

Dear Field Representative,

Congratulations on your decision to serve as an Optimist International Field Representative!

We are very excited about this upcoming year and also being a part of the Team!

You are the first person on the International level that a New Club sees and the one who will leave a lasting impression. We sincerely appreciate your dedication to the Optimist organization and the service that you provide to our Optimist Clubs.

We, as OI staff, want to help you in any way we can. On the back of this sheet you will find a chart that lists everyone in the Member Services area. You will also find the phone number and extensions of each of the Staff along with their e-mail addresses. Please contact us at any time if you have if you have questions or need information.

You will also find a resource book that lists the various departments here at Optimist International and what areas are covered within the departments. We know that you receive many questions from New Club Members and this will help you get the information that they need or point them in the right direction.

We look forward to working with you this year and again, "Thank you" for all of your help with the growth effort of our organization.

Sincerely,

The New Club Building Department

Optimist International

Organizational Meeting Checklist

CLUB NAME: _____ CLUB NUMBER: _____

- BYLAWS** Committee ready to report on new Club Bylaws.

- NOMINATING**..... Committee reports on officers. Need a list of names and address of all officers (includes Board of Directors) and committee chairpersons. Formal Election at Organization Meeting.

- ROSTER** Review application of Charter Members.

- MEETING PLACE SELECTED**..... Location/Date/Time Confirmed

- CHARTER FEE**..... \$400.00 payable to Optimist International, plus \$1.00/member for enrollment insurance.

- CLUB NAME** Geographically recognizable name. Final approval given by Optimist International

- ANNUAL DUES**..... As covered in Bylaws



Parliamentary Procedures

Parliamentary procedure is of great importance to volunteers. It helps make every moment productive and encourages getting to the heart of the matter under consideration. Parliamentary law is simply the courteous way of discouraging the irrelevant while giving every Member the opportunity of being heard.

Except as specifically provided in Optimist International Club Bylaws, the current edition of *Robert's Rules of Order* — is used for all business sessions of Optimist groups. Robert's gives the following reasons for parliamentary rules:

Rules are based on a regard for the rights:

- of the majority,
- of the minority, especially a strong minority — greater than one third,
- of individual Members,
- of absentees, and
- of all these together.

The President is the presiding officer at regular Club meetings and meetings of the Club's Board of Directors. Since 90 percent of the Club's business will occur at board meetings, parliamentary procedure should be studied with board meetings in mind. By using parliamentary procedures, the President will have more efficient, productive board meetings.

Study the Chart of Basic Motions, Tips for the Presiding Officer and Methods of Voting before studying the explanations of the motions. After the 13 basic motions and the motion to reconsider have been learned, study the additional motions in conjunction with Robert's manual. The chart can be used for a quick reference during meetings. Robert's manual is available from Shumsky Enterprises; check the Official Supply Catalog for the price.

The 13 basic motions plus the motion to reconsider will be adequate for almost all business at board meetings. Procedures for elections and for amending the Club's Bylaws are in the Standard Form for Optimist Club Bylaws.

TIPS FOR THE PRESIDING OFFICER

1. The presiding officer (the Chair) should not debate motions while presiding; he should preside with impartiality. The astute President will have his pre-chosen "Lieutenants" promote his point of view or will surrender the Chair in order to debate. He resumes the Chair after the vote is taken.
2. Under Robert's rules, the Chair may vote at any time. However, he is wise to vote last and only when his vote would alter the result by creating or breaking a tie.

3. At board meetings, a Member may remain seated and raise his hand to be recognized. At other times, he must stand and identify himself to be recognized.
4. It is the Chair's responsibility to recognize those who wish to address the group. He does this by saying, *The Chair recognizes _____(name),* or something like: *The Chair recognizes the Member in the first row.*
5. The Chair is responsible for maintaining order and conducting meetings with the proper decorum.
6. The Chair may remain seated at board meetings; otherwise he should stand when:
 - a. opening a meeting
 - b. welcoming or introducing guest or officials
 - c. putting motions to vote
 - d. formally addressing the assembly
 - e. answering points of order, parliamentary inquiries, appeals from his decisions, etc.
 - f. seeking to better control the proceedings
 - g. declaring the meeting adjourned
7. The gavel should be used sparingly (one rap at a time) and only to:
 - a. call a meeting to order
 - b. maintain or restore order
 - c. give to someone temporarily acting as chairman
 - d. give to his successor in office
8. The Chair repeats a motion that has been made and seconded. This helps assure that the motion is understood and properly recorded.
9. Debatable motions may be debated only after having been made, seconded and stated (repeated) by the Chair.

METHODS OF VOTING

1. VOICE VOTE is the most used method; note when it is not used, however.

Chair: *Those in favor of the motion will say "aye."*
(Pause for response.) *Those opposed will say "no."* (Pause for response and then announce the result.) *The "ayes" have it; the motion is carried. Or, The "noes" have it; the motion is lost.*

A voice vote should not be used:

- a. when the Bylaws specify another method of voting
- b. when the vote could be close
- c. when two-thirds majority is required
- d. after a Member doubts (questions) a voice vote

- HAND VOTE can be used when the vote could be close, when a Member doubts a voice vote, when two-thirds majority is required.

Chair: *Those in favor of the motion will raise their hand.* (Votes are counted, the number stated and Members instructed to put hands down.) *Thirty affirmative, hands down. Those opposed will raise their hand.* (Votes are counted, the number stated and Members instructed to put hands down.) *Seven negative, hands down.* (The result is then announced.) *The affirmative has it; the motion is carried. Or, the negative has it; the motion is lost.*

A hand vote should not be used:

- when the Bylaws specify another method of voting
- after a Member doubts a hand vote
- in a group larger than a small board or committee

- RISING VOTE may be used when a Member doubts a hand vote or when a more positive display is desired. A rising vote cannot be doubted.

Chair: *Those in favor of the motion will rise.* (Votes are counted, the number stated and Members instructed to be seated.) *Thirty affirmative, be seated. Those opposed will rise.* (Votes are counted, the number stated and Members instructed to be seated.) *Seven negative, be seated.* (The result is then announced.) *The affirmative has it; the motion is carried, Or, The negative has it; the motion is lost.*

Although they will be used less often, study secret ballot and other methods on 405 - 421 of Robert's.

BASIC PROCEDURE FOR A MOTION

- At a board meeting, a Member may raise his hand for recognition. In a large group, he rises, addresses the Chair and identifies himself.
- The Chair recognizes the Member.
- The Member makes the motion: *I move that the Club purchase a new, two-drawer file cabinet from City Supply, and that the Secretary-Treasurer be authorized to buy it.*
- Another Member seconds the motion, if a second is required.
- The Chair repeats the motion and calls for discussion if the motion is debatable. *It has been moved and seconded that the Club purchase a new, two-drawer file cabinet from City Supply, and that the Secretary-Treasurer be authorized to buy it. Is there any discussion?*
- After debate and amendments, if the motion permits and if there are any, the Chair says: *Is there any further discussion?* (Chair pauses briefly for additional

discussion. If there is none, he continues.) *There being no further discussion, the Chair will put the motion to a vote.* (Motions that require a decision of the Chair, such as 9 and 10, are not voted upon.)

- The Chair calls for the vote. If the debate has been lengthy, if the motion has been amended or if the motion is complicated, the Chair repeats the motion: *The question is on the motion that the Club purchase a new, two-drawer file cabinet from City Supply, and that the Secretary-Treasurer be authorized to buy it. Those in favor of the motion say "aye." Those opposed will say "no."*
- The Chair announces the result of the vote: *The "ayes" have it; the motion is carried. The "noes" have it; the motion is lost*

#1 Main Motions

USE: To introduce a specific subject for consideration.

RULES:

- Only one can be considered at a time
- Can be proposed only when no other business is pending
- Require a second
- May be debated
- May be amended
- Require only a simple majority
- Can be reconsidered at the same meeting

PHRASING:

Mr. Chairman, I move that the Club purchase a new, two-drawer file cabinet from City Office Supply, and that the Secretary-Treasurer be authorized to buy it.

#2 Motion To Postpone Indefinitely

USE: To test strength of a motion; to kill a motion. A motion, postponed indefinitely, cannot be brought up again unless introduced as a new motion at a later session.

RULES:

- Takes priority over main motions (#1) only
- Requires a second
- May be debated and reopens the main motion for debate
- Requires only a simple majority
- Can be reconsidered

PHRASING:

Mr. Chairman, I move that we postpone the motion to buy a file cabinet indefinitely.

#3 Motion to Amend

USE: To change or improve a main motion. Amendments are voted upon before the main motion is voted upon.

RULES:

- Must be pertinent to the motion
- Takes priority over motions #2 and #1 only
- Requires a second

- d. May be debated
- e. May be amended (Amendment may be amended once but not more. There is no limit on the number of times amendments may be made, however.)
- f. Requires only a simple majority even if the main motion requires a two-third majority
- g. May be reconsidered

PHRASING: Amendments may be made by:

- a. Adding words. *Mr. Chairman, I move to amend the motion by adding the words "before the next meeting." If the amendment is seconded, the Chair says: It has been moved and seconded, that the motion be amended by adding the words, "before the next meeting." Is there any discussion? After discussion, if any, the vote is taken: Those in favor of the amendment say "aye." Those opposed say "no." If the amendment is carried, the main motion as amended must still be voted upon.*
- b. Inserting words. *Mr. Chairman, I move to amend the motion by inserting the word "steel" before the word "file."*
- c. Striking out words. *Mr. Chairman, I move to amend the motion by striking out the word "new."*
- d. Striking out and inserting words. *Mr. Chairman, I move to amend the motion by striking out the word "two-drawer" and inserting the word "four-drawer."*

After the desired amendments have been made, the main motion as amended is voted upon. Assuming all the amendments noted above carried, the Chair calls for the vote in this manner: *The question is now on the main motion as amended: That the Club purchase a four-drawer, steel file cabinet from City Supply, and that the Secretary-Treasurer be authorized to purchase it before the next meeting. Is there any discussion? Those in favor of the motion as amended will say "aye." Those opposed will say "no." The Chair announces the results of the vote.*

- e. Substituting a related motion. A substitute motion must have the same goal or purpose as the main motion. *Mr. Chairman, I move to substitute for the main motion: That the Club purchase a desk from Acme Furniture Company, and that the finance chairman be authorized to buy it during the Acme Company's current sale.*

A substitute has the same rules as any other amendment. However, the procedure is slightly different. A substitute is stated by the Chair after it has been made and seconded. *It has been moved and seconded to substitute for the main motion: That the Club purchase a desk from Acme Furniture Company, and that the finance chairman be authorized to buy it during the Acme Furniture Company's current sale.* No action is taken on the substitute until the main motion is debated and amended as desired. After this, the substitute is open for debate and amendment. When the substitute has been debated and amended as desired, it is voted upon.

Those in favor of the substitute motion say "aye." Those opposed say "no." If the substitute motions is carried, it is voted on again as the main motion. The question now is on the main motion as substituted: That the Club purchase a desk from Acme Furniture Company, and that the finance chairman be authorized to buy it during the Acme Furniture Company's current sale. All in favor will say "aye." Those opposed will say "no." The Chair announces the results of the vote.

#4 Motion to Refer

USE: To have a smaller number of Members give depth consideration to a question. If the question is to be referred to the Committee which previously considered it, the term is "recommit."

RULES:

- a. When the motion to refer is carried, the floor is clear for other business
- b. Takes priority over motion #3, # 2, and # 1
- c. Requires a second
- d. May be debated
- e. May be amended
- f. Requires only a simple majority
- g. May be reconsidered

PHRASING:

- a. May be referred to an established Committee. *Mr. Chairman, I move that the motion be referred to the Finance Committee with instructions to report at the next meeting.*
- b. May be referred to a Committee appointed by the Chair or nominated from the floor. Procedures for those are on page 172 of Robert's.

#5 Motion to Postpone to a Definite Time

USE: To set a time to consider the question, usually the next meeting.

RULES:

- a. When the motion to postpone to a definite time is carried, the floor is clear for other business
- b. Business that has been postponed is automatically taken up under "unfinished" business at the meeting specified
- c. Takes priority over motions #4 through # 1
- d. Requires a second
- e. May be debated
- f. May be amended
- g. Requires only a simple majority. If the postponement is to the next meeting at a specific time (9:00 a.m.) and will interrupt business then on the floor, the motion becomes a "special order" and requires a two-thirds majority
- h. May be reconsidered

PHRASING:

Mr. Chairman, I move that we postpone the motion to the next meeting. After a second and discussion (if any) the Chair says, Those in favor of postponement will say "aye"; those opposed say "no." He then announces the result of the vote.

#6 Motion to Limit or Extend Debate

USE: To set a definite length of time for debates, to set a definite number of speakers, to set the length of each speech. Robert's procedures allow each Member 10 minutes for debate. This motion is to shorten or lengthen that time.

RULES:

- a. Takes priority over motions #5 through #1
- b. Requires a second
- c. May be amended
- d. Requires a two-thirds majority
- e. Can be reconsidered
- f. The Chair may, on his own initiative, apply limitations if there are no objections

PHRASING:

- a. Shorten or lengthen the time for each speaker. *Mr. Chairman, I move that we limit time for each speaker to three minutes.*
- b. Limit the number of speakers. *Mr. Chairman, I move that the number of speakers be limited to two on each side of the question.*
- c. Fix a time to end discussion. *Mr. Chairman, I move that all discussions on the motion cease at 10:15 a.m.*

#7 Motion for the Previous Question

USE: To terminate all debate and amendments and vote immediately.

RULES:

- a. When the motion for the previous question is carried, the motion before the group is voted upon with no additional discussion.
- b. Takes priority over motions #6 through #1
- c. Requires a second
- d. Requires a two-thirds majority
- e. May be reconsidered

PHRASING:

Mr. Chairman, I move the previous question.

#8 Motion to Lay on the Table

USE: To lay aside temporarily.

RULES:

- a. The motion to table applies to the main motion and any motion affecting the main motion.
- b. When the motion to table is carried, the floor is clear for other business.
- c. Business that has been tabled does not automatically come before the group again. A motion to take from the table can prevail no later than the next meeting.
- d. Requires a second.
- e. Requires only a simple majority.

PHRASING:

Mr. Chairman, I move that the motion to be laid on the table.

#9 Motion to Call for the Order of the Day

USE: To force a return to an adopted program or order or business.

