

# **Suggested**

## **DISTRICT POLICIES**

(Adopted by the International Board of Directors March 2011)

### **FOREWORD**

The intent of this compilation of suggested policies is to suggest acceptable, useful policies, conforming to Optimist Bylaws and Policies, which will promote efficient and effective District administration. A parallel purpose is to facilitate the establishment of necessary policies in all Districts so that their maintenance will give permanent continuity to the practices, procedures and administration of District affairs. It is recommended that all members of a District's Board of Directors be provided with a copy of all District policies at the beginning of each administrative year.

#### **Board Policy ID-13, Paragraph 5 states:**

**As part of the fiscal duties and responsibilities of District administration, each District shall adopt a set of District Policies at the District's annual convention, or at a specially called convention. All District Policies shall follow the Optimist International model district policies, and shall be delivered to the Executive Director of Optimist International in hard copy or electronically within 30 days following adoption by the District. After approval by Optimist International, a District should review its District Policies at least annually. If the District amends the District Policies, the amended policies shall be forwarded to Optimist International within 30 days following the amendment, with all changes highlighted. No policy adopted by a District shall be in conflict of the International Bylaws, or the operating policies of Optimist International.**

The language, phraseology and construction of these policies may be altered or rewritten to accommodate prevailing District procedures so long as they conform to existing Optimist International Bylaws and Policies. Under the Optimist International Bylaws, flexibility is afforded to Districts to adopt policies that best promote involved, effective, and efficient District administrations. **Mandatory wording is shown in bold face type and must be included in your District's policies as dictated by the Bylaws of Optimist International.**

Customarily, District policies are adopted by the District's Board of Directors unless that authority or power has been assigned to the Executive Committee. By International policy, all policies of the District shall be submitted annually to Optimist International. Suggested policies involving receipts and expenditures bear the account number and definition assigned in the Standard District Chart of Accounts.

Any reference to the words "he", "his", "him", "man", or "men" is for descriptive purposes only and shall not, in any way, be construed to limit the application of the section in which they appear to the masculine gender.

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# **DISTRICT POLICIES**

## **ARTICLE I: DISTRICT PURPOSES**

### **GENERAL**

**The sole purpose of the District shall be to function as an administrative division of Optimist International in furtherance of the purposes Optimist International, the Bylaws, and Policies as established by the International Board of Directors. The District shall provide service and support to Clubs for the purpose of enhancing growth, participation, administration and youth service. All Clubs located within the territorial boundaries of a District shall be members of the District, except as requested by the Club or Clubs involved, and in concurrence with the District or Districts involved and the Optimist International Board of Directors. (OI Bylaws Article VII, Section 2)**

## **ARTICLE II: DISTRICT POLICIES**

### **DISTRICT POLICIES**

**The District shall adopt a set of operating policies authorized by the International Board of Directors, which will cover the items necessary to administer the District. These policies shall be adopted annually by the District Board of Directors at the Annual Convention or a specially called convention. (OI Bylaws Article VII, Section 3, Paragraph E) These policies shall be reviewed annually by the District Executive Committee and revised as necessary. All revisions in policies shall be approved by the full District Board of Directors. Policies may be reviewed and revised by the District Board of Directors/Executive Committee at other times as necessary.**

### **GOALS TO ACCOMPLISH PURPOSES** (Optional)

The goals of the District to accomplish the above purposes are:

- Provide Opportunities for Personal Growth
- Provide Leadership Training
- Promote New Club Building
- Promote Club Growth
- Provide Service to Youth

**ARTICLE III: DISTRICT BOARD OF DIRECTORS**

**GENERAL PROVISIONS**

The business of the District shall be administered by a District Board of Directors. The Board of Directors shall consist of the officers of the District, the most Immediate and available Past Governors (at the option of each District), the Lieutenant Governors (if any), the District Secretary-Treasurer, and the President of each Club. Should the President of a member Club be unable to attend, a delegate from that Club would be allowed to speak and act as the President, in the conduct of the business coming before the Board of Directors. The JOOI Governor shall serve as a non-voting member on the District Board of Directors. (OI Bylaws Article VII, Section 3, Paragraph A)

**DISTRICT OFFICERS AND EXECUTIVE COMMITTEE**

The District officers shall be the Governor, Governor-Elect, Secretary-Treasurer, and the following officers:

- Lieutenant Governors
- Assistant to the Governor
- Other \_\_\_\_\_

The Executive Committee shall consist of the officers, most Immediate and available Past Governors (at the option of each District), and the JOOI Governor as a non-voting member. (OI Bylaws Article VII, Section 3, Paragraphs B and C)

A District may delegate, subject to the limitations imposed by these Bylaws, the powers of the District Board of Directors to the District Executive Committee. The Executive Committee shall consist of the District officers and the most Immediate and available Past Governors (at the option of each District),. The JOOI Governor shall serve as a nonvoting member on the District Executive Committee. (OI Bylaws Article VII, Section 3, Paragraph C)

**ELECTIONS AND TERMS OF OFFICE**

No one shall be eligible for election or hold a District office unless: He is duly enrolled on the International roster as a member of a Club in good standing in Optimist International; and he has held or is currently holding the office of President of an Optimist Club. (OI

Bylaws Article VII, Section 6, Paragraph A) The term of office for Governor shall be [ identify term ].

