

# **DISTRICT POLICIES**

## **FOREWORD**

The intent of this compilation of suggested policies is to suggest acceptable, useful policies, conforming to Optimist International's Constitution, Bylaws and Policies, to contribute to the efficiency and effectiveness of district administrations. A parallel purpose is to facilitate the establishment of necessary policies in all districts so that their maintenance will give permanent continuity to the practices, procedures and administration of district affairs. It is recommended that by policy all members of a district's board of directors be provided with a copy of all district policies at the beginning of each administrative year.

The language, phraseology and construction of these policies may be altered or rewritten to accommodate prevailing district procedures so long as they conform to existing Optimist International Bylaws and Policies. In many instances blank spaces appear for district option.

Customarily, district policies are adopted by the district's board of directors unless that authority or power has been assigned to the executive committee. By International policy, all policies of the district shall be submitted annually to Optimist International. Suggested policies involving receipts and expenditures bear the account number and definition assigned in the Standard District Chart of Accounts.

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 section in which they appear to the masculine gender.





## **DISTRICT POLICIES**

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## **DISTRICT POLICIES**

### **1. DISTRICT BOARD OF DIRECTORS INSTALLATION**

The district board of directors, defined in OI Bylaws XII, Section 2, shall be officially installed by the official representative of Optimist International at the first quarter district meeting.

### **2. DISTRICT BOARD OF DIRECTORS MEETINGS (Accounts 130 and 360)**

Pursuant to the International Bylaws, the district board of directors shall meet quarterly at such time and place as may be determined by the board of directors except at the board's discretion, the meeting in the second quarter may be waived if all zones hold zone meetings at that quarter. The first quarter meeting shall be held not later than 30 November, the third quarter meeting shall be held in the month of May, and the fourth quarter meeting shall be held in conjunction with the annual district convention.

Notice of all meetings of the district board of directors shall be sent by the district secretary-treasurer to all members of the board, with an agenda prepared by the governor and district secretary, at least thirty days prior to said meetings. Board meetings shall be budgeted and conducted under Accounts 130 and 360 and operated on a breakeven basis. Costs of any meals and gratuities may be collected by the secretary-treasurer or his designate. (OI Bylaws XIII, 1-B)

### **3. DISTRICT EXECUTIVE COMMITTEE MEETINGS (Accounts 130 and 360)**

The district executive committee shall meet quarterly immediately prior to meetings of the district board of directors or at the call of the governor or a majority of the members of the executive committee. (OI Bylaws XIII, 2-B)

### **4. EXECUTIVE COMMITTEE - POWERS AND DUTIES**

Pursuant to the International Bylaws, and limitations therein, and excepting those functions and responsibilities specifically assigned to the board of directors by the Bylaws, the board of directors shall, for purpose of expediency and efficiency, delegate its powers and authority to the district executive committee. (OI Bylaws XIII, 2-A)

### **5. DISTRICT OFFICERS LAPEL INSIGNIA (Account 400)**

The district administration shall provide official lapel insignia for all district officers to be presented at the time of their installation and such insignia shall be returned to the district secretary-treasurer at the end of the administrative year. The district also shall purchase and present past officers insignia to the retiring governor, lieutenant governors and secretary-treasurer. The recipients and identification of insignia shall be as follows:

1. Governor's insignia with diamond
2. Past governor's insignia with diamond
3. Governor's-elect insignia with diamond
4. Lieutenant governors' insignia
5. Past lieutenant governors' insignia
6. Secretary-Treasurer's with diamond

7. Past secretary-treasurer's with diamond

6. MINUTES OF MEETINGS

It shall be the responsibility of the district secretary-treasurer to keep accurate minutes of all meetings of the district executive committee, the district board of directors, and the annual district convention, and to provide a copy of such minutes to members of the district board of directors, Optimist International, and such others as the board of directors may indicate, not later than thirty days after adjournment of each such meeting or convention. (OI Bylaws XIV, 4)

7. ESTABLISHMENT OF ZONES

Pursuant to the International Bylaws, the number and boundaries of zones, for any administrative year, if subject to revision, shall be determined by the board of directors prior to its meeting held in the third quarter of the preceding year to accommodate selection of lieutenant governors to serve during the next administrative year.

