



Martha Hardwick-Hofmeister, Legal Advisor
Altrusa International Foundation, Inc.
Shackelford, Bowen, McKinley & Norton, LLP
9201 N. Central Expressway, Fourth Floor
Dallas, Texas 75231

E: martha@marthasnet.com

P: 214.780.1400

November 12, 2021

Dear Club Foundation President and Treasurer:

This is a critically important letter, to which your prompt and serious attention must be given. If you have questions after reading it, please contact me or Shawna Kaiser, Executive Director, at (312) 427-4410 or foundation@altrusa.org.

The 2020-2021 local club foundation annual report following this letter is due to the Foundation by **Friday, December 17**.

Failure to submit the report will result in removal from the International Foundation's 501c3 "umbrella".

Note: The Foundation Board of Trustees voted to require certain revisions to local club foundation bylaws and to strongly suggest the adoption of policies regarding the operations of local club foundations. The revised templates of those bylaws and policies are linked at <https://foundation.altrusa.org/governance/>. Reporting of revisions of bylaws and adoption of policies by your local club foundation board is due to the Foundation office by June 1, 2022.

Maintaining the Corporation of the Local Club Foundation

If your club foundation has taken steps to officially form a non-profit corporation, using instructions from your state, the International Foundation needs to know the date of incorporation of your club foundation (this should be something you can determine from a state website or from your records) on the form. Note that receiving approval of Articles of Incorporation and Bylaws from the Legal Advisor and/or the International Office is not the end of the process -generally, you must file those Articles of Incorporation with your state – in order to incorporate.

If you have filed your club foundation's approved Articles of Incorporation with your state, as directed in the materials for club foundation formation provided by International, please provide us (on the form) with the date such articles were filed.

If you have not yet done so, those articles must be filed with the appropriate state authority. On the form, please confirm your intent to do so, and tell us which club member will be responsible.

If, like some club foundations, you are simply "calling" your foundation a non-profit corporation, it is time for you to take the steps necessary to actually form a non-profit corporation recognized by your state. This usually is a relatively simple task involving the filling out of a form and the payment of a very small fee. On the form, please confirm to us your intent to do so, and tell us who in your club will be responsible for undertaking this task.

Directors & Officers Insurance

The Cook & Kocher insurance agent for Altrusa International, Inc. and the International Foundation recommend that all local club foundations invest individually in Directors & Officers insurance policies. Currently, all local club foundations are covered under the Altrusa International, Inc. policy, but that coverage is limited and should not be entirely relied upon. The International Foundation is unable to secure additional coverage for local club foundations and will no longer invoice them for insurance coverage.

State and Federal Compliance:

Once formed, a corporation must be kept in good standing with the state of incorporation, typically by responding to the state's request for updated information. Thus, if your club foundation's agent for service changes, or changes address, that new information should be sent to your state authority. Please confirm, on the form, that your club foundation is in good standing.

If your corporation has forfeited its status by failing to file a periodic report, the process to reinstate is usually quite simple, and it is critical that you do so, and that you tell us so on the form.

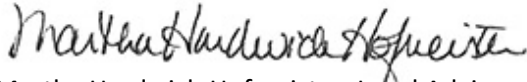
Filing Tax Form 990-N:

Each year, by October 15th (because Altrusa's fiscal year ends May 31), each club foundation (and each club, as well) must file Form 990-N (the e-Postcard) with the IRS; this is the required filing for non-profits with gross income of \$50,000 or less. If your club foundation's gross income exceeds \$50,000 but is less than \$200,000 (and total assets are less than \$500,000), the Form 990-EZ should be filed. Foundations with gross receipts of more than \$200,000 and assets of more than \$500,000 must file a Form 1090. On the form, please provide us with confirmation that your club foundation has filed the appropriate Form 990 for 2019, *and forward to us a copy of that filing, as well*. If this has not been done, it is imperative that it be done, and that you tell us on the form which Altrusans are responsible for taking this action.

State Raffle Law Compliance:

Raffles are a common form of fundraising for club foundations. Raffles are closely regulated by states, as they can be considered games of chance or gambling. Your annual confirmation that you are aware of your state's regulations and that any raffles are in compliance with them (some states prohibit them altogether) is necessary.

