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# Incorporation of Clubs

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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 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 incorporated 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 an attorney will know of the requirements for incorporation under the “not-for-profit” statutes in your state or province, in stating the purposes and objectives 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 take over, 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 any business of a kind ordinarily carried on for profit, and nothing in the Articles of Incorporation or in the bylaws shall authorize the corporation to, 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 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 and assets 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/provinces \_\_\_\_\_ 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 contests, 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.



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



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NCB0206

# 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										
<b>Total for Day</b>										
Plane, Railroad: Attach copy of ticket										
Auto: Total Miles _____ @ _____ per mile										
<b>Total Expenses</b>										

**Explanation:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Account No.	Amount	
_____	_____	Signature
_____	_____	Title
_____	_____	Approved by
_____	_____	
_____	_____	
_____	_____	
<b>TOTAL</b>	_____	

# OPTIMIST INTERNATIONAL

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## 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.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.
<b>Date</b>																			
<b>City</b>																			
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.																			
<b>Total Expenses</b>																			

**Less: Deductions**

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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 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 20 cents a mile in U.S. and 20 cents per kilometer in Canada in U.S. 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 \$80.

The approved per diem for International Committee Members attending committee meetings, including the committee meetings at the International Convention site, is \$80 with a maximum of three (3) days.

The approved per diem for Governors and Governors-Elect attending OI Governor and Governor-Elect Conferences is \$40 with a maximum of three (3) days. For the Governor-Elects meeting at the International Convention site, OI pays one (1) day at \$40.

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 as amended in December 1996. 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.

# 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
<b>Cash Receipts (Income)</b>				
1. Membership Fees .....	\$ _____	\$ _____	\$ _____	\$ _____
2. Membership Dues .....	_____	_____	_____	_____
3. Meals .....	_____	_____	_____	_____
4. Miscellaneous .....	_____	_____	_____	_____
<b>Fundraising</b>				
5. _____ .....	_____	_____	_____	_____
6. _____ .....	_____	_____	_____	_____
7. _____ .....	_____	_____	_____	_____
8. _____ .....	_____	_____	_____	_____
<b>Budget Total &amp; Budget</b>				
<b>Balance Total</b> .....	\$ _____	.....	.....	\$ _____
<b>Total Receipts (Income)</b> .....		\$ _____	\$ _____	

	Budget	Disbursements This Month	Disbursements Year to Date	Budget
<b>Cash Disbursements (Expenses)</b>				
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 .....	_____	_____	_____	_____
<b>Budget Total &amp;</b>				
<b>Budget Balance Total</b> .....	\$ _____	.....	.....	\$ _____
<b>Total Disbursements</b> .....		\$ _____	\$ _____	
<b>Excess Receipts</b>				
<b>Over Disbursements</b> .....		\$ _____	\$ _____	

Bank and Cash Balance, Beginning of month .....\$  
 Bank and Cash Balance, Beginning of year .....\$  
**Bank and Cash Balance Now** ..... \$ \_\_\_\_\_  
 Dues Uncollected .....\$ \_\_\_\_\_  
 Miscellaneous uncollected .....\$ \_\_\_\_\_ Bills Unpaid .....\$ \_\_\_\_\_  
**Total Uncollected** .....\$ \_\_\_\_\_

Submitted by \_\_\_\_\_, Secretary-Treasurer \_\_\_\_\_



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