visit or by special request of the club(s). District Ten pays travel and lodging for the appropriate **District Director** of each workshop. Each workshop **Registration fee** shall cover the cost of food, program, printing, mailing, and incidental expenses. Each hostess club shall make a **financial report** on the workshop to the District. **Profit** from workshops will be sent to District. Any **excess funds** from the workshop, shall be turned over to the district, and any loss will be reimbursed by the District. (SEE WORKSHOP PROCEDURES) (9/95)
6. The **District Director** of the workshop shall plan the program and coordinate details with the hostess club. The **hostess club** shall have responsibility for arrangements for the meeting place, food, and hotel, under the direction of the District Director. (SEE WORKSHOP PROCEDURES)

DISTRICT CONFERENCE

1. **District Conferences** are held annually on the first May weekend (2/95) at locations determined by the Board of Directors four years in advance. The District Board will strive to locate Conferences in varied geographic locations within the District.
2. The District Board is responsible for **securing invitations** to host Conference from the local clubs.
3. The host club will present a proposed **Conference Budget** for approval of the Board approximately six months prior to the May conference.
4. The Board of Directors will set the **Conference Registration Fee** after reviewing the proposed Conference Budget.
5. The District pays **conference expenses**: lodging and travel (excluding meals) with the exception of special events for all District Board. (9/00)
6. By October 1st, the District Treasurer will pay **\$800.00** to the hostess club for pre-conference operating expenses. (4-29-04)
7. **All District Ten Altrusa Members and ASTRA members** attending conference will pay registration fee. (4-29-04)
8. Travel expenses for the **International Representative** to attend conference is paid by Altrusa International. The District pays lodging, conference registration, and special meals from the conference budget. (9/95)
9. The District will provide **complimentary registration** for any visiting Governor or Governor-elect who will in turn provide a workshop or address the conference delegation.
10. Any **excess funds** from the District Conference, including Fun Night, shall be turned over to the District. The District will reimburse the local club for any loss from the district conference.
11. The District Treasurer's record of paid membership of a local club on March 1 shall determine the **number of delegates/alternates** to which each local club shall be entitled. (5/96)
12. **Fund raising by local clubs** at District Conferences shall be limited to Show and Sell. A vendor fee of #10 will be charged per club participant. (9-05) There will be no fund-raising for District operating expenses at District Conference. (9-02)
13. The District Treasurer has the responsibility of the **Altrusa Store and Doc Morgan, Inc.** She does the ordering. The local club assigned to the store documents what was received, sold and returned, and sees that the information and funds are turned into the District Treasurer. The ordered merchandise is sent to an individual designated by the Conference Chair. The club assigned to handle the **store** will inventory the merchandise and work with the District Treasurer.

14. An Altrusa club shall be asked to handle **Altrusa Store** (International Publications and Doc Morgan materials). An additional fee of 10% will be added to the retail price of the items to cover return shipping. The Altrusa store shall **not** be used as a fund-raiser for either the District or an Altrusa Club. Any excess or overage is to be absorbed by or paid to the District. (10/98)
15. The District will pay up to \$70.00 for the **Pre-Conference Open House**. (10/98)
16. **Conference workshop materials** will be reimbursed for presenters up to \$30, upon submission of voucher and receipts. Additional expenses will require prior approval by the district board. (9/00)
17. **Conference vendor space** will be made available by the host club charging registered Altrusans \$50 and non-Altrusans \$150 if the proceeds are for personal gain. (9-05)
Proceeds from vendor rental are conference revenue. (9/02)
18. **District Ten Policy On Election of International Director.** The District Nominating Committee will determine all eligible candidates using the criteria established in International Bylaws and will inquire of these candidates in writing if they wish to be slated for election. The Nominating Committee will submit the slate to the District Board of Directors at their mid-year board meeting prior to the conference at which election of the International Director will be held. The Board shall remove from the slate the name of any ineligible candidate. The slate will be published sixty days prior to the conference.

The Nominating Committee will present the names to the District Conference Delegates at the first business session of the conference at which time nominations of eligible candidates may also be taken from the floor. When the nominations are closed, the election may go forward.

The International Director will be elected by ballot at the conference. Any member receiving a majority of all valid votes cast shall be declared the winner. In the event that there are more than two (2) candidates for the office, and no candidate receives a majority of all valid votes cast, a subsequent ballot will be held in which the candidate receiving the least number of votes shall be eliminated from each of the succeeding ballots. Should there be only one candidate slated, a unanimous voice vote can be taken.

In the event that District Conference is cancelled or it is deemed impossible to hold a conference, balloting shall be by mail, in which event the Board of Directors shall prescribe the procedure. In the event of balloting by mail, write-in candidates will be allowed for eligible candidates not on the ballot. (10-02)