

DISTRICT POLICIES

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NOTE:

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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1. DISTRICT BOARD OF DIRECTORS INSTALLATION: The Board of Directors, defined in OI Bylaws XI I, Section 2. shall be officially installed by the official representative of Optimist International at the first quarter district meeting.
2. DISTRICT BOARD OF DIRECTORS MEETINGS:
 - a. Pursuant to the International Bylaws, the board of directors shall meet quarterly at such time and place as may be determined by the Governor. The first quarter meeting shall be held not later than November 30, the third quarter meeting shall be held during May and the fourth quarter meeting shall be held in conjunction with the annual convention. Members of the board shall consist of the Governor, two most immediate and available Past Governors, Lieutenant Governors, Secretary-Treasurer and President of each club. The JOOI Governor shall serve as a non-voting member.
 - b. Notice of all meetings shall be sent by the secretary-treasurer to all board members with an agenda at least thirty days prior to the meetings. Meetings shall be budgeted and conducted on a break-even basis. The secretary-treasurer or his designate may collect costs of any meals and gratuities. (OI Bylaws VII, 3F)
3. DISTRICT EXECUTIVE COMMITTEE MEETINGS: The district executive committee shall meet quarterly immediately prior to meetings of the district board of directors or at the call of the governor or a majority of the members of the executive committee. (OI Bylaws VII, 3C)
4. EXECUTIVE COMMITTEE - POWERS AND DUTIES: Pursuant to the International Bylaws, and limitations therein, and excepting those functions and responsibilities specifically assigned to the board of directors by the Bylaws, the board of directors shall, for the purpose of expediency and efficiency, delegate its powers and authority to the executive committee. (OI Bylaws VII, 3C)
5. DISTRICT OFFICERS LAPEL INSIGNIA: The district administration shall provide official lapel insignia for all district officers to be presented at the time of their installation. The district also shall purchase and present past officers insignia to the retiring governor, lieutenant governors and secretary-treasurer. The recipients and identification of insignia shall be as follows:
 - a. Governor insignia
 - b. Past Governor insignia with diamond
 - c. Governor-elect insignia
 - d. Lieutenant Governor insignia
 - e. Past Lieutenant Governor insignia
 - f. Secretary-Treasurer insignia
 - g. Past Secretary-Treasurer insignia
6. ESTABLISHMENT OF ZONES: The number and boundaries of zones, for any administrative year, if subject to revision, shall be determined by the governor-elect and reported to the board of directors during the third quarter of the preceding year to accommodate selecting of lieutenant governors to serve during the next administrative year.
7. ZONE MEETINGS:
 - a. To avoid conflict the dates for all zone meetings shall be established with the knowledge and approval of the governor. To fulfill this responsibility, zone meetings should be held one to three weeks in advance of district meeting but, may be held in conjunction with other district events such as district board meetings, conferences and/or district conventions. Lieutenant Governors shall notify presidents and secretary-treasurers of meeting date, time and place at least fourteen days prior to the meetings.
 - b. All zone meetings shall be conducted on a no-host, no-registration fee basis
 - c. The lieutenant governor shall be responsible for preparation and distribution of each zone meeting program and completion and filing of a report of each meeting on the form provided by Optimist International. Because zones are not legislative bodies, minutes are inappropriate and are not required.

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8. ACHIEVEMENT AND AWARDS PROGRAM:

- a. The district will 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.
- b. It shall be the responsibility of the district administration to promote and encourage participation in both district and International Achievement and Awards Programs. The District's Achievement and Awards program shall conform to the district program advocated by the International Board of Directors and complement the International program.

9. DISTRICT ACHIEVEMENT AND AWARDS APPEALS AND PROTESTS: Any appeal or protest of the final published standings of clubs or individuals in the District Achievement and Awards Programs, to be considered, must be in the hands of the District Achievement and Awards Chairman no later than thirty days following publication of the standings. The district executive committee shall have power and authority to review and adjudicate any such appeal or protest and its decisions shall be final. To be eligible to receive any award or recognition, all financial obligations of a club to the district shall have been met by the closing day of the administrative year.

10. DISTRICT BULLETIN: The district administration will 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 selected International Officers.

