

Club Bylaws

Article I: Name

The name of this Club of Altrusa International, Inc., (hereinafter referred to as "International") shall be Altrusa International, Inc., of (Name of City/County/Region). Its name shall so appear whenever used.

Article II: Purposes

The purposes of this Club shall be:

- (a) To cultivate friendly relationships, promote mutual understanding, and foster the solidarity of women who are actively engaged in business and the professions.
- (b) To encourage high ethical standards of business and professional conduct.
- (c) To give vocational information and to be of service to women already engaged in or entering business or professional fields.
- (d) To encourage participation in community and public affairs on a nonpartisan basis.
- (e) To do any and all things conducive to service, betterment and ultimate welfare of women in business and the professions.
- (f) To promote educational and cultural training and improvement.
- (g) To be informed on international affairs and to promote mutual understanding between people of all nations.

Article III: Policy

Section 1.

The Club shall conform to all Policies of International.

Section 2.

The club shall not become affiliated with any organization without the approval of International.

Section 3.

The Club as a body shall at no time endorse or recommend any candidate for public office, nor shall it take any action on partisan or religious questions or on legislative matters without the prior approval of the International Board of Directors.

Article IV: Members

Section 1. Members

The members shall include persons who are Active, Emeritus and Honorary members.

Section 2. Active Members

- (a) Except as herein provided, Active membership in a Club shall be confined to recognized leaders in their businesses or professions who are of good character and who subscribe to the principles and purposes of Altrusa International, Inc. In addition to being recognized as outstanding in their businesses or professions, members must meet one of the following criteria:
 - (i) Must be or have been actively engaged in the practice of their profession as a degreed or registered/certified or licensed employee.
 - (ii) Must be or have been in the operation of legitimate businesses as owners, partners, officers, managers, local agents or branch representatives or holders of important positions.
 - (iii) Must be or have been a holder of important position with executive capacities and having discretionary power.
 - (iv) Must be recognized for outstanding work within the community.
- (b) Active members shall be classified in accordance with their business and profession.

- (c) Regulations prescribed by the International Board of Directors shall determine the methods of classification.

Section 3. Emeritus Members

- (a) Emeritus members are those Active members who are no longer able to actively contribute to the Club because of health or other restrictions which limit their activity, provided:
 - (i) The Board of Directors of the Club and the District Board of Directors approve such change in status; and
 - (ii) They have been members of International for ten (10) years; and
 - (iii) They are, through great service to Altrusa and devotion to its Principles, deserving of the honor.
- (b) Emeritus members represent no classification, are not eligible to vote, hold office, or serve on a committee, and have no interest in the property or funds of the Club or District. They are entitled to wear the insignia of International and to attend all meetings. They shall not be required to pay District and International dues. The Club may waive club dues. An Emeritus member will only receive services purchased by the Club.
- (c) An Emeritus member who again is able to participate as an active member may return to Active or status.

Section 4. Honorary Members

- (a) Local Clubs may confer honorary membership upon any woman who has achieved distinction through some notable service;
- (b) Honorary members shall represent no classification, shall be exempt from all fees and dues, shall not be eligible to vote, hold office, or be on a committee and shall have no interest in the property or funds of the Club. They shall be entitled to attend all meetings of the Club;
- (c) Honorary members shall not be members or former members of Altrusa.

Article V: Invitation of Members

Section 1.

Membership shall be conferred only upon written invitation from the Club.

Section 2.

The procedures or invitation shall be those specified by International.

Article VI: Duration of Membership

Section 1.

All classes of membership shall endure for life except as hereinafter provided.

Section 2. Resignation and Transfer

- (a) *Voluntary Resignation.* A member may voluntarily resign in writing to the Club Board of Directors. Voluntary resignations are effective upon fulfillment of all obligations through the date of resignation.
- (b) *Transfer of Membership.* Except as herein provided, membership is not transferable or assignable.
 - (i) An Active or Affiliate member may become a member of another Club, upon payment of such dues and fees as may be specified in the Policies, provided there is an opening in such Club in her classification.

Section 3. Removal of Club Members

- (a) *Cause.* Any member may be terminated from membership if she has acted or is acting in a way to injure Altrusa's reputation or to hamper its work.
- (b) *Active, Emeritus or Honorary Members.*
 - (i) Any member may file written charges against an Active, Emeritus or Honorary member with the Club Board of Directors, specifying the grounds for expulsion. The Club Board of Directors shall hold a hearing on the charges. The Club Board of Directors shall give thirty (30) days' written notice, delivered in person or sent by certified or registered mail, to such member, specifying the time and place of the hearing, and the charges. The member is entitled to be present at the hearing, to be represented by counsel (who may or may not be a member), and to present her defense. The member is not entitled to be present during the Board's

deliberations or to vote. If the Board determines, by two-thirds (2/3) vote of those present, that cause for expulsion exists, the member shall be expelled, effective immediately upon notice to the member.

