

NORTH CAROLINA EAST DISTRICT

OPTIMIST INTERNATIONAL



DISTRICT POLICIES

The following is a compilation of policies and practices that conform to Optimist International's Constitution and By-Laws. These policies and practices are designed to contribute to the efficiency and effectiveness of the administration for the North Carolina East District.

These policies have been adopted by the North Carolina East District Optimist Board of Directors. Policies involving receipts and expenditures must bear the account numbers and definitions assigned in the standard District Chart of Accounts. Expenditures by any means not clearly defined in the District's approved annual budget are not reimbursable without approval of the North Carolina East District Executive Board of Directors.

Revised: September 8, 2018

References:

Any reference in these policies to the words "he, his, him, man", or "men" is for descriptive purpose only and shall not, in any way, be construed to limit the application of the policy in which they appear to the masculine gender. Any reference in these policies to the word "District" refers to the North Carolina East District of Optimist International.

Any reference in these policies to the word "International" refers to Optimist International (OI).

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I. Purpose

The sole purpose of this District shall be to function as an administrative division of Optimist International in furtherance of the purpose of Optimist International, its bylaws, and policies as established by the International Board of Directors. The District shall provide service and support to clubs for the purpose of enhancing growth, participation, administration and youth services. All clubs located within the territorial boundaries of this District shall be members of the District, except as requested by the club or clubs involved, and in concurrence with the Districts involved and the International Board of Directors. (OI Bylaws Article VII, Section 2)

II. District Policies

- A. The District Secretary-Treasurer shall provide Optimist International and each member of the District Board of Directors with a hard copy of, or means of electronic access to, all District policies immediately following the first quarter meeting of the board.
- B. A hard copy of, or means of electronic access to, the proposed policies shall be provided to the incoming Executive Committee during the month of September. 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 revised by the Board of Directors at other times as necessary. The District Governor may appoint a member to head up a committee to review the District policies.

III. Board of Directors

A. General Provisions

The Board of Directors shall administer the business of the District. The Board of Directors shall consist of the officers of the District, the two Immediate Past Governors, and the President of each member Club. Should the President of a member Club be unable to attend, a delegate from that Club would be allowed to speak and act as the President in the conduct of business before the Board of Directors. The JOI Governor and the Assistant to the Governor shall serve as non-voting members of the Board of Directors. (OI Bylaws Article VII, Section 3, Paragraph A)

B. District Officers and Executive Committee

1. The Executive Officers of the District shall be the Governor, Governor-Elect, Lieutenant Governors, the two Immediate Past Governors, the Finance Chairperson, and the District Secretary-Treasurer.
2. The District Board of Directors shall consist of the District Executive Officers and each Club President (or designee), and the JOI Governor as a non-voting member (if any).

C. Elections, Terms of Office & Installation

1. No one shall be eligible for election or hold a District office unless he/she is duly enrolled on the International roster as a member of a club in good standing in Optimist International and the NC East District and has held or is currently holding the Office of President of an Optimist club at the time of election or appointment.
2. The term of office for Governor shall be one year, unless the Candidate Qualification Committee is unable to recruit a Qualified Candidate for Governor-Elect. In that case, the Governor could be elected to serve an additional term(s).

3. The Governor-Elect shall be elected at the annual or a special duly called convention by a majority vote of the accredited delegates present and voting at the time of election. The Governor-Elect shall not serve in any other elective office in the same year he/she is Governor-Elect. (OI Bylaws Article VII Section 6, Paragraph C) The Governor-Elect shall automatically become Governor on 1 October of the year following the year in which he was elected Governor-Elect.
4. The District Secretary-Treasurer will be appointed by the Governor, confirmed by the Executive Board and shall serve for one year, ending 30 September. The term of office for District Secretary-Treasurer shall not be more than one term unless the Governor-Elect is unable to recruit a qualified candidate for the position, and only in that case, may the District Secretary-Treasurer be appointed to serve an additional consecutive one-year term.
5. The District Board of Directors, as defined in Optimist International By-Laws, shall be installed by the official representative of Optimist International at the prior year annual District convention or the first quarter District meeting at the beginning of the administrative year.