11. DISTRICT CONFERENCES:

- a. District conferences shall be planned and conducted by the district administration in conjunction with the district board of directors in the first, second and third quarters. Such conferences shall invite and encourage the attendance of club officers and committee chairmen, district officers and district committee personnel, and such others as may benefit from the conduct of such conferences.
- b. The program for such conferences may include the introduction and promotion of club and and, if not otherwise scheduled, the district oratorical contests finals. All such conferences will be budgeted and conducted by the district administration on a non-profit, break-even basis. The district administration may collect fees for any meal service and gratuities provided at such conferences. Notice of such conferences and programs thereof shall accompany the notice of district board of directors meetings.

12. DISTRICT CONVENTIONS (OI Bylaws VII, 4): The district administration shall provide all member clubs with an opportunity to bid for conduct of conventions in their respective locations. Such bids or invitations shall be submitted to the convention committee on the prescribed form not later than thirty days prior to the convention at which the selection(s) shall be made.

13. CONVENTION ALLOCATION FROM DISTRICT DUES: In keeping with the fact all clubs and members benefit from the annual district convention, an amount not to exceed \$0.50 per member may be allocated from district dues paid by the 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.

14. CONVENTION/CONFERENCE REGISTRATIONS: The official International Representative to the annual, convention and quarterly conferences shall be provided with complimentary registrations and lodging of suitable character for himself (and spouse) and such shall be anticipated in the budget. Executive Committee Members and Past Governors shall be provided with complimentary registrations. All other members attending any function are expected to pay the registration fee.

15. GIFTS-MEMENTOS:

- a. The 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 each shall not exceed \$150.00.
- b. The immediate past governor shall be responsible for the selection of such gifts or mementos to the retiring governor and the governor-elect shall be responsible for the selection of a gift or memento to the International Representative.

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16. CLUB HOSPITALITY ROOMS AT DISTRICT CONVENTIONS: All club hospitality rooms, or other accommodations serving a like purpose, shall be closed during convention business sessions or training events.

17. CONVENTION PROGRAM: The Meeting Coordinator shall prepare, through consultation with the governor and governor-elect, the schedule of convention events and meetings for submission to the executive committee not less than ninety days prior to the convention. The governor, through consultation with governor-elect, shall prepare the agenda and/or curriculum for all convention business sessions, leadership development events, forums, and meal service events. The District Secretary-Treasurer will distribute convention schedule and program to all district officers and chairmen, club presidents and secretary-treasurers not less than thirty days prior to the convention. The convention schedule shall include, as a minimum, the following events:

- a. A business session necessary to accomplish the business of the convention.
- b. All leadership development events for club and district officers as prescribed by Optimist International.
- c. A meal service event to provide the official International Representative with an opportunity to address assembled delegates and guests.
- d. A recognition banquet featuring the installation of new district officers.

18. CONVENTION/CONFERENCE REGISTRATION REFUNDS: All requests for refunds of prepaid convention/conference registrations must be made in writing by the pre-registered individual. Such requests for refunds must be received by the district secretary-treasurer on or before ten days following the convention/conference. No refunds of partial registrations shall be honored. The governor shall render a decision regards refunds which is final and may only be appealed to the board of directors at the next meeting of the board.

19. CONVENTION RULES:

- a. The convention shall be composed of registered Optimist delegates as set forth in the International Bylaws, Article VII, 4.
- b. 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.
- c. Robert's Rules Of Order shall govern the convention proceedings in all cases not governed by the Constitution and Bylaws and these convention rules.
- d. Delegates shall register promptly upon arrival and shall attend all sessions of the convention.
- e. 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.
- f. 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.
- g. The program as printed shall be the official program of the convention.
- h. 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 the nominations. The election shall be conducted during the last business session.
- i. Nominations from the floor shall be limited to a statement including the candidate's name, club and office for which he is being nominated.
- j. 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 the 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.
- k. Voting
 - (1) All voting shall be by 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 count the ballots and the chairman of 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.
 - (2) Only accredited delegates may vote according to provisions of Optimist International Bylaws, Article VII, 4. Said delegates may be required to sit in a special section at convention business sessions.

