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# Official Minutes: First Board of Directors Meeting

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

## POLICIES:

1. **SECY-TREAS APPROVED** ( \_\_\_\_\_ ) Approve the appointment of \_\_\_\_\_ to serve as Secretary-Treasurer. **CARRIED.**
2. **FIRST DUES FROM CHARTER MEMBERS** ( \_\_\_\_\_ ) Approve that dues payable to this Club by charter members shall cover the period through \_\_\_\_\_. The amount, \$ \_\_\_\_\_, to be due and payable on \_\_\_\_\_. **CARRIED.**
3. **DUES FROM NEW MEMBERS** ( \_\_\_\_\_ ) Approve that membership dues to this Club by new 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 SIGNATURES** ( \_\_\_\_\_ ) Approve that the authorized signatures for 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 OBLIGATIONS** ( \_\_\_\_\_ ) Approve that the Board must give specific and 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



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# Builders of Excellence

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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 for each New Club sponsored, beginning July 1, 1992. 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 Club process.

As of June 24, 1995, two 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 two 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 Club 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 or any aspect of the New Club process should be directed to the New Club Department.

### In U.S.A.

New Club 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



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# Builders of Excellence

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(New Club Name)

(Club #)

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(Sponsor Optimist Club #1 Name)

(Club #)

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(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)

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(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.

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(Signature of BOE or Sponsor Club #1 representative)

Date

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(Signature of BOE or Sponsor Club #2 representative)

Date

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(Field Rep signature)

Date



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# Comment/Supply Order Form

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

## Additional Supplies Needed

Supplies should be sent to the following address:

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## Additional Comments

## Follow-up suggestions

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



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# NEW CLUB FOLLOW-THROUGH

District \_\_\_\_\_

Club Name \_\_\_\_\_ Number \_\_\_\_\_

Organization Date \_\_\_\_\_

Field Representative \_\_\_\_\_

Club Services Representative assigned to club:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Was the Club Services Representative present at the organization meeting? \_\_\_\_\_

Please return the is report to New Club Building even if the Club Services Representative has not been assigned.

**New Club Building Department**  
**Optimist International**  
**4494 Lindell Blvd.**  
**St. Louis, MO 63108**



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# New Club Follow-up Report

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Report Number \_\_\_\_\_ Date \_\_\_\_\_ Follow-up Program Topic \_\_\_\_\_

New Club Number \_\_\_\_\_ Name \_\_\_\_\_ Date Organized \_\_\_\_\_

Members: Charter \_\_\_\_\_ Current \_\_\_\_\_ In Attendance \_\_\_\_\_ Date of Charter Banquet \_\_\_\_\_

## EVALUATION OF FOLLOW-UP MEETING

Speaker (name title) \_\_\_\_\_

General reaction to this subject \_\_\_\_\_

Were there questions that require the attention of a Sponsor or District officer? \_\_\_\_\_

## COMPLETION OF REQUIREMENTS

Two charter officers attending the District meeting \_\_\_\_\_

Name and comment on the effectiveness of the Club's first service project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and comment on the Club's first fund raising project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## POST-ORGANIZATION ACTIVITIES

Date the Lieutenant Governor provided an orientation for members absent at the organizational meeting \_\_\_\_\_

Has the Club become incorporated? \_\_\_\_\_ If not, when? \_\_\_\_\_

InterClub visit on \_\_\_\_\_ with \_\_\_\_\_ members to the OC of \_\_\_\_\_

CLUB ADMINISTRATION (PLEASE PROVIDE DATES:)	CURRENT STATUS
Dues statements were mailed to members _____	Visitors greeted and introduced? _____
Committees were appointed and staffed _____	Meeting start/end on time? _____
Board of Directors meetings _____	President follow a prescribed agenda? _____
Sec/Treas completed set-up of records _____	Was a meal served? _____
Club adopted an annual budget _____	Brief Committee announcements made? _____
Club publishes the bulletin _____	How are absentees contacted? _____

