

**ALTRUSA INTERNATIONAL  
DISTRICT ELEVEN  
POLICIES**



Revised January 2021

## TABLE OF CONTENTS

<b>ARTICLE 1 - FISCAL POLICIES.....</b>	<b>4</b>
<b>A. Fiscal Year.....</b>	<b>4</b>
<b>B. District Treasurer’s Guidelines.....</b>	<b>4</b>
<b>C. Examination Policy and Procedure.....</b>	<b>4</b>
<b>ARTICLE 2 - RECORDS RETENTION.....</b>	<b>5</b>
<b>ARTICLE 3 - NOMINATIONS.....</b>	<b>5</b>
<b>A. Selection of Nominating Committee.....</b>	<b>5</b>
<b>B. Nominating Committee Deadline Dates.....</b>	<b>6</b>
<b>ARTICLE 4 – DISTRICT ELEVEN BOARD OF DIRECTORS.....</b>	<b>6</b>
<b>A. District Board.....</b>	<b>6</b>
<b>B. Eligibility.....</b>	<b>6</b>
<b>C. Candidate Removal.....</b>	<b>6</b>
<b>D. Campaigning.....</b>	<b>7</b>
<b>E. Election Report.....</b>	<b>7</b>
<b>ARTICLE 5 - INTERNATIONAL FOUNDATION.....</b>	<b>7</b>
<b>A. International Foundation Nominee.....</b>	<b>7</b>
<b>B. District Nominee Eligibility.....</b>	<b>7</b>
<b>C. Nominating Procedure and Follow-Up.....</b>	<b>7</b>
<b>ARTICLE 6 - INTERNATIONAL NOMINATING COMMITTEE...</b>	<b>8</b>
<b>A. Nominating Committee Nominee.....</b>	<b>8</b>
<b>B. District Nominee Eligibility.....</b>	<b>8</b>
<b>C. Nominating Procedure and Follow-Up.....</b>	<b>8</b>
<b>ARTICLE 7 - NOMINEE INTERNATIONAL LONG-RANGE STRATEGIC PLANNING COMMITTEE.....</b>	<b>9</b>
<b>A. International Long-Range Strategic Planning Committee Nominee.....</b>	<b>9</b>
<b>B. District Nominee Eligibility.....</b>	<b>9</b>
<b>C. Nominee Procedure and Follow-Up.....</b>	<b>9</b>
<b>ARTICLE 8 - DISTRICT OFFICER AND CHAIRMEN REPORTS...</b>	<b>9</b>
<b>A. Reports.....</b>	<b>9</b>
<b>B. Minutes.....</b>	<b>10</b>
<b>ARTICLE 9 - DISTRICT ELEVEN DUES AND LATE FEES.....</b>	<b>10</b>
<b>ARTICLE 10 - FUNDING FOR REVITALIZATION AND NEW CLUB BUILDING.....</b>	<b>10</b>
<b>A. New Club Building.....</b>	<b>10</b>
<b>B. Revitalization.....</b>	<b>10</b>
<b>ARTICLE 11 - LEADERSHIP TRAINING.....</b>	<b>10</b>
<b>ARTICLE 12 – DISTRICT ELEVEN CONFERENCE.....</b>	<b>11</b>
<b>A. Date of Conference.....</b>	<b>11</b>
<b>B. Conference Fees.....</b>	<b>11</b>
<b>C. Remittance of Conference Fees.....</b>	<b>11</b>
<b>D. Delegates and Alternates.....</b>	<b>11</b>
<b>E. District Chairman Reimbursement.....</b>	<b>11</b>
<b>F. Conference Registration Late Fee.....</b>	<b>11</b>