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- (3) 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.
- (4) 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.
- (5) Delegation chairmen unable to verify accreditation and obtain ballots within the hours of registration on 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.
- (6) In the event of loss of blank ballots obtained in advance by a delegation chairman, he may appear before the credentials committee to request duplicate ballots.
- (7) 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). Each club is entitled to one vote for each ten members as of the last day of the preceding month as recorded at the International Office.
- (8) The vote on any business or question before the convention except reports of the candidate qualifications, resolutions or constitution and by-laws committees, shall be taken immediately following the presentation and debate.
- (9) In the event a vote by ballot is ordered, balloting shall be conducted in the following manner:
 - (a) The meeting shall be recessed for marking and depositing ballots.
 - (b) The presiding officer shall appoint a committee of tellers as provided earlier in paragraph 17 k. (1).
 - (c) 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.
 - (d) Each delegation chairman shall deposit only one ballot for his club.
- l. The vote on the question, once commenced, shall not be interrupted except to ask the chair to restate the question.
- m. 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.
- n. Main motions shall be put in writing when the chair so directs.
- o. 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.
- p. Debate shall be limited to five minutes per 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.
- q. No accredited delegate shall speak more than twice on the same question if anyone objects.
- r. An accredited delegate may change his vote provided he rises and asks for the floor promptly and before the chair declares the results final.
- s. 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.
 - t. 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.
 - u. 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 question, or the total time for debate, by a two-thirds vote.
 - v. Chairmen of committees may make partial reports during lull periods of the convention unless otherwise ordered.
 - w. 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 (Optimist International By-laws Article VII, 4).

20. INTERNATIONAL CONVENTION

- a. With due respect to the location and duration of the International convention the governors 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.
- b. With due respect to the location and duration of the International Convention and available funds, each district officer who attends the full International Convention shall participate in the distribution of available funds budgeted annually for the purpose of financial assistance to those officers who attend and are registered for

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the full convention.

21. HOSPITALITY ROOM AT INTERNATIONAL CONVENTION: The district administration may maintain a district headquarters or hospitality room at International Conventions, the rental of which, only, shall be budgeted and paid for from District funds. At the discretion of the Governor a District social gathering may be held in lieu of having a Hospitality Room the cost of which will be covered by District funds.
22. DISTRICT DUES: Each club in the district shall pay annual dues of \$16.00 per member, college members excluded. Dues shall be payable quarterly and will be based on the membership as recorded in the International Office as of the last day of the preceding quarter. Annual dues payable by a newly affiliated club shall commence on the first day of the third month following that in which such club is officially organized, such payments to be based on the number of members recorded in the International Office as of the last day of the preceding quarter. (OI By-laws VIII, 2B)
23. FINANCE COMMITTEE - BUDGET: The Finance Committee, in consultation with the incoming governor and district secretary-treasurer shall prepare the proposed annual budget for submission to the incoming executive committee for recommendation and to the incoming board for approval at the first meeting of the administrative year. All budgets shall employ the Standard District Chart of Accounts, definitions and required supplements established by Optimist International. (OI By-laws VII, 5D) (OI Policy I D-1 5)
24. NEW CLUB CHARTER PRESENTATIONS: 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 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.
25. GIFTS TO NEW CLUBS: The district administration 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. The sponsoring club will pay for the banner and will be billed for such amount by the District Secretary-Treasurer.
26. NOMINATING PROCEDURE: Functioning under the provisions of the International By-laws, the candidate qualifications committee shall seek, qualify and nominate the best qualified candidate for each office of lieutenant governor and the office of governor-elect, and shall require the following, for the consideration and information of the committee:
 - a. A written presentation of the proposed candidate's background and qualifications for the office of lieutenant governor or governor-elect.
 - b. A letter from the club of which the proposed candidate is a member indicating the club's support of his candidacy.
 - c. 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.
 - d. The candidate qualifications committee shall 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.
27. INTERNATIONAL REPRESENTATIVES TO DISTRICT MEETINGS: In keeping with the policy of Optimist International to provide an official International Representative to the district board meeting held in the first quarter of each year, 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.
28. DISTRICT DIRECTORY: The district administration may publish a district directory (in print and/or electronic form) at the earliest possible date after the first quarter conference. The directory shall contain the names, addresses and telephone numbers of all district officers, district committee chairmen, club presidents and secretary-treasurers and selected International officers, district policies and budget.

