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

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Dear Field Representative,

Congratulations on your decision to serve as an Optimist International Field Representative!

You are the first person on the International level that a New Club sees and the one who will leave a lasting impression. We sincerely appreciate your dedication to the Optimist organization and the service that you provide to our Optimist Clubs.

The New Club Building Department at Optimist International is here to help you in any way we can. Please see the contact information below and feel free to contact us if you have any questions or need information. This information can also be shared with the Charter Members of the New Club for any questions or requests that they may have for our office.

I look forward to working with you this year and again, **thank you** for all of your help with the growth effort of our organization.

Sincerely,

Jim Boyd  
New Club Building Manager  
Optimist International  
4494 Lindell Blvd.  
St. Louis, MO 63108

[jim.boyd@optimist.org](mailto:jim.boyd@optimist.org) | (314) 371-6000 Ext. 227

# ORGANIZATIONAL MEETING CHECKLIST

- BYLAWS**..... Committee ready to report on new Club Bylaws
  
- NOMINATING** ..... Committee reports on officers.  
Need a list of names and addresses of all officers (includes Board of Directors)  
and committee chairpersons. Formal Election at Organization Meeting.
  
- ROSTER** .....Review application of Charter Members
  
- MEETING PLACE SELECTED**..... Location/Date/Time Confirmed
  
- CHARTER FEE**.....\$425.00 payable to Optimist International
  
- CLUB NAME** .....Geographically recognizable name.  
Final approval given by Optimist International
  
- ANNUAL DUES** ..... As covered in Bylaws

# NEW CLUB BUILDING RULES AND REQUIREMENTS

1. A new Club may have up to two Sponsor Clubs, but a Sponsor Club is not required.
2. A minimum of 15 New Club Members are required to qualify for a Charter of a New Club (Refer to Policy IC-51).
3. A minimum of nine of the New Club Members are required to be present at an Official.
4. Organizational Meeting to hold the meeting.
5. New US and Canadian Clubs are required to pay \$425 to Optimist International New Clubs in Tier-2 countries must pay \$325 to Optimist International and New Clubs in Tier-3 countries must pay \$225 to Optimist International.
6. Builders of Excellence:
  - a. Up to four Builders of Excellence may be named for each new Club, regardless of the number of Sponsor Clubs.
  - b. Field Representatives and Members of the new Club may be named Builders of Excellence.
7. An Authorized Representative of Optimist International must be present to conduct the Official Organizational Meeting and certify the paperwork for a New Club.
8. Optimist International will file for a Tax ID number for the New Club once the Club organizes and Optimist International has received their paperwork.
  - a. If a Tax ID is required to open a bank account Optimist International should be informed.
9. A New Club's Charter Roster stays open for 15 days following the Official Organization of a New Club.

For more information, refer to [optimist.org](http://optimist.org) and International Policies on [optimistleaders.org](http://optimistleaders.org)

Optimist International New Club Building Department

Phone: (800) 500-8130 Ext. 226 | Fax: (314) 371-6006 | Email: [newclubs@optimist.org](mailto:newclubs@optimist.org)

# THE ORGANIZATION MEETING

## Requests for Authorized Representative

To facilitate the assignment of official representatives for the formal organization meeting, to provide adequate time for the arrival of a startup kit for the new Club, to prevent premature assignments which are costly and often deprive others of the services of authorized representatives, and to help safe-guard the Sponsor Club's status in the Awards program, the policy governing the assignment of authorized representatives is: Before attempting to negotiate a date for official organization, the new Club must be prepared to comply with all requirements for affiliation. Readiness must be an established fact, not merely anticipated. The group must be ready on all points with all intended Charter Members signed and paid and records of same in the hands of the temporary Secretary-Treasurer. Readiness also includes preparations for the adoption of the Standard Form for Optimist Club Bylaws and election of Officers and directors, a requirement of all official organization meetings.

Only the Executive Director or his authorized representative are to set dates and assign authorized representatives for official organization meetings. Assignment of an authorized representative shall be made when official New Club Reports and supporting data indicate the applicant is prepared for the conduct of the official organization meeting.

Assignment of an authorized representative may be made when the Sponsor Club has made a formal request for assignment, **at least 14 days prior to the date requested.** As the formal organization meeting of a new Optimist Club is a once-in- a-Club's-life event, it should be treated as a very special occasion. Every Charter Member should exercise his/her right of participation by attending.