G. Awards.....	11
H. Deadline Dates for Conference Awards and Prizes..	12
I. New Club Expenses.....	12
J. Conference Site Selections.....	12
K. Conference Accounting.....	12
ARTICLE 13 - REIMBURSEMENT POLICIES.....	12
A. District Officer.....	12
B. District Chairmen.....	13
C. Approval of Expenses for Reimbursement.....	13
D. District Conference Expenses (Paid Out of Conference Funds).....	13
E. International Convention Expenses.....	14
ARTICLE 14 - TERRITORIAL LIMITS.....	14
ARTICLE 15 - SOCIAL MEDIA GUIDELINES.....	14

## ARTICLE 1 – FISCAL POLICIES

**A. Fiscal Year:** Altrusa International District Eleven, Inc. fiscal year shall annually begin June 1 and end May 31. The Districts Treasurer's books shall be examined, and the final report prepared as of August 31 for each fiscal year. A preliminary District Treasurer's report shall be included in the District Treasurer's Conference report.

**B. District Treasurer's Guidelines:**

1. The District Treasurer will serve as the Chair of the District Eleven Finance Committee which is composed of the Treasurer, Governor, and Governor-Elect.
2. The District Treasurer will use cash basis accounting.
3. The District Treasurer will use a non-profit reporting format.
4. The District Treasurer will pay all invoices and expenses that are budgeted (unbudgeted items are considered to have a budget of zero):
  - a. where invoices or expenses are for items which will exceed the budget by \$100, these items must be approved by the Governor or Governor-Elect in writing using the official expense approval form.
  - b. where invoices or expenses are for unbudgeted items in excess of \$100 and up to \$500, these items must be approved by the Governor and the Governor-Elect in writing using the official expense approval form.
  - c. where invoices or expenses are for items over \$500 of budgeted items, these items must be approved by the District Eleven Board.
5. The District Treasurer will receive, record, deposit all funds, including dues from Clubs for members, affiliates, District Conference fees, etc., in the account for District Eleven.
6. The District Treasurer is responsible for maintaining membership records in Group tally.

**C. Examination Policy and Procedure:**

1. The District Eleven financial records shall be examined at least annually.
2. Criteria for selection of Examiner by District Treasurer.
  - a. Must be a qualified person in the accounting field.
  - b. May be an Altrusan from any local Club except for the current District Treasurer's Club.
  - c. When an Altrusan is not available, any examiner may be selected.
3. Approval by The Board of Directors.
  - a. The proposed examiner and qualifications shall be submitted to the Governor two weeks prior to the pre-Conference Board meeting.
  - b. A fee as budgeted will be paid to the examiner for the annual exam.
4. Information to be submitted to the examiner are as follows:
  - a. The records to be submitted:
    - 1) Copy of the current biennium's budget
    - 2) Copy of the prior year's compiled financial statements
    - 3) Copy of the District Treasurer-prepared quarterly financial reports

- 4) Check register for fiscal year for each bank account
  - 5) Expense vouchers with receipts
  - 6) Deposit activity with details
  - 7) Membership roster, sorted by Club, as of fiscal year being examined
  - 8) General ledger for fiscal year being examined
  - 9) Bank statements, with accompanying bank reconciliation reports
  - 10) Tax returns filed
  - 11) Records may be paper or digital
- b. A transmittal letter shall accompany the records to be examined, signed, and dated by the District Treasurer or Governor; one copy to the examiner and the original copy remains in the Treasurer's files.
  - c. A return receipt is given to the examiner when records are returned.
5. Examination procedure and checklist for examiner:
- a. Confirm reconciled year end bank balances.
  - b. Pick three clubs at random and confirm that dues paid-in agrees with membership roster.
  - c. Confirm any three months' cash disbursements, matching vouchers with checks written.
  - d. Confirm non-operating funds activity and ending balances.
  - e. Prepare compiled financial statements for the fiscal year then ended consisting of the following:
    - 1) A Statement of Financial Position
    - 2) A Statement of Financial Activities (consolidated)
    - 3) A Statement of Financial Activities by Fund
    - 4) A Statement of Financial Activities compared to Budget

## **ARTICLE 2 – RECORDS RETENTION**

- A. District Treasurer's Records:** The District Treasurer may destroy old records that are no longer required except tax returns, annual financial statements, and audit reports.
- B. District Secretary's Records:** The District Secretary should retain all minutes with attached District Treasurer's reports, all copies of the District Service Bulletin, and any other materials deemed necessary for District history. All other materials may be destroyed by the District Secretary.