(ii) The member or the person bringing charges may appeal the determination of the Club Board of Directors to the entire club membership, within fifteen (15) days of the Board's determination. The Club shall hold an appeal hearing concerning the charges. All members shall be given thirty (30) days' written notice by certified or registered mail of the appeal hearing, specifying the time and place of the hearing and the matter which is the subject of the appeal. The member against whom charges have been filed is entitled to be present, to be represented by her counsel and to present her defense. She is not entitled to be present during the Club's deliberations or to vote. The Club membership shall determine, by a two-thirds (2/3) vote of those present, whether the determination of the Club Board of Directors should be overturned or affirmed. Its decision shall be final and shall be effectively immediately.

(c) *Forfeiture.* Active membership shall be forfeited automatically;

(i) When the member ceases to reside or to be actively engaged within the area of the Club in the business or professional classification under which she holds membership, or

(ii) When her connection with her business establishment is severed; however, if for reasons of the economy of the country, family crisis, or personal health, a member, at the discretion of the Club Board of Directors, may be granted one year to find new classifiable employment or to return to her previous classification; or

(iii) When she fails to pay her annual dues and late charges as established by the International Board of Directors each year.

Section 4.

Any member whose membership is terminated in any manner shall forfeit all interest, if any, in the funds and property of the Club, shall not be entitled to any refund of dues and ceases to be entitled to wear or display the International insignia or emblem.

Section 5. Leaves of Absence

Up to one year leaves of absence may be granted to any member who desires to hold her classification and who has been excused by the Board of Directors of the Club from attendance at Club meetings, but such member shall not be exempt from payment of regular dues during such leave of absence.

Article VII: Meetings

Section 1. Regular

All Clubs shall meet at least once a month and may meet more frequently.

Regular meetings shall be held on the _____ (specify day of the week) of each month at such time and place as may be designated by the Club Board of Directors, and should any such meeting date fall on a holiday, the Club Board of Directors shall fix a new date for such meeting and advise the members thereof.

Section 2. Special

Special meetings may be called by the Club President, by three (3) members of the Club Board of Directors or upon the request of five (5) members. The notice stating the place, date and hour and purpose for which the meeting is called must be made by mail or telephone to each member entitled to vote at the meeting seven (7) days before the date of the meeting.

Section 3. Annual

The annual meeting shall be designated by the Board of Directors and shall be one of the regular meetings in June of each year.

Section 4. Quorum

- (a) One-third (1/3) of the membership shall constitute a quorum at regular meetings. The majority vote of the members at a meeting at which a quorum is present shall be the act of the members of the Club, except as to amendments of these Bylaws, which are governed by Article XIX, Section 1.
- (b) A majority of the membership shall constitute a quorum at a special meeting. The majority vote of the members at a meeting at which a quorum is present shall be the act of the members of the Clubs, except as to amendments of these Bylaws which are governed by Article XIX, Section 1.

Article VIII: Board of Directors

Section 1. Composition

The Board of Directors shall consist of the officers and _____ director(s).

Section 2. Tenure

The term of office of the directors shall be two years each: _____ directors shall be elected in the even year, and _____ shall be elected in the odd year.

A director shall not be elected for more than two consecutive terms. Any part of a term equaling or exceeding one-half (1/2) of the regular term shall be considered a term in deciding eligibility for reelection.

Section 3. Vacancies

- (a) A vacancy in the office of the President shall be filled by the President-Elect if there be one, or by the Vice Presidents, in order of succession, if there is no President-Elect. A vacancy in office of President-Elect shall be filled by the Vice Presidents, in order of succession.
- (b) If the officers include both a First and Second Vice President, in the event of a vacancy in the office of the First Vice President, the Second Vice President shall serve as First Vice President for the remainder of the term.
- (c) Any other vacancy in the Board of Directors, except that of the Immediate Past President, shall be filled by the remaining members of the Board of Directors voting therein by ballot.

Article IX: Powers of the Board of Directors

Section 1. Powers

- (a) The Board of Directors shall have general control of the Club, of all officers and committees and may, for good cause, declare any office vacant or any membership terminated.
- (b) It shall have power to transact all business of the Club not otherwise provided for; to fill vacancies as provided in Article VIII, Section 3 of these Bylaws; to act upon all recommendations for membership in the Club; to designate a place for deposit for funds of the Club; to provide for auditing the Club's accounts; to bond any person holding funds of the Club.

Article X: Meetings of the Board of Directors

Section 1. Regular

Regular meetings of the Club Board of Directors shall be held on the _____ of each month at such time and place as the Club Board may designate.