Very truly yours,



Martha Hardwick-Hofmeister, Legal Advisor
Altrusa International Foundation, Inc.
Shackelford, Bowen, McKinley & Norton, LLP
9201 N. Central Expressway, Fourth Floor
Dallas, Texas 75231

T: 214.780.1400 | F: 214.780.1401 | Email: martha@marthasnet.com

For an excellent general and representative discussion of non-profit corporations, see <http://www.sos.state.tx.us/corp/nonprofitfaq.shtm>

This site is specific to Texas, but I am sure there is a similar one for each state.

2020-2021 LOCAL CLUB FOUNDATION REPORTING FORM

Altrusa International Foundation, Inc.
Shawna Kaiser, Executive Director
(312) 427-4410 | foundation@altrusa.org

*Please submit by email to foundation@altrusa.org by **December 17, 2021***

We confirm the following documents are recorded and in compliance with the International Foundation. If any changes or updates were made in the previous fiscal year, it is the responsibility of your local club foundation to provide them to the International Foundation.

- | | |
|--|------------------------------|
| 1. Official Name on File | 3. Articles of Incorporation |
| 2. Local Club Foundation Logo Acknowledgment | 4. Bylaws |

Official Local Club Foundation Name:

Name & Addresses of **current 2021-2022** Local Club Foundation Officers:

Date Current Officers Elected:

Name & Addresses of Local Club Foundation Directors/Trustees:

Date Current Directors/Trustees Elected:

Official Local Club Foundation Mailing Address:

Date your Local Club Foundation's Articles of Incorporation and Bylaws were approved by the International Foundation:

Have you made any revisions to these documents? *YES _____ NO _____ If yes, when? _____

***If yes, please attach the updated copy.**

Has your Local Club Foundation reviewed the revisions to bylaws required by the International Foundation in correspondence dated May 28, 2021?

Has it adopted them? YES _____ NO _____

Revised them? YES _____ NO _____

Will your Local Club Foundation timely respond (by June 1, 2022)? YES _____ NO _____

Forming a Separate Corporation / Filing Foundation Articles:

Date your Local Club Foundation's approved Articles of Incorporation were filed with your state:

Local Club Foundation's Federal Employer Identification Number (FEIN): _____

Maintaining "Good Standing" in State:

Date you have most recently confirmed that your Local Club Foundation is in good standing with your state:

***Filing Appropriate Tax Form 990**:**

This will confirm that the appropriate Form 990** has been filed for **2020** by your Local Club Foundation on:

If you have not yet filed Form 990 for your Local Club Foundation, tell us:

_____ that you intend to do so; and

_____ who will be responsible for this task.

**The form to file depends upon gross receipts and total assets. Please see this website for more information on the types of 990 Forms: [IRS Link for 990 Forms](#)

****Please attach confirmation of your most recent Form 990**

State Raffle Laws:

This will confirm that your Local Club Foundation is aware of your state's regulations regarding raffles and that any raffles you conduct are in compliance.

Name of Person Confirming:

Telephone: _____ Email: _____

Fundraising:

Please describe briefly how your Local Club Foundation raised money in 2020-2021. (How much, what type of fundraisers, etc.)

Please describe briefly how your Local Club Foundation spent money in 2020-2021. (Breakdown as to how funds are spent, including recipients of funds, payment of expenses, etc.)

Contributions to International Foundation:

Please list your Local Club Foundation's contributions to the Altrusa International Foundation during club year 2020-2021:

Audit / Other Matters:

Initial here to ACKNOWLEDGE that the International Foundation has the right to audit your Local Club Foundation.

Has your Local Club Foundation been audited by the IRS or any other governmental organization?

YES _____ NO _____

If yes, when? _____

If yes, what was the outcome?

Has your Local Club Foundation been advised of a failure to file a required form or report?

YES _____ NO _____

If yes, when? _____

If yes, what was the outcome?

Annual Financial Statement:

What is the date of your Local Club Foundation's latest financial statement?

Attach a copy to this report.

Conflict of Interest Policy:

What is the date your Local Club Foundation adopted a conflict of interest policy? _____

Attach a copy to this report. You may contact foundation@altrusa.org for a conflict of interest template.

Please submit by email to foundation@altrusa.org by December 17, 2021

Altrusa International Foundation, Inc.
c/o Shawna Kaiser, Executive Director
One N LaSalle Street, Suite 1955
Chicago, IL 60602

(312) 427-4410 | foundation@altrusa.org