## **ARTICLE 3 – NOMINATIONS**

- A. Selection of Nominating Committee:** The District Nominating Committee is composed of three (3) members. In considering a candidate for nomination, the following criteria are essential:
1. Must have attended at least one of the two previous District Conferences.

2. It is strongly suggested that the nominee plan on attending the District Conference at which the election of the District Nominating Committee will be held.
3. The name of the Club's nominee shall be submitted to the chair of the District Nominating Committee no later than December 15 prior to the District Conference at which time the election will be held in the non-election year of officers. This slate will be printed in the Call to Conference issue of the District Service Bulletin.

**B. Nominating Committee Deadline Dates for Determining the Slate of District Officers**

1. September 1 (or date determined by Governor): Publish in District Service Bulletin the clarification of eligibility for each position for which a nominee is sought.
2. October 1: Send cover letter and nomination form to Club Presidents, District Officers, and Past Governors soliciting nominations. Include the names of District Officers eligible to run and the names of District Chairmen from the last two biennium eligible to run.
3. December 1: Recommendations for nomination must be returned to the Nominating Committee Chairman with autobiographical sketches of the nominee. This form should be postmarked or email dated no later than December 1<sup>st</sup>.
4. In February: Autobiographical sketches of the candidates slated for District Office will be published in the Call to Conference District Service Bulletin.

**ARTICLE 4 – DISTRICT ELEVEN BOARD OF DIRECTORS**

- A. District Board:** The District Board is composed of: Governor, Governor-Elect, First Vice Governor, Second Vice Governor, one Director, Treasurer, Immediate Past Governor, serving as Leadership Trainer, and the appointed positions will be Secretary and Parliamentarian.
- B. Eligibility:** To be eligible for election for any District Office, members must be, at the time of nomination and election, an active member in good standing.
1. To be eligible for election to the office of Governor-Elect, the candidate shall have previously served a full term (more than half of a two-year term) as a member of the District Board.
  2. To be eligible for election to any District Office other than District Treasurer, a person must have completed a full term as Club President or be serving as Club President at the time of election.
  3. To be eligible for election as District Treasurer, a person must have completed a full term as Club President or Club Treasurer or be serving at the same time as the time of the election and also must have general accounting knowledge or experience.
- C. Candidate Removal:** The District Board may remove from any slate of candidates proposed by the Nominating Committee the name of any person found to be ineligible and select a qualified candidate to replace her/him on the ballot.

- D. Campaigning:** Limited campaigning will be permitted to promote the election of a candidate by Clubs in accordance with the guidelines stated in the International Policy #8.
- E. Election Report:** The Elections Committee at the District Conference shall report the results of the elections to the assembly but shall not report the number of votes cast for any candidate unless requested to do so by a regularly accredited member of the Delegate Assembly.