All proposals for a realignment of zone boundaries shall be submitted to the governor not less than 30 days prior to said meeting. No zone shall be created with less than \_\_\_\_\_ clubs. New clubs shall automatically be assigned to zones in which they are geographically located and services thereto shall be the responsibility of the lieutenant governor of such zone. (OI Bylaws IX, 1-C)

8. ZONE MEETINGS

Each lieutenant governor shall be responsible for the conduct of a zone meeting in each quarter of the administrative year and notice of such meetings shall be sent to the president and secretary of each club in the zone at least \_\_\_\_\_ days prior to the meeting. To avoid conflict the dates for all zone meetings shall be established with the knowledge and approval of the governor. To fulfill this responsibility, zone meetings may be held in conjunction with other district events such as district board meetings, conferences and/or district convention.

All zone meetings shall be conducted on a no-host, no-registration fee basis. If fees for the use of facilities for zone meetings are anticipated or incurred, such expenses shall be budgeted and paid by the district administration. (Account 360)

The lieutenant governor shall be responsible for preparation and distribution of each zone meeting program and completion and filing of a report on each meeting on the form provided by Optimist International. Because zones are not legislative bodies, minutes are inappropriate and are not required.

9. ACHIEVEMENT AND AWARDS PROGRAM (Account 410)

The district may budget, maintain and conduct an annual Achievement and Awards Program which shall be prepared and evaluated by the chairman of achievement and awards with the collaboration of the governor, governor-elect, secretary-treasurer, and through consultation with their predecessors, shall be presented to the district board of directors for final approval at its first quarter meeting. It shall be the responsibility of the district administration to promote and encourage participation in both district and International achievement and awards programs. Pursuant to the achievement and awards program and policies of Optimist International, the district administration shall refrain from offering or conducting any awards competition, personal or club, for any activity or performance embraced by Optimist International's Achievement and

Awards Program. The district's achievement and awards program shall conform to the district program advocated by the International Board of Directors.

10. DISTRICT ACHIEVEMENT AND AWARDS APPEALS AND PROTESTS

Any appeal or protests of the final published standings of clubs or individuals in the district achievement and awards program, to be considered, must be in the hands of the district secretary-treasurer no later than 30 days following publication of the standings. The district executive committee shall have power and authority to review and adjudicate any such appeal or protest and its decisions shall be final. To be eligible to receive any award or recognition, all financial obligations of a club to the district shall have been met by the closing day of the administrative year.

11. DISTRICT BULLETIN (Account 330)

The district administration may publish a district bulletin under the direction of the governor and edited by the district bulletin editor (or district publicity chairman) appointed by the governor. Costs, publication frequency and distribution shall be established by the district administration from year to year according to budgetary provisions and available funds. As a minimum, the bulletin shall be published and distributed to all district officers, district committee personnel, club presidents and secretary-treasurers, and the International Office and officers.

12. DISTRICT CONFERENCES (Accounts 130 and 360)

District conferences shall be planned and conducted by the district administration, at the time and place of and to follow quarterly meetings of the district board of directors in the first, second and third quarters. Such conferences shall invite and encourage the attendance of club officers and committee chairmen, district officers and district committee personnel, and such others as may benefit from the conduct of such conferences.

The program for such conferences may include the introduction and promotion of club and district goals and objectives, buzz sessions, forums, round tables, leadership development events and, under the leadership of lieutenant governors, brief zone meetings. The third quarter conference shall include the election of lieutenant governors for the ensuing year and, if not otherwise scheduled, the district oratorical contests finals. All such conferences will be budgeted and conducted by the district administration on a non-profit, break-even basis. The district administration may collect fees for any meal service and gratuities provided at such conferences. Notice of such conferences and programs thereof shall accompany the notice of district board of directors meetings.

13. DISTRICT CONVENTION

The district convention shall be held annually to convene not sooner than 1 August and to adjourn not later than 30 September, said dates to be established by the board of directors. The convention city shall be determined by vote of accredited delegates to the annual, for as many years in advance, not exceeding five years, as may be deemed necessary. (OI Bylaws X, 1) The district board of directors shall have power to substitute another city in the event circumstances later make such action necessary or advisable.

The district administration shall provide all member clubs with an opportunity to bid for conduct of conventions in their respective locations. Such bids or invitations should be submitted to the convention committee on the prescribed form not later than 30 days prior to the convention at which the selections(s) shall be made.