D. Duties of District Officers

1. Governor

- a. Under the general supervision of the International Board of Directors, it shall be the duty of the Governor to uphold the purposes of Optimist International and the District and to promote the interest and coordinate the work of member clubs within the District.
- b. The Governor shall function as the chief executive officer of the District and preside at all meetings of the Board, the Executive Committee and the annual convention of the District.
- c. He/She shall be an ex-officio member of all committees and shall exercise general supervision over affairs of the District, subject only to the Board of Directors, the delegates to the annual District convention, and the Board of Directors of Optimist International.
- d. He/She shall at all times act on behalf of Optimist International in all relations with member clubs within the District.
- e. He/She shall also attend the annual convention of Optimist International and any special meetings or conferences conducted by Optimist International for Governors.
- f. The Governor shall appoint all current committee chairs and may call for quarterly meetings.

2. Governor-Elect

- a. The Governor-Elect will be responsible for promotion and planning of training at the District convention for Club Presidents-Elect, Lieutenant Governors-Elect, Club Secretary-Treasurers and any other Club or District office for which training would be needed, with the assistance of the Leadership Development Committee, utilizing the Optimist International Faculty Guide.
- b. The dates and locations of the District meetings and convention will be established by the Governor-Elect during his/her year as Governor-Elect for his/her year as Governor.

3. District Secretary-Treasurer

The Duties of the District Secretary/Treasurer are:

- a. Attend all meetings of the District Board of Directors, the District Executive Committee and the annual District convention, and act as Secretary-Treasurer of **all** district functions.
- b. Keep true and correct minutes of aforementioned meetings and transmit a copy to the Optimist International Office and to others so designated by the District Board, within 30 days after the close of any such meeting.
- c. Receive and deposit all moneys due the District.
- d. Disburse moneys within the limitations of the District budget or by specific instructions of the District Board, the District Executive Committee, or the accredited delegates at the District convention.
- e. Keep an accurate and complete record of all financial transactions and submit financial statements and records required by the District Board of Directors and as set forth in the Optimist International Bylaws.
- f. Keep books of account open at all times to the District and International Board of Directors, with such books to be subject to a quarterly internal review and a more formal annual review as of 30 September of each year to be completed by 30 November.
- g. Perform such other duties as prescribed in these Policies.
- h. Bank accounts should be maintained with the same banking institution as the prior year, unless otherwise directed by the Executive Board. This is for the stability of records. Signature cards and addresses shall be updated as needed.

4. Immediate Past Governor

- a. Immediate Past Governor shall serve as an advisor to the Governor and Governor-Elect. The Immediate Past Governor shall be a voting member of the Executive Committee of the District and shall have voting rights in respect to conducting the business of the District.
- b. The Immediate Past Governor shall serve as the District Candidate Qualification Chairperson. This chairperson shall seek qualified members from the District to serve as Governor-Elect, Governor and/or Lieutenant Governors.

5. Lieutenant Governors

- a. Each Lieutenant Governor shall function in his/ her assigned zone as a representative of Optimist International and of the Governor and shall generally conduct his office in a manner contributory to the attainment of all objectives of the District and Optimist International.
- b. It is recommended that each Lieutenant Governor make at least two visitations to each Club in his Zone during the administrative year, in accordance with directions from the International Board of Directors. He/She should visit each newly affiliated club in his/her zone within 90 days following its official organization. The Lt. Governor should make the prescribed report of each visitation within 30 days.
- c. Each Lieutenant Governor shall be responsible for conducting a zone meeting in each quarter of the administrative year and notice of such meeting shall be sent to

the President and Secretary of each club in the zone not less than 15 days prior to said meeting. To avoid conflict, the dates of all Zone meetings shall be established with the knowledge and approval of the Governor. He shall make the prescribed report of each meeting within 30 days.

6. Assistant to the Governor

- a. Cooperate with and act as representative for the Governor-Designate or Governor-Elect in preparation for the year.
- b. Act as liaison between the Lieutenant-Governors and/or committee chairs and the Governor.
- c. Attend all District Board of Directors meetings and Executive Committee meetings as well as the annual convention.