**The Governor-Elect shall be elected at the annual or a special duly called convention by a majority vote of the accredited delegates present and voting at the time of the election. The Governor-Elect shall not serve in any other elective office in the same year he is Governor-Elect. (OI Bylaws Article VII, Section 6, Paragraph C) The Governor-Elect shall automatically become Governor on 1 October of the year following the year in which he was elected Governor-Elect. Following the District convention, the Governor-Elect shall be known as the Governor-Designate. (OI Bylaws Article VII, Section 6, Paragraph B)**

**The District Secretary-Treasurer shall be appointed for a term of one year by the Governor- Elect. The appointment of the Secretary-Treasurer designate shall be confirmed at the third quarter Board meeting by the District's Board of Directors, and shall take office 1 October next following confirmation. (OI Bylaws Article VII, Section 6, Paragraph D). The term of office for Secretary-Treasurer shall be one year. (OI Bylaws Article VII, Section 6, Paragraph D)**

The term of office for Lieutenant Governor shall be [ identify term ].

The term of office for Assistant Governor shall be [ identify term ].

The term of office for [ identify office ] shall be [ identify term ].

## **DUTIES OF THE DISTRICT OFFICERS**

### **Governor**

Under the general supervision of the International Board of Directors, it shall be the duty of the Governor to further the mission and purposes of Optimist International and promote the interest and coordinate the work of member Clubs within the District. The Governor shall function as the chief executive officer of the District, preside at all meetings of the District Board of Directors, the Executive Committee and the annual convention of the District. He shall be an ex-officio member of all committees, and exercise general supervision over affairs of the District subject only to the Board of Directors, the delegates to the annual District convention, and the Board of Directors of Optimist International. He shall at all times act on behalf of Optimist International in all relations with member Clubs within the District. He shall also attend the annual convention of Optimist International and any special meetings or conferences conducted by Optimist International for Governors.

### **District Governor-Elect**

The District Governor-Elect will be responsible for promotion and planning of training at the District convention for Presidents-Elect and Lieutenant Governors-Elect, with the assistance of the Leadership Development Committee, utilizing the Optimist International Faculty Guide.

### **District Secretary-Treasurer**

It shall be the duty of the District Secretary-Treasurer to: (i) attend all meetings of the District Board of Directors, the District Executive Committee and the annual District convention, and to act as Secretary thereof, (ii) keep true and correct minutes of such meetings and transmit a copy to the International Office and to others so designated by the District Board, within 30 days after the close of any such meeting, (iii) receive and deposit all moneys due the District. (iv) disburse moneys within the limitations of the District budget or by specific instructions of the District Board, the District Executive Committee, or the accredited delegates at the District convention, (v) keep an accurate and complete record of all financial transactions and submit financial statements and records required by the District Board of Directors and as set forth in the Bylaws & Policies of Optimist International, (vi) keep books of account open at all times to the District and International Board of Directors, with such books to be subject to annual review as of 30 September of each year, (vii) **shall issue and cause to be delivered to each member Club in the District an official call for the annual convention at least 30 days prior to the date thereof, in which notice the time and place of the holding of said annual convention shall be set forth,** (viii) **shall issue and cause to be delivered to each member Club in the District, at least 20 days prior to the date of said special convention a written notice of the time and place of the holding of same together with a general statement of the proposed business to be transacted,** (ix) **issue and deliver notice of all meetings of the members of the Board of Directors at least 30 days prior to said meetings,** and (x) perform such duties as prescribed in these policies.

### Lieutenant Governor (Optional)

Each Lieutenant Governor shall function as a representative of Optimist International and the Governor in his assigned Zone, and generally conduct his office in a manner contributory to the attainment of all objectives of the District and Optimist International within each Zone. Each Lieutenant Governor should make at least two visitations to each Club in his Zone during the administrative year. The Lieutenant Governor must make every attempt to visit each newly affiliated Club in his Zone within 90 days following its official organization. He shall make the prescribed report of each visitation within 30 days. Each Lieutenant Governor should schedule and conduct meetings in the Zone as often as needed and necessary – they should not conflict with any District meeting. Notice shall be given to the Zone Club Presidents and Club Secretary-Treasurers at least 15 days prior to such meeting. He shall make the prescribed report of each meeting within 30 days.

### Assistant to the Governor (Optional)

It shall be the duties of the Assistant to the Governor to: (i) cooperate with and act as representative for the Governor-Designate in preparation for the year, (ii) act as liaison between a certain number of Lieutenant-Governors and/or committee chairs and the Governor, and (iii) attend all District Board of Directors meetings and Executive Committee meetings as well as the annual convention.

**DUTIES OF THE EXECUTIVE COMMITTEE**

The Executive Committee is authorized to make purchases and pay expenses, travel allowances, reimbursements and obligations as provided by and within the limitations of the budget, make plans and establish policy furthering the objectives of the District, and exercise general control over plans, budget and program of the District convention. (OI Bylaws Article VII, Section 3, Paragraph C). Other duties of the Executive Committee are \_\_\_\_\_.