RULES:

- a. Calling for the orders of the day is in order only if the Chair has departed from the scheduled order of business
- b. Takes priority over motions #8 through #13
- c. Any Member may make the motion
- d. The motion does not require a second, may not be debated or amended and is not put to a vote
- e. May interrupt a speaker
- f. The Chair considers the motion and acts in the appropriate manner

PHRASING:

Mr. Chairman, I call for the orders of the day. Item number six on the agenda was omitted.

#10 Motion to Raise a Question of Privilege

USE: To inform Members of a matter concerning their Safety, Health, Integrity, or Property (catchword: S-H-I-P).

RULES:

- a. Does not apply to business matters already before the body
- b. Takes priority over motions #9 through #1
- c. A question of privilege may affect an individual, a group of individuals or the entire body
- d. The motion does not require a second, may not be debated or amended, and is not put to a vote
- e. May interrupt a speaker
- f. The Chair calls for the question of privilege and deals with it in the appropriate manner

PHRASING:

- a. *Mr. Chairman, I rise to a question of privilege. The public address system is not operating correctly and is impossible to hear.*
- b. *Mr. Chairman, I rise to a question of privilege. There is a small fire in the adjacent room; we should leave quickly.*

#11 Motion To Recess

USE: To suspend business temporarily.

RULES:

- a. A motion to recess implies a short-term recess such as for lunch or to count ballots
- b. Takes priority over motions #10 through #1
- c. Requires a second
- d. May be amended
- e. Requires only a simple majority
- f. If no business is on the floor when the motion is proposed, it becomes a main motion (#1) and is subjected to the same rules as any main motion

PHRASING:

Mr. Chairman, I move that we take a fifteen-minute recess.

#12 Motion to Adjourn

USE: To bring the meeting to a close.

RULES:

- a. May be proposed at any time after the opening ceremonies
- b. Does not require a quorum
- c. Takes priority over motions #11 through #1
- d. Requires a second
- e. Requires only a simple majority
- f. After a motion to adjourn has carried, only the following can be considered:
 - (A) A motion to fix a time to which to adjourn (#13)
 - (B) Motions to reconsider or rescind.
 - (C) Business requiring previous notice
 - (D) Announcements

If none of these is presented, the Chairman declares the meeting adjourned

- g. If no business is on the floor when this motion is proposed, it becomes a main motion (#1) and is subject to the same rules as any main motion

PHRASING:

Mr. Chairman, I move we adjourn. After the motion has been seconded and voted upon, the Chairman calls for necessary business as described above. If there is none, he declares the meeting adjourned. It has been moved and seconded to adjourn. Those in favor will say "aye." Those opposed say "no." The "ayes" have it; the motion is carried. Is there any necessary business to come to the floor? (Pause) There being no further business, the meeting is adjourned.

#13 Motion To Fix A Day To Which To Adjourn

USE: To set time and place for a meeting sooner than the next, regularly scheduled meeting.

RULES:

- a. Takes priority over motion #12 through #1
- b. Requires a second
- c. May be amended
- d. Requires only a simple majority
- e. May be reconsidered
- f. Is in order only when it sets a time sooner than the next regularly scheduled meeting
- g. Does not adjourn the meeting when it is carried; it merely designates another time to meet
- h. If no business is on the floor when this motion is proposed, it becomes a main motion (#1) and is subject to the same rules as any main motion

PHRASING:

Mr. Chairman, I move that when we adjourn, we meet on Thursday, June 23.

BASIC MOTIONS

PRIVILEGED MOTIONS (high priority)

13. **Fix a time to which to adjourn** (S, A, M, R, 241)
12. **Adjourn** (S, M, 232)
11. **Recess** (S, A, M, 229)
10. **Raise a question of privilege** (IS, CD, 223)
9. **Call for the order of the day** (IS, CD, 217)

SUBSIDIARY MOTIONS (assisting)

8. **Lay on the table** (S, M, 207)
7. **Previous questions** (S, 2/3, R, 194)
6. **Limit or extend debate** (S, A, 2/3, R, 188)
5. **Postpone to definite time** (S, D, A, M, R, 176)
4. **Refer to a committee** (S, D, A, M, R, 165)
3. **Amend** (S, D, A, M, R, 127)
2. **Postpone indefinitely** (S, D, M, R, 123)

PRINCIPAL MOTIONS

1. **Main motion or resolution** (S, D, A, M, R, 97)

The letters in parenthesis indicate the rules which apply to that motion; the number refers to the explanatory page in Robert's. Priority is determined by the number in front of each motion. The larger the number, the higher the priority. For example, the motion to refer to a committee (#4) cannot be considered if a motion to table (#8) is on the floor.

MOTION TO RECONSIDER

USE:

To prevent hasty decisions, to prevent action on a motion which has already carried, to cancel adverse decision on a motion with merit.

RULES:

- a. Motion must be made by a Member who voted with the prevailing side
- b. Requires a second (anyone may second)
- c. Takes the priority of the motion to be reconsidered
- d. May be debated if the motion to be reconsidered is debatable
- e. Requires only a simple majority
- f. May interrupt a proceeding and a speaker with his consent
- g. Proposed and acted upon at the same meeting as the motion in question. However, notice can be given for reconsideration at the next meeting
- h. A motion can be reconsidered only once
- i. When the motion to reconsider is carried, the question to be reconsidered is always voted upon also
- j. A motion cannot be reconsidered if it, or parts of it, have been executed

PHRASING:

Mr. Chairman, I move to reconsider the vote on the motion to buy a desk which was defeated earlier tonight. I voted on the prevailing side. (If the Member does not state that he voted on the prevailing side, the Chair may ask..) After a second, the Chair says, It is moved and seconded to reconsider the vote on the motion to buy a desk. Is there debate on the motion to reconsider? After any debate, the Chair says, Those in favor of reconsideration will say "aye"; those opposed say "no." The Chair announces the results. If the motion to reconsider is carried, the Chair says, The "ayes" have it; the motion to reconsider is carried. The question now is on the original main motion to buy a desk. Is there any discussion on the main motion? The procedure from this point on is the same as for any main motion.

RULES FOR MOTIONS

S = REQUIRES A SECOND. If there is no immediate second, the Chair may say, *Is there a second?* If a motion is not seconded, the Chair says, *For want of a second, the motion is not before the assembly.* In this case, no further consideration is given the motion.

D = MAY BE DEBATED

1. The proposer is allowed to speak first on his motion.
2. Every Member may speak once on a debatable motion. A Member may speak a second time after everyone who desires to do so has spoken once. A Member may speak more than twice if no one objects. (To object, one says, *Mr. Chairman, I object to anyone speaking more than twice on the same question.*)
3. The time limit on each speech is 10 minutes; however, a speaker may continue if no one objects. If there is an objection, a two-third majority is required to permit him to continue.
4. All speeches and inquiries are directed to the Chair.
5. The Chair must remain neutral. He must call on someone else to preside if he desires to debate an issue. He returns to the chair after the question is voted upon.

A = MAY BE AMENDED. See motion #3

M = REQUIRES A SIMPLE MAJORITY. This is at least one more than one-half of the votes.

2/3 = REQUIRES A TWO-THIRD MAJORITY. This is at least twice as many affirmative as negative votes.

R = CAN BE RECONSIDERED. See previous block.

IP = MAY INTERRUPT A PROCEEDING and the speaker with his consent.

IS = MAY INTERRUPT A SPEAKER.

CD = CHAIR DETERMINES appropriate action after considering the motion.

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

Reconsider (S, D, M, IP, 309)

To reconsider the vote on a motion.

Reconsider and enter (S, IP, 326)

To prevent execution of a motion which has carried.

Rescind (S, D, A, 2/3 R, 303)

To annul something previously adopted.

Expunge (S, D, A, 2/3, R, 303)

To annul something previously adopted and cross out that action in the minutes.

Ratify (S, D, A, M, R, 121)

To legalize an action.

Take from the table (S, M, 294)

To take up business previously tabled.

INCIDENTAL MOTIONS

Point of order (IS, CD, 247)

To call attention to an infraction of parliamentary rules.

Parliamentary inquiry (IP, CD, 285)

To secure information on a parliamentary procedure.

Point of information (IP, CD, 285)

To secure additional information on the main motion.

Appeal a decision of the Chair (S, D, A, M, R, IP, 254)

To secure reversal of Chair's decision.

Division of the assembly (IP, CD, 276)

To verify vote with a more positive voting method.

Withdraw a motion (See page 287)

Withdraw a second (See page 287)

Question the quorum (IS, CD, 343)

To determine if a quorum is present.



The Organization Meeting

Requests For Authorized Representative

To facilitate the assignment of official representatives for the formal organization meeting, to provide adequate time for the arrival of a startup kit for the new Club, to prevent premature assignments which are costly and often deprive others of the services of authorized representatives, and to help safe-guard the Sponsor Club's status in the Awards program, the policy governing the assignment of authorized representatives is:

Before attempting to negotiate a date for official organization, the new Club must be prepared to comply with all requirements for affiliation. Readiness must be an established fact, not merely anticipated. The group must be ready on all points with all intended Charter Members signed and paid and records of same in the hands of the temporary Secretary-Treasurer. Readiness also includes preparations for the adoption of the Standard Form for Optimist Club Bylaws and election of Officers and directors, a requirement of all official organization meetings.

Completed New Club Reports on two or more meetings, conducted during the two weeks immediately preceding the request for such assignment, must be mailed to Optimist International within 24 hours after each meeting.

Each New Club Report, on the prescribed form, must be signed and attested to by the President of the Sponsoring Club, or an authorized representative, who has personally attended the meeting described on the report.

Only the Executive Director or his authorized representative are to set dates and assign authorized representatives for official organization meetings.

Assignment of an authorized representative shall be made when official New Club Reports and supporting data indicate the applicant is prepared for the conduct of the official organization meeting.

Assignment of an authorized representative may be made when the Sponsor Club has made a formal request for assignment, **at least 5 days prior to the date requested.**

As the formal organization meeting of a new Optimist Club is a once-in-a-Club's-life event, it should be treated as a very special occasion. Every Charter Member should exercise his/her right of participation by attending.

Application for Affiliation

The application for affiliation with Optimist International is prepared by the Field Representative, in collaboration with Officers of the new Club. New Clubs must meet certain minimum standard requirements established by the Bylaws and Board of Directors of Optimist International and the application must be prepared in the prescribed manner.

Application papers must indicate that the new Club has complied with the following requirements:

1. Submitted two copies of applicant Club bylaws as evidence of the Standard Form for Club Bylaws, containing specified optional provisions, as required by the Bylaws of Optimist International. The Club's bylaws shall provide for regular meetings throughout the year.
2. Submitted adopted Bylaws provision for membership fees not less than \$30 per Member and dues in an amount sufficient to pay the Member's District and International dues, and to cover administrative expenses.
3. Bylaws provision for annual Election of Officers and Directors not later than April 30. Said Officers and directors to assume their duties as of Oct. 1 following their election.

4. Submitted a list of names, addresses and postal codes of all Officers and Committee chairpersons.
5. Submitted a list of no fewer than 25 Charter Members, each of whom shall have paid full membership fees (regardless of any former status as an Optimist elsewhere) established in the new Club's bylaws, signed by the President and Secretary-Treasurer.
6. An authorized representative of Optimist International shall attend the organization of each new Club. Copies of the minutes of the organization and first Board of Directors meetings shall be sent to Optimist International.
7. Submitted a memorandum to Optimist International, signed by the Club President and Secretary-Treasurer, indicating a complete understanding of the Club's privileges, rights and obligations as an affiliated Member of Optimist International.
8. Check for Charter fee of \$400 + \$1.00 per Charter Member for liability insurance payable to Optimist International.

The organization meeting must be conducted by an authorized representative of Optimist International but shall not be construed as approval, acceptance or admission to affiliation with Optimist International. The application to be prepared following the official organization is subject to approval and acceptance by the Board of Directors of Optimist International. Once approved, it will be effective as of the date of the organization meeting which date will appear on the Club Charter. Sponsors have no responsibility in the preparation of a new Club's application.

Essential Steps In Preparation For Official Organization

The Charter membership of a new Club shall consist of those individuals (not less than 25) who appear and establish membership and submit proper forms, fees and dues, as required by the new Club's bylaws, at the new Club's organization meeting. Additional Charter

Members who submit the required fees and forms in writing, may be added to the roster for up to 15 days. The only exception to this is in September. All Charters close on September 30. All Charter Members shall date from the official organization meeting. Conclusive evidence, such as cash, checks or duplicate deposit slips, must be available to the Field Representative at the organization meeting so that representative may certify the correct number of Charter Members to Optimist International. At the time of the formal organization meeting, at least 25 Charter Members shall be persons who do not hold membership in any other Optimist Club.

Date Of Official Organization:

The organization meeting should be scheduled when the applicant Club is ready to comply with all requirements for affiliation. **The date must be negotiated with Optimist International by the Sponsor Club on behalf and with the approval of the applicant Club.** Optimist International then assigns a Field Representative. The date must be free of conflict with other local events that may deter attendance. Not less than 15 charter members, signed and paid, must attend the organization meeting in its entirety before the club may be declared officially organized. For breakfast and luncheon-meeting Clubs the added time available at an evening meeting is required for the Charter Members to participate in the business to be conducted at this meeting.

Preliminary Organization Meeting:

The temporary Chairperson, Secretary-Treasurer, chairpeople of the Nominating, Bylaws and Charter membership committees, and the Sponsor representative, should be scheduled to meet with the Field Representative following his or her arrival. The experience and information available through the Field Representative will help solve problems, answer questions and complete planning for the organization meeting. The Sponsor Representative and Temporary Chairperson should make arrangements for this essential meeting as soon as the Field Representative's arrival plans are known.

Organization Meeting Agenda:

It is at the formal organization meeting that a New Club achieves official existence by establishing its Charter roster, adopting Bylaws, and electing Officers and Directors with the Field Representative presiding. No other business, program or speaker should be scheduled. Hold the meeting in a private room.

Membership (Initiation)

The membership fee is established by the new Club but must not be less than \$30 per Member and is paid once by each Charter Member to the Club treasury. It may not be applied to dues as its purpose is to create an immediate substantial treasury for the Club. Charter membership fees range from \$30-\$40.

Club Dues:

Club dues, paid annually, semi-annually, or quarterly, at the Club's discretion, are established by the Club. The Bylaws of Optimist International require that individual Member dues be in an amount sufficient to pay the Member's District and International dues and cover the administrative expenses. It is recommended that Member dues be established in the \$50 to \$80 per annum range. As a new Club needs funds immediately, **Club's dues should never be waived.**

Bylaws:

Optimist International provides standard bylaws, with certain provisions for use by all Clubs. Copies are available from Optimist International. **New Clubs should not copy the bylaws of the sponsor Club.** Bylaws must be adopted at the organization meeting.