## Application for Affiliation

The application for affiliation with Optimist International is prepared by the Field Representative, in collaboration with Officers of the new Club. New Clubs must meet certain minimum standard requirements established by the Bylaws and Board of Directors of Optimist International and the application must be prepared in the prescribed manner.

### **Application papers must indicate that the new Club has complied with the following requirements:**

1. Submitted one copy of applicant Club bylaws as evidence of the Standard Form for Club Bylaws, containing specified optional provisions, as required by the Bylaws of Optimist International. The Club's bylaws shall provide for regular meetings throughout the year.
2. Submitted adopted Bylaws provision for membership fees and dues in an amount sufficient to pay the Member's District and International dues, and to cover administrative expenses.
3. Bylaws provision for annual Election of Officers and Directors not later than April 30. Said Officers and Directors to assume their duties as of Oct.1 following their election.
4. Submitted a list of names, addresses and postal codes of all Officers and Committee chairpersons.
5. Submitted a list of no fewer than 15 Charter Members, each of whom shall have paid full membership fees (regardless of any former status as an Optimist elsewhere) established in the new Club's bylaws, signed by the President and Secretary-Treasurer.
6. An authorized representative of Optimist International shall attend the organization of each new Club. Copies of the minutes of the organization and first Board of Directors meetings shall be sent to Optimist International.
7. Check for current adopted Charter fee made out to Optimist International.

The organization meeting must be conducted by an authorized representative of Optimist International but shall not be construed as approval, acceptance or admission to affiliation with Optimist International. The application to be prepared following the official organization is subject to approval and acceptance by the Board of Directors of Optimist International. Once approved, it will be effective as of the date of the organization meeting which date will appear on the Club Charter. Sponsors have no responsibility in the preparation of a new Club's application.

## Essential Steps in Preparation For Official Organization

The Charter membership of a new Club shall consist of those individuals who appear and establish membership and submit proper forms, fees and dues, as required by the new Club's bylaws, at the new Club's organization meeting. Additional Charter Members who submit the required fees and forms in writing, may be added to the roster for up to 15 days. The only exception to this is in September. All Charters close on September 30. All Charter Members shall date from the official organization meeting. Conclusive evidence, such as cash, checks or duplicate deposit slips, must be available to the Field Representative at the organization meeting so that representative may certify the correct number of Charter Members to Optimist International. At the time of the formal organization meeting, Charter Members shall be persons who do not hold membership in any other Optimist Club in order to count towards the minimum Charter Members required.

### Date of Official Organization:

The organization meeting should be scheduled when the applicant Club is ready to comply with all requirements for affiliation. **The date must be negotiated with Optimist International by the Sponsor Club on behalf and with the approval of the applicant Club.** Optimist International then assigns a Field Representative. The date must be free of conflict with other local events that may deter attendance. For breakfast and luncheon-meeting Clubs the added time available at an evening meeting is required for the Charter Members to participate in the business to be conducted at this meeting.

### Preliminary Organization Meeting:

The temporary Chairperson, Secretary-Treasurer, chairpeople of the Nominating, Bylaws and Charter membership committees, and the Sponsor representative, should be scheduled to meet with the Field Representative following his or her arrival. The experience and information available through the Field Representative will help solve problems, answer questions and complete planning for the organization meeting. The Sponsor Representative and Temporary Chairperson should make arrangements for this essential meeting as soon as the Field Representative's arrival plans are known.

### Organization Meeting Agenda:

It is at the formal organization meeting that a New Club achieves official existence by establishing its Charter roster, adopting Bylaws, and electing Officers and Directors with the Field Representative presiding. No other business, program or speaker should be scheduled. Hold the meeting in a private room.

### Membership (Initiation)

The membership fee is established by the new Club and is paid once by each Charter Member to the Club treasury. It may not be applied to dues as its purpose is to create an immediate substantial treasury for the Club. Charter membership fees typically range from \$30-\$40.

