

POLICY FOR GOVERNANCE OF JUNIOR OPTIMIST OCTAGON INTERNATIONAL

POLICY FOR GOVERNANCE OF JUNIOR OPTIMIST OCTAGON INTERNATIONAL, A PROGRAM OF OPTIMIST INTERNATIONAL (UPDATED OCTOBER 2009)

POLICY I: NAME

SECTION 1: The Youth Clubs program of Optimist International shall be named Junior Optimist Octagon International (JOOI).

POLICY II: PURPOSES

SECTION 1: The purposes of Junior Optimist Octagon International shall be to provide opportunities for members, individually and collectively, to participate in community serving activities, develop leadership abilities and prepare for responsible roles in society.

POLICY III: MEMBERSHIP

SECTION 1: **Clubs.** Membership in JOOI shall consist of affiliated Alpha, Junior Optimist, and Octagon Clubs in the jurisdiction of Optimist International.

SECTION 2: **Requirements for Affiliation.** Clubs applying for membership shall become affiliated with Junior Optimist Octagon International by chartering under an Optimist Club paying all enrollment, membership and other fees, and completing the necessary reports and rosters as delegated by the JOOI Board of Directors. Upon the approval of both Optimist Governors, where applicable, an Optimist Club outside of the Optimist International District where the JOOI Club would exist may sponsor a JOOI Club. JOOI Clubs of this nature will count in the Sponsoring Club's District.

For areas where sponsorship by an Optimist Club is not possible, Clubs applying for membership may become affiliated with JOOI by meeting all requirements for affiliation. Clubs must have received approval of the Optimist District Governor and have had the organizational meeting chaired by an Optimist International Field Representative and chartering with Optimist International. Each JOOI Club that is not sponsored by an Optimist Club will pay a one-time \$100 enrollment fee.

SECTION 3: **Revocation of Charter.** Any Club that fails to conform to the policies of Junior

Optimist Octagon International or whose conduct or activity is prejudicial to the best interests of Junior Optimist Octagon International and Optimist International may have its charter revoked by the Junior Optimist Octagon International Board of Directors. Upon such revocation, a Club shall have the right of appeal in the manner prescribed in Policy IV, Section 4-C.

Where a Sponsoring Optimist Club surrenders its Charter, the JOOI Club will continue to operate directly under the auspices of Optimist International. The Optimist District Governor will be advised of the situation by Optimist International. Attempts will be made by the Optimist District to find another Sponsor Club and the responsibility for supervision of the JOOI Club will be given to the District Officer responsible for JOOI Clubs.

POLICY IV: MEMBER CLUBS

SECTION 1: **Officers.** A member Club shall elect its officers each year by April 15 and shall report to Optimist International and to the District Youth Clubs chairman by May 30, the names and addresses of the newly elected officers. Club officers shall assume their official responsibilities at the beginning of the administrative year for which they were elected.

SECTION 2: **Club Membership Fees and Annual Dues.** Member Clubs shall establish membership fees in their constitutions and/or bylaws sufficient to pay all International and District dues, plus a sufficient amount to provide for Club administration.

SECTION 3: **Club Constitution and/or Bylaws.** A member Club shall not change or amend its constitution and/or bylaws in such manner that it will be inconsistent with any current requirements for affiliation.

SECTION 4: **Resignations/revocation of charter/appeals.**

- a. Any member Club may resign from JOOI by reason of dissolution or other reason, provided all financial obligations to JOOI, Optimist International and the District have been fulfilled.
- b. Any Club that fails to conform to the accepted standards for chartered Clubs, or whose conduct is consid-

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ered by the JOOI Board of Directors to be injurious or prejudicial to the image and best interests of JOOI or its member Clubs, or violates the Policies of JOOI, may have its charter revoked or suspended by a two-third's majority vote of the JOOI Board of Directors. Any Club that is more than 150 days in arrears for any indebtedness to JOOI or its District administration may have its charter revoked or suspended by the Youth Clubs Department on behalf of the JOOI Board. The JOOI Board of Directors may impose such conditions as it may deem reasonable or necessary. The Youth Clubs Department shall send notification, within 15 days of revocation of said Club, to the Secretary/Treasurer of the sponsoring Optimist Club, the youth Club sponsor and president, as well as the JOOI District Governor, Youth Club Chair and Optimist District Governor.

