

# Club President



## Club Administration



“You don't have to be great to get started, but you have to get started to be great.” – Les Brown

“Waste neither time nor money, but make the best use of both. Without industry and frugality, nothing will do, and with them everything” – Benjamin Franklin

As Club President you are the Chief Executive Officer (CEO) of your club responsible for its ongoing operations. Volunteers are your business and service to kids is your product. Prepare for success!

### CLUB ADMINISTRATION (Part 4 of 8)

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Your Club should be Incorporated as a not for profit organization under act 501(c)(4) for U.S. Clubs. Your Secretary Treasurer should have these papers. You may contact Optimist International Administration 1-800-500-8130, extension 202 if you cannot find your documents.

### President, Board, Secretary-Treasurer, Vice President, Committees

**Members** of the club only decide issues of electing who they want to run their club, what their dues should be and when they should meet. Club Meetings are for the purpose of having fun, food and fellowship.

**Boards of Directors** conduct the business of the club. They oversee the finances with the use of budgets, they set policies and they approve potential projects and fundraisers.

**Club Committees** plan and conduct the projects and programs of the Club. They report to the Board on a regular basis of their progress.

**The President** is the chief executive officer charged with carrying out the operations of the club. They manage the efforts of volunteers. They ask for help and recognize effort and accomplishment.

**The Secretary-Treasurer** (appointed) collects dues, publishes monthly financial reports, and records the minutes of meetings.

**The Vice Presidents** (usually two) preside at meetings if the president is unavailable. In many clubs an External Vice President will oversee the outreach committees (youth service, fund raising, public relations) and the Internal Vice President will oversee operational committees (membership, finance, programs).

Detailed information on all of these positions is available at [www.optimistleaders.org](http://www.optimistleaders.org) under "Club" information.

## Bylaws, Policies & Protocol



**Bylaws** define the form and the function of your Optimist Club. They represent the "rules" of operation. They are very valuable when dealing with challenging situations. Ideally your Secretary-Treasurer should provide a copy to every Board member.

Take time to read through it. Certainly you do not need to know everything it says but it would be helpful if you knew enough to find what you are looking for when a situation arises.

**Policies** govern appropriate conduct and actions of the club. They are established and administered by the Board of Directors. Common policies include:

- Restrictions pertaining to alcohol consumption
- Authorized signatures for bank accounts
- Fund Raising guidelines
- Donations to other organizations
- Club supplies
- Petty cash funds
- Fellowship and hospitality
- Political neutrality issues

**Protocol** represents an institutionally proper way to show respect. Protocol shows respect for Optimist Officers. Protocol suggests proper regard for community and Country.

Details on the above information can be found at [www.optimistleaders.org](http://www.optimistleaders.org)

## Dues and Invoices



**Member dues** are usually collected to sustain the operations of your Optimist Club. Alternative financing for club operations (in place of charging dues) is possible as they follow National laws. A new member will pay a one-time membership fee when joining.

Your club pays dues to Optimist International and a lesser amount to the District Administration. See [www.optimist.org](http://www.optimist.org) (click on Members, then Administration, then Dues & Fees) for the amount owed. Members are added and deleted from your official roster using a "**Club Roster Adjustment**" form along with a small (\$15) registration fee to add. Your roster can be changed and viewed under "Reports and Payments" at [www.optimistleaders.org](http://www.optimistleaders.org) (it is password protected).

Tiered Dues for International Countries allow Nations with a lower economic status to pay a reduced fee schedule.

**Collegiate Members** also pay dues at a lower rate based on the fact that they are full time college students. Your club Secretary-Treasurer has to verify enrollment on a quarterly basis.

### How to read your dues invoice:

Your club secretary-treasurer will receive a quarterly statement that will include dues owed to Optimist International. The amounts are based on the official number of members you have on your roster.

Dues for your Junior Optimist, Octagon or Alpha Club are billed annually separate from the adult dues.

Always use your 5-digit club number with all communications.

## Budget & Finance

Before the beginning of the year a club should adopt a budget. This is an estimate and guideline of projected income and expenses. A “**model club budget and worksheet**” is available under “club budget & finance” at [www.optimistleaders.org](http://www.optimistleaders.org) It should help you create a budget.

At the beginning of the year the Board of Directors adopts this “budget” and it is used throughout the year as a spending guide. Good stewardship suggests you spend within the budget. However, sometimes situations dictate the Board should approve more appropriate expenditures or change the budget.

The role of the club **finance chair** is to assist with creating the budget and provide an ongoing opinion as to the appropriateness of income and expenditures.

Although very rare, embezzlement does occur. Surprisingly some of the nicest people can fall to the temptation. Not only should the finance chair be on the look-out, but every member should adhere to common accounting procedures. For example, two signatures should be required for check withdrawals. It is prudent fiscal policy not to have a married couple as the two signatories.

Good accounting requires all financial transactions to be recorded and monthly report summaries be given to the Board of Directors and Finance Chair. Samples of these forms are also available with the online budget information.

U.S. Optimist Clubs are exempt from paying income tax under their **501(c)(4) non-profit corporate status**.

Clubs having annual gross income of over \$25,000 should file an IRS **990 Form** before February 15<sup>th</sup>. All Clubs with gross income under \$25,000 must file a Form 990-E by February 15<sup>th</sup>. This must be filed online at [irs.gov](http://irs.gov).

## Appointing Committees



The president appoints committees to plan and do the work of Optimist Clubs. Appointments are made based on the member's interests and abilities. “Member Interest Finders” are a good way to learn about your members. Really talking with them is another good way to find their interests.

When a person is asked to serve on a committee, go over job description, duties and expectations. That way the person is not just accepting a position but understands what they are saying “yes” to.

For each club committee there is a one-page “Committee Module” available on [www.optimistleaders.org](http://www.optimistleaders.org) which can help when making appointments. Once they understand expectations, invite them to participate in suggesting action plans to get the job done. This is an effective way to transfer ownership for more effective performance.



Two club reports are due to Optimist International during the year. They are:

- **“Officer Elect Report”** due May 20<sup>th</sup> for Club elections which are conducted in April.
- **“Annual Activities Report”** is due at the end of the Optimist year and sent by September 30<sup>th</sup>.
- For U.S. clubs **“IRS 990”** is due February 15<sup>th</sup> for Clubs with gross incomes over \$25,000

From time to time you may receive other requests for information.

**Insurance:** Optimist International provides general legal liability insurance for property damage and bodily injury to all clubs and their members acting for the club. Copies of the Certificate of Insurance are available at [www.optimist.org](http://www.optimist.org) Keep in mind that this is NOT medical insurance for participants.

For more information go to [www.optimist.org](http://www.optimist.org) or email your request to [insurance@optimist.org](mailto:insurance@optimist.org) or phone the Insurance administrator at 1-800-503-9227.

## **REVIEW QUESTIONS:**

Under what U.S. laws is your Optimist Club Incorporated?

Which club body conducts the business of the club?

How does your secretary-treasurer make changes to your club's roster?

What type of Insurance does every Optimist Club Member have?



***The End of part 4: Club Administration***

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