**VACANCY OF DISTRICT OFFICE**

For good cause or upon death, resignation or incapacitation of any elected or appointed officers or any officer-designate of a District, or in the event of the failure of any officer to carry out the duties of his office, the incumbent District Executive Committee may declare said office vacant and shall select a successor to fill the remainder of his term. Should the Immediate Past Governor(s) be unable to serve as members of the Executive Committee and Board of Directors, the next Immediate Past Governor shall automatically become a member of the Executive Committee and Board of Directors in his place and stead. The foregoing shall apply to any individual who has been elected or appointed to office but for any reason does not assume or carry out the duties of his office. (OI Bylaws Article VII, Section 3, Paragraph D)

**DISTRICT BOARD OF DIRECTORS INSTALLATION (Optional)**

The District Board of Directors, as described in OI Bylaws shall be duly installed by the official representative of Optimist International/or designee at the first opportunity after October 1 each year.

The District Board of Directors shall be installed as follows: \_\_\_\_\_.

**DISTRICT BOARD OF DIRECTORS MEETINGS AND NOTICE**

The Governor may call a meeting of the Board of Directors each quarter, or at such time and place as he may determine with the advice and consent of the Executive Committee. Notices of all meetings of the Board of Directors shall be issued and caused to be delivered to all members of the Board of Directors by the District Secretary-Treasurer at least 30 days prior to said meetings. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business. (OI Bylaws Article VII, Section 3, Paragraph F)

District meetings shall be held as follows:

One District meeting on \_\_\_\_\_.

Quarterly Districts meetings on \_\_\_\_\_.

At the following times: \_\_\_\_\_.

**Meetings of the Executive Committee may called by a majority of its members or at the call of the Governor.** (OI Bylaws Article VII, Section 3, Paragraph C) Executive Committees shall be held on \_\_\_\_\_.

#### MINUTES OF MEETINGS (Optional)

It shall be the responsibility of the District Secretary-Treasurer to keep accurate minutes of all meetings of the District Executive Committee, the District Board of Directors, and the annual District convention, and to provide a copy of such minutes to members of the District Board of Directors, Optimist International, and such others as the Board of Directors may indicate, not later than thirty days after adjournment of each such meeting or convention.

#### ESTABLISHMENT OF ZONES (Optional)

The number and boundaries of Zones, for any administrative year, shall be determined by the

Board of Directors

Executive Committee

Delegates

prior to the annual convention to accommodate selection of Lieutenant Governors to serve during the next administrative year.

All proposals for a realignment of Zone boundaries shall be submitted to the Governor not less than 30 days prior to said meeting. No Zone shall be created with less than \_\_\_\_\_ Clubs. New Clubs may automatically be assigned to Zones in which they are geographically located and services to the new Club shall be the responsibility of the Lieutenant Governor of such Zone

ZONE MEETINGS (Optional)

Each Lieutenant Governor shall be responsible for the conduct of meetings in the Zone as needed to assist the Clubs, and Club officers in the Zone. Notice of such meetings should be sent to the President and Secretary of each Club in the Zone prior to the meeting in order to encourage attendance. The Lieutenant Governor shall be responsible for preparation and distribution of each Zone meeting program and completion and filing of a report on each meeting.

To avoid conflict the dates for all Zone meetings shall be established with the knowledge and approval of the Governor. All Zone meetings shall be conducted on a no-host, no-registration fee basis. If fees for the use of facilities for Zone meetings are anticipated or incurred, such expenses shall be budgeted and paid by the District administration.

**ARTICLE IV: DISTRICT COMMITTEES**

**The District Board of Directors shall establish in its District policies, such committees as it deems appropriate to carry out the administration of the District. (OI Bylaws Article VII, Section 3, Paragraph G) The Governor-Designate shall appoint the chairmen and the required number of members of all committees, and shall announce such appointments not later than 1 October following his election. (OI Bylaws Article VII, Section 3, Paragraph G)**

The following committees are established:

**Finance** (OI Bylaws Article VII, Section 5, Paragraph D)

Candidate Qualifications

The Candidate Qualifications Committee shall seek, qualify and nominate the best qualified candidates for each elected office, and shall require the following for the consideration and information of the committee:

1. A written presentation of the proposed candidate's background and qualifications for the office of Lieutenant Governor or Governor-elect.
2. A letter from the Club of which the proposed candidate is a member indicating that Club's support of his candidacy.
3. A statement from the proposed candidate's employer indicating his understanding and approval of the proposed candidate's anticipated commitment to serve. If a candidate be self-employed, he shall submit such statement on his own behalf.

The candidate qualifications committee may prepare a brief summary and description of each of the nominees' background and qualifications to be mailed to each Club president and Secretary-Treasurer not less than thirty days prior to the date of the elections.

- Convention
- Programs
- Resources, Retention, and Renewal
- Public Relations
- JOOI Clubs (Junior Optimist Octagon International)
- New Club Building
- \_\_\_\_\_
- \_\_\_\_\_

ACHIEVEMENT AND AWARDS PROGRAM (optional)

The District may budget, maintain and conduct an annual Achievement and Awards Program which shall be prepared and evaluated by the chairman of achievement and awards with the collaboration of the Governor, Governor-elect, Secretary-Treasurer, and through consultation with their predecessors, shall be presented to the District Executive Committee/Board of Directors for final approval at the annual convention, or at some other time as established in the District. If adopted by the District, it shall be the responsibility of the District administration to promote and encourage participation in both District and International achievement and awards programs.