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29. DISTRICT ORATORICAL CONTEST:

- a. The district shall conduct both a boys and girls oratorical contest each year. The district finals will be held at the time of the third quarter district meeting.
- b. Pursuant to the policies of Optimist International all phases of the district contests shall be conducted in strict compliance with International Oratorical Contest rules.
- c. Zone contests are to be conducted under the supervision of lieutenant governors.
- d. An entry fee of \$40.00 for one participant, with a cap of \$80.00 for two or more entries from a club shall be paid by all clubs sponsoring an entrant in zone contests. The costs of all transportation, food and lodging and transportation while at, or enroute to or from zone and district contests shall be the responsibility of the sponsoring clubs; except that District will pay for lunch for District contestants.
- e. The costs of all district trophies and zone certificates and frames, and all authorized receipts and expenditures, shall be budgeted and 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.
- f. 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 thirty days following the contest.

30. DISTRICT ESSAY CONTEST:

- a. The district shall conduct an Essay Contest each year. The required information regarding the district winner shall be forwarded to the International Office no later than March 15.
- b. All phases of the contest shall be conducted in strict compliance with Optimist International Essay Contest rules.
- c. A district chairman may be appointed by the governor to administer all details pertinent to the conduct of the district contest.
- d. An entry fee of \$40.00 per contestant shall be paid by all clubs sponsoring an entrant.
- e. The costs of all district awards and all authorized receipts and expenditures shall be supervised by the committee chairman in consultation with the district secretary-treasurer who shall make all purchases and expenditures.

31. DISTRICT JUNIOR GOLF TOURNAMENT:

- a. The district may conduct a Junior Golf Tourney each year. The district finals shall be conducted and the number of contestants provided to the International Office by the required date.
- b. All phases of the contest shall be conducted in strict compliance with Optimist international Junior Golf Championship rules.
- c. A chairman shall be appointed by the governor and shall be responsible for all details pertinent to the conduct of the contest.
- d. An entry fee of \$70.00 per contestant shall be paid by all clubs sponsoring an entrant in the district contest. The costs of all transportation, food and lodging in relation to zone and/or district contests shall be the responsibility of the sponsoring clubs.
- e. Each club in the district will be asked to donate \$75.00 to help defray the cost of the district tournament and to assist the winners attend the International Tournament.
- f. The costs of all awards and all authorized receipts and expenditures shall be budgeted and shall be supervised by the committee chairman in consultation with the district secretary-treasurer.

32. DISTRICT POLICIES: The district secretary-treasurer shall provide Optimist International and each member of the district's board of directors with a copy of the district policies as part of the district directory. And, if changes are made during the meeting he will provide an update to the board members within thirty days following the meeting.

33. TRAVEL EXPENSES - GENERAL:

- a. Authorized individuals shall be reimbursed for expenses incurred in travel on district administration business upon receipt, by the district secretary-treasurer, of a properly completed and signed voucher accompanied by a copy of any required report in writing, such as a visitation report, zone meeting report, or committee chairman report. Reimbursement shall be at the rate of twelve cents per mile except that no reimbursement shall be made for occasions within the city of the individual's residence.

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b. District committee chairmen shall be reimbursed for authorized travel expenses incurred in attendance at district conferences, district conventions, district executive committee and board of directors meetings, when specifically requested, by the governor, to be present and report. All reimbursements shall be made within the limitations of budget and available funds.

34. COMMITTEE PROJECTS' EXPENSES:

Expenses related to a committee project should be submitted by the project chairperson to the district secretary-treasurer on the properly completed and signed voucher accompanied by all pertinent receipts no later than sixty days after completion of the project or end of the Optimist year, whichever comes first. No reimbursement will be made for expenses for prior years.

35. POLICY REVISIONS:

These policies shall be reviewed annually during the first quarter by the district executive committee and revised as necessary. All revisions in policies shall be approved by the full board of directors in the first quarter. Policies may be reviewed and revised by the board of directors at other times as necessary.