- c. In the event the charter and membership of a Club is either revoked or suspended, such Club may, within 30 days of the mailing of the notice of such revocation or suspension, file with the Youth Clubs Department of Optimist International a written appeal of such action, which appeal shall be considered at the next meeting of the JOOI Board of Directors. If a Club whose charter has been suspended fails to exercise the right of appeal within the specified period, its charter and membership shall be automatically revoked as of the date of the suspension.
- d. Upon the revocation or suspension of the charter and membership of any Club for any reason whatsoever, such Club shall forfeit all rights and privileges of membership including the right to vote, services provided by JOOI, and the right to use the name, slogans, emblems, marks and other insignia of the JOOI, except that the JOOI Board of Directors may, at its discretion, postpone the forfeiture of such rights, privileges and services until the expiration of the appeal period, or if an appeal is received, until the JOOI Board of Directors considers

the appeal at its next meeting.

- SECTION 5: **Clubs in Good Standing.** A Club in good standing is a Club having a minimum of eight members and having paid all dues and fees to Optimist International, and having submitted a roster.

POLICY V: MEMBERSHIP IN CLUBS

- SECTION 1: Membership in Clubs will be by general or public invitation. JOOI shall not discriminate based on gender or race.

- SECTION 2: **Membership.** Members of JOOI shall not be 19 prior to October 1 of the current administrative year. Suggested age ranges:

Alpha Clubs—6 to 9

Junior Optimist Clubs—10 to 13

Octagon Clubs—14 to 19 and a High School student or its equivalent.

POLICY VI: NEW CLUBS

- SECTION 1: **Requirement for Affiliation.** Alphas, Junior Optimist, and Octagon Clubs with their sponsor, (unless no sponsor is available as determined by Optimist International,) applying for membership in this organization, shall submit written application for affiliation using the forms provided by the JOOI Clubs Department at Optimist International, including officer election report, bylaws, membership roster and fees as established by Optimist International and JOOI.

POLICY VII: INTERNATIONAL ADMINISTRATION

- SECTION 1: **Administration.** Junior Optimist Octagon International shall be governed by a Board of Directors with the approval of the Optimist International Board of Directors.

- SECTION 2: **International Board of Directors.** The JOOI Board of Directors shall consist of the President, the Immediate Past President, four Directors, and the Youth Clubs Committee Chairperson appointed by the Optimist International President, as well as a staff liaison (who is a nonvoting member of the board).

- SECTION 3: **Qualifications.** The President and JOOI Board of Directors shall be elected by the delegates at the annual convention. They shall take office October 1, following their

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election. No more than two candidates per District will be eligible to run for the International JOOI Board of Directors. Those eligible for the office of Director shall be a member in good standing belonging to a Club in good standing, shall have served a term as Club president or a District officer and shall be the age of 14 and not 19, and shall remain a high school student or its equivalent by October 1 of the current administrative year. Those eligible for the office of President must have served as an International Director or District Governor, must be 16 October 1 of the current administrative year, and meet the requirements for an International Director. In order to be listed on the ballot, potential candidates for the International JOOI Board of Directors must submit an official application and a signed letter from their school principal or equivalent, for those applicants who are still in high school or its equivalent, to the International Office by June 1 prior to convention. Candidates from the floor will be allowed to run for the International JOOI Board of Directors and International JOOI President. If elected from the floor, the election for that office will be contingent upon the submission of a signed letter from their high school principal or equivalent, to the Optimist International Staff. Those nominated from the floor will receive the same privileges as candidates, with the exception of their name being pre-printed on the ballot. Elected officers shall not be eligible to hold that same elected office upon completion of their term unless there is an insufficient number of qualified candidates after nominations from the floor are taken and the current officer remains eligible.

SECTION 4: **Vacancy.** For good cause or upon death, resignation or incapacitation of any elected or appointed international officer, or in the event of the failure of any officer to carry out the duties of his office, the Optimist International Board may declare the said office vacant and shall select a successor to fill the remainder of the term based on the recommendation of the Youth Clubs Committee and JOOI Board.

be held each year as provided in these Policies.

SECTION 2: **Time and Place.** The JOOI Convention will be held annually in a time and place to be determined by the Optimist International JOOI Board and the Youth Clubs Committee, and approval by the Optimist International Board of Directors.

