ASTRA CLUB OF \_\_\_\_\_\_\_\_\_\_\_BYLAWS

(*Standard Form)*

*Newly chartering clubs must adopt these ASTRA Bylaws with the addition of the information specific to your ASTRA Club.*

**ARTICLE I: Name**

Section 1. The name of this club shall be the ASTRA Club of \_\_\_\_\_\_\_\_\_\_.

**ARTICLE II:** Organization

Section 1. This ASTRA Club shall be organized and sponsored by Altrusa International of \_\_\_\_\_\_\_\_ which, through a committee of its Altrusan ASTRA Advisors, shall provide mentoring and supportive responsibility for this ASTRA club.

Section 2. This ASTRA Club is not a part of, and neither this club nor its ASTRA members have any rights or privileges with respect to, the sponsoring Altrusa Club.

Section 3. This Club shall be granted a charter by the sponsoring Altrusa Club, provided these bylaws have been adopted and there are a minimum of fifteen (15) charter members when chartering the new club.

Section 4. This Club shall receive financial support annually by the sponsoring Altrusa Club. The Club shall also do its own fundraising for its projects.

Section 5. This club is a non-political, non-sectarian organization.

Section 6. In the event that the sponsoring Altrusa club is going to be disbanded, the District Governor, working with the District ASTRA Chair, will seek to find another sponsoring Altrusa club for the ASTRA club. If one cannot be found prior to the disbanding of the Altrusa club, the ASTRA club must also be disbanded.

**ARTICLE III: Purposes**

Section 1. The purposes of this club shall be:

1. To provide opportunities for personal development, career planning and preparation, leadership training, and citizenship development.
2. To foster the concept of service through practical application in school and/or community.
3. To sponsor social and cultural activities.
4. To promote fellowship and better understanding among all people.

**ARTICLE IV: Motto**

Section 1. The motto of this club shall be “Growing in Service”.

**ARTICLE V: Colors**

Section 1. The colors of this club shall be blue and gold.

**ARTICLE VI: Logo**

Section 1. The logo of this club shall be the Altrusa wavy “A” logo with the word ASTRA.

Section 2. This logo may be used on a t-shirt, pin and/or charm.

Section 3. Each ASTRA member shall be entitled to wear or display the ASTRA logo in an appropriate manner while they are an ASTRA member in good standing.

**ARTICLE VII: Membership**

Section 1.

Membership is all-inclusive and shall be open to young adults, both males and females, between the ages of 11 and 25 years of age. *(When you create your bylaws, you can keep a wide range of ages, especially if it is a community club, or you can narrow down to fit the school ages that you’ll be working with)*

Section 2.

Membership shall be conferred upon written invitation from the ASTRA Club Officers with the approval of the Altrusa ASTRA Advisors.

Section 3.

The procedure for membership in this ASTRA Club shall be completion of the ASTRA Membership Application and the signed Parent/Photo Permission Form (if applicable, for all minors). These documents need to be completed annually for membership.

**ARTICLE VIII: Duration of Membership**

Section 1. Age of Membership

Membership shall endure until the member reaches the age of 26 except as hereinafter provided.

Section 2. Removal of Club Members

1. Cause
2. Any member may be terminated from membership by the sponsoring Altrusa Club if the individual has acted or is acting in a way to injure ASTRA’s or Altrusa’s reputation or to hamper its work.
3. Any member may be terminated from membership by the sponsoring Altrusa Cub is the individual is found to be in violation of local, state or federal laws.
4. Active Members
5. When the ASTRA club is a school-based club, at the time a member graduates or leaves the school described in the club’s bylaws, ASTRA membership automatically ceases.
6. Any members may file written charges against an Active member with the Club Board of Directors, specifying the grounds for expulsion. The ASTRA 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 of 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 a 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, that cause for expulsion exists, the member shall be expelled, effective immediately upon notice to the member.
7. Forfeiture
8. If an ASTRA member shall absent her/himself from \_\_\_\_\_ (number) successive meetings without good cause, membership is terminated.

Section 3. Interest

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

**ARTICLE IX: Meetings**

Section 1. This club shall meet at least once each month and may meet more often.

Section 2. Regular meetings shall be held on the \_\_\_\_\_\_\_\_\_\_of each month at such time and place as may be designated by ASTRA Board of Directors and the sponsoring Altrusa ASTRA Advisors. Meetings may be changed if necessary, but notice must be given to members in advance.

Section 3. Special meetings may be called jointly by the Altrusa Advisors and the ASTRA Board of Directors.

Section 4. At least two or more Altrusa ASTRA Advisors shall attend the ASTRA club meetings at least once per month.

Section 5. The Board may cancel not more than three regular club meetings in a year for causes other than disasters, epidemics or armed conflict in the community that endangers the lives of the club members.

