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# Organizational Meeting Checklist

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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, minimum of 25.
  
- 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



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NCB0206

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# Parliamentary Procedures

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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

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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

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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.



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



CLUB  
NUMBER \_\_\_\_\_

# OPTIMIST CLUB BYLAWS

Effective March 16, 2007

## 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 kids/children.

## 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)(3) 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 \_\_\_\_\_



# 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.....	\$49.62	\$36.72	\$25.80
Quarterly ....	\$12.41	\$9.18	\$6.45

## COLLEGE MEMBERS (USD)

Any Optimist Member who is 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 - October 1; January 1; April 1.

	TIER 1	TIER 2	TIER 3
Yearly.....	\$21.60	\$16.00	\$11.24
Quarterly ....	\$5.40	\$4.00	\$2.81
Triad.....	\$7.20	\$5.33	\$3.75

## 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 \$16.00 for Tiers 1-2-3.

	TIER 1	TIER 2	TIER 3
Yearly.....	\$16.00	\$16.00	\$16.00
Quarterly ....	\$4.00	\$4.00	\$4.00

Effective October 1, 2008



## 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	COLLEGE CLUB DUES
October	January 1	\$12.41	\$4.00	\$5.40	\$7.20
November	February 1	\$8.27	\$2.66	\$3.60	\$4.80
December	March 1	\$4.14	\$1.32	\$1.80	\$2.40
January	April 1	\$12.41	\$4.00	\$5.40	\$7.20
February	May 1	\$8.27	\$2.66	\$3.60	\$4.80
March	June 1	\$4.14	\$1.32	\$1.80	\$2.40
April	July 1	\$12.41	\$4.00	\$5.40	\$7.20
May	August 1	\$8.27	\$2.66	\$3.60	\$4.80
June	September 1	\$4.14	\$1.32	\$1.80	\$2.40
July	October 1	\$12.41	\$4.00	\$5.40	\$7.20
August	November 1	\$8.27	\$2.66	\$3.60	\$4.80
September	December 1	\$4.14	\$1.32	\$1.80	\$2.40

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

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# Resources to help you succeed

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

**KEY BUILDER**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
ZIP/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

**KEY BUILDER**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
ZIP/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

**KEY BUILDER**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
ZIP/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

**KEY BUILDER**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
ZIP/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

**SPONSOR PRESIDENT**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
ZIP/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

**SPONSOR PRESIDENT**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
ZIP/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

**GOVERNOR**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
ZIP/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

**LT. GOVERNOR**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
ZIP/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

1-800-500-8130  
New Club Department, Optimist International



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



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



NCB0206

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# Optimist International Policies

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## 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)



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



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



NCB0206

Effective May 1, 2007

# SUMMARY OF INSURANCE

Named Insureds: Optimist International, Optimist International Foundation, Optimist International Foundation of Canada, Optimist Districts, Optimist Clubs, Corporate Partner Clubs, Member Club Foundations, Optimist International Youth Programs Foundation, Inc, Youth Clubs (Including Junior Optimist, Octagon, Collegiate Clubs, and Alpha Clubs). Club members and their spouses, Non-Member Club Advisors for the Optimist Youth Clubs are added as additional insureds while acting on behalf of the organization.

## GENERAL LIABILITY INSURANCE (U.S. & CANADA)

Policy No	Carrier	Limit of Liability	Type of Coverage
01-LX-0917052-1	New Hampshire Insurance Co.	\$1,000,000 (US) Occurrence \$1,000,000 (US) Products/Completed Operations Aggregate	Occurrence—Form

### GENERAL LIABILITY - BODILY INJURY/PROPERTY DAMAGE COVERAGE

- Products — completed operations
- Blanket contractual
- Personal injury/advertising injury liability
- Automatic coverage on newly organized Optimist Clubs
- Extended bodily injury coverage
- Premises, operations and activities
- Elevators
- Host liquor liability
- Fire legal liability — \$100,000 (US) limit primary
- Broad form property damage liability

Policy period May 1, 2007 to May 1, 2008

### MAJOR EXCLUSIONS TO GENERAL LIABILITY POLICY

- Motorized racing, speed or demolition contests including but not limited to aircraft, hot air balloons, gliders including sky diving, motorcycles, cars and watercraft (all forms except under 26 feet)
- Non-motorized racing, speed or demolition contests in the following categories: BMX bicycles, gliders including sky diving and watercraft (all forms except under 26 feet)
- Operation and maintenance of carnival rides and equipment
- Boxing participants
- Club members as sports participants
- Pollution
- Asbestos
- Abuse and molestation-accused parties only
- Medical payments
- Care, custody and control - property of others