SECTION 3: **Notice of Annual Convention.** The Youth Clubs Department shall issue and cause to be mailed to each member Club an official call for the annual convention at least 60 days prior to the date thereof, in which notice the time and place of the holding of the said annual convention shall be set forth.

SECTION 4: **Number of Votes.** In the transaction of convention business requiring a vote, each Junior Optimist Club and Octagon Club in good standing and represented by an accredited delegate who is a member of the Club shall be entitled at a convention of JOOI to one vote.

SECTION 5: **Accredited Delegates.** No member shall be deemed to be an accredited delegate unless he has registered at the convention, paid the registration fee, belongs to a Junior Optimist Club or Octagon Club in good standing, and produced such credentials to the Credentials Committee as may be required by the JOOI Board of Directors.

SECTION 6: **Convention Rules.** Adoption of convention rules shall be the first business in order. These rules shall be adopted by a majority vote, but they may be suspended, rescinded or amended after their adoption by a two-thirds majority vote.

SECTION 7: **Voting.** The voting of accredited delegates on any question may be conducted by any one of the following methods: 1) voice vote, 2) hand vote, 3) rising vote, 4) ballot, 5) roll call.

a. Vote by ballot on any question may be ordered by a majority vote of accredited delegates.

b. Roll call on any question may be requested in writing by accredited delegates from at least six Districts, representing not less than 10 percent of the Clubs represented at the convention.

POLICY VIII: INTERNATIONAL CONVENTION

SECTION 1: **Convention.** A convention of JOOI shall

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- c. An accredited delegate may choose to abstain from voting. He or she may also choose to vote on some candidates and/or issues, but abstain on others. All delegates must mark their ballots with either indication of endorsement or by writing "ABSTAIN." No ballot may have the name of the delegate or the name of the Club the delegate is from written on it.
 1. A majority of votes cast is required to elect the president. A delegate may vote for only one presidential candidate. If only one candidate has shown the intent to run, a ballot vote will be waived and replaced by a vote of acclamation.
 2. In the case of voting for International Director, delegates may endorse one, two, three, or four candidates with their vote. No delegate may vote for more than four candidates for Director. The four candidates running for director positions who receive the most votes will be elected to the Board of Directors.

POLICY IX: QUORUMS

- SECTION 1: **Quorums.** A quorum of any convention shall consist of a majority of the accredited delegates.

POLICY X: OFFICIAL PUBLICATION

- SECTION 1: There shall be published a quarterly magazine, *The Torch*, which shall be the official publication of JOOI.
- SECTION 2: **Editor.** The editor of *The Torch* shall be appointed by Optimist International.

POLICY XI: OFFICIAL CREED

- SECTION 1: **Creed.** The official creeds shall be the Youth Code and the Optimist Creed.

POLICY XII: OFFICIAL SLOGAN

- SECTION 1: **Official motto.** The official motto of JOOI shall be, "Kids Helping Kids."
- SECTION 2: **Official theme.** The official theme shall be selected annually by the JOOI President.

POLICY XIII: USE OF NAMES, INSIGNIA AND SLOGANS

- SECTION 1: **General Use.** The titles Junior Optimist, Octagon, JOOI, Alpha, any selected slogan, the Youth Code or other adopted or registered trademarks or slogans of JOOI shall not be used for purposes other than those authorized by the Optimist International Board of Directors.

POLICY XIV: MEMBER CLUBS BOUND

- SECTION 1: Every member Club shall be bound by the policies of JOOI and amendments thereto.

POLICY XV: AMENDMENTS

- SECTION 1: **How Made.** These policies may be amended at the JOOI Convention by a majority vote of the accredited delegates present and voting at the time such amendments are submitted to the convention, subject to approval of the Optimist International Board of Directors.
- SECTION 2: **Who May Propose Amendments and When.** Authenticated proposed amendments, which may be proposed only by Clubs that are in good standing at the time of submission and at the time the proposal is voted upon, or by the JOOI Board of Directors shall be presented in writing to the JOOI International Board of Directors, at least 60 days prior to the date fixed for the opening day of the convention. The Youth Clubs Department shall make available a copy of all proposed amendments on the official "JOOI" website not later than 30 days prior to the starting date of convention.
- SECTION 3: **Effective Date.** Amendments or revision of these policies shall be effective on the first day of the next administrative year following the annual convention unless otherwise specified at the time of adoption.