**ARTICLE X: Quorum.**

Section 1. One third of the membership shall constitute a quorum at regular meetings.

Section 2. A majority of the membership shall constitute a quorum at a special meeting.

**ARTICLE XI: Advisors**

Section 1. Two or more members of the sponsoring Altrusa Club shall be appointed as advisors to this ASTRA Club.

Section 2. At least two Altrusa ASTRA Advisors shall attend all meetings of this club and all meetings of the Board of Directors. They shall perform such other duties as specified by the sponsoring Altrusa Club.

**ARTICLE XII: ASTRA Board of Directors**

Section 1. The Board of Directors shall consist of the ASTRA officers.

Section 2. In the event of a vacancy in the Office of President, the Vice President shall serve as President for the remainder of the term.

Section 3. Any other vacancy in the Board of Directors shall be filled by the remaining members of the Board of Directors voting thereon by ballot.

Section 4. The Board of Directors may ask the various Committee Chairs to regularly attend Board meetings as part of their committee duties. Committee Chairs do not hold voting rights on board decisions.

**ARTICLE XIII: Duties of the Board of Directors**

Section 1. The Board of Directors jointly with the Altrusa ASTRA Advisors shall have general control of the club and of all Officers and Committees; it may, for good cause, declare any office vacant, and shall fill vacancies as provided as provided in Article XII, Section 2 and 3.

Section 2. The Board of Directors shall appoint the Committee on Nominations and Elections.

**ARTICLE XIV: Meetings of the Board of Directors**

Section 1. Regular meetings of the Board of Directors shall be held on the \_\_\_\_\_\_\_\_ of each month, prior to each scheduled monthly club meeting, at such time and place as the Board and the Altrusa dvisors may designate. Board meetings are optional during months in which the ASTRA Club does not meet.

Section 2. Special meetings of the Board of Directors may be called jointly by the President and the Altrusa Advisors.

Section 3. A majority of the Board of Directors shall constitute a quorum.

**ARTICLE XV: Officers**

Section 1. The officers of this Club shall be a President, Vice President, Secretary, Treasurer, and Assistant Treasurer (optional).

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

Section 3. Officer elections shall be held before the end of each ASTRA year, with new officer terms beginning at the conclusion of that same year.

**ARTICLE XVI: Duties of Officers**

Section 1. The duties of officers shall be such as are implied by their respective titles and such as are specified in these bylaws.

Section 2. The PRESIDENT shall be Chairperson of the Board of Directors and a non-voting ex-officio member of all standing and special committees, except the Committee of Nominations. The President shall appoint all committees, except the Committee on Nominations. The appointments shall be subject to the approval of the Board of Directors and the Altrusa advisors. The President runs all meetings, oversees all activities of the ASTRA Club, and coordinates with Altrusa Advisors each month.

Section 3. The VICE PRESIDENT shall act in the absence or inability of the president and perform such other duties as are assigned by the President. The Vice President is encouraged to also simultaneously act as Co-Chair of the Service Committee.

Section 4. The SECRETARY shall keep a record of attendance at all meetings; keep the minutes of each meeting, read all correspondence, perform such other duties as may be ordered by the Board of Directors, and keep a permanent file of important papers. Permanent records shall be stored in a method agreed upon with the Altrusa ASTRA Advisors.

Section 5. The TREASURER shall collect all money due the Club, keep an accurate record thereof, deposit the same in a bank in the name of the club, pay bills authorized by the Board of Directors, and present a full report at each regular meeting of the Board and to the Club. The Treasurer shall count club income in the presence of a second ASTRA member, the Assistant Treasurer if there is one. The Treasurer shall submit for audit the book in which the record of receipts and disbursements for the year has been kept, and the annual report.

Section 6. The ASSISTANT TREASURER (optional) shall assist the Treasurer in performing the duties of Treasurer as needed, shall assist in counting club income, and shall act in the absence or inability of the Treasurer.

Section 7. Removal from Club Office

1. An elected or appointed Officer may be removed from office for cause. “Cause” shall include, without limitation, failure to perform the duties of the office, failure without excuse to attend meetings of the Club, the Club Board or Directors, or acting in such a way as to injure ASTRA and Altrusa’s reputation or hamper is work.
2. Any member of the ASTRA 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 he charges. The ASTRA 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 of 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 a defense. The Officer is not entitled to be present during the Board’s deliberations or to vote. If the Club Board of Directors determines, by two-thirds (2/3) vote, that cause for removal exists, the Officer shall be removed from office, effective immediately upon notice to the Officer.

**ARTICLE XVII: Election of Officers**

Section 1. All officers shall be elected by methods compatible with local customs and procedures at a regular meeting of the Club by \_\_\_\_\_\_\_ (month) of each year and shall be installed in office by \_\_\_\_\_\_ (month and date) of each year.