### Club Dues:

Club dues, paid annually, semi-annually, or quarterly, at the Club's discretion, are established by the Club. The Bylaws of Optimist International require that individual Member dues be in an amount sufficient to pay the Member's District and International dues and cover the administrative expenses. It is recommended that Member dues be established in the \$70 to \$100 per annum range. As a new Club needs funds immediately, **Club's dues should never be waived.**

## Bylaws:

Optimist International provides standard bylaws, with certain provisions for use by all Clubs. Copies are available from Optimist International. **New Clubs should not copy the bylaws of the sponsor Club.** Bylaws must be adopted at the organization meeting.

## Nominations and Elections:

**Officers and Directors are to be elected following adoption of the bylaws at the organization meeting.** The Nominating committee must be appointed, prepare its nominations in advance, and report at the organization meeting. Never permit election in advance. The committee must work with the Bylaws committee, as to offices to be filled, and must determine in advance that nominees will accept. **In preparing for a Club's initial election, it should not be considered objectionable if a nominee is a Member of the Bylaws or Nominating committees.** The Nominating committee shall nominate at least one candidate for each office and directorship.

## Charter Fee:

Applications for affiliation with Optimist International must be accompanied by a check with the current approved Charter fee of Optimist International. This is a token of good faith or "earnest money" indicative of intent to become an active, worthy affiliate of Optimist International and contributes toward the basic costs of establishing your Club on a firm foundation. It also helps defray the cost of a variety of supplies for your Club.

## International Dues:

Each Club pays to Optimist International dues and fees on a per Member basis. Payment of such dues and fees shall be quarterly. After the closing of the new Club's Charter roster, Club's pay a processing fee of \$15 to Optimist International from the membership fee of each new Member thereafter admitted to membership. This processing fee pays the cost of adding the new Member to the International rolls and the new Member kit, including the lapel pin, automatically shipped to the Club President.

## Orientation and Education

A significant factor in Optimist International's method of sponsoring new Clubs is the care exercised in assisting the new Club in establishing a suitable administrative structure and useful effective committees. The chair persons of such committees as those on Membership, Programs, Youth Activities, Publicity, Fellowship, Finance, Community Service and others are appointed by the President as soon as possible after the Organization meeting. A review of these committees will be done by the Field Representative during the Organization meeting and all Charter Members will be encouraged to volunteer for at least one committee.

At the meeting with the Charter President and Secy./Treas. (encourage the Sponsor Club and Lt. Governor to attend) the Field Representative will review the information. It is suggested that the first informational meeting for the Follow-up program by the Sponsor Club be on the committees. By then, the chairs will have been appointed and Members assigned. If the Field Representative is nearby, he or she can conduct this training meeting. Otherwise, the Sponsor Club or Lt. Governor will preside. The Field Representative will follow-up to ensure meeting was held. When the chairs have been filled, the Charter Secy./Treas. will send a report to the International Office. The Field Representative also aids in preliminary planning of the Charter Presentation Banquet to be held six to eight weeks following the official Organization meeting.

## IMPORTANT NOTICE:

A new Club project is finished only after the Follow-Up Program has been successfully completed. Awards credits hinge upon certification of the Follow-Up Program.

## Functions of The Field Representative

Optimist Clubs are all constructed along the lines of a general pattern with similar constitutional provisions, objectives and ideals, in order to build into new Clubs those qualities and procedures which create sound, enduring Clubs that promptly become a credit to their communities, the Sponsor Club, and to Optimist International.

Some of the functions of a Field Representative are:

1. Conduct of the organization meeting.
2. Guidance in the conduct of the first Board of Directors meeting.
3. Inauguration of plans for Charter Presentation banquet.
4. Collaboration with Secretary- Treasurer in establishment of Club records.
5. Orientation of Club Officers.
6. Description of District and International functions and services.
7. Distribution of supplies to Club and Members.
8. Preparation of all forms and papers comprising Club's application for affiliation.

## Needed and Desired Supplies for The New Club

When the Field Representative files the Charter application papers for the new Club, following the formal organization meeting, certain materials for the Club are billed to the District and ordered through the District Governor or District Secretary-Treasurer. The items are the bell and striker and the official Club banner. The Governor presents these items at the new Club's Charter Presentation Banquet. Some Districts have a policy of assigning cost of one or both of these items to the Sponsor Club. Please check with your District Governor to clarify your District's policy.

Any other gifts to the new Club are the prerogative of the District, the Zone, the Sponsor Club, neighbor Clubs or individuals and should be ordered through normal supply purchase procedures.