14. CONVENTION ALLOCATION FROM DISTRICT DUES

In keeping with the fact all clubs and members benefit from the annual district convention, the sum of \$\_\_\_\_\_ per member shall be allocated from district dues paid by clubs for each of their members enrolled in the office of Optimist International as of the last dues billing date, which allocation shall supplement convention registration fees for financing the annual district convention.

15. CONVENTION BUDGET AND FINANCE REPORT (Accounts 120 and 350)

The convention budget shall be prepared and approved as a supplement to the district administration's annual consolidated budget and shall be based on statements of receipts and expenditures and audits of previous conventions. The statement of convention receipts and disbursements shall be prepared by the convention committee chairman, governor and district secretary-treasurer and shall be included in the district's annual financial statement.

16. CONVENTION - COMPLIMENTARY REGISTRATIONS

The incumbent governor, governor-designate, secretary-treasurer, and the two past governors serving on the executive committee, as well as the official OI Representative (and spouse), shall receive complimentary convention registrations and hotel/motel lodging of suitable character and such shall be anticipated in the convention budget.

17. CONVENTION DURATION

The annual district convention shall be a two-day event, beginning \_\_\_\_\_ morning and ending \_\_\_\_\_, exclusive of social, recreational or other extracurricular activities.

18. FLAGS, CREED AND BANNERS

The district administration will display at all district meetings appropriate national flags, the district banner and the Optimist Creed banner in the room in which district business is conducted.

19. GIFTS-MEMENTOS (Account 450)

This district will present a gift and/or memento to the retiring governor and to the official International Representative to the annual district convention, the cost of which shall not exceed \$\_\_\_\_\_ each.

The immediate past governor shall be responsible for the selection of such gifts or mementos to the retiring governor and the governor shall be responsible for the selection of a gift or memento to the International representative.

20. CLUB HOSPITALITY ROOMS AT DISTRICT CONVENTION

All club hospitality rooms, or other accommodations serving a like purpose, shall be closed during convention business sessions or training events.

21. CONVENTION PROGRAM

The convention committee shall prepare, through consultation with the governor and governor-elect, the schedule of convention events and meetings for submission to the district board of directors not less than 90 days prior to the convention. The governor, through consultation with the governor-elect, shall prepare the agenda and/or curriculum for all convention business sessions, leadership development events, forums, and meal service events. The convention schedule and program shall be distributed to all district officers and chairmen, club presidents and secretary-treasurers not less than 30 days prior to the convention. The convention schedule shall include, as a minimum, the following events:

1. A business session necessary to accomplish the business of the convention.
2. All leadership development events for club and district officers as prescribed by Optimist International.
3. A meal service event to provide the official International Representative with an opportunity to address assembled delegates and guests.
4. A recognition banquet featuring the installation of new district officers.

22. CONVENTION REGISTRATION REFUNDS

All requests for refunds of prepaid convention registrations must be made in writing by the pre-registered individual. Such requests for refunds must be received by the convention chairman or district secretary-treasurer on or before the last day of the convention. No refunds of partial registrations shall be honored.

23. CONVENTION RULES

1. The convention shall be composed of registered Optimist delegates as set forth in the International Bylaws, Article X, Sections 4 thru 8.
2. To be accredited by the credentials committee and eligible to vote on the convention business, delegates must have registered at the convention, paid the registration fee, and produced such credentials as may be required by the board of directors. The number of accredited delegates of a club shall not exceed the voting strength of the club.
3. Roberts' Rules of Order shall govern the convention proceedings in all cases not governed by the Constitution and Bylaws and these convention rules.
4. Voting
  - a. All voting shall be voice, hand or rising vote, at the discretion of the chair, unless a ballot or roll call vote is ordered by a majority vote of the accredited delegates. ( In the event a vote by ballot is ordered, the chair shall appoint a committee of tellers and name its chairman. At the conclusion of the balloting the tellers shall certify the tabulated results in writing, to the chair. If the balloting has been conducted for the purpose of electing an officer, the chair shall announce the name of the winner only, and then entertain a motion to destroy the ballots.) Accredited delegates from each club shall select a chairman who shall cast the votes of his delegation on any convention business requiring a vote by written ballot or roll call.
  - b. Roll call on any question may be requested in writing by accredited delegates representing

not less than 10 per cent of the clubs represented at the convention.