## **ARTICLE 5 - INTERNATIONAL FOUNDATION**

- A. International Foundation Nominee:** The District nominee, when the District is eligible for the Board of Trustees of the International Foundation, shall be elected by ballot at the District Conference.
  - 1. When District Eleven is eligible to nominate a Trustee for the International Foundation, a nominee will be elected.
  - 2. This nomination must be held at the non-Convention year Conference when the District is eligible to have a nominee.
  - 3. The name of the District nominee must be submitted to the International Nominating Committee by November 1 in the even year before the International Convention.
- B. District Nominee Eligibility:** Each Club shall be eligible to submit a name of one person, which will appear on the ballot. Each Club shall determine how it will select its nominee. A Club is not required to submit a nomination. In considering a candidate for nomination, the following criteria are essential:
  - 1. Must be a member in good standing of an Altrusa Club.
  - 2. Must have current or prior experience with a charitable organization or foundation serving in an elected or appointed position with policy making responsibilities.
  - 3. Must have served as the President of an Altrusa Club or as the President (Chair) of an Altrusa Club Foundation.
  - 4. Must have attended at least one International Convention.
  - 5. It is strongly suggested that the nominee plan on attending the International Convention at which the election of the International Board of Trustees is to be held.
- C. Nominating Procedure and Follow-Up:**
  - 1. The name of the Club's nominee, along with a brief description of the nominee's qualifications, shall be submitted to the Chair of the District Nominating Committee no later than December 1 prior to the District Conference at which the election will be held.
  - 2. The Chair of the District Nominating Committee will present a list of nominees to the Governor prior to the January Board meeting.
  - 3. The slate of nominees will be printed in the Call to Conference District Service Bulletin,
  - 4. Upon election as the District's nominee for Trustee of the International Foundation, the name and a short biography shall be submitted to Altrusa

International Nominating Committee no later than November 1 in the even year before the International Convention.

## **ARTICLE 6 – INTERNATIONAL NOMINATING COMMITTEE**

- A. Nominating Committee Nominee:** The District nominee, when the District is eligible for the International Nominating Committee, shall be elected by ballot at the District Conference.
1. When District Eleven is eligible to nominate a candidate for the International Nominating Committee, a nominee will be elected.
  2. This nomination must be held at the non-Convention year Conference when the District is eligible to have a nominee.
  3. The name of the District nominee must be submitted to the International Nominating Committee by November 1 in the even year before the International Convention.
- B. District Nominee Eligibility:** Each Club shall be eligible to submit a name of one person, which will appear on the ballot. Each Club shall determine how it selects its nominee. A Club is not required to submit a nomination. In considering a candidate for nomination, the following criteria are essential:
1. Must be a member in good standing of an Altrusa Club.
  2. Must have attended at least one of the previous two District Conferences.
  3. Must have attended at least one of the previous two International Conventions.
  4. It is strongly suggested that the nominee plan on attending the International Convention at which the election of the International Nominating Committee is to be held.
- C. Nominating Procedure and Follow-Up:**
1. The name of the Club's nominee shall be submitted to the Chair of the District Nominating Committee no later than December 1 prior to the District Conference at which the election will be held.
  2. The Chair of the District Nominating Committee will present a list of nominees to the Governor prior to the January Board meeting.
  3. The slate of nominees will be printed in the Call to Conference District Service Bulletin.
  4. Upon election as District Eleven's nominee for the International Nominating Committee, the name and a short biography shall be submitted to the Altrusa International Nominating Committee no later than November 1 in the even year before the International Convention.



**ARTICLE 7 – INTERNATIONAL LONG-RANGE STRATEGIC PLANNING  
COMMITTEE**

- A. International Long-Range Strategic Planning Committee Nominee:** The District nominee, when the District is eligible for the International Long-Range Strategic Planning Committee, shall be elected by ballot at the District Conference.
1. When District Eleven is eligible to nominate a candidate for the International Nominating Committee, a nominee will be elected.
  2. This nomination shall be held at the non-Convention year Conference when the District is eligible to have a nominee. District Eleven is eligible during the Biennium years 2007-2009, 2013-2015, and every third biennium afterwards.
  3. The name of the District nominee must be submitted to the International Nominating Committee by November 1 in the even year before the International Convention.
- B. District Nominee Eligibility:** Each Club shall be eligible to submit a name of one person, which will appear on the ballot. Each Club shall determine how it selects its nominee. A Club is not required to submit a nomination. In considering a candidate for nomination, the following criteria are essential:
1. Must be a member in good standing of an Altrusa Club.
  2. Must have served as the President of an Altrusa Club.
  3. Must have attended at least one of the previous two District Conferences.
  4. Must have attended at least one International Convention.
  5. It is strongly suggested the nominee plan on attending the District Conference at which the election of the District member for the International Long-Range Strategic Planning Committee will be held.
- C. Nominating Procedure and Follow-Up:**
1. The name of the Club's nominee shall be submitted to the Chair of the District Nominating Committee no later than December 1 prior to the District Conference at which the election will be held.
  2. The Chair of the District Nominating Committee will present a list of nominees to the Governor prior to the January Board meeting.
  3. The slate of nominees will be printed in the Call to Conference District Service Bulletin.
  4. Upon election as District Eleven's nominee for the International Long-Range Strategic Planning Committee, the name and short biography shall be submitted to Altrusa International Nominating Committee. This must be done by November 1 in the even year before the International Convention.