POLICY XVI: INTERPRETATION

- SECTION 1: Any reference to the words "he," "his," "him," "man," or "men" is for descriptive purposes only and shall not, in any way, be construed to limit the application of the Policy or Section in which it appears to the masculine gender.
- SECTION 2: **Parliamentary Procedure.** In the absence of specific rules, the latest edition of Robert's Rules of Order shall govern the deliberation of JOOI.

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POLICY XVII: INTERNATIONAL REVENUE

SECTION 1: **Fiscal Year.** The fiscal year of JOOI, its Districts and member Clubs shall parallel the fiscal year of Optimist International.

SECTION 2: **Annual dues.**

- a. Member Clubs. An annual \$10.00 (U.S.) per Club member Membership fee, shall be paid to Optimist International by Junior Optimist and Octagon Clubs for Clubs in Tier 1 countries, \$7.39 (U.S.) per Club member Membership fee for Clubs in Tier 2 countries, and \$5.22 (U.S.) per Club member Membership fee for Clubs in Tier 3 countries of not more than 50 members per Club. Alpha Club members will pay \$8.00 (U.S.) per Club member Membership fee in Tier 1 countries, \$5.91 (U.S.) per Club member Membership fee in Tier 2 countries, and \$4.17 (U.S.) per Club member Membership Fee for Clubs in Tier 3 countries of not more than 50 members Club and paid to Optimist International. Fifty percent of the increased fee shall be set aside to help fund and offset the costs of the JOOI Convention. This fee is due 30 days after receipt of billing in October. No increase in this membership fee shall become effective unless voted upon by a majority of the delegates at the annual JOOI Convention.
- b. Tier 1 shall be defined as High Income Economies; Tier 2 shall be defined as Upper Middle Income Economies; Tier 3 shall be defined as Lower Middle and Low Income Economies. The terms High Income Economies, Upper Middle Income Economies and Low Middle and Lower Income Economies shall have the definitions established from time to time by the World Bank's published statistics.

SECTION 3: **Liability Insurance for Clubs.** Youth Clubs, including Alpha, Junior Optimist and Octagon Clubs, are named as insured on the Optimist International certificate of insurance.

SECTION 4: **Budget.** At the beginning of each fiscal year, the JOOI Board of Directors shall accept a budget of estimated receipts and expenditures for the several activities of JOOI, upon approval of Optimist International Board of Directors.

POLICY XVIII: INTERNATIONAL BOARD OF DIRECTORS

SECTION 1: **Powers and meetings.**

- a. The affairs and business of JOOI shall

be controlled and directed by the JOOI Board of Directors with the approval of the Optimist International Board of Directors.

- b. Notice of the time and place of all meetings of the JOOI Board of Directors shall be distributed to each member of the JOOI Board of Directors by the Youth Clubs Department not less than 10 days prior to said meeting.

SECTION 2: **Quorum.** A majority of the JOOI Board of Directors shall constitute a quorum for the transaction of business and a majority vote of those present and entitled to vote shall be necessary to give effect to any action of the Board.

SECTION 3: **Voting by mail.**

- a. The JOOI Board of Directors may transact business by mail by voting upon any proposal mailed to the members thereof by certified mail or with the approval of the president.
- b. 30 days from the date of mailing shall be allotted for the return of the votes thereon to the Youth Clubs Department. The voting shall be considered closed at the end of said 30 days or at any time prior thereto when all members have returned their votes.
- c. Any proposal not receiving an affirmative vote of a majority of the JOOI Board within said 30 days shall be deemed to be lost.

SECTION 4: **Telephone Conference.** The JOOI Board of Directors may transact business by telephone conference.

SECTION 5: **Distribution of JOOI Board Minutes.** It shall be the duty of the staff to mail to each member of the JOOI Board, to each Governor and to others designated by the JOOI Board a copy of the minutes of each meeting of the JOOI Board of Directors within 30 days after the close of such meeting.