5. Adoption of convention rules shall be the first business in order. These convention rules shall be adopted by a majority vote, but they may be suspended, rescinded or amended after their adoption by a two-thirds vote (Optimist International Bylaws Article X, Section 6).
6. The district board of directors shall have full supervision and management of all convention of the district and shall prepare the official program. All plans, arrangements, programs and budgets shall be subject to the approval of said district board of directors.
7. A quorum of any distinct convention shall consist of a majority of the accredited delegates.

It is suggested that the following be included in your policies:

- a. Delegates shall register promptly upon arrival and shall attend all sessions of the convention.
- b. The credentials committee shall report at the first session thereof and periodically thereafter, or when directed to do so. The report shall include only those clubs with properly accredited delegates and may be amended by the committee before or between convention business sessions.
- c. A member holding membership in more than one club may become an accredited delegate for such clubs provided he has completed registration and paid a registration fee as a delegate from each club for which he intends to vote.
- d. The program as printed shall be the official program of the convention.
- e. The candidate qualifications committee shall report its nomination at the first business session. Following this report, the presiding officer shall call for other nominations from the floor and then call for the closing of nominations. The election shall be conducted during the last business session.
- f. Nominations from the floor shall be limited to a statement including the candidate's name, club and office for which he is being nominated.
- g. There shall be no nominating speeches if there are no nominations from the floor. In the event there are, nominating speeches shall be given on the day of election by persons approved by the respective candidates, and shall be limited to two for each candidate, one of five minutes duration and one of two minutes duration.
- h. Voting:

Each delegation chairman shall present himself to the credentials committee, before the close of registration on the opening day of the convention, to verify the accreditation of his club's delegates and obtain official ballots for the use of his delegation throughout the convention.

Delegation chairmen unable to verify accreditation and obtain ballots within the hours of registration of the opening day of the convention may do so by presenting themselves to the credentials committee during the hour preceding the time the business meeting of any day is called to order. Ballots shall not be distributed during the conduct of business meetings.

In the event of lost blank ballots obtained in advance by a delegation chairman, he may appear before the credentials committee to request duplicate ballots.

Voting strength may be split by clubs with more than one vote. Such clubs may caucus prior to voting to determine how voting strength shall be split (whole votes only, no half votes permitted).

The vote on any business or question before the convention except reports of the candidate qualifications, resolutions or constitution and bylaws committees shall be taken immediately following its presentation and debate.

- i. In the event a vote by ballot is ordered, balloting shall be conducted in the following manner:
  - 1. The meeting shall be recessed for marking and depositing ballots.
  - 2. The presiding officer shall appoint a committee of tellers as provided earlier in Paragraph 4a.
  - 3. To expedite the balloting process, multiple ballot boxes may be placed in convenient locations within the meeting room. Tellers shall be stationed at each ballot box.
  - 4. Each delegation chairman shall deposit one ballot for his club only.
- j. The vote on the question, once commenced, shall not be interrupted except to ask the chair to restate the question.
- k. No delegate shall be entitled to the floor unless he rises, addresses the presiding officer, and gives his name and club affiliation. Any registered delegate may speak on any issue, however, only accredited delegates may make or second motions.
- l. Main motions shall be put in writing when the chair so directs.
- m. No motion shall be entertained by the chair unless seconded, and shall not be open to debate or amendment before the chair has repeated it.
- n. Debate shall be limited to five minutes a speaker. A delegate shall not speak a second time to the same question at the same setting if another registered delegate who has not spoken thereon rises and asks for the floor.
- o. No accredited delegate shall speak more than twice on the same question if anyone objects.
- p. An accredited delegate may change his vote provided he rises and asks for the floor promptly and before the chair declares the results final.
- q. An appeal from a decision of the chair should be based on a point of order and shall be seconded. The vote thereon shall be put on sustaining the decision from the chair, not on sustaining the appeal. A majority vote in the negative reverses the decision of the chair.
- r. Not more than two amendments to any question shall be pending at one time, but after disposal of one or both of them, other amendments may be proposed.

- s. The convention may, to expedite the handling of business, limit as it chooses the time or the number of speakers for each side on any questions, or the total time for debate, by a two-thirds vote.
- t. Chairmen of committees may make partial reports during lull periods of the convention unless otherwise ordered.