7. District Responsibilities of Past Governors

After a Governor has performed his/her duty as Governor, he/she takes on a responsibility for the next five years to perform a crucial chairperson's role for the District.

Year 1 - Candidate Qualification Chairperson

Year 2 – Open

Year 3 – Convention Chairperson

Year 4 – Open

Year 5 – Finance Chairperson

The Governor-Elect has the right to select an alternate individual if the Past Governor is not available or qualified to support such efforts to uphold the District.

E. Duties of the Executive Committee

Pursuant to the Optimist International By-Laws and limitations therein and, excepting those functions and responsibilities specifically assigned to the Board of Directors by the By-Laws, the Board of Directors shall, for the purpose of expediency and efficiency, delegate its powers and authority to the District Executive Committee. (Refer to III B-1)

F. Vacancy of District Office

1. For good cause, or upon death or incapacitation of any elected or appointed officer or any officer-designate of the District, or in the event of the failure of any officer to carry out the duties of his/her office, the incumbent District Executive Committee may declare said office vacant and shall select a successor to fill the remainder of the term. Should either of the Immediate Past Governors be unable to serve as a member of the Executive Committee and Board of Directors, the next available Immediate Past Governor who is willing to serve shall automatically become a member of the Executive Committee and Board of Directors in his/her place. The foregoing shall apply to any individual who has been elected or appointed to office, but who, for any reason does not assume or carry out the duties of his/her office (OI Bylaws Article VII, Section 3, Paragraph D).

2. In the absence of the Governor at any meeting of the Board of Directors, Executive Committee or District convention, the next available Immediate Past Governor who is willing to serve will preside.

G. District Board of Directors Meetings

(Accounts 130 and 360)

1. District conferences shall be planned and conducted by the District administration, at a time and location determined by the Governor in the first, second and third Optimist quarters. Such conferences shall invite all Optimist members and especially encourage the attendance of club officers and committee personnel, and such others as may benefit from such conferences.
2. The program for such conferences may include the introduction and promotion of club and District goals, objectives, buzz sessions, forums, round tables, leadership development events and, under the leadership of the 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 contest finals. All such conferences will be budgeted and conducted by the District administration on a non-profit, break-even basis. However, if a profit is made, the profit will go toward the account designated by the Executive Board. 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. District conferences often provide areas of hospitality and social events. Such accommodations should not encourage, provide, or incorporate the use or consumption of alcohol products when minor children are present. Under no circumstances, should District funds be used to purchase alcohol products.
3. Pursuant to the Optimist International By-Laws, the District Board of Directors shall meet quarterly at such times and places as may be determined by the Governor except that, at the board's discretion, the meeting in the second quarter may be waived if all Zones hold Zone meetings in that quarter. The first quarter meeting shall be held not later than 30 November, the third quarter meeting shall be held in May, and the fourth quarter meeting shall be held in conjunction with the annual District convention.
4. 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 the agenda prepared by the Governor and District Secretary, at least thirty days prior to said meetings.
5. Board meetings shall be budgeted and conducted under Accounts 130 and 360 and operated on a break-even basis or, if a profit is made, the profit will go toward the account designated by the Executive Board. Cost of any meals and gratuities may be collected by the Secretary-Treasurer or designate.

H. Executive Committee Meetings

(Accounts 130 and 360)

1. The District Executive Committee shall meet quarterly at the time, place and 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.

I. Zones, Establishment / Meetings

1. Pursuant to the Optimist International By-laws, the number and boundaries of Zones, for any administrative year, if subject to revision, shall be determined by the North Carolina East District Optimist Executive Committee and approved by the North Carolina East District Optimist Board of Directors prior to its meeting held the third quarter of the preceding year to accommodate the selection of Lieutenant Governors to serve during the next administrative year.
2. All proposals for the 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 fewer than four clubs. New clubs shall be assigned to the zone in which they are geographically located following their year of charter, and services thereto shall be the responsibility of the Lieutenant Governor of said zone.

IV. District Committees

A. The District Board of Directors shall establish in these District Policies such committees as it deems appropriate to carry out the administration of the District (OI Bylaws Article VII, Section 3, Paragraph G). The Governor-Designate shall appoint the chairpersons of all committees and shall announce such appointments not later than 1 October following his election (OI Bylaws Article VII, Section 5, Paragraph G).