**ARTICLE 8 – DISTRICT OFFICER AND CHAIRMAN REPORTS**

- A. Reports:** Each District Officer and Chairman shall submit a written report each year to the Governor. These reports will be reproduced and distributed only to the Board of Directors. The reports will be summarized into the Governor's report, which shall be distributed to all District Eleven Conference attendees.

- B. Minutes:** Minutes from the District Eleven Board meetings will be distributed to Board members within forty-five (45) days of said Board meeting.

### **ARTICLE 9 – DISTRICT ELEVEN DUES AND LATE FEES**

- A. Dues:** As of District Conference, May 2018, District dues shall be \$25.00 per member.
- B. Late Fees:** The late fee for District Eleven dues shall be 10% of dues (\$2.50) per member for submissions between June 15 and July 10. Dues submitted after July 10 are subject to a reinstatement fee of \$5.00 per member.

### **ARTICLE 10 – FUNDING FOR REVITALIZATION AND NEW CLUB BUILDING**

**A. New Club Building**

1. Funds from International: An amount of up to and not to exceed \$500 from International per Policy 20, will be transferred to the District and held in trust to be reimbursed for Club building expenses. After Chartering, any remaining funds will be disbursed to the newly formed Club.
  2. Funds from the District: District Eleven will reimburse an additional \$500 in Club building expense and/or initial service project expense. These expenses shall include but not be limited to: postage, phone calls, printing/copying, overnight stays in the area, transportation (mileage or airfare), room rentals for meetings and follow-up with forming a new Club. Expenses are to be paid according to the District Policies for District Officers/Chairmen.
  3. Club Incentives: An incentive of \$250 to be given to the organizing Club or District Eleven member(s) who is fulfilling the policy; first \$125 to be given at completion of paperwork and approved by Governor; and second \$125 upon Chartering.
  4. Upon Chartering: When the new Club Charters, the District will correspond with all Clubs in District Eleven with the details of the new Club and invite all other Clubs and members to make a donate to the new Club.
- B. Revitalization:** District Eleven will fund up to \$500, upon receipt of a revitalization plan and a budget that is approved by the Governor. At the time of approval, \$250 will be issued. Submission of progress reports and receipts are required to receive the remainder of the funds.

### **ARTICLE 11 – LEADERSHIP TRAINING**

- A.** District Eleven may provide annual leadership training for Club Presidents, President-Elects, and Treasurers.
- B.** District Eleven may provide annual leadership training for District Chairmen.

