

Pursuant to the provisions of Bylaws Article VIII, authorize the identification, maintenance and responsibilities of the following committees.

There are five categories of committees:

1. OPERATING COMMITTEES shall consider programs and plans encompassing youth activities, community service, youth Clubs, membership, attendance, new Clubs and Club services.
2. ADMINISTRATIVE COMMITTEES shall consider programs and plans encompassing finance, conventions, leadership development, public relations, international relations and redistricting, constitution and bylaws, and achievement and awards.
3. CONVENTION BUSINESS COMMITTEES shall be responsible for convention rules, delegate credentials, convention resolutions, candidate qualifications and nominations.
4. TRANSLATION COMMITTEE shall be responsible for approving official translations of the organization.
5. SPECIAL COMMITTEES may be designated for special assignments from time to time by the Board of Directors, and the members would be appointed by the President.

CONVENTION BUSINESS COMMITTEES, although functioning within the framework established by the Bylaws and the Board, are responsible to and report to convention delegate assembly.

OPERATING, ADMINISTRATIVE and SPECIAL COMMITTEES serve as advisors to the Board of Directors. The number, name and responsibilities of operating, administrative and special committees are established by the Board in order to provide flexibility in creating and maintaining a committee structure in keeping with current demands and challenges. The Board may create new operating, administrative or special committees as may be needed from time to time. The Board may also dissolve committees. Operating and administrative committee personnel serve on a rotating basis. Special (ad hoc) committees normally serve for short periods on special assignments.

Fiscal Responsibility of Committee Expenditure Requests

All requests which require the expenditure of funds must be accompanied by the following:

1. Statement of Purpose
2. Statement of expectations in measurable terms
3. Statement of expected time frame to implement
4. Statement of expected time frame to realize identifiable results
5. Inclusion of an instrument for measuring expectations vs. results
6. Initial cost, budget, underlying assumptions and funding schedule with pay-out time.
7. All proposed NEW programs shall be reviewed by the Executive Director and the International Finance Committee Chairman prior to approval to determine the fiscal impact.
8. That as a matter of policy, the International Board of Directors requires that all proposals with a financial impact, regardless of the source of the request, will be referred to the International Finance Committee to determine the financial impact. The Optimist International Board of Directors will not consider such proposals until it has received a report from the International Finance Committee as to the expected financial impact. The Board reserves the right to act upon its own initiative.

The above policy shall be submitted for reaffirmation every year at the first meeting of the Board of Directors.

RESPONSIBILITIES OF COMMITTEES**1. OPERATING COMMITTEES**

It shall be the responsibility of all operating committees to seek, originate and develop activities and projects contributory to the purposes of Optimist International and to encourage, assist and implement the participation of member Clubs, through the provision of administrative, technical and educational guidance, that they may better serve their respective communities. Such committees shall meet, report and make recommendations to the Board of Directors at the request of the President and shall implement such projects and activities at the direction of the Board of Directors.

Membership Committee

The Membership Committee shall develop programs to retain and increase membership in existing Clubs and develop programs that contribute to strong Club administration.

New Club Building Committee

The New Club Building Committee shall be concerned with opportunities for the establishment of new Optimist Clubs, with methods and procedures conducive to the creation of new Clubs with maximum effectiveness and longevity, and the promotion of the participation of existing Clubs in the sponsorship of new Clubs for the purpose of extending the services of Optimist Clubs to additional communities.

Activities Committee

The Activities Committee shall evaluate proposed programs and develop action plans to achieve the potential of Optimist International to meet its short- and long-range program objectives, and will provide support for other committees in the areas of program development and fund development for those programs.

JOOI Committee

The committee shall be the liaison between the Optimist International Board of Directors and Junior Optimist Octagon International (JOOI), with the committee chairman designated as the JOOI Board youth advisor by the Optimist International President. The committee shall administer the Policy for Governance of JOOI as appended and shall present to the Optimist International Board of Directors any amendments to the Policy for Governance of JOOI. The committee shall have the power to review all plans, programs and arrangements regarding the JOOI Convention. The committee will also assist in the development and implementation of JOOI's short and long-term goals and objectives. ("Policy for Governance of JOOI" is included in the Addenda of the International Board Policy manual.) The Immediate Past President of JOOI shall serve on the International JOOI Committee.

2. ADMINISTRATIVE COMMITTEES

Administrative Committees shall serve as advisors to the Board of Directors. They shall study, devise and develop plans and methods which will contribute to the accomplishment of the administration's objectives. Such plans and methods may

be assigned by the Board of Directors or originated by the committee. They shall meet and report to the Board of Directors at the request of the President and implement such plans and methods at the direction of the Board of Directors.

Finance Committee

It shall be the responsibility of the Finance Committee to advise and counsel with the Board of Directors and Executive Director on the preparation and submission of the annual budget, the deposit and investment of all funds, accounting and auditing procedures and all fiscal transactions and policies contributory to the accumulation, conservation and expenditure of funds necessary to the accomplishment of the purposes of Optimist International and its administrative divisions.