B. District Committee Chairpersons will serve a one-year term, and their expenses will be included in the Annual Budget. The District Committee Chairpersons are as follows:

Boys & Girls Home, Bulletin, Childhood Health and Wellness, CCDHH Contest, International Convention Ambassador, Club Fitness, District Convention, Essay Contest, JOI Youth Clubs, Junior Golf (OIJGC), Leadership Development, Membership, New Club Building, Optimist International Foundation, Oratorical Contest, PGI, Web Master, Public Relations, & Supply.

C. The following committees are established:

1. FINANCE:

- a. The five-year past Governor shall serve as Finance Chairperson and shall form a Finance Committee, and said committee, in consultation with the incoming Governor and District Secretary-Treasurer, shall prepare the proposed annual budget for submission to both the incoming Executive Committee for recommendation as well as the incoming Board of Directors 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.
- b. Prior to the approval of the new year budget, expenses can be paid for the new administrative year. These expenses can be paid as long as the total of the expenses is less than \$2500.00.
- c. The finance committee shall exercise advisory supervision over all financial transactions, arrange for such financial reports as may be required by the District Board of Directors and Optimist International, arrange for an annual review as of 30 September as soon as possible after 30 September but not later than 30 November which shall be performed by an independent Certified Public Accountant, a Certified Managerial Accountant, a Certified General Accountant, a Chartered Accountant, or a review committee, and

supervise the orderly transfer of all District records and funds from each administration to its successor before or at the first meeting of the Board of Directors.

- d. The annual review/audit must include verification of bank statement balances to all year-end reporting to ensure that balances are accurately reported and budget variances must be researched to be sure that the variances are legitimate.
- e. The finance committee shall consider all proposed budget revisions and proposals for expenditures not previously budgeted or approved, and shall make recommendations thereon to the Executive Committee and/or Board of Directors.
- f. Escrow accounts shall be established for District Convention and District Junior Golf. Other escrow accounts may be established as needed. When the main budget for the escrow account ends the year in a positive cash amount, that amount is added to that escrow amount. If the main budget for the escrow account ends the year in a negative cash amount, funds may be pulled from the escrow account to balance the main budget. If the escrow account is taken to zero, the Board of Directors may allocate funds from another escrow account or elsewhere within the budget. It is the responsibility of each chairperson of each account to maintain a positive balance in the escrow account.

2. CANDIDATE QUALIFICATIONS:

- a. The Candidate Qualifications Committee shall be composed of the Immediate Past Governor, two Past Governors who are willing to serve and two at-large members as appointed by the Governor. The Immediate Past Governor shall serve as committee chairperson.
- b. Nomination Procedure:
 1. Functioning under the provisions of the International By-Laws, the Candidate Qualifications Chairperson shall form the Candidate Qualifications Committee and shall seek, qualify and nominate one or more candidates for the office of Lieutenant Governor and Governor-Elect, and may require the following, for the consideration and information of the committee:
 - a. A written presentation of the proposed candidate's background and qualifications for the office of Lieutenant Governor or Governor-Elect.
 - b. A letter from the Club of which the proposed candidate is a member indicating that Club's support of his or her candidacy.
 - c. A statement from the proposed candidate's employer indicating his or her understanding and approval of the proposed candidate's anticipated commitment to serve. If the candidate is self-employed, he or she shall submit such statement on his or her own behalf.
 2. 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 election.

3. DISTRICT ORATORICAL CONTEST

(Account 370)

The District shall hold a combined gender contest. The District finals will be held on Saturday at the time of the third quarter meeting. If preliminary contests are necessary, they will be prior to the finals.