Nominations And Elections:

Officers and Directors are to be elected following adoption of the bylaws at the organization meeting.

The Nominating committee must be appointed, prepare its nominations in advance, and report at the organization meeting. **Never permit election in advance.** The committee must work with the Bylaws committee, as to offices to be filled, and must determine in advance that nominees will accept. **In preparing for a Club's initial election, it should not be considered objectionable if a nominee is a Member of the Bylaws or Nominating committees.** The Nominating committee shall nominate at least one candidate for each office and directorship.

Charter Fee:

Applications for affiliation with Optimist International must be accompanied by a Charter fee of \$400 paid from the Club's treasury. There will also be a \$1.00 fee per Member for liability insurance premium for the first quarter. This is a token of good faith or "earnest money" indicative of intent to become an active, worthy affiliate of Optimist International and contributes toward the basic costs of establishing your Club on a firm foundation. It also helps defray the cost of a variety of supplies for your Club.

Liability Insurance:

Optimist International provides general liability insurance coverage for property damage, personal injury, advertising injury, and bodily injury to all Clubs and their members while acting on the behalf of the Club. Bear in mind and know that there is no medical coverage on this policy for Members or participants.

This policy is designed to cover the usual and customary activities of your Club or District. It does, however, exclude unusual events such as carnival, amusement rides, power auto, boat, and motorcycle races. The policy includes standard exclusions including claims for war, nuclear, auto, aircraft, watercraft and professional liability. Losses involving property in the Club's care, custody or control, is also excluded.

The limits of liability are \$1,000,000 each occurrence for bodily injury, property damage, and personal injury, with \$2,000,000 of annual aggregate protection (Aggregate means the most the insurance company will pay for the sum of all damages arising out of a claim).

For more information on coverage, exclusions or a copy of the Summary of Insurance, please call the International Office at 800-500-8130 (fax: 314-371-6006, attention insurance) or you may email us at insurance@optimist.org. You can also visit our website www.optimist.org for a Summary of Insurance information.

If you need to have an entity named as an additional insured for a special event, please contact Marsh Affinity Group Services at 800-503-9227/Fax: 847-803-3100 for English language or call 514-899-5377/Fax: 514-899-5378 for French language. You may also contact Marsh Affinity Group Services for any information regarding our insurance policy.

Use of the Optimist International Logo

The title "Optimist International", the Optimist International logo, the slogan "Bringing Out the Best in Kids" and the names and logos of Optimist International programs are all registered trademarks of Optimist International. Article XVII of the Optimist International Constitution requires authorization by the Optimist International Board of Directors for the use of the Optimist International name, logo, and other registered trademarks.

Therefore, Clubs are not authorized to use Optimist International's name, logo, or slogans on fund-raising products. If you have specific questions about the use of the logo, please contact the Finance and Administration Department at Optimist International.

International Dues:

Each Club pays to Optimist International dues and fees on a per Member basis. Payment of such dues and fees shall be quarterly. After the closing of the new Club's Charter roster, Club's pay a processing fee of \$15 to Optimist International from the membership fee of each new Member thereafter admitted to membership. This processing fee pays the cost of adding the new Member to the International rolls and the new Member kit, including the lapel pin, automatically shipped to the Club President.

Orientation And Education

A significant factor in Optimist International's method of sponsoring new Clubs is the care exercised in assisting the new Club in establishing a suitable administrative structure and useful effective committees. The chair persons of such committees as those on Membership, Programs, Youth Activities, Publicity, Fellowship, Finance, Community Service and others are appointed by the President as soon as possible after the Organization meeting. A review of these committees will be done by the Field Representative during the Organization meeting and all Charter Members will be encouraged to volunteer for at least one committee.

At the meeting with the Charter President and Secy./Treas. (encourage the Sponsor Club and Lt. Governor to attend) the Field Representative will review the information. It is suggested that the first informational meeting for the Follow-up program by the Sponsor Club be on the committees. By then, the chairs will have been appointed and Members assigned. If the Field Representative is nearby, he or she can conduct this training meeting. Otherwise, the Sponsor Club or Lt. Governor will preside. The Field Representative will follow-up to ensure meeting was held. When the chairs have been filled, the Charter Secy./Treas. will send a report to the International Office.

The Field Representative also aids in preliminary planning of the Charter Presentation Banquet to be held six to eight weeks following the official Organization meeting.

Important Notice:

A new Club project is finished only after the Follow-Up Program has been successfully completed. Awards credits hinge upon certification of the Follow-Up Program.

Functions Of The Field Representative

Optimist Clubs are all constructed along the lines of a general pattern with similar constitutional provisions, objectives and ideals, in order to build into new Clubs those qualities and procedures which create sound, enduring Clubs that promptly become a credit to their communities, the Sponsor Club, and to Optimist International.

Some of the functions of a Field Representative are:

1. Conduct of the organization meeting.
2. Guidance in the conduct of the first Board of Directors meeting.
3. Inauguration of plans for Charter Presentation banquet.
4. Collaboration with Secretary-Treasurer in establishment of Club records.
5. Orientation of Club Officers.
6. Description of District and International functions and services.
7. Distribution of supplies to Club and Members.
8. Preparation of all forms and papers comprising Club's application for affiliation.

Follow-up Program

Post-Sponsorship Responsibility

The Sponsor Club of every new Optimist Club should be proud of its contribution to the growth of Optimist International and to the Members and Officers of the new Club. To guarantee the maximum effectiveness of that contribution the Sponsor Club should offer a watchful, friendly, guiding hand to the new Club. The first year will be its most difficult and will probably establish the pattern for its future. Failure or discouragement in the first year may be disastrous. Here are a

few suggestions on aid to the new Club during that period.

1. To assure the success of your new Club the "New Club Follow-Up" program, which will be outlined by the Field Representative with the Sponsor Club President and zone lieutenant governor, is a mandatory part of the Sponsor Clubs' post-sponsorship responsibility. It must be completed within three months of the organizational meeting.
2. Plan frequent visits to the Club's regular meetings by the Sponsor Club Officers so that they may aid and counsel Officers of the new Club.
3. Arrange for Sponsor Club committee chairs to visit the new Club to sit and counsel their counterparts.
4. Cooperate with the new Club and District Governor in the conduct of the Charter presentation banquet.
5. Collaborate with District officials in providing the customary gifts for the new Club at its Charter presentation banquet.
6. Stage occasional inter-Club meetings, casual events and outings with the new Club.
7. Take new Club Officers to your next zone and District meetings and help them plan District and international representation.

The future of the new Club will depend to a great extent on the help and guidance provided by your Club. Its success will be a tribute to your sponsorship and assistance. However, you should realize that some procedures and practices of your Club may not be the best for the new Club. Urge them to capitalize on the services of Optimist International in all phases of Club administration and activity.

Charter Presentation Banquet

Plans for a new Club's Charter Presentation banquet may be an option upon official organization of the Club. This provides ample time to obtain suitable facilities, publicity, invitations, program planning and promotion of attendance.

Dates of Charter banquets have no relation to the date of the Club's official Charter date. All application papers, and the Charter bear the official organization date, not the Charter presentation date. Here is a Charter Presentation checklist:

1. Committee of 3-4 with representatives of sponsor and new Club named
2. Committee meets and reviews Handbook on Charter Presentation
3. Assignments made and accepted—
 - A. Select site, menu, time
 - B. Set ticket price
 - C. Invitations to other Clubs (by Sponsor Club)
 - D. Issue personal invitation to all Members of Sponsor and New Club
 - E. Maintain air of importance about this event
 - F. Select emcee and schedule order of events
4. Follow-up contact with other Clubs in area to assure their representation
5. Follow-up with Governor
6. Personal (or telephone) contact with every Member of new Club and Sponsor Club
7. New Club President prepares remarks of response to gifts and expresses goals for year
8. Prepare Member certificates and cards for every Charter Member, to be passed out at the banquet
9. The Charter Members should each be introduced along with their spouses/partners (those who are present)

10. Inviting the chief governmental official of the community will help introduce the Club to the community leadership. A brief time for remarks is also acceptable but make sure that a "2 to 3 minute" time frame is understood.

Needed And Desired Supplies For The New Club

When the Field Representative files the Charter application papers for the new Club, following the formal organization meeting, certain materials for the Club are billed to the District and ordered through the District Governor or District Secretary-Treasurer. The items are the bell and striker and the official Club banner. The Governor presents these items at the new Club's Charter Presentation Banquet. Some Districts have a policy of assigning cost of one or both of these items to the Sponsor Club. Please check with your District Governor to clarify your District's policy.

Any other gifts to the new Club are the prerogative of the District, the Zone, the Sponsor Club, neighbor Clubs or individuals and should be ordered through normal supply purchase procedures.

Optimist International, through its Field Representatives, presents every new Club educational material about the Club and organization and other items necessary for the administration of the Club, including lapel buttons, new Member kits and Charter Member certificates.

Incorporation Of Clubs

The Optimist International Board of Directors strongly urges Optimist Clubs to incorporate under the laws or statutes of their respective states or provinces. There are others, but two principal reasons why Optimist Clubs should incorporate are: (1) the limited liability, or insulation of the individual Club members against Club debts and liabilities, and (2) the perpetual (or at least lengthy) existence of a corporation, providing continuity of purpose and direction and in most instances for easier operations.

Although each Club is covered under the comprehensive general liability insurance policy issued to Optimist International and its member Clubs, insurance alone does not always provide the individual Club Members with complete immunity from liability for the debts and obligations of an unincorporated Club.

Most all states and provinces provide for incorporation under "not-for-profit" statutes or laws (as opposed to business corporation statutes). Your Club should be incorporated under the "not-for-profit" statutes. While the services of an attorney will be required in the incorporation itself, normally the procedure is not too complicated, nor is it expensive.

While the attorney in your Club, or one whom you engage, will know of the requirements for incorporation under the "not-for-profit" statutes in your state or province, in stating the purposes and objects for which your corporations organized, the following is applicable and will be of assistance.

“To function as an Optimist Club affiliated with Optimist International; to conduct a civic and social welfare organization for the common benefit of the members and the community; to develop Optimism as a philosophy of life; to promote an active interest in good government and civic affairs; to inspire respect for law; to promote patriotism and work for international accord and friendship among all people; to aid and encourage the development of youth; and to takeover, carry on and continue the affairs, property, obligations, business and objectives of the unincorporated Club known as the _____ Optimist Club of _____.

While again your attorney will advise you covering the provisions of your particular state or province law, provisions similar to the following will also no doubt be called for by the statutes under which your corporation is organized:

“The corporation shall not engage in ay business of a kind ordinarily carried on for profit, and nothing in the Articles of Incorporation of in the bylaws shall authorize the corporation tio, and the corporation shall not enter any transaction, carry on any activity, or engage in any business for pecuniary profit, and any income received by the corporation shall be applied only to the non-profit purposes and objectives of the corporation set forth herein, and no part thereof during membership or upon termination of membership shall inure to the benefit of any private member or individual.”

“Upon termination or dissolution of the corporation the distribution of any surplus or property andassets remaining after all of the debts and obligations of the corporation have been paid and satisfied shall be governed under the appropriate provisions granted to and vested in non-profit corporations organized and existing under the present statutes of state/province of and any acts supplementary or amendatory thereof.”

The comprehensive liability policy now in effect has some of the usual exclusions found in all general liability policies, such as races and speed contest, auto liability and property damage for owned or leased automobiles and aircraft liability, among others. After your Club has been incorporated, your attorneys can advise you concerning its need for special hazard insurance such as cited above and other types of insurance not covered under a general liability policy.

Annual renewal of the Club’s incorporation is a responsibility of the Club’s Secretary-Treasurer.

2010-2011



FACTS ABOUT OPTIMIST INTERNATIONAL FEES AND DUES ALL STATED US FUNDS

PROCESSING FEE FOR NEW MEMBERS

For each new Member added to the Club roster and reported to the International Office on the Club Roster Adjustments form, submit the \$15.00 Processing Fee for regular Members and \$5.00 for college Members. When listing more than one new Member, a check for the total amount of fees required must be enclosed and marked "Processing Fees". If a former Member of any Optimist Club joins the former Club or any other Optimist Club, within one year of being deleted, this addition to the Club roster should be handled in the same manner as if the Member were a new Member. The same procedure is to be used as in the above paragraph. A \$5.00 Processing Fee is necessary to add any transfer Member to the International Office records. Any former Member who is a fully paid Life Member should be so identified on the Club Roster Adjustments form.

INTERNATIONAL DUES

The Bylaws of Optimist International provide that each Member Club, except College Clubs (see below-College Club Billing Cycle), shall pay dues quarterly each year - October 1; January 1; April 1; July 1. Optimist International's dues structure for Clubs is based on the World Bank's criterion for classifying the Gross National Income (GNI) of each country. Each country is categorized into one of three tiers and is assigned the dues structure for their respective tier. For specific information concerning country classification please contact the Optimist International Finance Department at 800.500.8130.

NOTE: Canadian Clubs will be billed in Canadian dollars with the exchange rate determined at the time of the billing.

REGULAR ADULT MEMBERS

	TIER 1	TIER 2	TIER 3
Yearly.....	\$59.62	\$44.12	\$31.00
Quarterly	\$14.91	\$11.03	\$7.75

COLLEGE MEMBERS (USD)

Any Optimist Member who is a enrolled as a full-time college student (minimum of 12 credit hours) is eligible to have their annual dues reduced.

*COLLEGE CLUB BILLING CYCLE

Any Optimist Club that consists of a majority of College Members will be placed on a triad billing cycle and will receive a bill three times per year – November 1; January 1; March 1.

	TIER 1	TIER 2	TIER 3
Yearly.....	\$22.50	\$19.50	\$13.50
Quarterly	\$5.63	\$4.88	\$3.38
Triad.....	\$7.50	\$6.50	\$4.50

FULLY PAID LIFE MEMBERS (USD)

Immediately following complete payment of the \$336.20 Life Membership subscription, a Member is permitted to deduct \$33.62 from his or her annual payment of Club dues. A Life Member's dues are \$26.00 for Tiers 1-2-3.