Section 2. Special Meetings

Special meetings of the Board of Directors may be called by the President or three (3) members of the Club Board of Directors. The notice stating the place, day and hour and purpose for which the meeting is called must be made by mail or telephone to each member entitled to vote at the meeting seven (7) days before the date of the meeting.

Section 3. Quorum

A majority of the Club of Board of Directors shall constitute a quorum at a meeting. The act of the majority of the members at a meeting at which a quorum is present shall be the act of the Club Board of Directors.

Article XI: Officers

Section 1 Officers

The officers of this club shall be a President, at least one (1) Vice President but not more than two (2) Vice Presidents, a Secretary, a Treasurer, the Immediate Past President and, at the club's option, a President-Elect.

Section 2. Tenure

The term of office of each officer shall be one (1) year. No officer shall hold the same office for more than two (2) consecutive terms. Any part of a term equaling or exceeding one-half (1/2) of the regular term shall be considered a term in deciding eligibility for reelection.

Section 3. Qualifications

No person shall be elected to the office of President who has not served at least one (1) year on the Board of Directors within the past five (5) years.

Article XII: Duties of Officers

Section 1. Duties

The duties of the officers shall be such as are specified in these Bylaws and by *Robert's Rules of Order, Newly Revised*.

Section 2.

President The President shall:

- (a) Be chairman of the Board of Directors and an ex-officio member of all committees, except the Nominating Committee.
- (b) Appoint such special committees as she may deem necessary and all standing committees, except the Nominating Committee. The President's appointments shall be subject to the approval of the Board of Directors.

Section 3. President Elect

A President Elect attends all meetings of the Club Board, acquaints herself with the duties of President, and assumes the office of President at the expiration of the term of the incumbent, or upon the inability of the incumbent to complete her term. The President-Elect shall act for the President in her absence or her inability to act.

Section 4. Vice Presidents and Directors

The Vice Presidents and Director(s) shall assist the President in her work. The Vice Presidents, in the order of their succession, shall act for the President Elect in her absence or in the event of her inability to act. The Vice Presidents and Director(s) shall assume such other responsibilities as directed by the Club Board of Directors.

Section 5. Secretary

The Secretary shall keep a record of attendance at all meetings; keep the minutes of each meeting; keep a permanent file of all important papers; notify all members of the time and place of Club meetings; and perform such other duties as may be assigned by the Club Board of Directors.

Section 6. Treasurer

The Treasurer shall:

- (a) Collect all money due the Club, keep an accurate record thereof, deposit the same in a depository in the name of the Club, pay bills authorized by the Club Board of Directors, and present a full report at each regular meeting of the Board and to the Club at its annual meeting, or at any time upon request.
- (b) Submit the book in which the record of receipts and disbursements for the year has been kept and her annual report for audit.
- (c) Notify Active members of any failure to pay dues, or late charges required by these Bylaws.
- (d) Keep an accurate roster of the entire membership.
- (e) Send to the International Office and the District Treasurer on or before the date established by the International Board of Directors each year the annual membership dues report on forms provided by International together with the annual per capita dues required by International and District respectively.
- (f) Send to the International Office during January of each year the convention fee as established by the International Board of Directors.
- (g) Serves as a member of Finances Committee.

Section 7. Removal from Club Office

- (a) An elected or appointed officer may be removed from office for cause. "Cause" shall include, without limitation, failure to perform the duties of her office, failure without excuse to attend meetings of the Club, the Club Board of Directors, or acting in such a way as to injure Altrusa's reputation or hamper its work.
- (b) Any member of the Club Board of Directors may file written charges against an elected or appointed Club Officer, specifying the grounds for removal from office. The Club Board of Directors shall hold a hearing

about the charges. The Club Board of Directors shall give thirty (30) days' written notice, delivered in person or sent by certified or registered mail, to such officer, specifying the time and place of the hearing and the charges. The officer is entitled to be present at the hearing, to be represented by counsel (who may or may not be a member) and to present her defense. The officer is not entitled to be present during the Club Board of Director's deliberations or to vote. If the Club Board of Directors determines, by two-third (2/3) vote of those present that cause for removal exists, the officer shall be removed from office, effective immediately upon notice to her.

- (c) The officer or the persons bringing charges may appeal the determination of the Club Board of Directors to the entire Club membership, within fifteen (15) days of the decision of the Club Board of Directors. The Club membership shall hold an appeal hearing concerning the charges. The Club Board of Directors and the officer shall be given thirty (30) days' notice by certified or registered mail of the appeal hearing, specifying the time and place of the hearing and the matter which is the subject of the appeal. The officer is entitled to be present, to be represented by her counsel, and to present her defense. She is not entitled to be present during the membership's deliberations or to vote. The Club Membership shall determine, by a two-thirds (2/3) vote of those present, whether the determination of the Club Board of Directors should be overturned or affirmed. Its decision shall be final and shall be effective immediately.