- a. Pursuant to the policies of Optimist International, phases of the District contest shall be conducted in strict compliance with Optimist International Oratorical Contest rules.
- b. A committee of three members from Clubs in the city where the District finals are to be 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 conduct the contest.
- c. Zone contests are to be conducted under the supervision of and coordinated by the Lieutenant Governor.
- d. The cost of all transportation, food and lodging while at, or en route to or from Zone contests and District contest, shall be the responsibility of the sponsoring Club of entrant.
- e. The cost of all District trophies and Zone certificates and frames, and all authorized receipts and expenditures, shall be budgeted and audited under the Account of 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.
- f. It shall be the responsibility of the District oratorical chairman to submit the required materials and information on contest winners to the International Office within 30 days following the contest. When possible, the presentation of the official scholarship award provided by Optimist International shall be made by the Governor at the District convention.
- g. The District contest shall recognize winners and award scholarships.
- h. The District may provide transportation and hotel reimbursement for the District winner to attend The World Championship. Reimbursement may not exceed the budgeted amount in Acct. 370.

4. ACHIEVEMENT AND AWARDS PROGRAM

(Account 442)

- a. 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.
- b. It shall be the responsibility of the District administration to promote and encourage participation in both District and International Achievements and Awards Programs.
- c. 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 O.I.'s Achievement and Awards Programs. The District's Achievement and Awards Program shall conform to the District's program advocated by the Optimist International Board of Directors.
- d. Any appeal or protest of the final published standings of clubs or individuals in the District Achievement and Awards Program must be in the hands of the District Secretary-Treasurer not later than 30 days following publication of the standings to be considered. The District Executive Committee shall have the power and authority to review and adjudicate any such appeal or protest, and its decision 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.

E. Creation of New Committees

Upon approval by the Executive Committee, the Governor, at his/her discretion, may appoint Chairmen for additional committees he/she deems necessary.

V. District Convention

A. General Provisions

1. The District convention shall be held annually between the dates of 7 August and 30 September. The said dates and location of the District convention will be established by the Governor-Elect during his/her year as Governor-Elect for his/her year as Governor. The Governor will consult with the Governor-Elect on matters of the convention, and the Governor-Elect will establish the Training Content and Schedule at the Sitting Governor's Convention. The third year Past Governor shall serve as convention chairperson. If unable to serve, the Governor shall designate a person to serve as chairperson.
2. The annual District convention shall be a two-day or three-day event, beginning on Friday morning and ending Sunday, exclusive of social, recreational or other extracurricular activities.
3. Youth Club Conference Policies
 - a. The District may conduct a conference for Junior Optimist and Octagon Clubs each year.
 - b. A planning committee comprised of the District Youth Club Chairperson, Youth Clubs Governor, Youth Club Board of Directors and Youth Club sponsors and advisors, as the committee deems necessary, shall be responsible for organizing all phases of the conference.
 - c. The District Youth Club Chairperson shall serve as Conference Chairperson and will make the necessary arrangements with the District Governor and District Convention Chairperson when required.
 - d. Elections for District Youth Club officers must be held in accordance with guidelines in District Youth Club By-Laws.
 - e. Finances shall be under the control of the District Secretary-Treasurer and Youth Club Chairperson.

B. Allocation from District Dues

In keeping with the fact that all Clubs and members benefit from the annual District convention, the sum of \$1.00 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. Such allocation shall supplement convention registration fees for the financing of the annual District convention.

C. Budget

(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 distributions shall be prepared by the Convention Committee Chairman, Governor and District Secretary-Treasurer and shall be included in the District's annual financial statement.

D. Complimentary Registrations

1. The incumbent Governor, Governor Designate, Secretary-Treasurer Designate, Secretary-Treasurer, and Convention Chairperson should receive complimentary convention registration and hotel/motel lodging for themselves, and such shall be anticipated in the convention budget.
2. The official Optimist International Representative to the annual convention should receive complimentary registration and hotel/motel lodging of suitable character for the representative and the spouse or guest and such shall be anticipated in the convention budget.
3. The complimentary registration and hotel/motel lodging should be consistent with the District complimentary convention amount unless Governor or Convention Chairperson recommends otherwise.

E. 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 and Leadership Development 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, at 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.

F. Refunds

All requests for refunds of prepaid convention registrations must be in writing by the pre-registered individual. Such requests for refunds must be received by the Convention Chairman or District Secretary-Treasurer five days prior to the scheduled convention start date. The Convention Chairperson may agree to provide partial or full refunds after consulting with the Convention Committee when cases of hardship or acts of God occur. No refunds for partial registration shall be honored.