## ARTICLE 12 – DISTRICT ELEVEN CONFERENCE

- A. Date of Conference:** District Eleven Conferences shall be held annually beginning ten days prior to Mother’s Day for the long schedule and beginning nine days prior to Mother’s Day for the short schedule. Exceptions can be made with approval of the Board of Directors and with sufficient advanced notification to all District members.
- B. Conference Fees:** Local Club Treasurers shall remit the District Conference Fee of \$50.00 with member dues which are due June 1 of each year, effective June 1, 2022. Any Club that is delinquent in paying its Conference fee will not be eligible to vote at Conference.
- C. Remittance of Conference Fees –** The District Treasurer shall remit Conference fees collected year-to-date to Conference Treasurer. These fees are customarily remitted in January prior to Conference.
- D. Delegates and Alternates:** The District Treasurer will request the names of each Club’s Delegates and Alternates by March 1 with the names to be returned to the District Treasurer by March 31. The number of Delegates and Alternates a Club is entitled to will be determined by the District Treasurer as of February 28 prior to the convening Conference. Final Delegate list will be reviewed and approved by the Governor-Elect.
- E. District Chairmen Reimbursement:** If funds are available and the Conference Chair is required to attend Conference to make a Presentation, she/he will be compensated half the room rate for days when presenting workshops.
- F. Conference Registration Late Fee:** The Conference late fee shall be waived for a new member who joins Altrusa after the late fee cutoff date.
- G. Awards**
1. District Conference Awards
    - a. Marilyn Atwood Award: the winner is to be designated as a Lamplighter. The contribution of \$500 given in the member’s name comes from funds raised at Conference for International Foundation.
    - b. As of March 1, the Club with greatest number of new member increase shall be awarded \$50.
    - c. The Club with most 1<sup>st</sup> Timers attending Conference shall be awarded \$50.
    - d. The Club with most members attending Conference shall be awarded \$50.
    - e. Other awards are determined by the Governor with approval of the District Board.
  2. District and International Awards
    - a. Mamie L. Bass Service Award winner will receive a plaque and a certificate from District, plus a check and certificate from International.

- b. Letha H. Brown Literacy Award winner will receive a plaque and a certificate from District, plus a check and certificate from International.
- c. Dr. Nina Faye Calhoun International Relations Award winner will receive a plaque and a certificate from District, plus a check and certificate from International.

**H. Deadline Dates for Conference Awards and Prizes**

- 1. Awards are due March 1st:
  - a. Marilyn Atwood Award entries
  - b. Mamie L Bass Service Award entries
  - c. Letha H. Brown Literacy Award entries
  - d. Dr. Nina Faye Calhoun International Relation Award entries
  - e. All Membership Awards
    - 1) All longevity membership and recognition Awards will run from January 1 to December 31 beginning the first year that the member’s dues are paid.
    - 2) Membership years of service are recognized every 5th, 10th, 15th, 20th, 25th, 30th, 35th, 40th, 45th, 50<sup>th</sup> year, etc.
  - f. Any additional registration or special award not requiring an earlier entry date.
- 2. Award entries must be postmarked or electronically dated March 1st.

**I. New Club Expenses:** District Eleven Club(s) organized within 13 months preceding the Annual District Conference may be assisted with Conference Delegate expenses in an amount approved by the Board of Directors.

**J. Conference Site Selections**

- 1. Dates: District Eleven Conferences shall be held annually beginning ten days prior to Mother’s Day for the long schedule and beginning nine days prior to Mother’s Day for the short schedule. Exceptions can be made with approval of the Board of Directors and with sufficient advanced notification to all District members (2-3 years preferably).
- 2. Location: Conference sites shall be pre-selected five years in advance.
- 3. Selection: The Governor shall appoint a Chairman of the Site Selection Committee.
- 4. Contract: No contract for the District shall be signed without the prior approval of the Board of Directors.

**K. Conference Accounting:** A Conference accounting summary of the books shall be completed within 60 days of the last day of Conference. The Governor shall present an accounting summary report at the next District Board meeting.

**ARTICLE 13 – REIMBURSEMENT POLOCIES**

**A. District Officer** reimbursement for expenses in connection with District work.

- 1. District work includes Board meetings (including Pre and Post Conference), Club visits, Workshops, and other District Eleven business.
- 2. Air travel within District Eleven should be done as economically as possible and with the least amount of change/cancellation fees imposed by

the airlines. Unused airline tickets are to be used only for District Eleven business.

