

# PROPOSAL

## TO THE BOARD OF DIRECTORS OF OPTIMIST INTERNATIONAL

### DISTRICT POLICIES AND REVISIONS

Rationale: As noted by the Governance Committee, there is a concern about a lack of a policy or procedure for approval of District policies other than the bylaws stating that each District shall adopt a set of operating policies authorized by the International Board of Directors; further, the Governance Committee did specifically ask for a Board Policy (Item G, Page 5, Governance Committee Report). District Policies, and an annual review by the District Board are mandated by the current Bylaws of Optimist International:

Bylaws Article VII, Section 3E.

District Policies. Each District shall adopt a set of operating policies authorized by the International Board of Directors, which will cover the items necessary to administer the District. These policies shall be adopted annually by the District Board of Directors at the Annual convention or a specially called convention.

Currently, when Districts submit their policies to the International Office there is no mechanism for staff or committee approval, nor is their anyway to determine what changes have been made to existing District Policies. As part of the Optimist International Board's fiduciary responsibility, there has to be a policy outlining the procedure by which the Optimist International Board reviews and approves District policies; that there are no inherent conflicts between District Policies and OI Bylaws and International Policy, and that the Districts themselves do review their own policies on an annual basis as provided for in the Optimist International Bylaws. Much like Board approval of District Funds Raisers, the Executive Director shall establish procedures for review of District Policies, and notify the Board if there are issues which do not comply with the Standard/Model Board Approved District Policies.

#### **A: Motion Requested:**

That the Board of Directors amend Policies ID-13 as shown in the attached document.

#### **B: Motion Requested:**

That the Board of Directors amend Policies ID-27 as shown below:

#### District Allotment Requirements

#### ID-27

The following items are required for a District to receive its November and May allotment of fifty cents per member from the General Fund as determined by the International Bylaws:

Minutes of Board and Executive Committee Meetings

Budget

990 or Review

1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Quarter Financial Reports

**District Policies**

Respectfully submitted,  
Jim Kondrasuk, Board Member  
David Bruns, Board Member

## PROPOSED REVISION

### District Fiscal Duties and Responsibilities

ID-13

Pursuant to the fact that Optimist International (a Missouri not-for-profit corporation) is a federation of member Clubs, and that its Districts are administrative divisions of the Corporation; in view of its legal and fiscal responsibilities in relation to its administrative divisions, and with due respect to state and federal revenue laws; the following procedure shall apply to the fiscal duties and responsibilities of District administrations and to the submission of the following to qualify for the District allotments from the General Fund of Optimist International according to the provisions of Bylaws Article VIII, Section 5B:

1. A certified statement of receipts and disbursements, and an accountability statement, including an analysis of all monies on deposit or invested in securities, supplemented by statements of receipts and disbursements on the conduct of (a) District conventions, (b) District meetings and conferences, (c) Oratorical Contests, (d) Junior Golf (e) Essay Contest and (f) Youth Clubs. Such review shall be performed by an independent certified public accountant, as of 30 September each year.
2. All statements of receipts and disbursements, budgets and supplements thereto, shall be prepared and submitted in the form and manner of and shall correspond with the Standard District Chart of Accounts, and the numbers and definitions of those accounts, provided by Optimist International.
3. Applicable to the United States, a copy of completed Internal Revenue Service Form 990, which form must be filed with Internal Revenue Service not later than 15 February following the close of each fiscal year. This requirement shall also apply to Clubs in Canada where applicable.
4. Evidence of the regular use of the standard District Expense Voucher form provided by Optimist International.
5. **As part of the fiscal duties and responsibilities of District administration, each District shall adopt a set of District Policies at the District's annual convention, or at a specially called convention. All District Policies shall follow the Optimist International model district policies, and shall be delivered to the Executive Director of Optimist International in hard copy or electronically within 30 days following adoption by the District. After approval by Optimist International, a District should review its District Policies at least annually. If the District amends the District Policies, the amended policies shall be forwarded to Optimist International within 30 days following the amendment, with all changes highlighted. No policy adopted by a District shall be in conflict of the International Bylaws, or the operating policies of Optimist International.**