G. Convention Rules

1. The convention shall be composed of delegates as set forth in the International By-laws.
2. To be accredited by the Credentials Committee and eligible to vote on 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.
3. The Convention Chairperson and Convention Committee shall be responsible and accountable for the convention credentials and requirements as outlined and set forth by the Optimist International By-Laws.
4. The Convention Committee shall give a credentials report at the first session thereof and periodically thereafter or when directed to do so.
5. The program as printed shall be the official program of the convention.
6. There shall be no nominating speeches if there are no nominations from the floor following the report of the Candidate Qualifications Committee.
7. Following the report of the Candidate Qualifications Committee, the Governor shall call for other nominations from the floor and then call for the closing of nominations.
8. If nominations are made from the floor following the report of the Candidate Qualifications Committee, there may be nominating speeches on behalf of the candidates.
9. Nominating speeches shall be limited to two for each candidate, one of five minutes duration and one of two minutes duration.
10. All voting shall be by 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 count the ballots and the chairman of 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.
11. No accredited delegate shall be entitled to the floor unless he/she rises, addresses the presiding officer, and gives his/her name and club affiliation.
12. Debate shall be limited to five minutes per speaker. No accredited delegate shall speak a second time to the same question at the same sitting if another accredited delegate who has not spoken thereon rises and asks for the floor.
13. No accredited delegate shall speak more than twice on the same question if anyone objects.
14. Main motions shall be put in writing when the chair so directs.
15. 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.
16. The vote on a question, once commenced, shall not be interrupted except only to ask that the chair restate the question.
17. An accredited delegate may change his vote from one side to the other provided he rises and asks for the floor promptly and before the chair declares the result final.
18. No appeal from a decision of the chair shall be in order unless based on a point of order, and shall be seconded. The vote thereon shall be put, not on sustaining the appeal, but on sustaining the decision of the chair. A majority vote in the negative reverses the decision of the chair.
19. 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.

20. 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 question, or the total time for debate, by a two-thirds vote.
21. Chairmen of committees may make partial reports during lull periods of the convention unless otherwise ordered.
22. The current edition of ROBERT'S RULES OF ORDER shall govern the convention proceedings, unless not consistent with the OI Constitution and By-Laws and these convention rules.
23. 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 By-Laws)

H. Hospitality Room at District Convention & Conferences

All hospitality rooms, or other accommodations serving a like purpose, shall be closed during business sessions or training events at the discretion of the present administration.

VI. International Convention

(Account 500, 510, 540, 550, and 551)

With due respect to the location and duration of the International Convention the Governor, Governor-Designate, Secretary-Treasurer and Secretary-Treasurer-Designate shall receive an amount, to be budgeted annually, 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 unless otherwise indicated in budget for that year. If multiple Lieutenant Governors-Elect plan to attend the International Convention, the available funds will be divided equally among the Lieutenant Governors-Elect with the maximum amount given to each Lieutenant Governor-Elect set by the Finance Committee in the budget. The Finance Committee will also set a maximum amount in the budget, given to each Lieutenant Governor-Elect, no matter how many Lieutenant Governors-Elect plan to attend the International Convention.

HOSPITALITY ROOM AT INTERNATIONAL CONVENTION

(Account 560)

The District administration may maintain a District headquarters hospitality room at International conventions, the rental of which shall be budgeted and chargeable to Account 560 of the Standard District Chart of Accounts. The District may choose to provide a group dinner for all District members in lieu of maintaining a hospitality room, and the District shall budget for the dinner or the hospitality room.