**ARTICLE V: DISTRICT CONVENTION**

**GENERAL PROVISIONS**

**A convention of the Clubs in each District shall be held between August 1 and September 30 on such dates and at such location as shall be determined by the District Board of Directors. The convention city shall be determined by a vote of the accredited delegates at the District convention for as many years in advance not exceeding five years, as may be**

**deemed necessary. The District Board of Directors shall have power to substitute another city in the event circumstances later make such action necessary or advisable. The District Secretary-Treasurer shall issue and cause to be delivered to each member Club in the District an official call for the annual convention at least 30 days prior to the date thereof, in which notice the time and place of the holding of said annual convention shall be set forth. In the event of an emergency, with the approval of the International Board of Directors and the District Board of Directors, a District may hold a special District convention at any time or place. The District Secretary-Treasurer shall issue and cause to be delivered to each member Club in the District, at least 20 days prior to the date of said special convention a written notice of the time and place of the holding of same together with a general statement of the proposed business to be transacted. The method and means of voting at convention shall be established by the District Board of Directors. Convention rules shall be adopted by a majority vote during the first business session of each convention; but may be suspended, rescinded or amended after their adoption by a two-thirds vote. A quorum of any District convention shall be established by these District Policies (OI Bylaws Article VII, Section 4) The following business shall be conducted at every District Convention: Election of Governor, and changes to the District dues amount, selection of next convention site, and approval of the budget.**

The District administration may provide all member Clubs with an opportunity to bid for conduct of conventions in their respective locations. Such bids or invitations should be submitted to the convention committee on the prescribed form not later than 30 days prior to the convention at which the selections(s) shall be made.

#### CONVENTION ALLOCATION FROM DISTRICT DUES (Optional)

In keeping with the fact all Clubs and members benefit from the annual District convention, the sum of \$\_\_\_\_\_ per member shall be allocated from District dues paid by Clubs for each of their members enrolled in the office of Optimist International as of the last dues billing date, which allocation shall supplement convention registration fees for financing the annual District convention.

#### CONVENTION BUDGET AND FINANCE REPORT (Optional)

The convention budget may be prepared and approved as a supplement to the District administration's annual consolidated budget and shall be based on statements of receipts and expenditures and audits of previous conventions. The statement of convention receipts and disbursements shall be prepared by the convention committee chairman, Governor and District Secretary-Treasurer and shall be included in the District's annual financial statement.

### CONVENTION - COMPLIMENTARY REGISTRATIONS (Optional)

The incumbent Governor, Governor-designate, Secretary-Treasurer, and the two past Governors serving on the Executive Committee, as well as the official OI Representative (and spouse), shall receive complimentary convention registrations and hotel/motel lodging of suitable character and such shall be anticipated in the convention budget.

### CONVENTION DURATION (Optional)

The annual District convention shall be a \_\_\_\_\_-day event, beginning \_\_\_\_\_ morning and ending \_\_\_\_\_, exclusive of social, recreational or other extra-curricular activities.

### CONVENTION PROGRAM (Optional)

The Convention Committee shall prepare, through consultation with the Governor and Governor-Elect, the schedule of convention events and meetings for submission to the District Board of Directors not less than 90 days prior to the convention. The Governor, through consultation with the Governor-elect, shall prepare the agenda and/or curriculum for all convention business sessions, leadership development events, forums, and meal service events. The convention schedule and program shall be distributed to all District officers and chairmen, Club presidents and Secretary-Treasurers not less than 30 days prior to the convention. The convention schedule shall include, as a minimum, the following events:

1. A business session necessary to accomplish the business of the convention.
2. All leadership development events for Club and District officers as prescribed by Optimist International.
3. A meal service event to provide the official International Representative with an opportunity to address assembled delegates and guests.
4. A recognition banquet featuring the installation of new District officers.

### CONVENTION RULES

**The method and means of voting at convention shall be established by the District Board of Directors. Convention rules shall be adopted by a majority vote during the first business session of each convention; but may be suspended, rescinded or amended after their adoption by a two-thirds vote. A quorum of any District convention shall be established by the District Board of Directors and stated in these policies. (OI Bylaws Article VII, Section 4)**

1. The convention shall be composed of registered Optimist delegates as set forth in the International Bylaws.
2. **To be accredited by the credentials committee and eligible to vote on the convention business, delegates must have registered at the convention, paid the registration fee, and produced such credentials as may be required by the Board of Directors. The number of accredited delegates of a Club shall not exceed the voting strength of the Club.** (Bylaws Article VII. Districts. Section 4. District Convention)

Club voting strength will be based on the following:

\_\_\_\_\_ 1 vote for 10 Members

\_\_\_\_\_ Other \_\_\_\_\_

3. Roberts' Rules of Order shall govern the convention proceedings in all cases not governed by the Constitution and Bylaws and these convention rules.
4. Voting
  - a. All voting shall be voice, hand or rising vote, at the discretion of the chair, unless a ballot or roll call vote is ordered by a majority vote of the accredited delegates. ( In the event a vote by ballot is ordered, the chair shall appoint a committee of tellers and name its chairman. At the conclusion of the balloting the tellers shall certify the tabulated results in writing, to the chair. If the balloting has been conducted for the purpose of electing an officer, the chair shall announce the name of the winner only, and then entertain a motion to destroy the ballots.) Accredited delegates from each Club shall select a chairman who shall cast the votes of his delegation on any convention business requiring a vote by written ballot or roll call.
  - b. Roll call on any question may be requested in writing by accredited delegates representing not less than 10 per cent of the Clubs represented at the convention.
5. Adoption of convention rules shall be the first business in order. These convention rules shall be adopted by a majority vote, but they may be suspended, rescinded or amended after their adoption by a two-thirds vote.
6. The District Board of Directors shall have full supervision and management of all conventions of the District and shall prepare the official program. All plans, arrangements, programs and budgets shall be subject to the approval of said District Board of Directors.
7. A quorum of any District convention shall consist of a majority of the accredited delegates.