Section 2. Elections will be done before the end of each ASTRA year, with officer terms beginning at the conclusion of that same ASTRA year.

Section 3. In no case shall more than a simple majority of the members present and in good standing be required for elections.

Section 4. The Nominations Committee shall oversee the proceedings of elections. The Nominations and Elections Committee members may not be running for an elected position.

Section 5. Any member may run for any office, with the exception that any nominee running for President must have been an active ASTRA member in good standing for at least one year.

**ARTICLE XVIII: Committees and Projects.**

Section 1. This club shall be responsible for planning, organizing, financing and conducting its own service projects and other activities, in conjunction with and with the approval of the Altrusa ASTRA Advisors.

Section 2. Committees

1. Standing Committees: There shall be the following standing committees in this Club, each to consist of at least two members, at least one of whom shall be the Chair. Co-Chairs are strongly recommended for each committee to maximize leadership opportunities.
2. Service
3. Fundraising and Finance
4. Membership
5. Publicity
6. Nominations and Elections
7. Program
8. Bylaws (and Awards)
9. Other committees as may be deemed necessary for the administration of the club
10. All members must belong to at least one of these committees.
11. The Club President, with the approval of the Board, may appoint such special committees as he/she may deem necessary, citing their duties at the time of appointment. All such special committees shall lapse upon the completion of their duties or with the end of the President’s term of office, whichever occurs first.

Section 3. The Service Committee shall cooperate with the Altrusa Advisors to develop service projects in accordance with the purposes of the club and the interests of the members. All projects shall have the approval of the Altrusa Advisors prior to adoption by the club. The club shall undertake at least two major service projects annually to benefit the local community or an international cause.

Section 4. The Fundraising and Finance Committee shall cooperate with the Program and Service Committees in developing ideas for fundraising activities.

Section 5.The Membership Committee shall cooperate with the Altrusa Advisors to propose members to be invited to membership in the ASTRA Club and to plan membership social activities.

Section 6. The Publicity Committee shall endeavor to secure the publication of news items concerning the activities of the club, both to the club members and community. The Chair shall submit all news releases to the Altrusa Advisors for approval prior to publication. The Chair shall also work in conjunction with the Club Secretary to publicize meetings.

Section 7. The Nominations and Elections Committee, in conjunction with the Publicity Chairs, shall notify club members at least thirty days prior to the election date that elections will be occurring. The Nominations Chairs will provide information about the role of each office, ensure that there are consenting nominees for each office, and shall oversee the election process.

Section 8. The Programs Committee shall work with the Altrusa Advisors to develop a program in accordance with the purposes of the Club and the interest of the members. The Chairs shall endeavor to secure multiple speakers throughout the ASTRA year.

Section 9. The Bylaws Committee shall have charge of all proposed amendments to the bylaws of the Club. It shall endeavor to translate to the Club the provisions set forth in the bylaws. (When chartering, Clubs may choose to make this the Awards and Bylaws committee, which would also include overseeing the presentation of awards to outstanding ASTRA members during or at the end of each ASTRA year.)

**ARTICLE XIX: Dues**

Section 1. Dues are optional. The club together, with the Altrusa Advisors, shall decide if dues are to be assessed and the amount of such dues. Dues (optional) must be commensurate with the ability of the local members to pay. Dues may be changed upon the voting of the Board and approval of Altrusa Advisors.

Section 2. Inability to pay dues does not exclude a student from club membership.

**ARTICLE XX: Parliamentary Authority**

Section 1. The recognized rules of parliamentary practice in this club are Robert’s Rules of Order and shall govern the proceedings of this club and of the Board of Directors, subject to special rules which have been or may be adopted.

**ARTICLE XXI: Acceptance of Bylaws**

Section 1. Every member of the ASTRA club, by acceptance of membership, thereby accepts the principles of ASTRA as expressed in its purpose and goals, and agrees to comply the bylaws of this club and on these conditions alone is entitled to the privileges of the club. No member shall be absolved from the observance of the bylaws on the plea that a copy of them has not been received.

**ARTICLE XXII: Amendments**

Section 1. These bylaws may be amended at any regular meeting by a two–thirds vote of the members present, provided notice of such proposed amendment shall have been sent to all members at least ten days prior to such meeting.

Section 2. No amendment adopted by the Club shall be effective until it is approved by the sponsoring Altrusa Club.

Section 3. All amendments and club activities shall be in compliance with Altrusa International’s purposes, policies, and procedures.

*Note: ASTRA members may seek additional support from Altrusa International, Inc., 332 S. Michigan Avenue, Suite 1123, Chicago, Illinois 60604.*

*Phone: 1-312-427-4410; email:* *Altrusa@altrusa.com**.*