3. Any frequent flyer rewards earned while traveling on District business should be used for future District business travel by either the original traveler or designated to another Board member.
4. Mileage shall be paid at the current IRS standard mileage rate for business after the first 50 miles traveled when a personal car is used.
5. Housing is paid at the rate of one-half of the double room rate. If the District officer requests single accommodations, said officer is responsible for the difference in rate.
6. Meals: Per Diem rate of \$45/day for approved meals (breakfast, \$10; lunch, \$15; and dinner, \$20).
7. Car rentals should be compared between the car rental companies and the most economical rate should be chosen. The size of car is dependent on number of travelers. No mileage is paid when a car is rented, but actual fuel cost with receipt will be reimbursed.

**B. District Chairmen** reimbursement for expenses in connection with District work.

1. District work includes Board meetings, Club visits, Workshops, and other District Eleven Business when called for and approved.
2. Air travel within District Eleven should be done as economically as possible and with the least amount of change/cancellation fees imposed by the airlines. Unused airline tickets are to be used only for District Eleven business.
3. Any frequent flyer rewards earned while traveling on District business should be used for future District business travel by either the original traveler or designated to another Board member or Chairman.
4. Mileage shall be paid at the current IRS standard mileage rate for business after the first 50 miles traveled when a personal car is used.
5. Housing is paid at the rate of one-half of the double room rate. If the District Chairman requests single accommodations, said Chairman is responsible for the difference in rate.
6. Meals: Per Diem rate \$45/day for approved meals (breakfast, \$10; lunch, \$15; and dinner, \$20).
7. Car rentals should be compared between the car rental companies and the most economical rate possible should be chosen. The size of car is dependent on number of travelers. No mileage is paid when car is rented, but actual fuel cost with receipt will be reimbursed.

**C. Approval of Expenses for Reimbursement:**

1. All reimbursements are made after reviewing appropriate receipt(s). Any submitted expense (budgeted or not budgeted) over the budgeted amount needs further approval per Article 1, Section B, District Treasurer's Guidelines.

**D. District Conference Expenses (Paid out of Conference Funds)**

1. Officers: Upon approval of the Conference Finance Chairman and the Governor, conference fee and housing will be paid pursuant to the District reimbursement policies from Conference funds. Travel and lodging for the

night of the pre-Conference board meeting will be paid by District funds. For the duration of the Conference, the cost of meals not covered by the registration fee will be borne by the officer.

2. District Chairmen: Upon approval of the Conference Finance Chairman and the Governor, Conference registration for District Chairmen who attend, shall be reimbursed if funds are available.
3. Workshop Materials: All Conference workshop related supplies will be reimbursed up to \$50 per session with receipts. Any amounts greater than the allotted amount must be pre-approved by the District Governor.
4. Conference Chairman: Conference registration and cost of one half a double room for three nights will be paid. If the Conference Chairman requests a single room, it is the Chairman's responsibility to pay the difference in rate.
5. Surplus or Shortage of Conference Funds: Any Conference surplus will be deposited to the District Revitalization and New Club Building Fund at the discretion of the District Board. Any Conference shortage will be paid from the District Revitalization and New Club Building Fund at the discretion of the District Board.

**E. International Convention Expenses**

1. The registration fee for attending the Altrusa International Convention will be paid for only one (1) person from the District Board of Directors, which is typically the Governor. If the Governor is not able to attend, the registration fee will be transferred to an elected District Board.
2. All other expenses that occur regarding International Convention is the responsibility of the Convention attendee.

**ARTICLE 14 – TERRITORIAL LIMITS**

**District Eleven** is comprised of the following: Arizona, California, Hawaii, Nevada, Baja California Norte, Baja California Sur, and Sonora, Mexico.

**ARTICLE 15 – SOCIAL MEDIA**

**A. Social Media** is a way for District Eleven and its members to:

1. Build brand recognition,
2. Engage and cultivate members,
3. Share with like-minded supporters, and
4. Promote Altrusa's values, offerings, and impact to a larger community.

**B. District Eleven members are encouraged** to use social media platforms and adhere to the Altrusa International Social Media Guidelines.