DISTRICT PROGRAMS AND ACTIVITIES (Optional)

The District shall organize and coordinate the following programs and/or activities:

- Oratorical Contest
- Essay Contest
  
- CCDHH
- JOOI
- OIJGC
- Tri-Star Sports
- Other \_\_\_\_\_
- Other \_\_\_\_\_

DISTRICT ORATORICAL CONTESTS (Optional)

1. The District may conduct either two separate contests for boys and girls, or one combined gender contest each year. The District finals will be held on \_\_\_\_\_ at the time of the third quarter District conference. If preliminary contests are necessary, they will be held on \_\_\_\_\_ with the final on \_\_\_\_\_.
2. Pursuant to the policies of Optimist International all phases of the District contests shall be conducted in strict compliance with International Oratorical Contest Rules.
3. A committee of three members from Clubs in the city where the District finals are held shall be appointed by the Governor to assist the District contest chairman in the selection of facilities, equipment, judges, etc., and other details pertinent to the conduct of the contests.
4. Zone contests are to be conducted under the supervision of and coordinated by the District oratorical contest chairman, and responsibility for the actual conduct of Zone contests assigned to (Lieutenant Governors or Zone chairman).
5. An entry fee of \$\_\_\_\_\_ shall be paid by all Clubs sponsoring an entrant in Zone contests. The costs of all transportation, food and lodging while at, or en route to or from Zone contests shall be the responsibility of the sponsoring Clubs.
6. An entry fee of \$\_\_\_\_\_ shall be paid by all Clubs sponsoring an entrant in District contest finals. The costs of food, lodging and transportation while en route to the District contest finals shall be the responsibility of the sponsoring Clubs.

*(Costs will vary with each District but they should be established in advance to maintain uniformity throughout the District. Costs of food and housing for participants in the District finals may be funded by entry fees under Accounts 140 and 370.)*

7. The costs of all District trophies and Zone certificates and frames, and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 140 and 370. All such items shall be supervised by the District contest chairman and accountable to the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenue and expenses.
8. It shall be the responsibility of the District oratorical contest chairman to submit required materials and information on contest winners to the International Office within 30 days following the contest. The presentation of the official scholarship award provided by Optimist International shall be made by the Governor at the District convention when possible.

#### COMMUNICATIONS CONTEST FOR THE DEAF AND HARD OF HEARING (Optional)

1. The District may conduct a contest open to boys and girls up to grade 12 (Grade 13 in Jamaica) who are recognized by their school as deaf or hard of hearing. The District contests will be held on \_\_\_\_\_ as set by the District CCDHH chair and committee. Preliminary (Club) contests shall be held prior to this date, allowing one winner from the Club level to participate at the District level for a scholarship.
2. Pursuant to the policies of Optimist International all phases of the District contests shall be conducted in strict compliance with International Oratorical Contest Rules.
3. A committee of three members from Clubs in the area where the District finals are held shall be appointed by the Governor to assist the District contest chairperson with the selection of facilities, equipment, judges and other details pertinent to the conduct of the contests. Judges for this contest are to be a recognized authority on deaf speaking and signing - both forms of communication are accepted as a means of delivering this presentation.
4. Zone contests are to be conducted under the supervision of and coordinated by the District CCDHH chairperson, and responsibility for the actual conduct of Zone contests assigned to Lieutenant Governors or Zone chairman.
5. An entry fee of \$\_\_\_\_\_ shall be paid by all Clubs sponsoring an entrant in Zone contests. The costs of all transportation, food and lodging while at, or even en route to or from Zone contests shall be the responsibility of the sponsoring Clubs.
6. An entry fee of \$\_\_\_\_\_ shall be paid by all Clubs sponsoring an entrant in District contests. The costs of all transportation, food and lodging while at, or even en route to or from District contests shall be the responsibility of the sponsoring Clubs. *(Costs will vary with each District but they should be established in advance to maintain uniformity throughout the District. Costs of food and housing for participants in the District finals may be funded by entry fees under Accounts 140 and 370.)*
7. Each District is to recognize one winner in the CCDHH contest for the \$1,500 scholarship. A District may choose to award two winners, but the \$1,500 for the second scholarship has to be provided by that District before Optimist International can officially recognize a second winner.

8. The costs of all District trophies and Zone certificates and frames, and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 140 and 370. All such items shall be supervised by the District contest chairman and accountable to the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenue and expenses.
9. It shall be the responsibility of the District CCDHH contest chairperson to submit required materials and information on contest winners to the International Office within 30 days following the contest. The presentation of the official scholarship award provided by Optimist International shall be made by the Governor at the District convention when possible.

#### DISTRICT ESSAY CONTEST (Optional)

1. The District may conduct an Essay Contest each year. The required information regarding the District winner shall be forwarded to the International Office no later than February 15.
2. All phases of the contest shall be conducted in strict compliance with Optimist International Essay Contest Rules.
3. A District chairman may be appointed by the Governor to administer all details pertinent to the conduct of the District contest.
4. An entry fee of \$\_\_\_\_\_ shall be paid by all Clubs sponsoring an entrant. Entry fees shall be adequate to cover all expenses incurred by the District in the conduct of the contest.
5. The costs of all District awards and all authorized receipts and expenditures shall be budgeted and audited under Accounts 147 and 390. All such items shall be supervised by the District Secretary-Treasurer who shall make all purchases and expenditures.