24. INTERNATIONAL CONVENTION

With due respect to the location and duration of the International convention the governor, governor-designate and secretary-treasurer-designate shall receive an amount, to be budgeted annually (Accounts 500, 510, 540 and 550) toward the expense of attendance at the International convention, excluding those expenses reimbursable by Optimist International. To qualify for this amount, each must attend and be registered at the full convention and show evidence thereof when submitting his expense voucher.

With due respect to the location and duration of the International convention and available funds, each lieutenant governor-elect who attends the full International convention shall participate in the distribution of available funds budgeted annually for the purpose of financial assistance to those lieutenant governors-elect who attend and are registered for the full convention. (Account 510)

25. HOSPITALITY ROOM AT INTERNATIONAL CONVENTION (Account 560)

The district administration may maintain a district headquarters or hospitality room at International conventions, the rental of which, only, shall be budgeted and chargeable to Account 560 of the Standard District Chart of Accounts.

26. DISTRICT DIRECTORY

The district administration may publish, at the earliest possible date after the beginning of the administrative year, a district directory. The directory shall contain the names, addresses and telephone number of all district officers, district committee chairmen, club presidents and International officers. When feasible and practical, the directory shall also include all district policies and the dates and locations of all district meetings and conferences of the administrative year.

27. DISTRICT DUES

Each club in the district shall pay for each member enrolled in the International Office as of 31 December and 30 June, annual dues of \$\_\_\_\_ per member, payable (quarterly or semi-annually) of each year, subject to the approval of the Board of Directors of Optimist International and in accordance with Optimist International Bylaws. Annual dues payable by a newly affiliated club shall commence on the first day of the third month following that in which such club is officially organized, such payments to be based on the number of members enrolled in the International Office on that date. (OI Bylaws XI, 2, 3)

28. FINANCE COMMITTEE - BUDGET

The Finance Committee, in consultation with the incoming governor and district secretary-treasurer shall prepare the proposed annual budget for submission to the incoming executive committee for recommendation and to the incoming board for approval at the first meeting of the administrative year. All budgets shall

employ the Standard District Chart of Accounts, account numbers, definitions and required supplements established by Optimist International. (OI Bylaws XI, 5) (OI Policy ID-15)

29. GOVERNOR'S CLUB VISITATIONS

The governor shall not be required or expected to visit every club in the district. The governor's club visitations shall be limited, at his discretion, to charter presentations to new clubs, zone meetings and such special events as may be conducted by clubs and to which he has been invited. In view of the demand upon his time and administrative responsibilities, the governor may delegate or appoint an individual to appear in his place and stead on such occasions.

30. NEW CLUB CHARTER PRESENTATIONS

Dates and programs for the charter presentation events of new clubs shall be established by joint action of the new club, the new club's sponsor club, and the governor or the lieutenant governor of the zone in the governor's behalf. Charters shall be presented by the governor or his appointee. In the event of a charter presentation occurring after the end of the administrative year in which the new club was established, the then immediate past governor shall have the prerogative of presenting the charter.

31. GIFTS TO NEW CLUBS

The district administration shall provide each new club with a complimentary club banner, bell and striker, purchased from Optimist International, and shall budget an estimated amount for such purposes annually. (Account 170) (Policy may include sharing a gift expense by sponsor club)

32. NOMINATING PROCEDURE

Functioning under the provisions of the International Bylaws, the candidate qualifications committee shall seek, qualify and nominate the best qualified candidates for each office of lieutenant governor and the office of governor-elect, and shall require the following for the consideration and information of the committee:

1. A written presentation of the proposed candidate's background and qualifications for the office of lieutenant governor or governor-elect.
2. A letter from the club of which the proposed candidate is a member indicating that club's support of his candidacy.
3. A statement from the proposed candidate's employer indicating his understanding and approval of the proposed candidate's anticipated commitment to serve. If a candidate be self-employed, he shall submit such statement on his own behalf.

The candidate qualifications committee shall prepare a brief summary and description of each of the nominees' background and qualifications to be mailed to each club president and secretary-treasurer not less than thirty days prior to the date of the elections.

33. INTERNATIONAL PRESIDENT'S VISITATION (Account 360)

The governor, at the request of Optimist International, shall provide preferred and alternate locations for the

International President's visitation.