VII. District Finances

A. General Provisions

The conduct and administration of District business shall be financed by District dues payable by clubs for each of their members enrolled in the office of Optimist International, from convention fees, by extraordinary fundraisers as approved by the District Board of Directors and the International Board of Directors and as hereinbefore provided from the General Fund of Optimist International. The amount of the District dues and dates on which such dues shall be payable shall be established by the Board of Directors of Optimist International. The District, by resolution adopted by a two-thirds (2/3) majority vote of the accredited delegates to the annual or duly called special convention, may petition the Board of Directors of Optimist International, in the form and manner prescribed by the Board, for adjustment of the amount of the annual dues. No financial obligation or assessment of any kind, other than provided in these policies, shall be placed upon or requested of the clubs or their members by the District. (OI Bylaws Article VII, Section 5, Paragraphs A, B and C)

B. Dues

(Account 100)

1. Each club in the District shall pay for each member (Regular and Life) enrolled in the International office as of December 31, March 31, June 30, and September 30, annual dues of \$16.00 per member payable quarterly each year, subject to the approval of the Board of Directors of Optimist International and in accordance with the Optimist International By-Laws. 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.
2. Each club in the District shall pay for each full time registered college member enrolled in the International office as of December 31, March 31, June 30 and September 30 annual dues of \$5.00 per member payable quarterly each year.
3. Any club more than 60 days in arrears of any indebtedness to the District or Optimist International shall be considered not in good standing and shall forfeit all rights and privileges of membership during the period of indebtedness.

C. Depositories and Signatories

The District Board of Directors shall annually determine the official depositories for the District funds and designate officers authorized to endorse, execute and sign checks or orders for payments of money, and such shall be signed by one such officer.

D. Expense Reimbursements

1. MISCELLANEOUS EXPENSES

A completed and approved District Expense Voucher form, with attached receipts, must be used to request and authorize reimbursement for all miscellaneous expenses. These expenses could be related to the district projects (Essay, Oratorical, CCDHH contests, Golf Tournament), or operational expenses (postage, membership promotion, new club building, awards, etc). Expenses will be reimbursed only up to the amounts authorized by the approved budget, unless specifically approved by the Executive Committee. All Expense Vouchers for \$250 or more must be approved by two designated officers.

2. 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 properly completed and signed District Expense Vouchers 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 \$0.28 per mile. All reimbursements shall be made within the limitations of budget and available funds. All travel expenses and expense vouchers shall be reported to the Secretary-Treasurer by 15 September, and all reported travel expenses shall be paid by the Secretary-Treasurer by 30 September of the administrative year in which the expense was incurred.

3. TRAVEL EXPENSES – COMMITTEE CHAIRPERSONS AND ASSISTANT TO THE GOVERNOR

(Account 265)

District committee chairpersons and the assistant to the Governor shall be reimbursed for authorized travel expenses incurred in attendance at District conferences, District convention, District Executive Committee and Board of Directors meetings, when specifically requested, by the Governor, to be present and report.

4. TRAVEL EXPENSES – GOVERNOR

(Account 200)

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

5. TRAVEL EXPENSES – GOVERNOR-ELECT (DESIGNATE)

(Account 255)

The Governor-Elect (Designate) shall be reimbursed for authorized travel expenses incurred in the attendance at District conferences, District Board and Executive Committee meetings, District conventions, and such other occasions and events specifically requested by the Governor.

6. TRAVEL EXPENSES – LIEUTENANT GOVERNORS

(Account 210)

Lieutenant Governors shall be reimbursed for authorized travel incurred in required training events, visitations, authorized Zone meetings and charter presentations within their zones, meetings of the District Executive Committee and Board of Directors, and District conferences.

7. TRAVEL EXPENSES – PAST GOVERNORS

(Account 260)

The Past Governors serving as members of the District Executive 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.

8. 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 the office, attendance at meetings of the District Board of Directors and Executive Committee, District conferences and conventions, and such other occasions and events authorized by the Governor.

E. International Convention

1. With due respect to the location and duration of the International Convention the Governor, Governor-Elect, Secretary-Treasurer, Secretary-Treasurer Designate and Lieutenant Governors-Elect shall receive an amount, to be budgeted annually, toward the expense of attending, excluding any expenses reimbursable by Optimist International. To qualify, each must register, attend the full convention and show evidence thereof when submitting an expense voucher.
2. Duplicate payments will not be made to an individual who holds more than one incumbent and/or –elect position. Officers named in this paragraph are those taking office on 1 October following the International Convention.
3. The District may maintain a headquarters or hospitality room, the cost of which shall be included in the annual budget.