Article XIII: Election of Officers and Directors

Section 1. Election

All officers, except the Immediate Past President, shall be elected by ballot at a regular business meeting in March and shall be installed so as to take office on June 1, and shall serve for one (1) year or until their successors are elected and installed. In the event there is only one nominee for an office, the Secretary may be instructed to cast the ballot. Officers of a newly organized Club shall serve until the 31st day of May following such organization, except that officers of Clubs organized after January 1 and before June 1 may serve until one year from the next June 1.

Section 2. Quorum

A majority of all valid votes cast shall be necessary to constitute an election. Any member who receives a majority of all valid votes cast shall be declared elected.

Section 3. Incoming Board of Directors

Officers and directors may meet at any time after their election, at the call of the incoming President, for the purpose of organization and to ratify committee appointments.

Article XIV: Committees

Section 1. Standing Committees

The Standing Committees of the Club shall be:

1. Service
2. Membership Development
3. Communications
4. Finances

Section 2. Nominating Committee

The Nominating Committee will be elected by the membership at least sixty (60) days prior to elections to be held the first regular meeting in March, and will consist of no less than three (3) members. The individual receiving the largest number of votes will serve as chairman.

Section 3. Duties

The duties of the committees shall be consistent with those of corresponding committees in International and any District of which the Club is a part. Specifically, they shall include any duties specified by International or the Club's Board of Directors.

Article XV: Election of Delegates to International Convention and District Conference

Section 1. Convention

At least ninety (90) days before the International Convention, the number of delegates and alternates to which the Club is entitled by the International Bylaws shall be elected by the Club at a regular meeting, and shall be certified immediately to the International Executive Director.

Section 2. Conference

At least sixty (60) days before the District Conference, the number of delegates and alternates to which the Club is entitled by the provision of the District Bylaws, shall be elected by the Club at a regular meeting. The names of the delegates and alternates elected by the Club shall be certified immediately to the District Secretary.

Article XVI: Fiscal Year

The fiscal year of this Club shall be from the first day of June of each year to and including the thirty-first day of May next succeeding.

Article XVII: Members Dues and Fees

Section 1. Dues

Each Active member shall pay to the Club Treasurer annual dues of such amount as the Club may authorize, which dues shall be payable on June 1 of each year and shall include District and International dues.

Dues and fees for members from Clubs-at-Large shall be paid at one-half (1/2) per year rate in U.S. dollars.

Section 2. Procedures for Payment

- (a) Each woman becoming a member pays dues in accordance with the Policies.
- (b) The Club shall forward dues to the International Office and District Treasurer promptly when paid, together with the membership information forms.

Section 3. Fees

An International Membership Processing Fee, as established by the International Board of Directors together with a Club affiliation fee of such amount as the Club may authorize, shall be payable upon acceptance of an invitation to membership.

Section 4. International Currencies

Payments under the provisions of this Article by Clubs organized outside the United States of America, because of the fluctuation in the value of currencies shall be paid on such basis as the International Board of Directors may designate.

Section 5. New Clubs

In the case of Clubs organized between March 1 and May 31, women shall pay full annual dues which shall represent all dues payable until June 1 of the year next following.

Section 6. Late Charges

If any Active member fails to pay her annual dues by June 15 of each year, she shall pay in addition thereto a ten percent (10%) late charge. If a member shall fail to pay her annual dues and late charges, she shall be notified in writing by the Treasurer that her membership will be forfeited if such dues and late charges are not paid before July 10. Members whose dues and late charges have not been paid by July 10 shall be dropped from membership and the International Office and District Treasurer notified on the proper form.

Article XVIII: Parliamentary Authority

Robert's Rules of Order, Newly Revised shall govern the proceedings of this Club and Club Board of Directors, unless otherwise provided by statute, the Articles, these Bylaws, or the Policies.

Article XIX: Amendments

Section 1. Power to Amend

- (a) These Bylaws may be amended at any regular meeting by a two-thirds (2/3) vote of members present provided notice of such proposed amendment shall have been mailed to all members at least ten (10) days prior to such meeting.
- (b) Amendments may also be made at the annual meeting without previous notice by unanimous vote.

Section 2. Automatic Amendment

- (a) These Bylaws shall be deemed to be amended automatically according to and conform with the International Bylaws.
- (b) All amendments shall be subject to the laws of the State of Indiana, to the provisions of the Articles of Incorporation and Bylaws of International, and no amendment inconsistent therewith shall be adopted.

Section 3. Approval

No amendment adopted by the Club shall be effective until it is reviewed for conflict with the International Articles and Bylaws by the District Bylaws, Resolutions and Recommendations Chair. After review, the Chair shall report back to the Club and to the District Governor. Rejection by the District BRR Chair may be appealed to the full International BRR Committee upon the written request of two club members.