NOTE: These are primary exclusions related to Club activities. For details and any other exclusions, contact Marsh Affinity Group Services (A Service of Seabury & Smith)

## HIRED AND NON-OWNED AUTOMOBILE LIABILITY INSURANCE (U.S. & CANADA)

Policy No.	Carrier	Limit of Liability	Type of Coverage
01-LX-0917052-1	New Hampshire Insurance Co.	\$1,000,000 (US) Occurrence	Per occurrence—combined single limit property damage & bodily injury

Policy period May 1, 2007 to May 1, 2008

### MAJOR EXCLUSIONS TO HIRED AND NON-OWNED AUTOMOBILE LIABILITY INSURANCE

- Any auto owned by an Optimist International club or foundation
- Any motorized vehicle which is not a licensed automobile

(See Questions and Answers on reverse side)

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

Policy No.	Carrier	Limit of Liability	Type of Coverage
PHFD36898227	Ace USA	\$1,000,000 (US) Occurrence/ Policy Aggregate	Per occurrence—combined single limit property damage & bodily injury

Policy period May 1, 2007 to May 1, 2008

NOTE: This policy covers authorized Clubs in Jamaica, Netherlands Antilles, West Indies, Australia, Mexico, England, France & Greece.

Umbrella policies shown below also cover these Clubs.

- Coverages:**
- Commercial general liability insurance (excess and D.I.C. over valid and collectible primary insurance)
  - Defense and supplementary costs
  - Products/completed operations
  - Personal and Advertising Injury
  - Contingent automobile liability coverage not subject to policy aggregate
  - Worldwide coverage and jurisdiction (Excludes USA)
  - Non-owned and hired automobile liability to persons under 18 years of age
  - Asbestos
  - Nuclear power-related coverage
  - Aircraft liability
  - Bodily injury to athletic participants
- Major Exclusions**
- Professional liability
  - Contractual sole negligence

## UMBRELLA LIABILITY INSURANCE

Policy No.	Carrier	Limit of Liability	Type of Coverage
PHFD36898227	New Hampshire Insurance Co.	\$10,000,000 (US) Occurrence \$10,000,000 Aggregate (Host Liquor liability - Canada or U.S. Clubs)	Occurrence—follows form of primary coverage

### MAJOR EXCLUSIONS TO UMBRELLA LIABILITY POLICIES

- All exclusions shown for Primary Coverage
- Uninsured and underinsured - motorists coverage
- E.R.I.S.A.
- Professional services liability
- Sexual Abuse and Molestation
- Discrimination
- Owned auto liability

Policy period May 1, 2007 to May 1, 2008

-For more specific information, please contact: Marsh Affinity Group Services (A Service of Seabury & Smith) P.O. Box 14575, Des Moines, Iowa, 50306 USA; Telephone 1-800-503-9227 (U.S. and English speaking Canadian clubs). FAX inquiries to (847) 803-4649. From Canada, French-speaking clubs may contact Sebastien Drouin, Univesta, 3925 Rachel East St., Suite 100: Montreal (Quebec) H1X 3G8; Phone (514) 899-5377 or 1 800 267-5377 or FAX (514) 899-5378.

### IMPORTANT

The information contained herein is intended to serve only as a brief outline of various insurance coverages. To avoid any misunderstanding or misinterpretation as to the full scope of protection afforded, please inquire with Marsh Affinity Group Services (A Service of Seabury & Smith) for actual coverages, limitations and exclusions.

# TYPICAL QUESTIONS AND ANSWERS

## Liquor

- Q. What is liquor legal liability?
- A. It is liability imposed on persons or organizations in the sale of alcoholic beverages because of the violation of any statute or regulation pertaining to alcoholic beverages.
- Q. Does this policy cover the sale of alcoholic beverages?
- A. The policy provides liquor liability coverage for Canadian Clubs and U.S. Clubs provided the Clubs are not in the business of manufacturing, selling, serving, or furnishing alcoholic beverages.
- Q. What is host liquor liability?
- A. When alcoholic beverages are served without charge at Club functions to Club members and guests.