All plans and arrangements for the International President's visit shall be under direct supervision of the governor and district administration including the provisions of complimentary accommodations, customary courtesies, and a suitable gift or memento. The event shall be budgeted and conducted under Accounts 130 and 360, and operated on a break-even basis. All clubs in the district shall be invited, at least 30 days in advance, to send representatives to the event. Clubs in the city or area of the visitation, under the leadership of the lieutenant governor, may be invited to provide manpower for the conduct of the event. The governor and spouse, or a past International or district officer and spouse, shall be designated as official host to the International President.

34. INTERNATIONAL REPRESENTATIVES TO DISTRICT MEETINGS

In keeping with the policy of Optimist International to provide an official International Representative to the district board meeting held in the first quarter of each year, and to the annual district convention, the governor shall issue an invitation, at his earliest convenience, to such individuals as soon as their identities are established. Courtesies traditionally provided to the International President, including complimentary accommodations and registration, shall also be provided to such official International Representatives.

35. DISTRICT ORATORICAL CONTESTS

1. The district shall conduct either two separate contests for boys and girls, or one combined gender contest each year. The district finals will be held on \_\_\_\_\_ at the time of the third quarter district conference. If preliminary contests are necessary, they will be held on \_\_\_\_\_ with the final on \_\_\_\_\_.
2. Pursuant to the policies of Optimist International all phases of the district contests shall be conducted in strict compliance with International Oratorical Contest Rules.
3. A committee of three members from clubs in the city where the district finals are held shall be appointed by the governor to assist the district contest chairman in the selection of facilities, equipment, judges, etc., and other details pertinent to the conduct of the contests.
4. Zone contests are to be conducted under the supervision of and coordinated by the district oratorical contest chairman, and responsibility for the actual conduct of zone contests assigned to (lieutenant governors or zone chairman).
5. An entry fee of \$\_\_\_\_\_ shall be paid by all clubs sponsoring an entrant in zone contests. The costs of all transportation, food and lodging while at, or en route to or from zone contests shall be the responsibility of the sponsoring clubs.
6. An entry fee of \$\_\_\_\_\_ shall be paid by all clubs sponsoring an entrant in district contest finals. The costs of food, lodging and transportation while en route to the district contest finals shall be the responsibility of the sponsoring clubs.

*(Costs will vary with each district but they should be established in advance to maintain uniformity throughout the district. Costs of food and housing for participants in the district finals may be funded by entry fees under Accounts 140 and 370.)*

7. The costs of all district trophies and zone certificates and frames, and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 140 and 370. All such items shall be

supervised by the district contest chairman and accountable to the district secretary-treasurer who shall make all purchases and expenditures and record all revenue and expenses.

8. It shall be the responsibility of the district oratorical contest chairman to submit required materials and information on contest winners to the International Office within 30 days following the contest. The presentation of the official scholarship award provided by Optimist International shall be made by the governor at the district convention when possible.

36. COMMUNICATIONS CONTEST FOR THE DEAF AND HARD OF HEARING

1. The district shall conduct a contest open to boys and girls up to grade 12 (Grade 13 in Jamaica) who are recognized by their school as deaf or hard of hearing. The district contests will be held on \_\_\_\_\_ as set by the district CCDHH chair and committee. Preliminary (club) contests shall be held prior to this date, allowing one winner from the club level to participate at the district level for a scholarship.
2. Pursuant to the policies of Optimist International all phases of the district contests shall be conducted in strict compliance with International Oratorical Contest Rules.
3. A committee of three members from clubs in the area where the district finals are held shall be appointed by the governor to assist the district contest chairperson with the selection of facilities, equipment, judges and other details pertinent to the conduct of the contests. Judges for this contest are to be a recognized authority on deaf speaking and signing - both forms of communication are accepted as a means of delivering this presentation.
4. Zone contests are to be conducted under the supervision of and coordinated by the district CCDHH chairperson, and responsibility for the actual conduct of zone contests assigned to lieutenant governors or zone chairman.
5. An entry fee of \$ \_\_\_\_\_ shall be paid by all clubs sponsoring an entrant in zone contests. The costs of all transportation, food and lodging while at, or even en route to or from zone contests shall be the responsibility of the sponsoring clubs.
6. An entry fee of \$ \_\_\_\_\_ shall be paid by all clubs sponsoring an entrant in district contests. The costs of all transportation, food and lodging while at, or even en route to or from district contests shall be the responsibility of the sponsoring clubs. *(Costs will vary with each district but they should be established in advance to maintain uniformity throughout the district. Costs of food and housing for participants in the district finals may be funded by entry fees under Accounts 140 and 370.)*
7. Each district is to recognize one winner in the CCDHH contest for the \$1,500 scholarship. A district may choose to award two winners, but the \$1,500 for the second scholarship has to be provided by that district before Optimist International can officially recognize a second winner.
8. The costs of all district trophies and zone certificates and frames, and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 140 and 370. All such items shall be supervised by the district contest chairman and accountable to the district secretary-treasurer who shall make all purchases and expenditures and record all revenue and expenses.
9. It shall be the responsibility of the district CCDHH contest chairperson to submit required materials and information on contest winners to the International Office within 30 days following the contest. The presentation of the official scholarship award provided by Optimist International shall be made by the governor at the district convention when possible.