#### TRI-STAR SPORTS SKILLS CONTEST (Optional)

1. The District may conduct a District Tri-Star Sports Contest each year. The District finals shall be conducted and the number of participants provided to the International office on the Program Evaluation Form.
2. All phases of the contest shall be conducted in strict compliance with Tri-Star Sports rules stated in the Club Programs Planning Guide.
3. A District chair may be appointed by the Governor to administer all details pertinent to the conduct of the District contest.

### OPTIMIST INTERNATIONAL JUNIOR GOLF CHAMPIONSHIP QUALIFIERS (Optional)

1. The District may conduct an Optimist International Junior Golf Championship Qualifier tournament each year. The District finals shall be conducted and the number of contestants provided to the International Office by the required date.
2. All phases of the contest shall be conducted in strict compliance with Optimist International Junior Golf Championship rules.
3. A chairman shall be appointed by the Governor and shall be responsible for all details pertinent to the conduct of the contest.
4. An entry fee of \$\_\_\_\_\_ shall be paid by all Clubs sponsoring an entrant in the District contest, or Zone contest if such contests are conducted. The costs of all transportation, food and lodging in relation to Zone and/or District contests shall be the responsibility of the sponsoring Clubs.
5. The costs of all awards and all authorized receipts and expenditures shall be budgeted and audited under Accounts 145 and 380. All such items shall be supervised by the District Secretary-Treasurer who shall make all purchases and expenditures.

### YOUTH CLUBS (Optional)

The District shall be encouraged to maintain a Junior Optimist Octagon International (JOOI) District structure and conduct an annual JOOI District Conference for all official Youth Clubs in the District. The District Youth Clubs chairperson shall be the official liaison between the Optimist District and the JOOI District Board of Directors.

A special conference planning committee shall be responsible for all facets of the JOOI District Conference. The committee shall include the District Youth Clubs chairperson, the JOOI Governor, the JOOI District Board of Directors and any/all Youth Club advisors and chairpersons deemed necessary by the District Youth Clubs chairperson and JOOI Governor.

Elections for JOOI District officers must be held in accordance with the guidelines established in both the JOOI District bylaws and the International JOOI Constitution & Bylaws.

Finances shall be managed by the Optimist District Secretary-Treasurer, the District Youth Clubs chairperson and the JOOI District Secretary-Treasurer. A separate checking account for JOOI District funds may be established as long as a dual signature process is utilized. The Optimist District Secretary-Treasurer shall duplicate all account activity for Optimist District financial reports.

Optimist Districts which hold JOOI District conferences and elect JOOI District officers must use all dues rebate funds to support District Youth Club/JOOI activities. Such activities may include the JOOI District Conference, District newsletter production/distribution, District officer

travel, District officer communication, etc. Rebate funds not utilized by year-end must be rolled over to the next year's budget.

## **ARTICLE VI: DISTRICT FINANCES**

### **GENERAL PROVISIONS**

**The conduct and administration of District business shall be financed by District dues, payable by Clubs for each of their members enrolled in the office of Optimist International, from convention fees, and as hereinbefore provided from the general fund of Optimist International. The amount of each District's dues, and dates on which such dues shall be payable, shall be established by the Board of Directors of Optimist International. Districts may reduce or eliminate dues for a college member. A District, by resolution adopted by a two-thirds majority of the votes cast by the accredited delegates to its annual convention, may petition the Board of Directors of Optimist International, in the form and manner prescribed by that Board, for adjustment of the amount of its annual dues. No financial obligation or assessment, of any kind, other than provided in these Bylaws, shall be placed upon or requested of the Clubs or their members by the District. (OI Bylaws Article VII, Section 5, Paragraphs A, B, and C)**

Each Club in the District shall pay for each member enrolled in the International Office as of 31 December and 30 June, annual dues of \$\_\_\_\_ per member, payable (quarterly or semi-annually) of each year, subject to the approval of the Board of Directors of Optimist International and in accordance with Optimist International Bylaws. Annual dues payable by a newly affiliated Club shall commence as provided in policies established by the OI Board of Directors.

Any member in a post secondary educational institution who is enrolled as a full time student shall pay zero district dues.

### **FINANCE COMMITTEE – BUDGET**

**At its first meeting the District Board of Directors shall review, amend and approve the annual budget submitted by the finance committee, ensuring that is done in a manner conforming with the standard District chart of accounts established by the Board of Directors of Optimist International. Such budget shall be submitted to the Board of Directors of Optimist International for final approval. The budget shall include income only from authorized sources for the current fiscal year, any accumulated surplus, and shall not authorize the expenditures of any money in excess of such income and surplus. (OI Bylaws Article VII, Section 5, Paragraph D)**

**ANNUAL REVIEW**

**An annual review of the books of account of each District as of 30 September shall be performed by an independent certified public accountant or a chartered accountant, and a report thereon shall be submitted to the District Board of Directors not later than 30 November of each year. An IRS Form 990 or its equivalent may be substituted in lieu of the annual review. (OI Bylaws Article VII, Section 5, Paragraph E) (This may change at the July 2011 Convention)**

**DEPOSITORIES AND SIGNATORIES**

**The District Board of Directors shall annually determine the official depositories for District funds and designate officers authorized to endorse, execute and sign checks or orders for the payment of money and such shall be Co-signed by two such officers. (OI Bylaws Article VII, Section 5, Paragraph F)**

**EXPENSE REIMBURSEMENTS (Optional)**

The District will not have any reimbursement policy.