	TIER 1	TIER 2	TIER 3
Yearly.....	\$26.00	\$26.00	\$26.00
Quarterly	\$6.50	\$6.50	\$6.50

Effective October 1, 2010



NEW CLUB'S FIRST PAYMENT OF INTERNATIONAL DUES ALL STATED US FUNDS

Annual dues shall commence on the first day of the third month following the month in which the Club is officially organized. Such initial payment will be based on the number of Members enrolled in the International Office on the last day of the month prior to the billing date. The new Club will be invoiced covering the months in which the calculations are made.

SCHEDULE OF NEW CLUB'S FIRST DUES PAYMENT IN US FUNDS (shown for Tier 1 Countries)

ORGANIZATION MONTH	FIRST DUES DATE	REGULAR DUES	LIFE MEMBER	COLLEGE MEMBER
October	January 1	\$14.91	\$6.50	\$5.63
November	February 1	\$10.00	\$4.36	\$3.75
December	March 1	\$5.00	\$2.00	\$1.88
January	April 1	\$14.91	\$6.50	\$5.63
February	May 1	\$10.00	\$4.36	\$3.75
March	June 1	\$5.00	\$2.00	\$1.88
April	July 1	\$14.91	\$6.50	\$5.63
May	August 1	\$10.00	\$4.36	\$3.75
June	September 1	\$5.00	\$2.00	\$1.88
July	October 1	\$14.91	\$6.50	\$5.63
August	November 1	\$10.00	\$4.36	\$3.75
September	December 1	\$5.00	\$2.00	\$1.88

COLLEGE CLUBS: SCHEDULE OF NEW CLUB'S FIRST DUES PAYMENT IN US FUNDS (shown for Tier 1 Countries)

ORGANIZATION MONTH	FIRST DUES DATE	REGULAR DUES	LIFE MEMBER	COLLEGE MEMBER
September-November	January 1	\$19.87	\$8.67	\$7.50
December-February	March 1	\$19.87	\$8.67	\$7.50
March-May	November 1	\$19.87	\$8.67	\$7.50

Note: Canadian Clubs will be billed in Canadian dollars with the exchange rate determined at the time of the billing.

Resources to help you succeed

CLUB NAME: _____ **CLUB NUMBER:** _____

KEY BUILDER

Name _____
Address _____
City _____ ST/PR _____ Country _____
ZIP/Postal Code _____ Phone _____
Work _____ Cell _____
E-mail _____

KEY BUILDER

Name _____
Address _____
City _____ ST/PR _____ Country _____
ZIP/Postal Code _____ Phone _____
Work _____ Cell _____
E-mail _____

KEY BUILDER

Name _____
Address _____
City _____ ST/PR _____ Country _____
ZIP/Postal Code _____ Phone _____
Work _____ Cell _____
E-mail _____

KEY BUILDER

Name _____
Address _____
City _____ ST/PR _____ Country _____
ZIP/Postal Code _____ Phone _____
Work _____ Cell _____
E-mail _____

SPONSOR PRESIDENT

Name _____
Address _____
City _____ ST/PR _____ Country _____
ZIP/Postal Code _____ Phone _____
Work _____ Cell _____
E-mail _____

SPONSOR PRESIDENT

Name _____
Address _____
City _____ ST/PR _____ Country _____
ZIP/Postal Code _____ Phone _____
Work _____ Cell _____
E-mail _____

GOVERNOR

Name _____
Address _____
City _____ ST/PR _____ Country _____
ZIP/Postal Code _____ Phone _____
Work _____ Cell _____
E-mail _____

LT. GOVERNOR

Name _____
Address _____
City _____ ST/PR _____ Country _____
ZIP/Postal Code _____ Phone _____
Work _____ Cell _____
E-mail _____

1-800-500-8130

New Community Growth Department, Optimist International



www.optimist.org • www.optimistleaders.org



Optimist International Policies

Club - Names and Locations

The official name of an Optimist Club shall include the words, “Optimist Club” plus the name of the city or cities from which the major portion of the Club’s membership is drawn, and then the name of the state or province.

In certain cases, the Club may replace the city or cities designation with an accepted geographic designation. Club names may also include other identifying words and the following factors shall be recognized:

1. Meal designation or time of day of Club meetings: Breakfast, Luncheon, Dinner, Evening, (example: Breakfast Optimist Club of Anytown, Any state.)
2. Geographical sections of a city: North, Northside, West, Eastend, Central Mall, Greater, Metropolitan, etc. and/or where the substantial majority of the members either reside, have community interests or conduct their business or professional pursuits.
3. Locally known historical sections of a city or historical section within a city or county.
4. The location of the Club’s meeting place, though it shall not be essential or required that a Club meet within the defined territory.

The term “city” refers to any incorporated city, town, hamlet or village.

Official names of Clubs shall not specify any creed, race or nationality, reference to gender, names of individuals living or dead; and shall not duplicate or be confusingly similar to those of existing Clubs in the same state or province.

(Nov 1958; June 1975; Dec 1976; Dec 1984; Mar 1986; Dec 1987; Nov 2001; Dec 2005)



Effective May 1, 2010

SUMMARY OF INSURANCE

Coverage depends on the actual facts of each case and the terms conditions and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Named Insureds: Optimist International, Inc., Optimist International Foundation, Inc., Optimist International Foundation of Canada, Inc., Optimist Districts, Optimist Clubs, Corporate Partner Optimist Clubs, Member Club Foundations, Optimist International Youth Programs Foundation, Inc., Youth Clubs (including Junior Optimist, Octagon, & Collegiate), and Club Members.

GENERAL LIABILITY INSURANCE (U.S. & Canada)

Policy Term: May 1, 2010 – May 1, 2011	Policy Number: 01-LX-0917052-5	Carrier: New Hampshire Insurance Co.	Limits of Liability: \$1,000,000 (US) \$1,000,000 (US) \$2,000,000 (US) \$1,000,000 (US)	Type of Coverage: Per Occurrence Products/Completed Operations General Aggregate Personal & Advertising Injury
Policy Term: May 1, 2010 – May 1, 2011	Policy Number: CMP 95053199	Carrier: Chartis Insurance Co. of Canada	Limits of Liability: \$1,000,000 (US) \$1,000,000 (US) \$2,000,000 (US) \$1,000,000 (US)	Type of Coverage: Per Occurrence Products/Completed Operations General Aggregate Personal & Advertising Injury

Designated Limit provided to each Club (CG2504)

MAJOR EXCLUSIONS TO GENERAL LIABILITY POLICY

- Any Premises owned in the name of any Optimist Club, Subsidiary Entity or Extended Named Insureds. (See Q&A section for more details).
- Medical Payments
- Abuse or Molestation
- Motorized racing, speed, demolition or stunting activity, including aircraft, hot air balloons, motorcycles, or watercraft
- All Boxing Activities
- Club Members as sports participants
- Non-motorized racing, speed, demolition or stunting activity, including BMX bicycles, gliders, sky diving or watercraft
- Asbestos, Silica, Lead, Fungi, Bacteria
- Igniting or Discharging of Fireworks
- Professional Services including Medical or Counseling
- Operation or Maintenance of any mechanically operated amusement devices, with respect to Carnivals, Circuses or Fairs
- Workers Compensation or Employers Liability
- Pollution

DIRECTORS & OFFICERS HIRED AND NON-OWNED AUTOMOBILE LIABILITY

Policy Term: May 1, 2009 – May 1, 2010	Policy Number: 01-LX-0917052-5	Carrier: New Hampshire Insurance Co.	Limit of Liability: \$1,000,000 (US)	Type of Coverage By Endorsement to General Liability
Policy Term: May 1, 2010 – May 1, 2011	Policy Number: CMP 95053199	Carrier: Chartis Insurance Co. of Canada	Limit of Liability: \$1,000,000 (US)	Type of Coverage By Endorsement to General Liability

Limited to the Directors & Officers only

MAJOR EXCLUSIONS TO DIRECTORS & OFFICERS HIRED & NON-OWNED AUTO LIABILITY

Transportation of participants

Autos owned in the name of Optimist Clubs or Foundations

GENERAL LIABILITY AND NON-OWNED AUTOMOBILE LIABILITY INSURANCE (OUTSIDE U.S. & CANADA)

Policy Term: May 1, 2010 – May 1, 2011	Policy Number: PHFD36898227	Carrier: Ace USA	Limit of Liability: \$1,000,000 (US) \$1,000,000 (US) \$1,000,000 (US)	Type of Coverage Per Occurrence Products/Completed Ops General Aggregate
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NOTE: This policy covers authorized Clubs in Jamaica, Netherlands Antilles, West Indies, Australia, Mexico, England, France & Greece

GENERAL LIABILITY POLICY (OUTSIDE U.S. & CANADA)

COVERAGE: Commercial General Liability (excess & DIC over valid & collectible primary insurance)

Products/Completed Operations
Defense & Supplementary Costs

Personal & Advertising Injury
Worldwide Coverage & Jurisdictions
(excludes USA)

Contingent Auto Liability coverage not subject to policy aggregate

MAJOR EXCLUSIONS

Professional Liability
Nuclear Power-related Coverage

Contractual Sole Negligence
Aircraft Liability

Bodily Injury to Athletic Participants
Non-owned & Hired Auto Liability to persons under 18 years of age

Asbestos

UMBRELLA LIABILITY INSURANCE (U.S. and CANADA ONLY)

Policy Term: May 1, 2010 – May 1, 2011	Policy Number: 01UD5852309-5	Carrier: New Hampshire Insurance Company	Limit of Liability: \$10,000,000 (US) \$10,000,000 (US) \$10,000 (US)	Type of Coverage Per Occurrence Annual Aggregate Self Insured Retention
Policy Term: May 1, 2010 – May 1, 2011	Policy Number: UMB 95053200	Carrier: Chartis Insurance Co. Of Canada	Limit of Liability: \$10,000,000 (US) \$10,000,000 (US) \$10,000 (US)	Type of Coverage Per Occurrence Annual Aggregate Self Insured Retention

*NOTE: This policy covers only those entities insured by the underlying New Hampshire Insurance Company & Chartis Insurance Co. of Canada General Liability Policy

MAJOR EXCLUSIONS TO UMBRELLA LIABILITY POLICY

All Exclusions on the New Hampshire General Liability & Chartis Insurance Co. of Canada General Liability policies.

All Athletic Activities
Abuse or Molestation
Bungee Jumping

Liquor Legal Liability
Racing & Stunting
Recreational Vehicles

All Automobile Liability
Foreign Liability

E.R.I.S.A. & Employers Liability
Pollution, Silica, Lead Paint, Fungus
Trampolines & Rebounding Equipment

Professional Liability
Aircraft Products & Grounding

For more specific information, please contact: Marsh Affinity Group Services (A Service of Seabury & Smith), P. O. Box 14521, Des Moines, Iowa, 50306, USA, Telephone 1-800-503-9227 (U.S. & English-speaking Canadian Clubs) or FAX (847)803-4649. French-speaking Canadian Clubs may contact Diane Lamontagne, Univesta, 3925 Rachel East St., Suite 100, Montreal (Quebec) H1X3G8, Telephone 514-899-5377 or 1-800-267-5377 or FAX (514) 899-5378.

TYPICAL QUESTIONS AND ANSWERS

The scenarios summarized below are offered only as examples. Coverage depends on the actual facts of each case and the terms, conditions, and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Liquor

- Q.** What is Liquor Legal Liability?
- A.** Liquor Legal Liability provides coverage for Bodily Injury or Property Damage for which you may become legally liable as the result of contributing to a person's intoxication. This type of coverage is available on a separate policy for those "in the business of manufacturing, selling, serving or furnishing alcoholic beverages" for a fee or in some cases if a license is required for the activity. This is not covered by the Commercial General Liability (CGL) policy.
- Q.** Does this policy cover the sale of alcoholic beverages?
- A.** In a limited sense, yes, but see response to question below.
- Q.** What is host liquor liability?
- A.** The CGL policy provides host liquor liability for those businesses that are not "in the business of manufacturing, selling, serving or furnishing alcoholic beverages." It provides protection against bodily injury and property damage suits brought by parties injured as the result of an intoxicated guest who was served alcohol at an event your Club sponsored. We recommend checking with your local government official to determine if host liquor coverage is adequate for your event. If Liquor Legal Liability is needed please consult a local agent.

Automobile

- Q.** Is there liability coverage for automobiles (including buses and trailers) hired by, rented by, or loaned to the Optimist organization?
- A.** Yes & No. There is coverage for Directors or Officers of the Optimist Clubs, Districts and International, when they hire a car or use their personal vehicle for Club business. There is no direct coverage for vehicles owned by a Club, its members, or for the transportation of participants.
- Q.** Is there physical damage coverage for hired or non-owned autos?
- A.** No. This is liability coverage only.
- Q.** Are individual Optimist members covered for liability while using their own vehicles at Club activities or while transporting youths?
- A.** There is no coverage for the Club member. However, if the Club were named in a suit, there may be coverage for the Club in excess of the vehicle owner's limit up to \$1,000,000, subject to the policy terms, exclusions, and conditions.

Bodily Injury

- Q.** Is this an Accident Medical policy?
- A.** No. This policy covers bodily injury as a result of negligence. If your club is interested in obtaining Accident Medical coverage, please contact our office to further discuss.

General Coverages

- Q.** Is there Medical Payments coverage for an accident at an Optimist sponsored event regardless of negligence?
- A.** No. Medical Payments coverage is not provided by this policy; however, any injury should be promptly reported YORK so that we have advance notice should it turn into a suit later. See claim reporting procedures below.
- Q.** Is an injury to a non-member caused by an Optimist member assisting on an Optimist project covered?
- A.** Yes, there may be coverage if there is legal liability resulting from negligence by the Club or Club member.
- Q.** Does this policy provide products liability coverage?
- A.** Yes.
- Q.** Are workers' compensation benefits provided?
- A.** No. Clubs would need to purchase separate policies for this.

Property

- Q.** Is there coverage for damage to Optimist owned property?
- A.** No.

- Q.** Our Club owns a refreshment trailer from which we sell food and beverages at fairs, carnivals, picnics or other functions. Does our policy cover this?
- A.** Products Liability for the sale of food and beverages may be covered; but the policy affords no coverage for the refreshment trailer itself.