Convention Committee

The Convention Committee shall be responsible for the planning and conduct of the annual convention excepting only those matters specifically delegated to other officers or committees by the Board of Directors or Bylaws. The committee shall review the convention budget and make recommendations to the Board on future convention sites and facilities and the selection of host area chairmen. Beginning with the 2005-2006 year appointments, the President to appoint a Chair for the International Convention Committee every year and 3 additional members the first year (2005-2006): 1 for a three year term; 1 for a two year term and 1 for a one year term and in subsequent years 1 for a three year term. Host Area Chairs to serve a three-year term.

Leadership Development Committee

The Leadership Development Committee shall study and develop, for Club, District and International leaders, a program of leadership development and Optimist education which will improve administrative effectiveness. The primary objective of the Optimist International Leadership Development Committee will be the development of training programs that foster expanded leadership capabilities on every level of the organization – from the individual Club member to those who serve on the International level – in order to retain continuity in concept from year to year.

The Leadership Development Committee will advise the District Candidate Qualifications Committees on procedural matters.

Public Relations Committee

The Public Relations Committee shall develop and recommend plans for enhancing the image of Optimist International at all levels. The committee, in concert with other committees, will promote activities that inform and provide guidance in marketing programs and preparation of timely news releases at all levels of the organization.

The Public Relations Committee and the Public Relations Department shall promote to the general public: Optimist International as an organization, the philosophy of Optimism as expressed in the Optimist Creed and Constitution, and the specific youth and community programs sponsored by Optimist International. Further, the committee shall develop and maintain an internal public relations program directed as follows: to educate and communicate with Club leaders and members about the services and programs provided to Clubs by Optimist International; to motivate Clubs and members to participate in service to youth and community and particularly in those programs sponsored by Optimist International; and to encourage Clubs and Club leadership to active involvement in Optimist service beyond the Club level.

International Relations Committee

The International Relations Committee shall be responsible for the development of programs and activities to fulfill the organization's purpose of promoting and working for international accord and friendship among all people; including: expansion throughout the world; interaction between members and Clubs across international borders; international fiscal concerns; communications among Clubs, members and the Optimist International administration; and Districting, sub-Districting and realignment of Districts within established policies.

Governance Committee

The Governance Committee shall counsel with and advise the Board of Directors on all matters pertaining to the maintenance, amendment and interpretation of the Constitution and Bylaws. The Governance Committee shall also serve as the Convention Rules Committee.

The Governance Committee is charged with the responsibility of formulating recommendations to the Board of Directors regarding policies to be considered for

amendment, for the addition of policies and for the rescission of policies of the organization, and of assigning numbers to policies. This will help ensure consistency of policy with current practice, avoid contradictions and conflicts, as well as noting for the Board's information any actions adopted as "exceptions to policy."

The Governance Committee will be entrusted with the duty of formalizing for the Board any actions adopted as policy at their meetings. The committee will also bring to the Board's attention any actions which may need clarification.

The Governance Committee is assigned the duty of reviewing the compiled policies annually, and of dissemination of copies of policies to those members of the organization as determined by the Board.

The Governance Committee shall review Awards Program appeals presented within the prescribed rules as to format and timeliness. Decisions on such appeals shall be reported to the Board of Directors.

3. CONVENTION BUSINESS COMMITTEES

The Convention Business Committees' responsibilities and duties are described in the bylaws of the organization.

4. TRANSLATION COMMITTEE

A Translation Committee shall be responsible for approving official translations for the organization.

Guidelines for Translations

1. Official Language

English is the official language of Optimist International. The English text of a document shall be considered the official document and shall take precedence over any translated version.

2. Availability of Translation

Translations of printed materials, official correspondence and other communications shall be provided in those languages authorized by the Board of Directors. Members and Clubs may request the language in which they desire to receive materials, from those languages authorized by the Board.

3. Translation Procedure

All official translations of the organization shall be reviewed and approved by the Translation Committee, which shall develop and recommend translation procedures to the Board.

4. Optimist International Junior Golf Championships Committee

This committee shall implement the arrangements of the Optimist International Junior Golf Championships.

5. Pension Committee

The Pension Committee shall be responsible for administering the Optimist International Employee Pension Plan provisions.

(Jun 1972; Jun 1973; Feb 1975; Dec 1979; Mar 1981; Mar 1984; Jun 1984; Dec 1984; Mar 1985; Mar 1986; Jun 1987; Mar 1989; Dec 1991; Mar 1992; Mar 1993; Mar 1994; Dec 1995; Mar 1996; Dec 1998; Jul 1999; Nov 2000; Mar 2001; Nov 2001; Mar 2002; Dec 2003; Jul 2004; Dec 2004)