Optimist International, through its Field Representatives, presents every new Club educational material about the Club and organization and other items necessary for the administration of the Club, including lapel buttons, new Member kits and Charter Member certificates.

## Incorporation of Clubs

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 does 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 incorporation 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 the attorney in your Club, or one whom you engage, will know of the requirements for incorporation under the "not-for-profit" statutes in your state or province, in stating the purposes and objects 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 takeover, 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 the 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/province of 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 contest, 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.

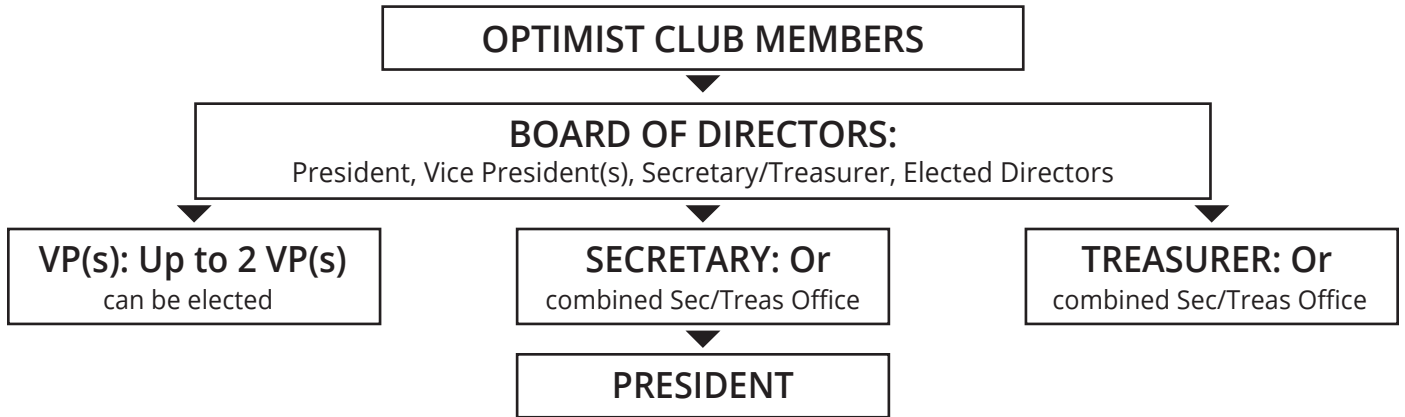
Annual renewal of the Club's incorporation is a responsibility of the Club's Secretary-Treasurer.



# CLUB ORGANIZATION

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

A clearly defined administrative organization is essential for efficiency and helps establish practical lines of authority and responsibility. The model organization chart is based upon the experience of thousands of Optimist Clubs. Most Clubs can use the chart as is. The President should complete it and distribute it to every Club Member.



## Duties of Officers and Directors

### BOARD OF DIRECTORS

*(The Board of Directors shall consist of the President; the Vice President(s); the Secretary/Treasurer, plus the elected number of Directors, each of whom shall have the right to vote.)*

- Determines policies
- Makes long-term and short-term plans
- Elects and deletes Members
- Supervises Club activities
- Activates Club Committees
- Provides for annual review of Club books
- Fills vacant offices between elections
- Determines causes for and initiates plans to correct excessive Member loss and low attendance

### PRESIDENT *(elected)*

- Coordinates and encourages the implementation of Club programs and policies
- Presides at Club and Board meetings
- Represents the Club to the community and various levels of Optimist International
- Makes necessary appointments
- Serves on District Board of Directors
- Works with the Club Director of Personal Growth to encourage personal/professional Member growth

### VICE PRESIDENT(S) *(elected)*

*(Can have up to 2 elected Vice Presidents; not numbered, not Committee Chairs)*

- Serve as liaison between the Board of Directors and a group of Committees
- Preside at Club and Board meetings in President's absence
- Serve on Board of Directors
- Perform duties ordinarily incumbent upon Vice Presidents
- Perform duties assigned by President

## **SECRETARY/TREASURER** *(elected)*

*(Can be a combined Sec/Treas Office, or two separate Offices)*

- Maintains minutes of Club and Board meetings
- Receives and disburses all Club funds
- Keeps financial records
- Handles Club correspondence
- Prepares and files Club reports
- Maintains membership, awards and attendance records

### **TOP 10 REASONS TO USE CLUB ORGANIZATION MODEL**

1. It can be adapted to a particular Club's needs without changing the basic concept.
2. It can be easily adapted to fit any Club size.
3. It provides an efficient chain of communication.
4. It provides sufficient backup to ensure all Club functions.
5. It allows for the involvement of every Club member.
6. It is complete. All necessary Club activities are represented.
7. It releases the President from Board administrative functions.
8. It utilizes the talent and ability of all officers and Directors.
9. It provides opportunities for training future Club leaders.
10. It has been proven to be effective by thousands of Clubs over the years.