37. DISTRICT ESSAY CONTEST

1. The district shall conduct an Essay Contest each year. The required information regarding the district winner shall be forwarded to the International Office no later than February 15.

2. All phases of the contest shall be conducted in strict compliance with Optimist International Essay Contest Rules.
3. A district chairman may be appointed by the governor to administer all details pertinent to the conduct of the district contest.
4. An entry fee of \$\_\_\_\_\_ shall be paid by all clubs sponsoring an entrant. Entry fees shall be adequate to cover all expenses incurred by the district in the conduct of the contest.
5. The costs of all district awards and all authorized receipts and expenditures shall be budgeted and audited under Accounts 147 and 390. All such items shall be supervised by the district secretary-treasurer who shall make all purchases and expenditures.

38. TRI-STAR SPORTS SKILLS CONTEST

1. The district may conduct a District Tri-Star Sports Contest each year. The district finals shall be conducted and the number of participants provided to the International office on the Program Evaluation Form.
2. All phases of the contest shall be conducted in strict compliance with Tri-Star Sports rules stated in the Club Programs Planning Guide.
3. A district chair may be appointed by the governor to administer all details pertinent to the conduct of the district contest.

39. OPTIMIST INTERNATIONAL JUNIOR GOLF CHAMPIONSHIP QUALIFIERS

1. The district may conduct an Optimist International Junior Golf Championship Qualifier tournament each year. The district finals shall be conducted and the number of contestants provided to the International Office by the required date.
2. All phases of the contest shall be conducted in strict compliance with Optimist International Junior Golf Championship rules.
3. A chairman shall be appointed by the governor and shall be responsible for all details pertinent to the conduct of the contest.
4. An entry fee of \$\_\_\_\_\_ shall be paid by all clubs sponsoring an entrant in the district contest, or zone contest if such contests are conducted. The costs of all transportation, food and lodging in relation to zone and/or district contests shall be the responsibility of the sponsoring clubs.
5. The costs of all awards and all authorized receipts and expenditures shall be budgeted and audited under Accounts 145 and 380. All such items shall be supervised by the district secretary-treasurer who shall make all purchases and expenditures.

40. YOUTH CLUBS

1. The district shall be encouraged to maintain a Junior Optimist Octagon International (JOOI) District structure and conduct an annual JOOI District Conference for all official Youth Clubs in the district. The district Youth Clubs chairperson shall be the official liaison between the

Optimist District and the JOOI District board of directors.

2. A special conference planning committee shall be responsible for all facets of the JOOI District Conference. The committee shall include the district Youth Clubs chairperson, the JOOI governor, the JOOI District board of directors and any/all Youth Club advisors and chairpersons deemed necessary by the district Youth Clubs chairperson and JOOI governor.
3. Elections for JOOI District officers must be held in accordance with the guidelines established in both the JOOI District bylaws and the International JOOI Constitution & Bylaws.
4. Finances shall be managed by the Optimist District secretary-treasurer, the district Youth Clubs chairperson and the JOOI District secretary-treasurer. A separate checking account for JOOI District funds may be established as long as a dual signature process is utilized. The Optimist District secretary-treasurer shall duplicate all account activity for Optimist District financial reports.
5. Optimist Districts which hold JOOI District conferences and elect JOOI District officers must use all dues rebate funds to support district Youth Club/JOOI activities. Such activities may include the JOOI District Conference, district newsletter production/distribution, district officer travel, district officer communication, etc. Rebate funds not utilized by year-end must be rolled over to the next year's budget.