VIII. Miscellaneous

A. District Insignia

1. The District shall provide lapel pins (designating the appropriate office) for all members of the Executive Committee. Lapel pins shall be presented when an individual is installed in office or by the end of the administrative year. Appropriate past officers' pins, with stones, shall be presented to retiring members of the Executive Committee.
2. Name badges may be provided to members of the Executive Committee and/or District committee chairs.
3. District lapel pins may be designed and purchased by the Governor. Distribution shall be at the discretion of the Governor.

B. District Officer Lapel Insignia

The District administration shall provide official lapel insignia for all District officers to be presented at the time of their installation. 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:

- * Governor's insignia with stone
- * Past Governor's insignia with stone
- * Governor-Elect's insignia with stone
- * Lieutenant Governor's insignia
- * Past Lieutenant Governor's insignia with stone
- * Secretary-Treasurer's insignia with stone
- * Past Secretary-Treasurer's insignia with stone

C. Flag, Creed and Banner Display

It shall be the policy of the District administration to display at all District conferences and conventions the appropriate national flag, the District banner and the Optimist Creed banner in the room in which District business is conducted.

D. Gifts and Mementos

(Account 450)

It shall be the policy of this District to present a gift and/or memento to the retiring Governor and to the official Optimist International Representative to the annual District convention, the cost of which shall not exceed \$125.00 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.

E. New Clubs – Charter Presentation and Expenses

1. 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 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 immediate Past Governor shall have the prerogative of presenting the charter.

2. GIFTS TO NEW CLUBS

(Account 440)

The District administration shall provide each new club with a complimentary club banner, bell and striker, and shall budget an estimated amount for such purposes annually. Policy may include sharing a gift expense with sponsor club.

F. Visitation by the Governor

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

G. Visitation by International President

(Account 360)

The Governor, at the request of Optimist International, shall provide preferred and alternate locations for the visitation of the International President.

All plans and arrangements for the International President's visit shall be under the supervision of the Governor and District administration including the provisions of complimentary accommodations, customary courtesies, and a suitable gift or memento of the occasion. 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 area of the visitation, under the leadership of the Lieutenant Governor, may be invited to provide manpower for conducting the event. The Governor and spouse or guest, or a past International or District officer and spouse or guest, shall be designated as official host to the International President and spouse or guest.

H. Visitation by International Representative

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.

I. 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. Cost, publication frequency and distributions shall be determined according to the budgetary provisions and available funds. At a minimum, the bulletin shall be published and distributed to all District officers, District committee personnel, club presidents and secretary-treasurers, and the Optimist International office and officers.

J. Directory

(Account 340)

Each new District administration shall publish a District directory prior to the beginning of the administrative year. The directory shall contain the names, addresses, email addresses and telephone numbers of all District Officers, District Committee Chairpersons, Club Presidents and Club Secretary-Treasurers, Club meeting days and locations, schedule of District meetings and conferences of the administrative year.

K. Web Site

(Account 331)

The District may maintain an internet web site under the administration of a District Web Master, appointed by the Governor. The site will include up-to-date District Directory information, current District Policies and information on District competitions, including the Essay Contest, Oratorical Contest and Junior Golf Championship. Information about District Conferences and registration forms shall also be included. Links to the Optimist International, Optimist Leaders and Optimist International Foundation sites will also be included. Other content included will be at the discretion of the Governor and the Web Master.

L. District Record Retention

In order to retain availability of important District records for legal and internal District purposes, the District Secretary/Treasurer shall retain the following District records for the periods indicated. The out-going Secretary/Treasurer shall present these documents in hard copy form to the succeeding District Secretary/Treasurer as soon as practical after the succeeding District administration takes office.

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| 1. Minutes | 10 years |
| a. Executive Committee meetings | |
| b. District Board of Directors meetings | |
| 2. Annual Financial Reports | 7 years |
| a. Budget | |

- b. Tax returns
 - c. Year-end financial report
 - d. Annual financial review (Audit)
 - e. Bank statements for all accounts and check register
3. Quarterly financial reports 3 years
 4. Contracts 5 years after expiration
 5. Secretary/Treasurer and Governor correspondence 3 years
 6. Approved District Expense Vouchers