

MEMBERSHIP PROCESS

Approved July 20, 2004

Every Altrusan has the responsibility to be on the lookout for potential new members. Daily, Altrusans are likely to meet women who are not only eligible for membership, but who also share a desire to be of service to their community. These contacts should be cultivated to determine the individual's level of interest and whether the individual would be a good Altrusan.

If you question the individual's eligibility, contact the Chair of the Club's Membership committee so she can determine the potential member's eligibility and classification.

If the potential member shows interest, the Altrusan should plan a casual meeting with her over coffee or lunch. By describing Altrusa, its goals and activities, and the benefits of membership, the Altrusan creates an opportunity to gauge the interest of the potential member without making any kind of commitment. If the reaction is positive, the Altrusan should do the following:

1. Invite the potential member to the next Altrusa meeting as your guest.
2. If possible, escort the potential member both to and from the meeting.
3. Give the potential member copies of the International and Columbus Club brochures.

If the potential member decides to attend a club meeting, the Altrusan should do the following:

1. Inform the guest of meal choices and then notify the Hospitality committee of your first-time guest reservation.
2. Prepare to present your guest at the meeting giving her full name, job title and responsibilities and her relationship to you. This signals to other members that the guest is being considered for membership. (Guests not being considered for membership should be introduced by their first and last names without career information).

The Altrusan guides the potential member through the first meeting by doing the following:

1. Introduce her to hospitality committee and complete meal registration explaining that the first meeting's meal is paid by the Club.
2. Introduce potential member as your guest to Club President and other fellow Altrusans.
3. Once seated, share the Meeting's Agenda with her highlighting the Grace and Benediction, Happy Dollars and the Program.
4. Update her on special projects that might impact the meeting.
5. Once the meeting starts, formally introduce the potential member to the Club.
6. At the end of the meeting, encourage the potential member to attend the next Club meeting.

If the potential member decides to attend the a second Club meeting, the Altrusan needs to schedule time to explain to the potential member the basic responsibilities of membership:

1. Attempt to attend all scheduled Club meetings and events,
2. Be a member of at least one committee,
3. Pay for meeting meal and
4. Pay annual dues.

Second or subsequent meeting for potential member: The Altrusan would follow the same steps as given above for the first meeting.

If potential member indicates she can devote the time and energy membership requires and has attended two Club meetings, the Altrusa sponsor should do the following:

1. Contact Membership Chair for a “Recommendation for Membership” form.
2. Assist potential member in completing a “Recommendation for Membership” form.
3. Obtain the signature of a second sponsor.
4. File the form with the Chair of the Club’s Membership committee.

Then the following steps occur:

1. The Membership Chair completes the “Recommendation for Membership” form and notifies the Club President.
2. The Membership chairman publishes information regarding the prospective member in the next monthly newsletter, requesting that any concerns be addressed to a Board member at least two weeks prior to the next Board meeting.
3. Any Board member receiving feedback from a member will contact the Board president and Membership chairman immediately.
4. The Membership chairman will investigate any concerns regarding membership prior to the next Board meeting. The Membership chairman will communicate any resolution of the concern to the member initiating the concern.
5. The Membership chairman will report any concerns at the Board meeting. Based upon either the resolution of the concern or its continued existence, the Membership chairman will propose acceptance of the applicant or withdraw the application.
6. Upon Board approval of the applicant, the Membership Chairman will extend a written invitation for membership to the applicant.

The Membership Chair forwards copies of the approved “Recommendation for Membership” form to the following Officers:

1. Corresponding Secretary – sends a letter of invitation to the prospective member and include dues information.
2. Secretary – files with Club’s records.
3. Treasurer – once dues are received, membership is established. Then new member information and appropriate dues are sent to District and International.
4. Newsletter Editor – publishes new member information in Newsletter to include name, address, e-mail, phone number(s) job information and sponsors’ names.

The Chair of Information/Archives Committee works with the President, new member, and new member’s sponsors to promptly schedule the Initiation ceremony at a Club meeting.

The following is a list of supplies needed and who is responsible for having them available at Initiation:

New member kit with pin – the membership Chair orders these from Altrusa International and keeps them until needed.

New member name tag – the Membership Chair orders these from Barstow Enterprises, Westerville allowing three weeks lead time (they maintain a stock of name tag blanks for our Club).

The President contacts the new member to determine committee assignment.

The Chair of Information/Archives Committee works with the President, new member(s), and new member's sponsors to schedule an Orientation meeting for recent new members. Orientation of new members should occur within three months of their Initiation. The Information/Archives Committee plans and conducts the Orientation involving appropriate Club officers.

Throughout this process, the new member's sponsors stay involved so they can answer questions, build enthusiasm and make her feel comfortable about accepting the invitation to membership.

Remember that admitting a new member into the Club is just a first step toward developing an active, committed service-oriented Altrusan. After the new member is initiated into Altrusa, it is still **up to the Club to make an Altrusan out of the new member.**

Reference: Altrusa "Membership and Classification Guide"
Information/Archives Committee - July, 2004