## **RECOMMENDATIONS ON ADAPTING THE MODEL TO FIT YOUR CLUB**

### **SMALL CLUBS** *(approximately 30 or fewer Members)*

- Each Vice President is liaison between a group of Committees and the Board.
- Each elected Director should be assigned to one Committee.
- In the small Club, the Past President and the six elected Directors may each be Chair of a Committee.
- If necessary, a Club Member may serve on more than one Committee.

### **MEDIUM CLUBS** *(approximately 30 to 75 Members)*

- In a Club this size, the Director should not be a Committee Chair.
- Be sure every person has a Committee assignment before assigning a Member to more than one standing Committee.

### **LARGE CLUBS** *(approximately 75 or more Members)*

- The same as for the medium Club except the functions of most Committees may be divided between two or more Committees.
- Example: Membership responsibilities may be split into a Recruitment Committee and an Education Committee.
- Clubs with a large number of Committees can improve the efficiency of the organization by assigning the elected Directors as liaison between two or three Committees and a Vice President.

# FORMAL ORGANIZATIONAL MEETING AGENDA

Provide copies to presenting officers before organizational meeting and fill in names of appropriate officers. If officer is not present, please fill with alternative International officer.

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

Call meeting to order \_\_\_\_\_ (Sponsor President)

Invocation \_\_\_\_\_ (Lt Governor)

Pledge to flag \_\_\_\_\_ (Lt Governor)

State purpose of meeting \_\_\_\_\_ (Sponsor President)

Introduction of District Officials \_\_\_\_\_ (Sponsor President)

Self-introduction of charter members and guests \_\_\_\_\_ (Sponsor President)

Call for additional apps. and fees \_\_\_\_\_ (Sponsor President)

Introduction of Field Representative \_\_\_\_\_ (Sponsor President)

Introductory statements – schedule of meetings –

General/Board/President and Secretary/Treasurer/Charter banquet \_\_\_\_\_ (Field Rep)

Move to formal meeting – see “Business at the official organizational meeting” \_\_\_\_\_ (Field Rep)

Conduct member induction and pledge for all charter members \_\_\_\_\_ (Lt Governor)

Swear in New Executive Oath of Office \_\_\_\_\_ (Field Rep)

Present Pins of Office to Executive \_\_\_\_\_ (Governor and Lt Governor)

Presentation of binders to President and Secretary \_\_\_\_\_ (Field Rep)

Presentation of pins and folders to Charter members \_\_\_\_\_ (Field Rep)

Congratulate and declare Club officially organized \_\_\_\_\_ (Field Rep)

Remarks and recite Optimist Creed \_\_\_\_\_ (Charter President)

Request meeting with Board after close of meeting \_\_\_\_\_ (Field Rep)

# CHARTER MEMBER ATTENDANCE REPORT

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

- 1. \_\_\_\_\_ 21. \_\_\_\_\_
- 2. \_\_\_\_\_ 22. \_\_\_\_\_
- 3. \_\_\_\_\_ 23. \_\_\_\_\_
- 4. \_\_\_\_\_ 24. \_\_\_\_\_
- 5. \_\_\_\_\_ 25. \_\_\_\_\_
- 6. \_\_\_\_\_ 26. \_\_\_\_\_
- 7. \_\_\_\_\_ 27. \_\_\_\_\_
- 8. \_\_\_\_\_ 28. \_\_\_\_\_
- 9. \_\_\_\_\_ 29. \_\_\_\_\_
- 10. \_\_\_\_\_ 30. \_\_\_\_\_
- 11. \_\_\_\_\_ 31. \_\_\_\_\_
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- 13. \_\_\_\_\_ 33. \_\_\_\_\_
- 14. \_\_\_\_\_ 34. \_\_\_\_\_
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- 16. \_\_\_\_\_ 36. \_\_\_\_\_
- 17. \_\_\_\_\_ 37. \_\_\_\_\_
- 18. \_\_\_\_\_ 38. \_\_\_\_\_
- 19. \_\_\_\_\_ 39. \_\_\_\_\_
- 20. \_\_\_\_\_ 40. \_\_\_\_\_

\*\* Denotes minimum attendance of charter members required to proceed with organization.