41. DISTRICT POLICIES

The district secretary-treasurer shall provide Optimist International and each member of the district's board of directors with a copy of all district policies immediately following the first quarter meeting of that board.

42. POLICY REVISIONS

These policies shall be reviewed annually in the first quarter by the district executive committee and revised as necessary. All revisions in policies shall be approved by the full board of directors in the first quarter. Policies may be reviewed and revised by the board of directors at other times as necessary.

43. TRAVEL EXPENSES - GENERAL (Accounts 200 through 265)

Authorized individuals shall be reimbursed for expenses incurred in travel on district administration business upon receipt, by the district secretary-treasurer, of a properly completed and signed voucher accompanied by a copy of any required report in writing, such as a visitation report, zone meeting report, or committee chairman report. Reimbursement shall be at the rate of \_\_\_\_ cents per mile except that no reimbursement shall be made for occasions within the city of the individual's residence. All reimbursements shall be made within the limitations of budget and available funds.

44. TRAVEL EXPENSES - COMMITTEE CHAIRMEN (Account 265)

District committee chairmen shall be reimbursed for authorized travel expenses incurred in attendance at district conferences, district conventions, district executive committee and board of directors meetings, when specifically requested, by the governor, to be present and report.

45. TRAVEL EXPENSES - GOVERNOR (Account 200)

The governor shall be reimbursed for authorized travel expenses when engaged in the execution of the responsibilities of his office excluding those occasions reimbursable by Optimist International.

46. TRAVEL EXPENSES - GOVERNOR-ELECT (DESIGNATE) (Account 255)

The governor-elect (designate) shall be reimbursed for authorized travel expenses incurred in attendance at district conferences, district board and executive committee meetings, district conventions, and such other occasions and events specifically requested by the governor.

47. TRAVEL EXPENSES - LIEUTENANT GOVERNORS (Account 210)

Lieutenant governors shall be reimbursed for authorized travel expenses, when engaged in the business of the district administration or Optimist International, incurred in required visitations, authorized zone meetings and charter presentations within their zones, meetings of the district executive committee and board of directors, and district conferences.

48. TRAVEL EXPENSES - PAST GOVERNORS (Account 260)

The past governors serving as members of the district board of directors shall be reimbursed for authorized travel expenses incurred in attendance at meetings of the district executive committee and board of directors and the district convention.

49. TRAVEL EXPENSES - SECRETARY-TREASURER (Account 250)

The district secretary-treasurer shall be reimbursed for authorized travel expenses incurred in the execution of the duties of his office, attendance at meetings of the district board of directors and executive committee, district conferences and conventions, and such other occasions and events specifically authorized by the governor.

50. CONFLICT OF INTEREST

The following provisions govern conflicts that may arise between the interests of any district officer or members of the executive committee and the \_\_\_\_\_  
District of Optimist International:

A conflict of interest with respect to a transaction effected or proposed to be effected by the district exists if:

A member of the executive committee or the finance committee is known at the time of the commitment to be in a position to personally benefit financially from the transaction; or

The transaction is brought before the executive committee or the finance committee for action, and the officer or member of the board know, at the time of the commitment, that any person has or may have control or unusual influence over a voting member of those committees.

If any conflict of interest arises, the officer or board member must disclose in writing to the finance committee the existence and nature of the conflict thirty days prior to the transaction.

A transaction that is not made in good faith or that is not fair to the district shall be null and void and may not be authorized or approved by any persons.

## **ADDENDUM 1 - SUGGESTED POLICY TOPICS**

The following list of potential policy topics is included to assist districts in creating up-to-date and pertinent policies.

- Long Range Planning
- Past Governors Association
- Past District Secretary/Treasurers Association
- District Bowling Tournament
- District Golf Tournament
- District Supply Sales
- District Resolutions Committee
- District Logo
- District Conference and Convention Committee
- Assistant to the Governor
- Ill or Deceased Reports
- Finance Committee Member Responsibilities
- Capital Purchases
- Club Registration Refunds
- Scrapbook Awards
- Club Bulletin Awards
- Community Projects Awards
- Activity Awards
- Annual Club Activity Report
- Scholarship Contests
- International Program Participation

(Adopted March 98)