POLICY XIX: DUTIES OF INTERNATIONAL OFFICERS

SECTION 1: **President.** The President shall preside at the International Convention and at all meetings of the JOOI Board of Directors and shall be the chief executive officer exercising general supervision over the interests and affairs of JOOI, subject to the direction of the JOOI Board and Optimist International Board of Directors. He shall communicate with the Board of Directors

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and the Youth Clubs Department, and cooperate with the International Youth Clubs Chairperson. He shall offer to speak at District conventions, establish and promote the goals of JOOI Youth Clubs and promote Youth Club growth whenever possible. He shall assist with workshops at both the Optimist International and JOOI conventions attend the Optimist International Convention and the Optimist International Board of Directors meeting if requested. The President is responsible to communicate regularly with assigned Districts and shall perform such duties as usually pertain to the office of the President.

SECTION 2: Immediate Past President. The Immediate Past President shall serve on the JOOI Board in order to provide continuity, assisting the President as needed. He shall communicate regularly with the President and members of the Board, assist with workshops at both the JOOI and Optimist International conventions, and attend the International convention and any District conventions that are feasible. He shall promote the goals of JOOI Youth Clubs whenever possible. He shall perform such duties as are ordinarily incumbent up on an immediate past president and such other duties as may be assigned to him by the President.

SECTION 3: Directors. The directors shall communicate regularly with assigned Districts. They shall assist with workshops for both the Optimist and JOOI Conventions and will attend the International JOOI convention and any District conventions that are feasible. They shall promote the goals of JOOI Youth Clubs whenever possible. The Directors shall perform such duties as are ordinarily incumbent upon directors and such other duties as may be assigned to them by the President or the JOOI Board of Directors.

POLICY XX: INTERNATIONAL COMMITTEES

SECTION 1: Name and Purpose. The committees of JOOI shall be established by the JOOI Board of Directors as follows.

- The Convention Rules Committee which shall be responsible for credentials and rules. Duties: The Convention Rules Committee shall

present its report as early as possible after the opening of the convention.

- Candidate Qualifications Committee which shall be composed of the Youth Clubs Committee Chair serving as chairperson, two members of the International Youth Clubs Committee as appointed by the Chair, and two members of the JOOI Board appointed by the JOOI President. This Committee shall verify the credentials of potential JOOI Board candidates.
- Other Committees to be established.

SECTION 2: Appointment and term.

- Members of the Convention Rules Committee shall be appointed annually and their terms of service shall terminate at the conclusion of business at the convention for which they have been appointed.

POLICY XXI: DISTRICT JOOI

SECTION 1: District Structure. The boundaries of JOOI Districts shall be the same as Optimist International Districts.

SECTION 2: Membership. All Clubs located within the boundaries of a District shall be members of that District.

SECTION 3: District's purpose. The sole purpose of the District shall be:

- To function as an administrative division of JOOI in the attainment of the purposes set forth in the Policies of JOOI and to make effective the policies, programs and purposes of JOOI.
- To give direction to and stimulate leadership, administration and growth of member Clubs and to encourage their participation in the purposes, programs, and Policies of JOOI to the benefit of their communities and nations.

POLICY XXII: DISTRICT CONVENTION

SECTION 1: Annual convention. A convention of the Clubs in each District shall be held annually.

SECTION 2: Convention date. The annual District convention shall be held no later than August 15 with an official District Conference Report turned in to the Youth Clubs Department no later than September 1.

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SECTION 3: **Notice of Annual Convention.** The JOOI District Secretary/Treasurer shall mail to each member Club in the District an official call for the annual convention at least 60 days prior to the date thereof, in which notice the time and place of the annual convention shall be set forth. All Districts shall notify Optimist International Youth Clubs Department of their convention date.

SECTION 4: **Number of Votes.** In the transaction of convention business requiring a vote, each Club in the District in good standing with both JOOI and the District shall be entitled to one vote.

SECTION 5: **Accredited Delegates.** No member shall be deemed to be an accredited delegate unless he has registered at the convention, paid the registration fee and produced such credentials to the Credentials Committee as may be required by the District Board of Directors.

SECTION 6: **Convention Rules.** Adoption of convention rules shall be the first business in order. These rules shall be adopted by a majority vote, but may be suspended, rescinded or amended after their adoption by a two thirds vote.

POLICY XXIII: DISTRICT REVENUE

SECTION 1: **Annual Dues.** The administration of District business shall be financed by District dues and other revenues.