# OFFICIAL CHARTER ROSTER

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

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

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M F College Student: Y N  
English Français Español

# OFFICIAL CHARTER ROSTER

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

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

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



# INDUCTIONS AND INSTALLATIONS

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

## New Members

I \_\_\_\_\_ do hereby pledge / that I will do my best /at all times / to live by the spirit of the Optimist Creed / and I will also give of my time /and talents / as generously as possible / to support the activities / of my Club, /my District /and Optimist International.

Now, being aware of the responsibilities, opportunities and privileges available to you as a member, on behalf of the officers and members of the Sponsor Club, the \_\_\_\_\_ District and Optimist International, I am happy to offer you my hand of Optimist Friendship. We are happy to have you as a member.

## New Officers

*"I hereby solemnly promise, on my honor as an Optimist, that I will carry out the duties of the office to which I have been elected to the best of my ability, in loyalty to my club, and in harmony with the bylaws of my club and Optimist International, so help me God."*

On behalf of the authority vested in me by Optimist International, I am happy to declare you duly installed to your respective offices.

# NOTICE OF OFFICIAL ORGANIZATIONAL MEETING

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

City \_\_\_\_\_ County \_\_\_\_\_ State/Province \_\_\_\_\_

Date or Organization \_\_\_\_\_ Club Meeting Date & Time \_\_\_\_\_

Location of Club Meeting \_\_\_\_\_

Number of Charter Members Paid at Organizational Meeting \_\_\_\_\_

District \_\_\_\_\_ Miles from Sponsor Club \_\_\_\_\_

Charter President (full name) \_\_\_\_\_ Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_ (Provide officer contact information on charter roster)

Sponsor Club #1 (Name \_\_\_\_\_ ) Number \_\_\_\_\_

Sponsor Club #2 (Name \_\_\_\_\_ ) Number \_\_\_\_\_

Builder of Excellence \_\_\_\_\_

Builder of Excellence \_\_\_\_\_

Builder of Excellence \_\_\_\_\_

Builder of Excellence \_\_\_\_\_

(Full Name, Club Number & Member Number for all Builders of Excellence)

We hereby certify that the organizational meeting of the above club was conducted by the undersigned authorized representative and the Charter fee of \$\_\_\_\_\_ by each of the \_\_\_\_\_ Charter Members. (minimum of 15 of whom do not have membership in any other Optimist club.) We understand that this application for affiliation with Optimist International will be prepared jointly by a field representative of Optimist International and by the President and Secretary Treasurer of the club in prescribed form and manner and that said application is subject to approval and acceptance by Optimist International. We also understand the sponsor club(s) has certain responsibilities and we pledged our cooperation for successfully completing the follow up program.

\_\_\_\_\_  
*Sponsor Club's Authorized Official Signature*

\_\_\_\_\_  
*New Club President's Signature*

Authorized Optimist International Representative: \_\_\_\_\_

Printed Name of Representative: \_\_\_\_\_

Please send this document via electronic means to Optimist International Staff Member (jim.boyd@optimist.org) within 48 hours of organizational meeting.

# BUSINESS AT THE OFFICIAL ORGANIZATIONAL MEETING

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

Charter Fee : Sponsor Club (s) \_\_\_\_\_ New Club \_\_\_\_\_ Invoice Requested \_\_\_\_\_

## Installation of Members.

Motion to Organize \_\_\_\_\_, Second \_\_\_\_\_. Carried

Number of Fully Paid Members \_\_\_\_\_. Each member paid a charter fee of \$\_\_\_\_\_.

Number of Charter Members in attendance \_\_\_\_\_.

Report on the club's initial by laws and approval of the bylaws: Motive to approve \_\_\_\_\_;  
Second \_\_\_\_\_ Carried.