Examples of Types of Events that may be Covered or Not Covered

- Q.** If our Club contracts with others to conduct a special event, does this policy protect us?
- A.** Yes, subject to the exclusions and conditions of the policy. Professional show participants are not covered. It is strongly recommended for the Club to request additional insured status on the policies of those you contract with.
- Q.** If an Optimist club hires an outside vendor to provide professional service for an Optimist event will the Optimist policy extend coverage to the vendor?
- A.** No. The vendor should have their own coverage in place.
- Q.** Are athletic events, picnics, parades, pancake days, dances, contests and similar activities covered for claims arising out of injury to the public?
- A.** Yes, subject to the exclusions and conditions of the policy and when there is legal liability resulting from the Optimist club's negligence.
- Q.** Is my Club covered for sponsoring or organizing an athletic league or team, such as Tri-Star Program, baseball, football, hockey, etc.?
- A.** Yes, you may be covered for any athletic activities, except direct injury to any member of an Optimist Club or any boxing events. But, coverage only applies when there is legal liability resulting from negligence of the Optimist club.
- Q.** My Club is co-sponsoring an event. Is my Club covered in such an activity?
- A.** Yes, if your club is found legally liable. The General Liability coverage applies to Optimist sponsored and directly controlled activities. It's recommended that your club confirm the other sponsoring organizations have appropriate coverages.
- Q.** What about Optimist sponsored float trips?
- A.** Subject to all exclusions, terms and conditions there may be coverage if the club does not own the watercraft, it is less than 26 feet in length and there is no charge for transporting people or property.
- Q.** If my Club owns a BMX track, a Clubhouse or any other type of property does this policy cover those locations?
- A.** No, as a property that is owned by your Club, this location is specifically excluded from coverage by the policy. You must get your own premises liability coverage for this location. However, there may be coverage for Optimist sponsored events at the owned premises. Also, racing of any kind is an excluded activity by the policy.
- Q.** Does this policy cover participants of events such as racing, speed, or demolition contests, etc.?
- A.** Participants are not covered while participating in the event, however if the Optimist club is found legally liable then coverage may apply.

Claim Report Procedures

All claims, incidents or notices of a loss regardless of severity or location must be reported to the YORK Claims Intake Center as soon as the Club is made aware. Any delay could result in denial of the claim. The YORK Claims Intake Center is ready to accept new losses and provides four ways for you to submit loss reports:

Fax: 973-404-1040

Telephone: 866-391-9675

Email: yorkclaimsintake@york-claims.com

Mail: York Claims Services, Inc., Attn: Jenai A. Russell, Manager, 99 Cherry Hill Road, Suite 102, Parsippany, NJ 07054

Certificate of Insurance Request Form

Are you a current, active member of your organization? <input type="checkbox"/> Yes <input type="checkbox"/> No
--

*****This Certificate request form is for professional individuals, clubs, and chapters.*****

Name of Organization / Association: _____

Name / Chapter Name: _____

Policy Number or Client Number: _____

Name, Title, & Address of insured/Member Requesting Certificate:

Telephone Number: _____ **Email Address:** _____

How would you like the Certificate of Insurance sent to you?

Fax to: <input type="checkbox"/> Insured: () - _____	<input type="checkbox"/> Certificate Holder: () - _____
Email to: <input type="checkbox"/> Insured: () - _____	<input type="checkbox"/> Certificate Holder: () - _____
Mail to: <input type="checkbox"/> Insured: () - _____	<input type="checkbox"/> Certificate Holder: () - _____

1. Name of event: _____

2. Location of the event (Name and Address):

3. Date of the event/function: _____

4. Name of entity (including mailing address) requesting proof of liability coverage:

MARSH

5. Is the entity requesting to be named as an Additional Insured? Yes No

• Does the additional insured own the event location? Yes No

• If no, please provide explanation of relationship between your club and the entity requesting the Additional Insured status:-

6. With regards to this event is your club/group:

• Sponsoring Yes No

• Volunteering Yes No

• Participating Yes No

7. Please list your/your club's function and/or activities for the event (Explain exactly what your role is with respect to the event. More information is needed other than simply "sponsoring/volunteering):

• Please explain the Additional Insured's role/actions in the event:

• Is alcohol being served? Yes No

• Is food being served? Yes No

• Is this an athletic event? Yes No

• Are you using trailers / mobile equipment? Yes No

*****Important-Marsh is unable to process incomplete and/or unsigned Certificate requests.*****

Signature: _____ Date: _____

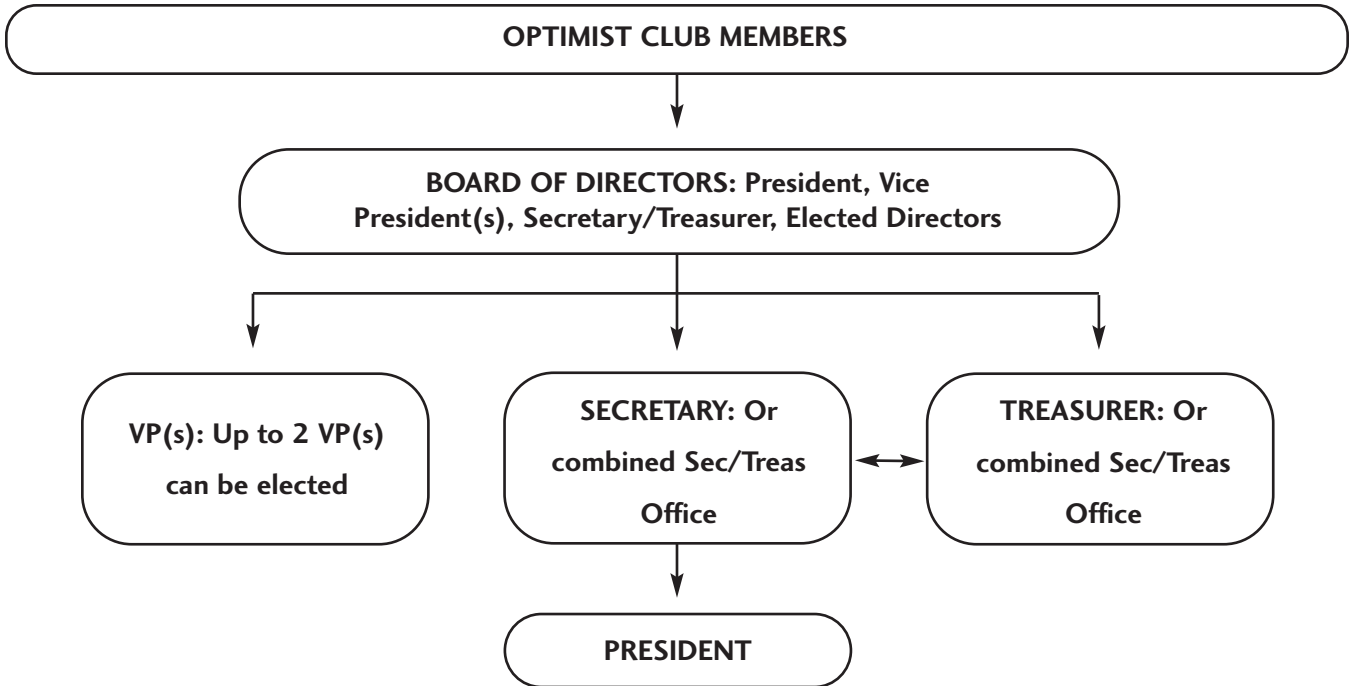
Please fax or email your request to: Fax-515-365-3005 or Email-plsdsteam@marshpm.com



Club Organization

CLUB NAME: _____ CLUB NUMBER: _____

A clearly defined administrative organization is essential for efficiency and helps establish practical lines of authority and responsibility. The model organization chart is based upon the experience of thousands of Optimist Clubs. Most Clubs can use the chart as is. The President should complete it and distribute it to every Club Member.



Duties of Officers and Directors

BOARD OF DIRECTORS

(The Board of Directors shall consist of the President; the Vice President(s); the Secretary/Treasurer, plus the elected number of Directors, each of whom shall have the right to vote.)

- Determines policies
- Makes long-term and short-term plans
- Elects and deletes Members
- Supervises Club activities
- Activates Club Committees
- Provides for annual review of Club books
- Fills vacant offices between elections

- Determines causes for and initiates plans to correct excessive Member loss and low attendance

PRESIDENT *(elected)*

- Coordinates and encourages the implementation of Club programs and policies
- Presides at Club and Board meetings
- Represents the Club to the community and various levels of Optimist International
- Makes necessary appointments
- Serves on District Board of Directors
- Works with the Club Director of Personal Growth to encourage personal/professional Member growth



VICE PRESIDENT(S) *(elected)*

(Can have up to 2 elected Vice Presidents; not numbered, not Committee Chairs)

- Serve as liaison between the Board of Directors and a group of Committees
- Preside at Club and Board meetings in President's absence
- Serve on Board of Directors
- Perform duties ordinarily incumbent upon Vice Presidents
- Perform duties assigned by President

SECRETARY/TREASURER *(elected)*

(Can be a combined Sec/Treas Office, or two separate Offices)

- Maintains minutes of Club and Board meetings
- Receives and disburses all Club funds
- Keeps financial records
- Handles Club correspondence
- Prepares and files Club reports
- Maintains membership, awards and attendance records

TOP 10 REASONS TO USE CLUB ORGANIZATION MODEL

1. It can be adapted to a particular Club's needs without changing the basic concept.
2. It can be easily adapted to fit any Club size.
3. It provides an efficient chain of communication.
4. It provides sufficient backup to ensure all Club functions.
5. It allows for the involvement of every Club member.
6. It is complete. All necessary Club activities are represented.
7. It releases the President from Board administrative functions.
8. It utilizes the talent and ability of all officers and Directors.
9. It provides opportunities for training future Club leaders.
10. It has been proven to be effective by thousands of Clubs over the years.

RECOMMENDATIONS ON ADAPTING THE MODEL TO FIT YOUR CLUB

SMALL CLUBS *(approximately 30 or fewer Members)*

- Each Vice President is liaison between a group of Committees and the Board.
- Each elected Director should be assigned to one Committee.
- In the small Club, the Past President and the six elected Directors may each be Chair of a Committee.
- If necessary, a Club Member may serve on more than one Committee.

MEDIUM CLUBS *(approximately 30 to 75 Members)*

- In a Club this size, the Director should not be a Committee Chair.
- Be sure every person has a Committee assignment before assigning a Member to more than one standing Committee.

LARGE CLUBS *(approximately 75 or more Members)*

- The same as for the medium Club except the functions of most Committees may be divided between two or more Committees.
- Example: Membership responsibilities may be split into a Recruitment Committee and an Education Committee.
- Clubs with a large number of Committees can improve the efficiency of the organization by assigning the elected Directors as liaison between two or three Committees and a Vice President.

Formal Organizational Meeting Agenda

Provide copies to presenting officers before organizational meeting and fill in names of appropriate officers. If officer is not present, please fill with alternative International officer.

CLUB NAME: _____ CLUB NUMBER: _____

- Call meeting to order _____ (Sponsor President)
- Invocation _____ (Lt Governor)
- Pledge to flag _____ (Lt Governor)
- State purpose of meeting _____ (Sponsor President)
- Introduction of District Officials _____ (Sponsor President)
- Self introduction of charter members and guests _____ (Sponsor President)
- Call for additional apps. and fees _____ (Sponsor President)
- Introduction of Field Representative _____ (Sponsor President)
- Introductory statements – schedule of meetings – General/Board/President and Secretary/Treasurer/Charter banquet _____ (Field Rep)
- Move to formal meeting – see “Business at the official organizational meeting” _____ (Field Rep)
- Conduct member induction and pledge for all charter members _____ (Lt Governor)
- Swear in New Executive Oath of Office _____ (Field Rep)
- Present Pins of Office to Executive _____ (Governor and Lt Governor)
- Presentation of binders to President and Secretary _____ (Field Rep)
- Presentation of pins and folders to Charter members _____ (Field Rep)
- Congratulate and declare Club officially organized _____ (Field Rep)
- Remarks and recite Optimist Creed _____ (Charter President)
- Request meeting with Board after close of meeting _____ (Field Rep)



Business at the Official Organizational Meeting

CLUB NAME: _____ CLUB NUMBER: _____

MOTION TO ORGANIZE Motion by _____ seconded by _____ that we proceed with the formal organization of the Club. CARRIED.

NUMBER OF FULLY PAID Report of _____ that _____ charter members had submitted acceptance forms and had paid \$ _____ fee each, and that former Optimist Club members have submitted evidence that they were no longer affiliated with any Optimist Club, as required.

NUMBER IN ATTENDANCE Report by _____ that of the above _____ were in attendance and _____ guests were present.

BYLAWS REPORT Report by _____ on the Bylaws.

ADOPTION OF BYLAWS Motion by _____ seconded by _____ to accept the report of the Bylaws Committee.

NOMINATIONS REPORT Report by _____ representing the nominating committee and presenting the nominees for officers and directors.

ACCEPTANCE OF NOMINATIONS REPORT Motion by _____ seconded by _____ to accept the report of the Nominating Committee.

ELECTION REPORT President _____

Vice President _____

Vice President _____

Director _____ two year term

Director _____ two year term

Director _____ two year term

Director _____ one year term

Director _____ one year term

Director _____ one year term

PRESIDENT PRESENTED Informal installation of the President by _____

SEC-TREAS. Announcement by the president that _____ will serve as Club

APPOINTED Secretary-Treasurer, subject to the approval of the Board.

Organization date _____ Secretary-Treasurer _____



Inductions and Installation

CLUB NAME: _____ CLUB NUMBER: _____

New Member Induction

I _____ do hereby pledge/ that I will do my best at all times/ to live by the spirit of the Optimist Creed/ and I will also give of my time and talents/ as generously as possible/ to support the activities/ of my club, my district, and Optimist International.

Now, being aware of the responsibilities, opportunities and privileges available to you as a member, on behalf of the officers and members of the Sponsor Club, _____ District and Optimist International, I am happy to offer you my hand of Optimist friendship. We are happy to have you as a member.

Your Charter President and Secretary/Treasurer will present you with your new member kit and charter membership pin.

Club Officer Installations

Oath

"I hereby solemnly promise, on my honor as an Optimist, that I will carry out the duties of the office to which I have been elected to the best of my ability, in loyalty to my Club, and in harmony with the constitution and bylaws of my Club and Optimist International. So help me God."

On behalf of the authority vested in me by Optimist International, I am happy to declare you duly installed to your respective offices."



