

A. CLUB DISBANDMENT PROCEDURE (Club Resignation)

1. The Club initiates the disbandment procedure no later than August 30<sup>th</sup> for the current Optimist year by submitting its intentions in writing to the International Office. Upon receipt of such notification, the International Office will notify the Governor, Governor-Elect, International Vice President, and District Secretary-Treasurer. The notification shall state a 30 day moratorium from the date of notification has been established and the Governor is expected to use the moratorium period to investigate the matter fully and to report his findings to the International Office.
2. Where the governor finds that there is still some interest in maintaining a viable Club, he should ask a Club officer to advise the International Club Services Department in writing that it is withdrawing the disbandment notice. The department will share the information with District officers and support District efforts in returning the Club to complete operation.
3. After the 30 day moratorium from the date of notification has been established and it is found that there is no interest in maintaining the Club and the intentions of the disbandment is authentic, then the Club's charter shall be automatically revoked with an effective date of when the notice was received at the International Office.

B. CLUB REVOCATION PROCEDURE (By District)

1. The District initiates the revocation procedure no later than August 30<sup>th</sup> for the current Optimist year when the Governor submits a Charter Revocation Report stating the reasons for the recommendation AND the minutes of the District executive committee meeting at which the revocation was initiated. The report and the minutes must be received by the Club Services Department at International Office.
2. Upon receipt of the District's report, the Club Services Department will notify the president and secretary-treasurer by first class mail as to the reason the Club's charter is in jeopardy and ask the Club to respond. A thirty (30) day moratorium from the date of notification is established for the Club to reply.
3. Where a Club advises the International Office that it wishes to remain active (or responds to the District's charges), the information will be shared with District officers. If the Club is in violation of the International Bylaws or Policies, the Club will be given 30 days to certify to the governor that it is in compliance, with copy to the International Club Services Department.

4. If the Club does not respond during the moratorium, or certify compliance to the governor, Club and District leaders will be notified that the Club's charter will automatically be revoked with an effective date of the day the notice was received at the International Office.

**C. CLUB REVOCATION PROCEDURE (Administrative)**

When a Club becomes 60 and 120 days in arrears in payment of dues or other indebtedness, a notice of an impending revocation of the Club's Charter will be sent by the appropriate Optimist International staff. The 120 day notices will be sent no later than August 30<sup>th</sup> for the current Optimist year to the Board of Directors, Vice President, Governor, District Secretary, Lt. Governor, Club President and Club Secretary through the Optimist International email boxes. 120 day notices to be sent by regular mail.

A thirty day moratorium from the date of notification specified or September 30<sup>th</sup>, whichever comes first, above is established for the Club to reply.

If the Club does not respond during the moratorium, or have its account adjusted by the executive director as provided in Policy 1-40, Club and District leaders will be notified that the Club's charter will be revoked.

The effective date of revocation will be the 120 days arrears date.

If a check is received to cover dues for a Club being revoked for administrative purposes and that Club is removed and/or reinstated and later known that the check bounced, the effective date of revocation will be the original date of 120 days.

**D. CHARTER REVOCATIONS APPEAL/REINSTATEMENT**

A former Club may appeal the revocation of its charter within 30 days of the mailing date of the notice of the Board's action (OI Bylaws Article III, Section 1A5d). The "Club" must respond with the commitment to comply with the following requirements for reinstatement.

- 1) Adopt the Standard Form for Optimist Club Bylaws.
- 2) Submit a list of Officers and a complete roster of the membership.
- 3) Resolve any unpaid balances with the District and International.

Clubs that are 120 days delinquent on International Dues payment three times in a twenty-four month period shall not be reinstated, unless the club agrees that International Dues will be paid through direct debit.

The Charter is restored when the "Club" completes the International Board's requirements. Where a "Club" fails to meet the above requirements by the dates established, it will be notified that it has failed to satisfy the reinstatement requirements and that its charter remains revoked.

E. If an Optimist Club is revoked while owing dues to the International organization and/or to the District it cannot be reorganized as a Club except under the following guidelines:

1. All money due upon the date of revocation will be paid.
2. Submit a list of Officers and a complete roster of the membership.
3. The Club will pay current dues according to roster.
4. If past due money is not collected the Club will be notified that it has failed to satisfy the reinstatement requirements and that its charter remains revoked.
5. If past due money is not collected and less than twenty (20) members not previously in the Club have been signed for the new Club, the organization meeting will not be held until at least one year and one day after the date of the date of revocation.

F. RETURN OF SUPPLIES BY REVOKED CLUBS

1. Request for Return of Supplies

Article I of the Bylaws grants the International Board of Directors authority to control the use of any registered trademark of Optimist International. When advising a Club of its revocation, the Club will be notified to cease and desist from any use of the official name and emblem of Optimist International or any other name, insignia, slogan, emblem, seal or registered trademark of Optimist International. Where these marks or emblems cannot be removed, the item should be donated to another Optimist Club or destroyed.

2. Return of Supplies by Revoked Clubs

The Governor or the lieutenant governor shall request the Club officers to relinquish all items mentioned above in Paragraph F. I. These items constitute property of the Club and Optimist International has no legal right to them. Upon the Club's refusal to relinquish such property, the governor or lieutenant governor shall request that these be disposed of as described above. Where a Club shall relinquish such

property it will be disposed of as described above, and the International Office notified of the action.

**G. REVOKED CLUBS' FINANCIAL ASSETS**

After delinquent dues are paid to Optimist International, Clubs with any remaining financial assets are encouraged to contribute them to the Optimist International Foundations, another Optimist Club or another recognized charity.

(Dec 1980; Dec 1982; Mar 1983; Dec 1983; Mar 1989; Reaffirmed Dec 1992; Dec 1993; Dec 1994; Mar 1995; Mar 1996; Mar 1998; Dec 1998; Mar 1999; Jul 1999; Dec 2002; Dec 2004; Dec 2005; Dec 2006; Jul 2007; Dec 2008; July 2013)