The District will allow for the following expense reimbursements:

District Meetings for \_\_\_\_\_  
\_\_\_\_\_¢ travel  
\_\_\_\_\_ per diem

International Convention for \_\_\_\_\_  
\_\_\_\_\_¢ travel  
\_\_\_\_\_ per diem

New Club Building for \_\_\_\_\_  
\_\_\_\_\_¢ travel  
\_\_\_\_\_ per diem

Other:

CONFLICT OF INTEREST (Optional)

The following provisions govern conflicts that may arise between the interests of any District officer or members of the Executive Committee and the \_\_\_\_\_ District of Optimist International:

A conflict of interest with respect to a transaction effected or proposed to be effected by the District exists if a member of the Executive Committee or the finance committee is known at the time of the commitment to be in a position to personally benefit financially from the transaction; or

The transaction is brought before the Executive Committee or the finance committee for action, and the officer or member of the board know, at the time of the commitment, that any person has or may have control or unusual influence over a voting member of those committees.

If any conflict of interest arises, the officer or board member must disclose in writing to the finance committee the existence and nature of the conflict thirty days prior to the transaction.

A transaction that is not made in good faith or that is not fair to the District shall be null and void and may not be authorized or approved by any persons.

MISCELLANEOUS

INTERNATIONAL PRESIDENT'S VISITATION (Optional)

The Governor, at the request of Optimist International, shall provide preferred and alternate locations for the International President's visitation.

All plans and arrangements for the International President's visit shall be under direct supervision of the Governor and District administration including the provisions of complimentary accommodations, customary courtesies, and a suitable gift or memento. All Clubs in the District shall be invited, at least 30 days in advance, to send representatives to the event. Clubs in the city or area of the visitation, under the leadership of a Lieutenant Governor, may be invited to provide manpower for the conduct of the event. The Governor and spouse, or a past International or District officer and spouse, shall be designated as official host to the International President.

INTERNATIONAL REPRESENTATIVES TO DISTRICT MEETINGS (Optional)

In keeping with the policy of Optimist International to provide an official International Representative to a District board meeting, and to the annual District convention, the Governor shall issue an invitation, at his earliest convenience, to such individuals as soon as their identities are established. Courtesies traditionally provided to the International President, including

complimentary accommodations and registration, shall also be provided to such official International Representatives.

#### DISTRICT OFFICERS LAPEL INSIGNIA (Optional)

The District administration may provide official lapel insignia for all District officers to be presented at the time of their installation and such insignia shall be returned to the District Secretary-Treasurer at the end of the administrative year. The District also may purchase and present past officers insignia to the retiring Governor, Lieutenant Governors and Secretary-Treasurer.

#### DISTRICT BULLETIN (optional)

The District administration may publish a District bulletin under the direction of the Governor and edited by the District bulletin editor (or District publicity chairman) appointed by the Governor. Costs, publication frequency and distribution shall be established by the District administration from year to year according to budgetary provisions and available funds. As a minimum, the bulletin shall be published and distributed to all District officers, District committee personnel, Club presidents and Secretary-Treasurers, and the International Office and officers.

#### DISTRICT DIRECTORY (Optional)

The District administration may publish, at the earliest possible date after the beginning of the administrative year, a District directory. The directory shall contain the names, addresses and telephone number of all District officers, District committee chairmen, Club presidents and International officers. When feasible and practical, the directory shall also include all District policies and the dates and locations of all District meetings and conferences of the administrative year.

#### FLAGS, CREED AND BANNERS (Optional)

The District administration will display at all District meetings appropriate national flags, the District banner and the Optimist Creed banner in the room in which District business is conducted.

#### GIFTS-MEMENTOS (Optional)

This District will present a gift and/or memento to the retiring Governor and to the official International Representative to the annual District convention, the cost of which shall not exceed \$\_\_\_\_\_ each. The immediate past Governor shall be responsible for the selection of such gifts or mementos to the retiring Governor and the Governor shall be responsible for the selection of a gift or memento to the International representative.

#### GIFTS TO NEW CLUBS (Optional)

The District administration/Club/Zone (set by District Policy) shall provide each new Club with a complimentary Club banner, bell and striker, purchased from Optimist International, and shall budget an estimated amount for such purposes annually.

#### INTERNATIONAL CONVENTION (Optional)

With due respect to the location and duration of the International convention the Governor, Governor-designate and Secretary-Treasurer-designate shall receive an amount, to be budgeted annually toward the expense of attendance at the International convention, excluding those expenses reimbursable by Optimist International. To qualify for this amount, each must attend and be registered at the full convention and show evidence thereof when submitting his expense voucher.

With due respect to the location and duration of the International convention and available funds, each Lieutenant Governor-elect who attends the full International convention shall participate in the distribution of available funds budgeted annually for the purpose of financial assistance to those Lieutenant Governors-elect who attend and are registered for the full convention.