Report on the nomination of club officers. (President, Vice President(s) Candidates for Board of Directors)

## Election of Officers

President \_\_\_\_\_

Vice President \_\_\_\_\_

Vice President \_\_\_\_\_

Board Member \_\_\_\_\_ Two Year Term

Board Member \_\_\_\_\_ Two Year Term

Board Member \_\_\_\_\_ Two Year Term

Board Member \_\_\_\_\_ One Year Term

Board Member \_\_\_\_\_ One Year Term

Board Member \_\_\_\_\_ One Year Term

Board Member \_\_\_\_\_ One Year Term

## Installation of Officers

Appointment of Secretary Treasurer \_\_\_\_\_ as presented by the Charter President.

(Date of Organization) \_\_\_\_\_ (Secretary-Treasurer) \_\_\_\_\_

# OFFICIAL MINUTES: FIRST BOARD OF DIRECTORS MEETING

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

Please Use Roberts Rules of Order to approve all board policies

## POLICIES:

1. SECY-TREAS APPROVED \_\_\_\_\_ Approve the appointment of \_\_\_\_\_ to serve as Secretary-Treasurer. APPROVED.
2. FIRST DUES FROM \_\_\_\_\_ Approve that the initial dues  
CHARTER MEMBERS paid by Charter Members shall cover the period ending with the date of: \_\_\_\_\_ . The amount, \$\_\_\_\_\_, shall be payable within 30 days of organization APPROVED.
3. DUES FROM NEW MEMBERS \_\_\_\_\_ Approve that Membership dues from new members will be prorated based on the month of the financial quarter they become member to the end of the quarter. A full quarter's dues will be assessed afterwards. APPROVED.
4. AFFILIATION FEE \_\_\_\_\_ ( ) Approve that an affiliation fee of \$425 be payable to Optimist International as soon as the club's banking account is in effect. APPROVED.
5. INCORPORATION \_\_\_\_\_ ( ) Direct the Secretary Treasurer to incorporate the club as soon as possible as a not-for-profit under the laws of this state/province/nation. APPROVED.
6. BANK NAMED \_\_\_\_\_ ( ) Approve that the depository for Club funds will be: \_\_\_\_\_. (This is the financial institution where the club will keep its funds.) APPROVED.
7. AUTHORIZED SIGNATURES \_\_\_\_\_ ( ) Approve that the authorized signatures for withdrawal of Club funds will be those of: \_\_\_\_\_. APPROVED.
8. BOARD MEETINGS \_\_\_\_\_ ( ) Approve that this Board of Directors shall hold regular monthly meetings in accordance with the bylaws on the \_\_\_\_ of each month. APPROVED.
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. APPROVED.
10. FINANCIAL OBLIGATIONS \_\_\_\_\_ ( ) Approve that the Board must give specific and prior approval to all financial obligations or expenditures. APPROVED.
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. APPROVED.

Date: \_\_\_\_\_ Secretary-Treasurer: \_\_\_\_\_ Secretary E-mail: \_\_\_\_\_

# RECURRING PAYMENT AUTHORIZATION FORM

Schedule your payment to be automatically deducted from your bank account, or charged to your Visa, MasterCard, American Express or Discover Card. Just complete and sign this form to get started!

## Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town)

## Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your checking/savings account or credit card. You will be charged based upon the membership roster as of the dates listed below. You will be notified via e-mail 2-3 days before payment is to be deducted.

## Please complete the information below:


\_\_\_\_\_ authorize Optimist International to charge the Club bank account indicated below  
(Club Name)

for dues based on membership Sept 30, Dec 31, March 31, June 30 for payment of club's dues. The charge will happen quarterly between the 15th and 20th of the beginning month of the quarter.

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

Billing Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City, State, ZIP \_\_\_\_\_ E-mail \_\_\_\_\_

Checking/Savings Account	
Checking	Savings
Name on Account _____	
Bank Name _____	
Account Number _____	
Bank Routing Number _____	
Bank City/State _____	
	

Credit Card	
Visa	Mastercard
American Express	Discover
Cardholder Name _____	
Account Number _____	
Expiration Date _____	
3-Digit Security Code _____	

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Optimist International in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that Optimist International may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$30.00 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank or credit card company; so long as the transactions correspond to the terms indicated in this authorization form.