## Types of Events 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 this policy. Professional show participants are not covered, however, spectators would be. Optimist Clubs sponsoring professional shows should obtain certificates of insurance from the professional show, naming the Optimist Club and Optimist International as additional insured. Examples of events not covered include: hot air balloonists and carnival rides and equipment.
- Q. Are athletic events, picnics, parades, pancake days, dances, contests and similar activities covered for claims arising out of injury to public?
- A. Yes, subject to the exclusions and conditions of the policy and when there is legal liability resulting from negligence of an insured. When such activities are sponsored by Optimist organizations, but conducted by others, the other party's insurance is primary and proper certificates should be obtained, preferably naming the Club and Optimist International as additional insured.
- 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 are covered for any athletic activity and the injury to participants or spectators, except for boxing and direct injury to Optimist Club members. But coverage only applies when there is legal liability resulting from negligence of insured.
- Q. My Club sponsors a Boy Scout Troop. What is my Club's coverage in such an activity?
- A. There would be defense coverage for the local sponsoring Optimist Club. The general liability coverage applies to Optimist sponsored and directly controlled activities.
- Q. What about Optimist sponsored float trips?
- A. Coverage is provided for watercraft 26 feet or less in length.
- Q. My Club owns and operates a BMX track. Does the policy apply to this project?
- A. No. Racing, speed and demolition contests, including BMX bicycle races, are excluded. (However, if no racing or speed contest takes place, there is coverage.)
- Q. Does this policy cover events such as racing, speed or demolition contests, etc?
- A. No. In so far as it applies to motorized vehicles, the policy excludes claims arising out of ownership, maintenance, operation, use, loading or unloading of any mobile equipment while being used in any prearranged or organized racing, speed or demolition contest or in any stunting activity or in practice or preparation for any such contest or activity.

## Automobile

- Q. Is there liability coverage of automobiles (including buses and trailers) hired by, rented by, or loaned to the Optimist organization?
- A. Yes, There is excess coverage for \$1,000,000 (U.S.) for the Optimist Club, District and International for any licensed auto which is hired or not owned by the Clubs. However, it is recommended that the owners of the vehicle supply evidence of primary insurance (coverage \$500,000 U.S. CSL limits), and add the Club and Optimist International as additional insured.
- Q. Are individual Optimist members covered for liability from the use of their own private passenger vehicles at Club activities or while transporting youths?
- A. There is no coverage for the Club member's liability. However, if the Club is named in the claim, there is \$1,000,000 coverage for the Club in excess of any insurance placed on the vehicle by the owner.

## General Coverages

- Q. Is there medical payments coverage arising out of accidents sponsored by the Optimist Club regardless of negligence?
- A. No, there is no coverage for premises medical payments. However, any injury should be reported promptly to Seabury & Smith. The insurance company will then decide if there is liability on the part of the Club. If there is, settlement would be negotiated.
- Q. Is an injury caused by an Optimist member assisting on an Optimist project covered?
- A. Yes, but only if there is legal liability resulting from negligence of an insured. Keep in mind no voluntary medical payments apply. Note that injury to an Optimist Club member would be excluded.
- Q. Does the policy apply to products liability?
- A. Yes.
- Q. Will our Club need additional insurance and does this insurance coverage replace all kinds of insurance which are now purchased by every Club?
- A. This policy does not provide all of the various types of insurance needed by a Club. It is suggested that each Club consult their local agent for any additional coverage.
- Q. Are any workers' compensation benefits provided?
- A. No. Clubs may want to purchase separate insurance.

## 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/or beverages is covered. The policy affords no property damage coverage for owned property.
- Q. Is there coverage for legal liability for damage to buildings or contents rented to or used by Optimist Clubs?
- A. Yes, only if damage is caused by fire. Coverage up to \$100,000 (U.S.) applies.

## Bodily Injury

- Q. Is this a medical payment policy?
- A. No. It only covers bodily injury as a result of insured's legal liability.

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# Formal Organization Meeting Agenda

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

- Meeting called to order by \_\_\_\_\_
- Invocation by \_\_\_\_\_
- Pledge to flag by \_\_\_\_\_
- State purpose of meeting \_\_\_\_\_
- Time for meal and fellowship \_\_\_\_\_
- Call for additional apps. and fees \_\_\_\_\_
- Introduction of District officials \_\_\_\_\_
- Self introduction of charter members and guests
- Introduction of Field Representative \_\_\_\_\_
- Introductory statements- schedule of meetings-  
General/Board/President and Secretary/Treasurer/Charter banquet
- Move to Formal Meeting  
See "Business at the official organization meeting"

Congratulatory remarks from the

Governor \_\_\_\_\_

Lt.Governor \_\_\_\_\_

Sponsor Club \_\_\_\_\_

- Remarks by Charter President and Optimist Creed \_\_\_\_\_