#### HOSPITALITY ROOM AT INTERNATIONAL CONVENTION (Optional)

The District administration may maintain a District headquarters or hospitality room at International conventions.

#### CLUB HOSPITALITY ROOMS AT DISTRICT CONVENTION (Optional)

All Club hospitality rooms, or other accommodations serving a like purpose, shall be closed during convention business sessions or training events.

#### NEW CLUB CHARTER PRESENTATIONS (Optional)

Dates and programs for the charter presentation events of new Clubs shall be established by joint action of the new Club, the new Club's sponsor Club, and the Governor or the Lieutenant Governor of the Zone in the Governor's behalf. Charters shall be presented by the Governor or his appointee. In the event of a charter presentation occurring after the end of the administrative year in which the new Club was established, the then immediate past Governor shall have the prerogative of presenting the charter.

## **ADDENDUM 1 - SUGGESTED POLICY TOPICS**

The following list of potential policy topics is included to assist Districts in creating up-to-date and pertinent policies.

- Long Range Planning
- Past Governors Association
- Past District Secretary/Treasurers Association
- District Golf Tournament
- District Supply Sales
- District Resolutions Committee
- District Logo
- District Conference and Convention Committee
- Assistant to the Governor
- Finance Committee Member Responsibilities
- Capital Purchases
- Club Registration Refunds
- Scrapbook Awards
- Club Bulletin Awards
- Community Projects Awards
- Activity Awards
- Annual Club Activity Report
- Scholarship Contests
- International Program Participation

## **ADDENDUM 2 – SUGGESTED VOTING PROCEDURES**

It is suggested that the following be included in your policies:

- a. Delegates shall register promptly upon arrival and shall attend all sessions of the convention.
- b. The credentials committee shall report at the first session thereof and periodically thereafter, or when directed to do so. The report shall include only those Clubs with properly accredited delegates and may be amended by the committee before or between convention business sessions.
- c. A member holding membership in more than one Club may become an accredited delegate for such Clubs provided he has completed registration and paid a registration fee as a delegate from each Club for which he intends to vote.
- d. The program as printed shall be the official program of the convention.
- e. The candidate qualifications committee shall report its nomination at the first business session. Following this report, the presiding officer shall call for other nominations from

the floor and then call for the closing of nominations. The election shall be conducted during the last business session.

- f. Nominations from the floor shall be limited to a statement including the candidate's name, Club and office for which he is being nominated.
- g. There shall be no nominating speeches if there are no nominations from the floor. In the event there are, nominating speeches shall be given on the day of election by persons approved by the respective candidates, and shall be limited to two for each candidate, one of five minutes duration and one of two minutes duration.
- h. Voting:

Each delegation chairman shall present himself to the credentials committee, before the close of registration on the opening day of the convention, to verify the accreditation of his Club's delegates and obtain official ballots for the use of his delegation throughout the convention.

Delegation chairmen unable to verify accreditation and obtain ballots within the hours of registration of the opening day of the convention may do so by presenting themselves to the credentials committee during the hour preceding the time the business meeting of any day is called to order. Ballots shall not be distributed during the conduct of business meetings.

In the event of lost blank ballots obtained in advance by a delegation chairman, he may appear before the credentials committee to request duplicate ballots.

Voting strength may be split by Clubs with more than one vote. Such Clubs may caucus prior to voting to determine how voting strength shall be split (whole votes only, no half votes permitted).

The vote on any business or question before the convention except reports of the candidate qualifications, resolutions or constitution and bylaws committees shall be taken immediately following its presentation and debate.

- i. In the event a vote by ballot is ordered, balloting shall be conducted in the following manner:
  - 1. The meeting shall be recessed for marking and depositing ballots.
  - 2. The presiding officer shall appoint a committee of tellers as provided earlier in Paragraph 4a.
  - 3. To expedite the balloting process, multiple ballot boxes may be placed in convenient locations within the meeting room. Tellers shall be stationed at each ballot box.
  - 4. Each delegation chairman shall deposit one ballot for his Club only.

- j. The vote on the question, once commenced, shall not be interrupted except to ask the chair to restate the question.
- k. No delegate shall be entitled to the floor unless he rises, addresses the presiding officer, and gives his name and Club affiliation. Any registered delegate may speak on any issue, however, only accredited delegates may make or second motions.
- l. Main motions shall be put in writing when the chair so directs.
- m. No motion shall be entertained by the chair unless seconded, and shall not be open to debate or amendment before the chair has repeated it.
- n. Debate shall be limited to five minutes a speaker. A delegate shall not speak a second time to the same question at the same setting if another registered delegate who has not spoken thereon rises and asks for the floor.
- o. No accredited delegate shall speak more than twice on the same question if anyone objects.
- p. An accredited delegate may change his vote provided he rises and asks for the floor promptly and before the chair declares the results final.
- q. An appeal from a decision of the chair should be based on a point of order and shall be seconded. The vote thereon shall be put on sustaining the decision from the chair, not on sustaining the appeal. A majority vote in the negative reverses the decision of the chair.
- r. Not more than two amendments to any question shall be pending at one time, but after disposal of one or both of them, other amendments may be proposed.
- s. The convention may, to expedite the handling of business, limit as it chooses the time or the number of speakers for each side on any questions, or the total time for debate, by a two-thirds vote.
- t. Chairmen of committees may make partial reports during lull periods of the convention unless otherwise ordered.

Adopted March 2011