## GENERAL

Rate the general interest of the Club's membership and the performance of the officers \_\_\_\_\_

The Club requested our advice on the following subject(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What materials does the Club need? \_\_\_\_\_

Additional comments regarding the Club: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sponsor Club: Number \_\_\_\_\_ Name \_\_\_\_\_

Representative \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

District Rep \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

# Certification of Completion

We do certify that the \_\_\_\_\_  
Optimist Club of \_\_\_\_\_ ,  
Sponsor of the \_\_\_\_\_  
Optimist Club of \_\_\_\_\_ ,  
has in every respect, completed the New Club Sponsor Follow-up Program  
as outlined by Optimist International.

Date Completed \_\_\_\_\_  
(Within 90 days of organizing)

Attested by: \_\_\_\_\_  
*Charter President*

The Optimist Club of \_\_\_\_\_  
\_\_\_\_\_  
*District Representative*

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# Plaque Lettering

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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:

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

### 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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(Fill in appropriate information about your Club. Retype on your optimist Club letterhead)

**Release #1 – Following Organization Meeting**

For immediate release

(date) \_\_\_\_\_

For more information

(name, address, and number of contact person)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**New Optimist Club formed to serve  
area youth and community**

A group of (name of city or area) community members have announced they have formed the Optimist Club of (name) to conduct positive service projects to benefit area youth and community.

The Optimist Club of (name) is affiliated with Optimist International, one of the world’s largest and most active service Club organizations.

With more than 115,000 members in 3,500 Optimist Clubs across the United States, Canada, and other nations, Optimist Clubs conduct a wide range of positive service projects reaching more than six million young people each year.

Major Optimist programs include substance abuse prevention, the Optimist Oratorical Contest, the Optimist Essay Contest, the Communications Contest for the Deaf and Hard-of-Hearing, Youth Appreciation Week, the Optimist International Junior Golf Championships, and many others.

Officers elected to lead the Optimist Club of (name) during its first year are (name of Club President) and (name of Secretary-Treasurer) as Secretary-Treasurer. Club Vice Presidents include (names of Vice Presidents). Elected to board of directors were (board members’ names).

The Optimist Club of (new Club) will meet (meeting days) at (time) at (meeting location).

A charter presentation banquet for the new Optimist Club will be held on (date) at (place)  
(more)

For more information on becoming involved, contact:  
(name, address, and number of contact person)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Release # 2 – Announcing Charter Banquet**

For immediate release

(date) \_\_\_\_\_

For more information

(name, address, and number of contact person)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**New Optimist Club to receive Charter**

The newly formed Optimist Club of (new Club) will receive its official charter from Optimist International during a banquet on (day) at (location).

Organized on (date), the Optimist Club of (name) will be conducting a wide variety of activities to benefit the area’s youth and community.

Across the United States, Canada, and other nations, more than 150,000 volunteer members of over 4,200 Optimist Clubs conduct positive service programs which directly benefit more than six million young people each year. Optimist International is one of the largest and most active service Club organizations in the World

Officers to the Optimist Club will be installed officially at the charter banquet by (name and title of installing official). The (number ) charter members of the Club also will be officially inducted by Optimist International.

Club officers are (name), President; (name) Secretary-Treasurer; and (names), Vice Presidents. The Club meetings on (days, time) at (location).

The new Optimist Club is sponsored by the Optimist Club of (sponsoring Club) Carrying the motto, “Bringing Out the Best In Kids,” Optimist Clubs conduct programs including the Childhood Cancer Campaign, substance abuse prevention, the Optimist Oratorical Contest, the Optimist Essay Contest, the Communications Contest for the Deaf and Hard of Hearing, Youth Appreciation Week, the Optimist International Junior Golf Championships, and many others.

For more information on becoming involved, contact:  
(name, address, and number of contact person)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# 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 \_\_\_\_\_

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

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



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