Charter Member Attendance Report

CLUB NAME: _____ CLUB NUMBER: _____

- | | |
|------------|-----------|
| 1. _____ | 21. _____ |
| 2. _____ | 22. _____ |
| 3. _____ | 23. _____ |
| 4. _____ | 24. _____ |
| 5. _____ | 25. _____ |
| 6. _____ | 26. _____ |
| 7. _____ | 27. _____ |
| 8. _____ | 28. _____ |
| 9. _____ | 29. _____ |
| 10. _____ | 30. _____ |
| 11. _____ | 31. _____ |
| 12. _____ | 32. _____ |
| 13. _____ | 33. _____ |
| 14. _____ | 34. _____ |
| 15.* _____ | 35. _____ |
| 16. _____ | 36. _____ |
| 17. _____ | 37. _____ |
| 18. _____ | 38. _____ |
| 19. _____ | 39. _____ |
| 20. _____ | 40. _____ |

*Number of Members needed at meeting to organize



Official Charter Roster

CLUB NAME: _____ CLUB NUMBER: _____

Name _____
Address _____
City _____ ST/PR _____ Country _____
Zip/Postal Code _____ Phone _____
Cell _____ Work Phone _____
Fax _____
Email _____
M F College Student: Y N
English Français Español

Name _____
Address _____
City _____ ST/PR _____ Country _____
Zip/Postal Code _____ Phone _____
Cell _____ Work Phone _____
Fax _____
Email _____
M F College Student: Y N
English Français Español

Name _____
Address _____
City _____ ST/PR _____ Country _____
Zip/Postal Code _____ Phone _____
Cell _____ Work Phone _____
Fax _____
Email _____
M F College Student: Y N
English Français Español

Name _____
Address _____
City _____ ST/PR _____ Country _____
Zip/Postal Code _____ Phone _____
Cell _____ Work Phone _____
Fax _____
Email _____
M F College Student: Y N
English Français Español

Name _____
Address _____
City _____ ST/PR _____ Country _____
Zip/Postal Code _____ Phone _____
Cell _____ Work Phone _____
Fax _____
Email _____
M F College Student: Y N
English Français Español

Name _____
Address _____
City _____ ST/PR _____ Country _____
Zip/Postal Code _____ Phone _____
Cell _____ Work Phone _____
Fax _____
Email _____
M F College Student: Y N
English Français Español



Additions to Charter Roster

CLUB NAME: _____ CLUB NUMBER: _____

This form must be postmarked no later than fifteen days from the date of the Formal Organization Meeting, but no later than 30 September for Clubs organized after 15 each year.

Attached is a list of _____ Charter Members to be added to our official club Charter Roster.

Please use the official Optimist International Roster form which is located in the Field Kit or download it from www.optimist.org Enclosed is \$_____, representing \$1.00 (US) per Member on this list.

We certify that these Members have paid their Charter Membership Fee and we understand that this completes our Charter Roster.

Charter Secretary-Treasurer

Charter President

(Date of Organization Meeting)

(Last Date to Mail or Fax Form)

(Date Sent)

In recognition of your efforts to add Members to your charter roster, your International Board of Directors has provided you an extension of fifteen days to enroll Members as Charter Members. This not only will help you build a stronger service Club, but will afford others the privilege of being Charter Members.

You must also have names available from those prospects that have not yet joined.

New Community Growth Department
Optimist International
4494 Lindell Blvd.
St. Louis, MO 63108 U.S.A.
Tel: 800-500-8130/314-371-6000
Fax: 314-371-600



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NC1109



CLUB ROSTER ADJUSTMENTS

Alert! Deletions without additions may affect your awards status!

(PLEASE PRINT)

• PLEASE NOTE DISTRIBUTION KEY: U.S. Club CRAs to St. Louis / CANADIAN Club CRAs to St-Leonard

Pres. or S/T _____

District # Club #

Club Name _____

Members cannot be added unless processing fees are paid. Fee is \$15.00 (US) or Canadian dollar equivalent per new Member

Check # _____ Enclosed for _____ (Transfers \$5.00 US or Canadian dollar equivalent)

Section A: Name and Address of New Members

Name _____
 Address _____
 City _____ State/Prov _____ Zip/Postal code _____
 Phone _____ Email _____
 Name of Sponsor _____ Sponsor # _____
 Is applicant a college Member Yes No
 Was applicant ever a JOOI Member Yes No Transfer
 Is applicant a Life Member Yes No Old Club # _____

Name _____
 Address _____
 City _____ State/Prov _____ Zip/Postal code _____
 Phone _____ Email _____
 Name of Sponsor _____ Sponsor # _____
 Is applicant a college Member Yes No
 Was applicant ever a JOOI Member Yes No Transfer
 Is applicant a Life Member Yes No Old Club # _____

Name _____
 Address _____
 City _____ State/Prov _____ Zip/Postal code _____
 Phone _____ Email _____
 Name of Sponsor _____ Sponsor # _____
 Is applicant a college Member Yes No
 Was applicant ever a JOOI Member Yes No Transfer
 Is applicant a Life Member Yes No Old Club # _____

Name _____
 Address _____
 City _____ State/Prov _____ Zip/Postal code _____
 Phone _____ Email _____
 Name of Sponsor _____ Sponsor # _____
 Is applicant a college Member Yes No
 Was applicant ever a JOOI Member Yes No Transfer
 Is applicant a Life Member Yes No Old Club # _____

Section B: Members To Be Deleted

Member #	Name	Code	Codes	
			1-non-payment of dues 2-moved	3-deceased 4-resigned

Section C: Name/Address Changes and Spelling Corrections

Member #	Name	New Address	City	State/Prov	Zip/Postal Code

Section D: Club Officer Changes

Office	Member #	Club Officer's Complete Name	Home Phone	Business Phone
PRES				
SEC				
TREAS				

Signature of President	Phone: B () _____ R () _____	Date _____
Signature of Secretary-Treasurer	Phone: B () _____ R () _____	Date _____

White: US - PO Box 500473, St. Louis MO 63150-0473
 Fax: 314-371-6006; CANADA - Optimist Int'l, 4559, boul. Metropolitan est, St-Leonard, PQ H1R 1Z4, CANADA, Fax: 514-721-1104
Green: Governor **Pink:** Lieutenant-Governor
Canary: District Secy-Treas. **Gold:** Club File

Organizational Memorandum

CLUB NAME: _____ CLUB NUMBER: _____

We, the President, Secretary and Treasurer of the _____ do hereby acknowledge receipt of copies of the Constitution and Bylaws of Optimist International presented to us by the International Field Representative. After careful consideration, we state that the Bylaws of our Club, as adopted, are satisfactory and shall be maintained in a manner consistent with the Constitution and Bylaws of Optimist International.

For and on behalf of our Club we understand that:

1. Our annual election of officers is to be conducted in April and that the results of such elections are to be reported to Optimist International immediately thereafter, and that all officers shall assume their respective offices on the following October 1.
2. We are to complete and file such reports, within the period and in the manner prescribed, as may be required from time to time by Optimist International.
3. We are to provide for the representation of our Club at district meetings in accordance with the provisions of the Constitution and Bylaws of Optimist International.
4. The obligations and responsibilities of our Club as an affiliate Member of Optimist International include:
 - A. Dues (Visit www.optimist.org for most current dues by tier)
 - a. Regular Adult Member
 - b. College Member
 - B. Payment of said dues and fees quarterly in advance on October 1, January 1, April 1, and July 1, of each year. Our initial payment will be due and payable on _____.
5. Comprehensive General Liability Insurance, payable per Optimist International billing procedures.
6. Other obligations and responsibilities include:
 - a. District dues at \$_____per member per year.
 - b. Processing fee of \$15 per Member of each new and former Member enrolled on the International roster by our Club after its organization or a \$5.00 fee for a transfer member (excluding charter Members).

We hereby certify that an application fee of \$_____ per Member has been paid to the Treasurer of our Club by each of our _____charter Members. In addition, a charter fee of \$400 dollars and \$1.00/Member for liability insurance is being paid to Optimist International.

(President's Signature)

(Date)

(Field Rep's Signature)

(Date)

(Treasurer's Signature)

(Date)

(Secretary's Signature)

(Date)

New Community Growth Department
Optimist International
4494 Lindell Blvd.
St. Louis, MO 63108 U.S.A.
Tel: 800-500-8130/314-371-6000
Fax: 314-371-6006



Official Minutes: First Board of Directors Meeting

CLUB NAME: _____ CLUB NUMBER: _____

POLICIES:

1. SECY-TREAS (_____) Approve the appointment of
APPROVED _____ to serve as Secretary-Treasurer. **CARRIED.**
2. FIRST DUES FROM (_____) Approve that dues payable to this
CHARTER MEMBERS Club by charter members shall cover the period through _____.
The amount, \$ _____, to be due and payable on _____. **CARRIED.**
3. DUES FROM NEW (_____) Approve that membership dues to this Club by new
MEMBERS members (other than Charter Members) shall be prorated to cover the balance of the billing period which
begins the first day of the month immediately after admission to membership. **CARRIED.**
4. AFFILIATION FEE (_____) Approve that the Secretary-Treasurer issue a
check to Optimist International for \$ _____ (US) to cover the charter affiliation fee (\$400 US) plus
\$1 (US) per Charter Member for the initial liability insurance premium. **CARRIED.**
5. INCORPORATION (_____) direct that as soon as possible, this
Club will incorporate as a not-for-profit under the laws of this state/province/nation. **CARRIED.**
6. BANK NAMED (_____) Approve that the depository for Club funds
will be: _____. **CARRIED.**
7. AUTHORIZED (_____) Approve that the authorized signatures for
SIGNATURES withdrawal of Club funds will be those of: _____. **CARRIED.**
8. BOARD MEETINGS (_____) Approve that this Board of Directors shall hold regular
monthly meetings in accordance with the bylaws on the _____ of each month. **CARRIED.**
9. ALCOHOL (_____) Approve that this Club will NOT have alcoholic
beverages on sale, for consumption or in personal possession at regular Club meetings, events involving
youth or when the public image of the Club would be adversely affected. **CARRIED.**
10. FINANCIAL (_____) Approve that the Board must give specific and
OBLIGATIONS prior approval to all financial obligations or expenditures. **CARRIED.**
11. FUND RAISING (_____) Approve that all fund raising methods of this Club
will always comply with national, state/provincial and local laws. Proceeds from such projects will be used
ONLY as provided in Article X, Section 4 of the club's bylaws. Legal advice will be sought before entering
into any contractual agreement in behalf of the Club. **CARRIED.**

_____ Date

_____ Secretary-Treasurer

_____ Secretary E-mail



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NC1109

(Mandatory wording in bold face type)
(Optional wording in regular type)



CLUB
NUMBER _____

OPTIMIST CLUB BYLAWS

Effective December 2010

ARTICLE I – NAME

This Club shall be known as _____ an affiliate of Optimist International.

ARTICLE II – MISSION

By providing hope and positive vision through the members of this Club, this Club will bring out the best in 1)kids/ 2)children/ 3)kids, our members, and our community.

ARTICLE III – MEMBERSHIP

Membership in this Optimist Club shall represent adults, who are persons of good character, from the business, social, and cultural life of the community. All memberships shall be held by individuals and shall not be transferable.

ARTICLE IV – ADMISSION TO MEMBERSHIP

Members shall be admitted to the Club according to such procedures as established by the Board of Directors.

ARTICLE V – TERMINATION OF MEMBERSHIP

Section 1: Any member may resign from the Club provided that all dues and fees have been paid.

Section 2: Any member who is two (2) or more months in arrears in the payment of dues or fees to the Club may be suspended from membership. He or she will be provided written notice by the Secretary. Upon payment of arrears within 30 days of said notice, the member's suspension shall end automatically. If such member has not paid within said 30 days, his membership shall automatically be terminated and the secretary shall so notify him of that termination.

Section 3: Any member charged with conduct unbecoming an Optimist or with any act prejudicial to the best interests of the Club or Optimist International, and against whom such charges are sustained after opportunity to appear before the Board of Directors in his or her own defense, may be expelled from membership, at the discretion of the Board of Directors. Upon such action by the Board of Directors, the Secretary shall immediately notify the member in writing, of said action.

Section 4: In case of the resignation or expulsion of any member, the Secretary shall immediately notify Optimist International and all members of the Club of such action.

Section 5: Any member whose membership in the Club has been terminated for any reason shall forfeit all interest in any funds or property of the Club and all rights to the use of the Optimist name, emblem, or other insignia.

Section 6: It shall be the prerogative of the Board of Directors to confirm any termination of membership on behalf of the Club.

ARTICLE VI – DIRECTORS

Section 1: There shall be a Board of Directors which shall consist of the officers of the club and _____ elected members. Directors shall serve for a period of ____ years or until their successors are duly qualified and elected and ____ shall be elected every year. In the event of a directorship becoming vacant for any reason, such vacancy shall be filled by the Board of Directors, and the appointee shall serve for the duration of the term of the individual being replaced.

Section 2: The Board of Directors shall have control and management of the Club's activities, determine all policies, elect, dismiss and discipline members and generally supervise the affairs of the Club.

Section 3: The Board of Directors shall meet on a regular basis as they shall determine or at the call of the President/Chair. Any three members of the Board of Directors may call a meeting providing a three-day notice is given to all members. A majority of the Board of Directors shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to give effect to any action of the Board.

Section 4: Any member of the Board of Directors who is absent from three consecutive board meetings may be removed from office by the Board of Directors. Notice of said action shall be mailed to all members by the Secretary.

ARTICLE VII – OFFICERS

Section 1: The officers of this Club shall be determined by the Club as per State/Provincial/National law. The officers of the Club shall be the following:

- The Presiding Officer (the actual title may be President, Chair, or other as determined by the Club's Board of Directors) shall serve as the executive officer of the Club, preside at all meetings of the membership and the Board of Directors, be an ex-officio member of all committees, exercise general supervision over Club affairs and perform such other duties as are ordinarily incumbent upon a Presiding Officer; and shall represent the Club in all relations with Optimist International and the District and perform a like function in their behalf in relation to the Club. The Presiding Officer shall attend all duly called District meetings or, in the case of absence for good reason, provide for the Club's representation by an accredited representative.
- The Vice Presidents (or such title as established by the Club's board of Directors) shall perform such duties as are ordinarily incumbent upon Vice Presidents and such other duties as may be assigned to them by the Presiding Officer or Board of Directors.
- The Secretary shall keep and maintain the minutes of all meetings of the Board of Directors, business meetings and all records of membership, attendance and service to the Club, in the form and manner prescribed by the Board of Directors. The Secretary shall also prepare and file all reports required by Optimist International, District administration and generally perform such duties as are ordinarily incumbent upon a Secretary.
- The Treasurer shall keep and maintain all records of fees, dues and monies collected and disbursed. Submit regular financial statements in the form, manner and frequency prescribed by the Board of Directors, prepare an annual statement for the annual meeting of the Club and generally perform such duties as are ordinarily incumbent upon a Treasurer.

