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# Business at the Official Organizational Meeting

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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. APPOINTED** Announcement by the president that \_\_\_\_\_ will serve as Club Secretary-Treasurer, subject to the approval of the Board.

Organization date \_\_\_\_\_ Secretary-Treasurer \_\_\_\_\_



[www.optimist.org](http://www.optimist.org)



[www.optimistleaders.org](http://www.optimistleaders.org)



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# Inductions and Installation

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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 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."



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# Charter Member Attendance Report

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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



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# Official Charter Roster

CLUB NAME: \_\_\_\_\_ CLUB NUMBER: \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
M  F  College Student: Y  N   
English  Français  Español

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
M  F  College Student: Y  N   
English  Français  Español

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
M  F  College Student: Y  N   
English  Français  Español

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
M  F  College Student: Y  N   
English  Français  Español

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
M  F  College Student: Y  N   
English  Français  Español

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
M  F  College Student: Y  N   
English  Français  Español

Name \_\_\_\_\_  
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City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
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Email \_\_\_\_\_  
M  F  College Student: Y  N   
English  Français  Español

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M  F  College Student: Y  N   
English  Français  Español



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# Additions to Charter Roster

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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](http://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 Club Building Department  
Optimist International  
4494 Lindell Blvd.  
St. Louis, MO 63108 U.S.A.  
Tel: 800-500-8130/314-371-6000  
Fax: 314-371-600



[www.optimist.org](http://www.optimist.org)



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# 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) 20,25 \$ (CAN)

per new Member Check # \_\_\_\_\_ Enclosed for \_\_\_\_\_ (Transfers \$5.00 US 6,25 \$ CAN)

## 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 Transfer   
 Was applicant ever a JOOI 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 Transfer   
 Was applicant ever a JOOI 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 Transfer   
 Was applicant ever a JOOI 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 Transfer   
 Was applicant ever a JOOI 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	Member #	Name	Code

## Section C: Name/Address Changes and Spelling Corrections

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

## Section D: Club Officer Changes

For CURRENT Year Officers ONLY  
For Address Change Only - Use Section B

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  
**Canary:** District Secy-Treas.

**Pink:** Lieutenant-Governor  
**Gold:** Club File

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# Organizational Memorandum

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CLUB NAME: \_\_\_\_\_ CLUB NUMBER: \_\_\_\_\_

We, the President, Secretary and Treasurer of the \_\_\_\_\_ do hereby acknowledge receipt of copies of the 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 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 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](http://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)

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