POLICY XXIV: JOOI DISTRICT OFFICERS

SECTION 1: **Administration.** The business of the District shall be administered by a Board of Directors.

SECTION 2: **Board of Directors.** The Board of Directors of each District shall consist of the Governor, the Governor elect, the immediate past Governor, the Lieutenant Governors or directors, the District Secretary/Treasurer, and the president or a representative of each Club in the District.

SECTION 3: **Executive Committee.** The officers of each District shall be the Governor, Governor elect, immediate past Governor, Lieutenant Governors or directors and the Secretary/Treasurer.

SECTION 4: **Vacancy.** For good cause or upon death, resignation or incapacitation of any elect-

ed or appointed officer or any officer designate of a District, or in the event of the failure of any officer to carry out the duties of his office, the Optimist District Board may declare said office vacant and shall select a successor to fill the remainder of his term based on the recommendation of the District Youth Clubs Chair and JOOI District Executive Committee.

POLICY XXV: DISTRICT ADMINISTRATION

SECTION 1: **District Board of Directors.**

a. **Responsibilities.** The Board of Directors and the Optimist International District Youth Clubs chairman shall be responsible for the conduct of the business and affairs of the District as an administrative division of JOOI, as stated in these Policies and as determined by the Board of Directors of JOOI.

b. **Meetings.** The Governor shall call a meeting of the Board of Directors at such time and place as he may determine with the advice and consent of the Board of Directors and the District Youth Clubs chairman.

POLICY XXVI: DISTRICT OFFICERS' DUTIES

SECTION 1: **Powers and Duties.** The powers and duties of the Governor, Lieutenant Governors or directors and the Secretary/Treasurer shall be as provided in these Policies.

SECTION 2: **Governor's Duties.** Under the general supervision of the JOOI Board of Directors, it shall be the duty of the Governor to further the purposes of Junior Optimist Octagon International and the District, and to promote the interest and coordinate the work of member Clubs within the District. In conjunction with the District Youth Clubs Chairperson, he shall plan the annual JOOI District convention, publish a District newsletter and generally oversee and encourage Youth Club activities within the District. Likewise, he will regularly communicate with the Clubs in the District, the Youth Clubs Department and the Optimist International District.

SECTION 3: **Lieutenant Governor's or Director's Duties.** Under the general supervision of

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the JOOI Governor, it shall be the duty of the Lieutenant Governor or director to coordinate the activities of an assigned group of Clubs. He shall communicate with the Governor and attend all District meetings. In cooperation with the Governor, he shall assist with the annual JOOI District convention and promote the District convention and the International convention.

SECTION 4: **Secretary/Treasurer's Duties.** Under the general supervision of the JOOI Governor, it shall be the duty of the Secretary/Treasurer to record minutes of the executive board meeting and process all correspondence. He shall conduct such correspondence as may be required by the Governor and the District JOOI Board of Directors, and generally perform such duties as are incumbent upon a secretary. He shall also keep and maintain financial records and books ordinarily kept by a treasurer, and such books shall be open at all times for inspection by the District JOOI Board of Directors and any auditor designated by the Board. The Optimist District Secretary shall be responsible for all funds.

- a. He shall assist in the planning of the District convention and shall promote, in cooperation with the Governor, the District convention and the International convention.
- b. He shall submit regular financial statements in the form, manner, and frequency prescribed by the District JOOI Board, and generally perform such duties as are incumbent upon a treasurer, under the supervision of the Optimist District Secretary.

POLICY XXVII: ELECTION OF OFFICERS

SECTION 1: **Notice of District Meeting.** The JOOI District Secretary/Treasurer shall notify each Club in the District at least 30 days prior to the date thereof, official notice of a District meeting, such notice to contain the time and place of said meeting.

SECTION 2: **Terms and Qualifications.**

- a. **Terms.** All District officers shall take office on the first day of Optimist International's administrative year.

- b. **Qualifications.** No one shall be eligible to hold a District office unless he is duly enrolled on the JOOI roster as a member in good standing of a JOOI Club in good standing. Elected District Officers shall not be eligible to hold that same elected office upon completion of their term unless there is no other qualified candidate available.

POLICY XXVIII: DISTRICT COMMITTEES

SECTION 1: The Governor shall appoint such committees as deemed necessary.