Section 2: All officers shall hold office for one year or until their successors are duly elected or appointed as provided in these bylaws. In the event that any office becomes vacant for any reason, the vacancy may be filled by the Board of Directors. The Club Board of Directors can amend or expand these duties as needed, as long as they are within the guidelines of Optimist International and standard Club bylaws.

ARTICLE VIII – ELECTION PROCEDURE

The election of Club officer(s) and Directors should be completed not later than April 30.

Section 1: Separate balloting shall be conducted for each office. Where there is only one nominee for an office, the President/Chair shall request a unanimous ballot for the nominee. A majority of the votes cast shall be required to elect. In the case of directors, if the number of nominees exceeds the number of vacancies, the required number receiving the highest number of votes shall be declared elected.

Section 2: Nothing in this article shall be construed as precluding nominations from the floor.

Section 3: Only members in good standing shall be eligible to hold office or vote.

Section 4: Voting shall be by individuals and no person may cast more than one vote. Proxies will not be recognized.

Section 5: All officers and directors shall assume the responsibilities of their respective offices on October 1 following their election.

Section 6: The Secretary shall report the results of all elections and appointments of Club officers to Optimist International and the District immediately.

ARTICLE IX – MEETINGS

Section 1: Regular meetings of the Club shall be at such time and place as may be determined by the Board of Directors.

Section 2: Special meetings may be called by the Presiding Officer, or by the Secretary upon receipt of a written request signed by at least five (5) members in good standing. Every member shall be notified in writing at least three days in advance of the special meeting and advised what business will be considered. No other business may be conducted at the meetings.

Section 3: One-third (1/3) of the members in good standing shall constitute a quorum at any regular, special or annual meeting of the Club.

Section 4: The current edition of Robert's Rules of Order (or Code Morin for French-speaking Clubs) shall govern all deliberations of this organization and its Board of Directors except as otherwise provided in these bylaws.

ARTICLE X – REVENUE

Section 1: Each new member of the Club shall pay a membership fee of \$ _____, payment of said fee to be a prerequisite for admission to membership, payable on demand of the Treasurer. *Note: Recommended amount not less than \$30 (U.S.).

Section 2: Annual dues shall be \$ _____ per member, payable in advance except that each fully paid life member shall be privileged to deduct from payment of dues the amount equal to the dues payable by the Club to Optimist International for each member. (Note: Membership dues may be voluntary as administrative costs may be offset by fundraisers, grants or business sponsorships.)

Section 3: The Board of Directors may plan or recommend the raising or accumulations of revenue from sources other than those stated in this article.

Section 4: All funds, to which the public or members have contributed for the specific purpose of financing charitable, educational or civic activities of the Club, shall be used solely for those purposes and separate records of such funds shall be maintained.

Section 5: The fiscal year of the Club shall be from October 1 of each year until September 30 next following.

Section 6: The Board of Directors shall arrange for, at a minimum, an annual audit by an audit committee appointed by the Board of Directors. This audit committee shall consist of members not also members of the Board of Directors.

ARTICLE XI – COMMITTEES

Section 1: The Board of Directors shall determine the number and purpose of all special and standing committees required to achieve the purposes of this Club.

Section 2: The Presiding Officer shall appoint the chair and members of all committees and announce such appointments not later than October 1 following his or her election.

ARTICLE XII – MISCELLANEOUS

Section 1: In recognition of the benefits and services available to this Club and its members through its affiliation with Optimist International, this Club shall exercise its rights and privileges of participation in the government and activities of Optimist International. This Club shall provide for its proper representation at all meetings and conventions of Optimist International and the District. It shall provide for such representation when preparing the annual budget.

Section 2: Any person elected to membership in this Club shall be deemed to have accepted these bylaws and the Bylaws of Optimist International, and shall be bound by them in all respects as if he or she had been a member at the time of their adoption.

Section 3: The Board of Directors shall provide for the prompt payment of all dues and other obligations to Optimist International and to the District, and shall require the prompt completion and submission of all reports required by Optimist International and the District.

Section 4: These bylaws shall be reviewed annually.

ARTICLE XIII – NOT-FOR-PROFIT ORGANIZATION

(U.S. Clubs only)

Initial here
to adopt

(U.S. Clubs only) This Club is organized and shall operate as a not-for-profit organization and shall be Initial here incorporated within the state/provincial/ national statutes as such. The Club is organized and to adopt shall operate exclusively for charitable and educational purposes set forth in Section 501 (c)(4) of the Internal Revenue Code of 1986, as now in effect on or as may be amended (the "Code"), including, but not limited to, developing Optimism as a philosophy of life, utilizing the tenets of the Optimist Creed; to promote an active interest in good government and civic affairs; to inspire respect for the law; to promote patriotism and work for international accord and friendship among all people; to aid and encourage the development of youth, in the belief that the giving of one's self in service to others will advance the wellbeing of humankind, community life and the world.

_____ **(All other countries)** This Club is organized and shall operate as a not-for-profit organization and shall be
Initial here
to adopt incorporated within the state/provincial/ national statutes as such, developing Optimism as a philosophy of life, utilizing the tenets of the Optimist Creed; to promote an active interest in good government and civic affairs; to inspire respect for the law; to promote patriotism and work for international accord and friendship among all people; to aid and encourage the development of youth, in the belief that the giving of one's self in service to others will advance the wellbeing of humankind, community life and the world.

ARTICLE XIV – AMENDMENTS

Section 1: Any amendment to these bylaws must be in conformity with the Bylaws of Optimist International, shall be adopted by a two-thirds (2/3) vote of the members present at any meeting, provide written notice of the proposed amendments and date of such meeting shall have been given the members at least two (2) weeks prior thereto.

Section 2: All amendments to these bylaws must be submitted to Optimist International for approval.

ARTICLE XV – DISSOLUTION

_____ **(U.S. Clubs only)** Upon the dissolution of the Club, the Board of Directors shall, after paying or making
Initial here
to adopt provisions for the payment of all of the liabilities of the Club, dispose of all the assets of the Club exclusively for the purposes of the Club in such manner, or to such organization or organizations, including Optimist International or the Optimist International Foundation, organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Code, as the Board of Directors shall determine.

_____ **(All other countries)** Upon the dissolution of the Club, the Board of Directors shall, after paying or making
Initial here
to adopt provisions for the payment of all of the liabilities of the Club, dispose of all the assets of the Club exclusively for the purposes of the Club in such manner, or to such organization or organizations, including Optimist International or pertinent Optimist International Foundation, organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations so as not to jeopardize tax exempt status, as the Board of Directors shall determine.

Name of Club: _____

_____ Approved _____
(President) (For Optimist International)

_____ Date Approved _____
(Secretary) (By Optimist International)

Date Adopted _____

Federal Tax Identification Number

CLUB NAME: _____ CLUB NUMBER: _____

The following are steps to receive your Federal Tax Identification Number (i.e, FEIN, EIN, FIN) for your new Optimist Club:

1. Make sure the Field Representative has all of your paper work and it is completed properly.
2. Once the Field Representative returns your paperwork to Optimist International, we will contact the Club's Secretary/Treasurer to ensure that we received the correct information. We will then fill out an SS-4 Form to fax to the Internal Revenue Service
3. The SS-4 Form is then returned to Optimist International within 5 business days of receiving the fax, with your new Club's Federal Tax Identification Number.
4. You will receive a letter from the Internal Revenue Service with your Club's Federal Tax Identification Number.

Note: It is very important that you do NOT try to apply for a number on your own. Your Club must fall under the umbrella of Optimist International. Once you receive your Federal Tax Identification Number, that number should follow your Optimist Club wherever it goes.

If you have any questions, please contact Tom Owen at (800) 500-8130 ext. 202 or email at tom.owen@optimist.org

New Community Growth Department
Optimist International
4494 Lindell Blvd.
St. Louis, MO 63108 U.S.A.
Tel: 800-500-8130/314-371-6000
Fax: 314-371-6006
www.optimist.org



Guest Sign-In Sheet

CLUB NAME: _____ CLUB NUMBER: _____

- | | |
|-----------|-----------|
| 1. _____ | 21. _____ |
| 2. _____ | 22. _____ |
| 3. _____ | 23. _____ |
| 4. _____ | 24. _____ |
| 5. _____ | 25. _____ |
| 6. _____ | 26. _____ |
| 7. _____ | 27. _____ |
| 8. _____ | 28. _____ |
| 9. _____ | 29. _____ |
| 10. _____ | 30. _____ |
| 11. _____ | 31. _____ |
| 12. _____ | 32. _____ |
| 13. _____ | 33. _____ |
| 14. _____ | 34. _____ |
| 15. _____ | 35. _____ |
| 16. _____ | 36. _____ |
| 17. _____ | 37. _____ |
| 18. _____ | 38. _____ |
| 19. _____ | 39. _____ |
| 20. _____ | 40. _____ |



Builders of Excellence

CLUB NAME: _____ CLUB NUMBER: _____

ABOUT BOE...

The Builders of Excellence program is designed to recognize and encourage new Club builders who have pride in building Clubs that will last. The plan honors up to two Builder of Excellence per sponsor club for each New Club. Designating the Builder(s) of Excellence is the responsibility of the President of the Sponsor Club and will usually be the member who was the primary spark plug and one who drove the New Community Growth process.

Up to four builders of equal input may be named as Builders of Excellence for building one New Club. The Field Representative will ask the Sponsor President or his/her representative at the organization meeting to confirm the designation of up to four Builders of Excellence. On some occasions, the Builder(s) of Excellence will be a member of a Club other than the Sponsor Club.

RECOGNITION

Following successful completion of the New Club organization meeting, the Builder(s) of Excellence will qualify for recognition by presentation of a certificate of merit and a special lapel pin, each indicating the number of New Clubs for which the member has been designated the Builder of Excellence.

The District will also be presented a banner patch to affix to the Builder of Excellence banner, for display at District events. Both the pin and the banner patch will indicate the number of times the member has been designated a BOE; and the certificate and patch will bear the BOE's name and the name of the Club sponsored. All New Community Growth awards will be shipped to the Governor of the Sponsor Club's District.

NEW CLUB FOLLOW-UP PROGRAM

The New Club follow-up program is the responsibility of the Sponsor Club, and when faithfully pursued, will assure an active, effective and lasting New Club.

Inquiries regarding this of any aspect of the new Club building process should be directed to the New Community Growth Department.

In U.S.A.

New Community Growth Department
Optimist International
4494 Lindell Blvd.
St. Louis, MO 63108 U.S.A.
Tel: 800-500-8130/314-371-6000
Fax: 314-371-6006

In Canada

Optimist International Canada
5205 Blvd. Metropolitan East, Suite 200
Montreal, Qc H1R 1Z7
Canada
Tel: 800-363-7151
Fax: 800-363-7151



Builders of Excellence

(New Club Name) (Club #)

(Sponsor Optimist Club #1 Name) (Club #)

(BOE Name) (Club #-if different than above) (#of times named BOE in past)

(BOE Name) (Club #-if different than above) (#of times named BOE in past)

(Sponsor Optimist Club #2 Name) (Club #)

(BOE Name) (Club #-if different than above) (#of times named BOE in past)

(BOE Name) (Club #-if different than above) (#of times named BOE in past)

The Builders of Excellence will receive a BOE pin and certificate, each indicating the number of New Clubs he/she has built under the BOE designation (since July 1, 1992). The District will also receive a banner patch for the District BOE banner. These items will be shipped to the District Governor for presentation. If this form cannot be completed at the Formal Organization Meeting, either the BOE or the Sponsor Club representative should file it as soon as possible thereafter.

(Signature of BOE or Sponsor Club #1 representative) Date

(Signature of BOE or Sponsor Club #2 representative) Date

(Field Rep signature) Date



Comment/Supply Order Form

CLUB NAME: _____ CLUB NUMBER: _____

Additional Supplies Needed

Supplies should be sent to the following address:

Additional Comments

Follow-up suggestions

New Community Growth Department
Optimist International
4494 Lindell Blvd.
St. Louis, MO 63108 U.S.A.
Tel: 800-500-8130/314-371-6000
Fax: 314-371-6006



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NC1109

Plaque Lettering

CLUB NAME: _____ CLUB NUMBER: _____

Each new Club receives a **FREE** meeting placard to display in the meeting place as public advertising of the existence of the new Club. Before ordering, make sure that a plaque can be hung in your meeting facility.

Example of lettering for plaque:

OPTIMISTS MEET HERE
7 PM TUESDAY



Lettering on plaque should read:

The plaque will be prepared and forwarded upon receipt of this notice.

Mail plaque to:

Name: _____

Optimist Club of: _____

Address: _____

City/State/Zip: _____

Authorized by _____ **Date** _____

In U.S.A.

New Community Growth Department
Optimist International
4494 Lindell Blvd.
St. Louis, MO 63108 U.S.A.
Tel: 800-500-8130/314-371-6000
Fax: 314-371-6006

In Canada

Optimist International Canada
5205, Blvd. Métropolitain East, Suite 200
Montréal (Québec) H1R 1Z7
Canada
Tel: 800-363-7151
Fax: 800-363-7151



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NC1109

Notice of Official Organizational Meeting

CLUB NAME: _____ CLUB NUMBER: _____

CITY: _____ COUNTY: _____ STATE/PROVINCE: _____

ORGANIZATION DATE: _____ DAY & TIME OF REGULAR CLUB MEETINGS: _____

NAME OF REGULAR CLUB MEETING PLACE: _____

ADDRESS OF MEETING PLACE: _____

NUMBER OF CHARTER MEMBERS SIGNED & PAID AT TIME OF ORGANIZATION MEETING: _____

DISTRICT: _____ NUMBER OF MILES FROM SPONSOR CLUB: _____

CHARTER PRESIDENT (FULL NAME): _____

ADDRESS: _____

(No Post-office box numbers please. Include City, State/Province, and Postal Code)

RESIDENCE PHONE: _____ BUSINESS PHONE: _____

EMAIL ADDRESS: _____ FAX PHONE: _____

CHARTER SECRETARY (FULL NAME): _____

ADDRESS: _____

(No Post-office box numbers please. Include City, State/Province, and Postal Code)

RESIDENCE PHONE: _____ BUSINESS PHONE: _____

EMAIL ADDRESS: _____ FAX PHONE: _____

CHARTER TREASURER (FULL NAME): _____

ADDRESS: _____

(No Post-office box numbers please. Include City, State/Province, and Postal Code)

RESIDENCE PHONE: _____ BUSINESS PHONE: _____

EMAIL ADDRESS: _____ FAX PHONE: _____

SPONSOR CLUB NUMBER: _____ CLUB NAME: _____

SPONSOR CLUB NUMBER: _____ CLUB NAME: _____

LIEUTENANT GOVERNOR: _____ ZONE: _____ PRESENT AT MEETING? _____

BUILDER(S) OF EXCELLENCE: _____

#1 (FULL NAME/CLUB #/MEMBER #)

#2 (FULL NAME/CLUB #/MEMBER #)

BUILDER(S) OF EXCELLENCE: _____

#3 (FULL NAME/CLUB #/MEMBER #)

#4 (FULL NAME/CLUB #/MEMBER #)

We hereby certify that the Organizational Meeting of the above Club has been conducted by the undersigned authorized representative on the date specified and that the full Charter Membership Fee of \$_____ has been paid to the Club by each of the _____ Charter Members (at least 25 of whom do not hold membership in any other Optimist Club at the time of the Organization Meeting). We understand that the official application of this Club for affiliation with Optimist International will be prepared jointly by a Field representative of Optimist International as well as the President and Secretary/Treasurer of said Club in the prescribed form and manner and that such application for affiliation is subject to the approval and acceptance of Optimist International when submitted. We also understand that the Sponsor Club has certain responsibilities and we pledge our cooperation in successfully completing the New Club Follow-up Program.