Charter Club President/Secretary Treasurer \_\_\_\_\_ Date \_\_\_\_\_

# PLAQUE LETTERING

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 Community Growth 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  
Montréal (Québec) H1R 1Z7  
Canada  
Tel: (800) 363-7151  
Fax: (800) 363-7151

# OPTIMIST CLUB BYLAWS

Effective December 2010

(Mandatory wording in bold face type)

(Optional wording in regular type)

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

## 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  
1) kids 2) children 3) kids, our Members and our community 4) children, our Members and our community.

## ARTICLE III – MEMBERSHIP

Members shall be admitted to the Club according to such procedures as established by the Board of Directors.

## 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:** The Board of Directors shall have such minimum number of members as may be required from time to time by any applicable federal, state or provincial legislation governing not for profit corporations or organizations. 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. 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.
- 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 meeting 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 to 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

\_\_\_\_\_  
*Initial here  
to adopt*

(U.S. Clubs Only) This Club is organized and shall operate as a not-for-profit organization and shall be 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)(4) 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 along 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.

\_\_\_\_\_  
*Initial here  
to adopt*

(All other countries) This Club is organized and shall operate as a not-for-profit organization and shall be 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**

\_\_\_\_\_  
*Initial here  
to adopt*

(U.S. Clubs only) Upon the dissolution of the Club, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Club, dispose of all the assets including but not limited to cash, personal and real property, 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. If no disposition of the Club assets is completed within 120 days after the effective date of dissolution, the assets of the Club shall be distributed to the Optimist International Foundation.

\_\_\_\_\_  
*Initial here  
to adopt*

(All other countries) Upon the dissolution of the Club, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Club, dispose of all the assets, including but not limited to cash, personal and real property, 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. If no disposition of the Club assets is completed within 120 days after the effective date of dissolution, the assets of the Club shall be distributed to the Canadian Children’s Optimist Foundation for Canadian Clubs, and the Optimist International Foundation for all other Clubs outside of Canada..

Name of Club: \_\_\_\_\_

\_\_\_\_\_  
(President) Approved \_\_\_\_\_  
(For Optimist International)

\_\_\_\_\_  
(Secretary) Date Approved \_\_\_\_\_  
(By Optimist International)

Date Adopted: \_\_\_\_\_

# RESOURCES TO HELP YOU SUCCEED

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

## KEY BUILDER

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
Cell \_\_\_\_\_ Work \_\_\_\_\_  
Email \_\_\_\_\_

## KEY BUILDER

Name \_\_\_\_\_  
Address \_\_\_\_\_  
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## KEY BUILDER

Name \_\_\_\_\_  
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## KEY BUILDER

Name \_\_\_\_\_  
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City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
Cell \_\_\_\_\_ Work \_\_\_\_\_  
Email \_\_\_\_\_

## SPONSOR PRESIDENT

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
Cell \_\_\_\_\_ Work \_\_\_\_\_  
Email \_\_\_\_\_

## SPONSOR PRESIDENT

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
Cell \_\_\_\_\_ Work \_\_\_\_\_  
Email \_\_\_\_\_

## GOVERNOR

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
Cell \_\_\_\_\_ Work \_\_\_\_\_  
Email \_\_\_\_\_

## LT. GOVERNOR

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST/PR \_\_\_\_\_ Country \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_  
Cell \_\_\_\_\_ Work \_\_\_\_\_  
Email \_\_\_\_\_

# 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 to 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 29 cents a mile in U.S. and 25 cents per kilometer in Canada in Canadian 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 \$100.

The approved per diem for International Committee Members attending committee meetings, including the committee meetings at the International Convention site, is \$100 with a maximum of three (3) days.

The approved per diem for Governors and Governors-Elect attending OI Governor and Governor-Elect Conferences is \$50 with a maximum of three (3) days. For the Governor-Elects meeting at the International Convention site, OI pays one (1) day at \$50.

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. 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.

Revised: 5/10/12

(insert Optimist International Expense Statement – Form A – For persons on per diem)

**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 \_\_\_\_\_  
Purpose and City \_\_\_\_\_  
Period Covered \_\_\_\_\_

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>									

Payment to be made in (check only one)       U.S. Dollars       Canadian Dollars  
Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account No.	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>TOTAL</b>	_____

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Approved by

Revised: 10-1-08