Sponsor Club's Authorized Official Signature

New Club Charter President Signature

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF OPTIMIST INTERNATIONAL _____

PRINTED NAME OF AUTHORIZED REPRESENTATIVE OF OPTIMIST INTERNATIONAL _____

FIELD REP: PLEASE FAX TO OI ALONG WITH THE CHARTER MEMBERSHIP ROSTER ASAP (314-371-6006)



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Field Rep's Checklist of Organizational Paperwork

CLUB NAME: _____ CLUB NUMBER: _____

- 1 Notice of official organization meeting**
-Send or FAX immediately after organization meeting to OI
- 1 Official charter roster**
-Send or FAX immediately after organization meeting
- 2 Club Bylaws**
-Send 1 to OI, give 1 to Secretary-Treasurer
- 2 Business at official organization**
-Send 1 to OI, give 1 to Secretary-Treasurer
- 2 Minutes at first board of directors meeting**
-Send 1 to OI, give 1 to Secretary-Treasurer
- 1 Organization memorandum**
- 1 Charter fee check in proper amount**
-Send to OI
- 1 Meeting plaque lettering (If needed)**
-Send to OI if needed
- 1 Charter Member Attendance Report**
-Send to OI
- 1 Comment/supply order sheet.**
-Send to OI, only if applicable
- 1 Builders of Excellence**
-Send to OI

**Submit this checklist with each set of application papers.
Explain omissions, if any, on reverse of this form.**

Field Representative: _____ Date: _____

New Community Growth Department
Optimist International
4494 Lindell Blvd.
St. Louis, MO 63108 U.S.A.
Tel: 800-500-8130/314-371-6000
Fax: 314-371-6006



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NC1109

OPTIMIST INTERNATIONAL

4494 Lindell Boulevard, St. Louis, Missouri 63108

(314) 371-6000 • FAX (314) 371-6006

EXPENSE STATEMENT

Please Print or Type

Name _____ Date Filed _____
 Address _____ City/State/Province _____ Period Covered _____
 Purpose and City _____

Day of Week											Totals
Date											
City											
1. Per Diem											
2. Auto Storage											
3. Airport Bus											
Total for Day											
Plane, Railroad: Attach copy of ticket											
Auto: Total Miles _____ @ _____ per mile											
Total Expenses											

Payment to be made in (check only one) U.S. Dollars Canadian Dollars

Explanation: _____

Account No.	Amount	
_____	_____	Signature
_____	_____	Title
_____	_____	Approved by
_____	_____	
_____	_____	
_____	_____	
TOTAL	_____	

Revised: 10-1-08

OPTIMIST INTERNATIONAL

4494 Lindell Boulevard, St. Louis, Missouri 63108

(314) 371-6000 • FAX (314) 371-6006

EXPENSE STATEMENT

Please Print or Type

President Date Filed _____
 President-Elect/Designate Name _____ Period Covered _____
 International Rep. Address _____ City/State/Province _____
 Volunteer Field Rep. Purpose and City _____
 Staff

Note: Please circle all credit card and direct bill amounts

Day of Week	Totals				
Date					
City					
1. Airfare					
2. Auto ____ mi. @ ____					
3. Rental Car					
4. Rental Car - Gas					
5. Hotel Room					
6. Parking/Road Tolls					
7. Cabs, etc.					
8. Baggage Tips					
9. Postage					
10. Telephone					
11. Meals & Tips					
12. Registration Fees					
13. Other (Describe):					
14.					
15.					
16.					
Total Expenses					

Less: Deductions

Cash Advance _____	Explanation: _____
Credit Card Charges _____	_____
Direct Bill to Company _____	_____
Other _____	_____
Total Deductions _____	_____
Amt. Due - Employee _____	_____
Amt. Due - Company _____	_____

Signature: _____ **Date:** _____
Title: _____
Approved By: _____ **Date:** _____

<u>Non-Credit Card:</u>		<u>Credit Card:</u>	
Account No.	Amount	Account No.	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL	_____	TOTAL	_____

Revised:3-29-01

GENERAL TRAVEL POLICY

Expenses – General

It is the policy of Optimist International to pay for traveling expenses (transportation costs and per diem) of those individuals who are authorized to travel in fulfilling their duties of office in OI. It is expected of those who are traveling at the expense of OI to assist in conserving the funds of the organization in every way compatible with reasonable comfort in travel, and the demands made upon the time of travelers by their personal affairs.

Individuals authorized to travel on behalf of OI shall be reimbursed for actual transportation costs, by the most direct route, as follows:

- A Lowest available air fare not to exceed coach fare booked 21 days in advance, or
- B Railroad fare not to exceed lowest available air fare as described in 'A' above, or
- C Automobile travel at the rate per mile in U.S. currency, which is indicated in the Master Schedule of Travel and per diem (currently 24 cents a mile in U.S. and 20 cents per kilometer in Canada in Canadian dollars), the total reimbursement for which shall not exceed lowest available air fare as described in 'A' above, plus garage, parking, toll charges and other miscellaneous travel expenses.

Airport limousine and taxi fares are allowable in making train or airplanes connections. Airport parking when the individual lives 10 or more miles from the airport terminal, and commercial transportation is not available, is also reimbursable. If two (2) or more authorized are traveling together in one automobile, only one shall receive mileage allowance.

Per diem travel shall be one day except in the case of International Officers who may be on a regional trip involving two (2) or more official visitations. The approved per diem for Board members attending board meetings, the International Convention, and other OI meetings is \$100.

The approved per diem for International Committee Members attending committee meetings, including the committee meetings at the International Convention site, is \$100 with a maximum of three (3) days.

The approved per diem for Governors and Governors-Elect attending OI Governor and Governor-Elect Conferences is \$50 with a maximum of three (3) days. For the Governor-Elects meeting at the International Convention site, OI pays one (1) day at \$50.

The International President, International President-Elect, International Reps for district visitations and District Conventions, the International Staff, and other authorized individuals, shall be reimbursed for actual expenses incurred in the performance of their official duties and obligations of office.

Using the foregoing statement of allowances as a guide, OI will reimburse an individual upon signed receipt of his expense statement, which shall include all passengers, coupons for air or train travel. Persons on per diem basis should use expense form "A"; all others use expense form "B".

The above information is based on Policy I-18. In all cases, the current Optimist International Board of Directors Policy I-18, which the board may amend from time to time, will govern reimbursement of expenses.

Expense Report Form A

Monthly Statement of Receipts & Disbursements

CLUB NAME: _____ CLUB NUMBER: _____

For the month of _____, 20____ and cumulative from _____, 20____

	Budget	Receipts Current Month	Receipts From Beginning Year to Date	Budget Balance
Cash Receipts (Income)				
1. Membership Fees	\$ _____	\$ _____	\$ _____	\$ _____
2. Membership Dues	_____	_____	_____	_____
3. Meals	_____	_____	_____	_____
4. Miscellaneous	_____	_____	_____	_____
Fundraising				
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
Budget Total & Budget Balance Total	\$ _____	\$ _____
Total Receipts (Income)	\$ _____	\$ _____

	Budget	Disbursements This Month	Disbursements Year to Date	Budget
Cash Disbursements (Expenses)				
1. A. International Dues	\$ _____	\$ _____	\$ _____	\$ _____
B. Insurance Premium	_____	_____	_____	_____
2. District Dues	_____	_____	_____	_____
3. Processing Fees	_____	_____	_____	_____
4. Supplies	_____	_____	_____	_____
5. Printing & Stationery	_____	_____	_____	_____
6. Petty Cash	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. Postage	_____	_____	_____	_____
10. Club Bulletin	_____	_____	_____	_____
11. Meals	_____	_____	_____	_____
12. Youth Activities & Community Service	_____	_____	_____	_____
13. Convention Delegates	_____	_____	_____	_____
14. Insurance & Bonds	_____	_____	_____	_____
15. Fellowship & Hospitality	_____	_____	_____	_____
16. Miscellaneous	_____	_____	_____	_____
17. Contingencies	_____	_____	_____	_____
Budget Total & Budget Balance Total	\$ _____	\$ _____
Total Disbursements	\$ _____	\$ _____
Excess Receipts Over Disbursements	\$ _____	\$ _____
Bank and Cash Balance, Beginning of month
Bank and Cash Balance, Beginning of year
Bank and Cash Balance Now	\$ _____
Dues Uncollected	\$ _____
Miscellaneous uncollected	\$ _____
Total Uncollected	\$ _____	Bills Unpaid	\$ _____

Submitted by _____, Secretary-Treasurer _____



The Governor of the sponsor district shall, in writing notify the Governor of the recipient district of the intention to build an Optimist Club, and shall copy the club, District and International officials involved. Such activity shall be completed by September 30 of the current administrative year unless the sponsor club is reporting to Optimist International on a regular basis and has not less than 10 signed and paid members, in such an event a 30 day extension shall be granted.

The administration of the two involved Districts should coordinate efforts to welcome the new club into Optimist International and provide for the effective assimilation of the new club.

Forming a new club across district boundaries:

- When a potential club site sits on the dividing line of two or more districts, any of the districts involved may build a club at that site. The sponsoring club's district will receive credit for building the club and the club will be placed in that district. The other district(s) will be notified of the building process as a courtesy by a copy of the sponsor commitment form.
- All credits in the awards program relating to the organization of said club, and credit for any award earned by said new club will be credited to the sponsor club's zone and district for the balance of the year in which the club is organized.
- Each new administrative year the new club may be reverted back to the geographical district in which the club is located if both districts agree to said re-location.
- District dues of the new club shall be paid to the district in which the club is officially assigned. That district will assign the new club to one of its zones and that zone will receive the membership.
- If two clubs from two districts coordinate a build of the new club, both clubs, and zones will receive credit but district credit will remain with the initial sponsor club.

(Mar 1979; Dec 1984; Mar 1989; Dec 1990; Dec 1992; Mar 1994; Dec 1998; Dec 2002; Dec 2003; Dec 2004; Oct 2005; Dec 2007; Dec 2009)

Requirements for Affiliation

I-54

In addition to the provisions of the International Bylaws, Article III, clubs seeking affiliation with Optimist International shall submit to Optimist International the following:

1. List of names and addresses, phone number, fax number; and email address if any of all officers.
2. A list of charter members, each of whom shall have paid the full membership fee (regardless of any former status as an Optimist elsewhere) as established in the applicant club's bylaws, signed by the president and secretary-treasurer.
3. Memorandum signed by the president and secretary-treasurer indicating complete understanding of the club's privileges, rights and obligations as an affiliated member of Optimist International.
4. A check for charter fee in the amount set in the current master schedule of fees and charges payable to Optimist International.
5. List of committee chairmen names and addresses, phone number, fax number; and email address if any as soon as possible.

(Dec 1949; Sept 1954; Sept 1952; Sept 1956; Nov 1959; Oct 1971; Dec 1984; Mar 1989; Dec 1993; Dec 1999)

Organization Meetings - Requirements for Attendance

I-52

Not less than 60% of the minimum number of charter members required to organize, signed and paid, must attend the organization meeting in its entirety before the club may be declared officially organized. (For the 15 member Pilot Program, nine charter members are required.)

(Dec 1965; Mar 1980; Jul 2004; Sep 2008)

To facilitate the assignment of authorized representatives for the official organization meeting of a new club, to provide adequate time for the arrival of the advance shipment of complimentary supplies for the new club, to help assure that the sponsor possesses current, helpful sponsorship supplies, to prevent premature assignments which are costly and often deprive others of the services of authorized representatives, and to help safeguard the sponsor's status in the awards programs, the policy governing the assignment of authorized representatives shall be as follows:

1. Completed New Club Building Reports on not less than two preliminary meetings, conducted during the two weeks immediately preceding the request for such assignment, should be mailed to Optimist International within 24 hours after each meeting.
2. Each New Club Building Report, on the prescribed form or a facsimile thereof, must be signed and attested by the president of the sponsoring club or his authorized representative, who has personally attended the meeting described on the report.
3. A pre-organization meeting report should be mailed or faxed to the International Office before an International field representative is assigned to organize the club. This pre-organization meeting should take place five to seven days before the requested organization date.
4. Only the executive director or his designee shall be authorized to fix dates for official organization meetings of new clubs and assign an authorized representative for the purpose of conducting the official organization meeting. If a member participated in the pre-organization of a New Club, they are not allowed to serve as the authorized field representative unless at the discretion of the Executive Director or his/her designate.
5. No assignment of an authorized representative, or request for same, should be made or acknowledged by Optimist International until official New Club Building Reports and supporting data indicate the applicant group is ready to comply with all requirements for affiliation and is prepared for the conduct of its official organization meeting.
6. The sponsor club's representative should request assignment of an authorized representative to conduct the formal organization meeting, at least 120 hours (5 days) prior to the desired organization date, and have met all other aforementioned requirements.

(June 1966; Feb 1973; Dec 1982; Dec 1983; Mar 1989; Dec 1992; Dec 2008; Dec 2009)