

ATLANTIC CENTRAL DISTRICT POLICY REVISED 9-17-08

1. GENERAL PROVISIONS

The business of the District shall be administered by a Board of Directors. The Board of Directors shall consist of the officers of the District, the two Immediate and available Past Governors, the Lieutenant Governors (if any), the District Secretary, the District Treasurer, and the President of each 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 the business coming before the Board of Directors. The JOOI Governor shall serve as a non-voting member on the District Board of Directors. (O.I. Bylaws Article VII, Section 3, Paragraph A)

2. DISTRICT OFFICERS AND EXECUTIVE COMMITTEE

- A. The District officers, also referred to as the District Administration, shall be the Governor, Governor-Elect, Secretary, Treasurer and the Lieutenant Governors (if any).
- B. The Executive Committee shall consist of the District Officers, the two most Immediate and available Past Governors, and the JOOI Governor as a non-voting member. (O.I. Bylaws Article VII, Section 3, Paragraph B and C)
- C. A District may delegate, subject to the limitations imposed by these Bylaws, the powers of the District Board of Directors to the District Executive Committee. No person may serve in more than (1) one office, except the Secretary and the Treasurer, as Secretary/Treasurer.
- D. 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 the election. The Governor-Elect shall not serve in any other elective office in the same year he is Governor-Elect. (O.I. Bylaws Article VII, Section 6, Paragraph B) The Governor-Elect shall automatically become Governor on October 1st of the year following the year in which he/she was elected Governor-Elect. Following the District convention, the Governor-Elect shall be known as the Governor-Designate. (O.I. Bylaws Article VII, Section 6, Paragraph C)

3. TERMS OF OFFICE

- A. All district officers and the Governor Elect shall take office on 1 October next following their elections, and their terms of office shall be for one year or until their successors are elected or appointed. During the period between election and taking office on the following 1 October, the members elected to serve as Lieutenant Governors shall also be known as Lieutenant Governors-Designate.
- B. The District Secretary shall be appointed for a term of one (1) year by the Governor-Elect. The appointment of the Secretary Designate shall be confirmed at a Board Meeting by the District Executive Committee prior to May 30th, and he/she shall take office 1 October of that year. The District Secretary shall not succeed himself/herself to more than three (3) consecutive terms.
- C. The District Treasurer shall be appointed for a term of one (1) year by the Governor-Elect. The appointment of the Treasurer Designate shall be confirmed at a Board Meeting by the District Executive Committee prior to May 30th, and he/she shall take office 1 October of that year. The District Treasurer shall not succeed himself/herself to more than three (3) consecutive terms.
- D. The Governor Elect may at their option appoint one person to serve as both Secretary and Treasurer. This person will be entitled to only one vote at Executive Committee and Board of Directors meetings. The Finance committee shall adjust the budget to allow for expenses for one person.

4. DISTRICT BOARD OF DIRECTORS INSTALLATION

The District Board of Directors, defined in Optimist International Bylaws Article VI, Section 3, may be officially installed by the official representative of Optimist International at the first quarter District Meeting.

5. DISTRICT BOARD OF DIRECTORS MEETINGS

The District Board of Directors may meet each quarter. These meetings shall be on the dates and places of which shall be announced by the Governor Elect on or before the last Board Meeting of the preceding year.

6. DISTRICT EXECUTIVE COMMITTEE MEETINGS

- A. The District Executive Committee may meet on Friday evenings preceding the board meeting on the dates and places as announced by the Governor Elect at the last Board Meeting of the preceding year. Additional meetings of the Executive Committee may be held on call of the Governor or a majority of the members of the Executive Committee.
- B. Members of the Executive Committee may request reimbursement for meals at meetings of the District Board or District Executive Committee. In addition, only those Chairpersons or other persons who are specifically requested to be present and report at the meeting may request reimbursement for meals. All others attending shall do so at their personal expense. Past Governors, Past District Secretaries, all current District Chairpersons shall continue to receive notices of all District meetings. The incoming Executive Committee members will be the guests of the District at the August meeting of the Executive Committee. The Governor may, with the approval of the majority of its members, change the date of or eliminate any such meetings because of a justifiable reason such as a gasoline shortage, adverse weather or economic reasons.

7. EXECUTIVE COMMITTEE - POWERS AND DUTIES

Excepting those functions and responsibilities specifically assigned to the Board of Directors by the Bylaws, the Board of Directors shall, for the purpose of expediency and efficiency, delegate its powers and authority to the District Executive Committee.

8. DUTIES OF THE DISTRICT OFFICERS

- A. **Governor** Under the general supervision of the International Board of Directors, it shall be the duty of the Governor to further the mission and purposes of Optimist International and promote the interest and coordinate the work of member Clubs within the District. The Governor Shall function as the chief executive officer of the District, preside at all meetings of the District Board of Directors, the Executive Committee and the annual convention of the District. He/she shall be an ex-officio member of all committees, and 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. He/she shall at all times act on behalf of Optimist International in all relations with member Clubs within the District. He shall also attend the annual convention of Optimist International and any special meetings or conferences conducted by Optimist International for Governors.
- B. **District Governor-Elect** The District Governor-Elect will be responsible for promotion and planning of training at the District convention for Presidents-Elect and Lieutenant Governors-Elect, with the assistance of the Leadership Development Committee, utilizing the Optimist International Faculty Guide.
- C. **District Secretary** It shall be the duty of the District Secretary to:
 - 1.) Attend all meetings of the District Board of Directors, the District Executive Committee and the annual District convention and shall act in the capacity of Secretary during each meeting.
 - 2.) Keep true and correct minutes of such meetings and to transmit/provide a copy of such minutes to members of the District Board of Directors, Optimist International, Club Secretaries, Past Governors, District Chairpersons and such others as the Board of Directors may indicate, not later than thirty (30) days after the adjournment of each such meeting and convention.
 - 3.) Shall issue and cause to be delivered to each member Club in the District an official call for the annual convention at least 30 days prior to the date thereof, in which notice the time and place of the holding of said annual convention shall be set forth,

- 4.) Shall issue and cause to be delivered to each member Club in the District at least 20 days prior to the date of said special convention a written notice of the time and place of the holding of same together with a general statement of the proposed business to be transacted,
- 5.) Issue and deliver notice of all meetings of the members of the Board of Directors at least 30 days prior to said meetings, and
- 6.) Perform such duties as prescribed in these policies.

D. District Treasurer It shall be the duty of the District Treasurer to:

- 1.) Attend all meetings of the District Board of Directors, the District Executive Committee and the annual District convention,
- 2.) Receive and deposit all moneys due the District.
- 3.) 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,
- 4.) Keep 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 bylaws & Policies of Optimist International
- 5.) Keep books of account open at all times to the District and International Board of Directors, with such books to be subject to annual review as of 30 September of each year, and
- 6.) Perform such duties as prescribed in these policies.

E. Lieutenant Governors (if any)

Each Lieutenant Governor shall function as a representative of Optimist International and the Governor in his assigned Zone, and generally conduct his/her office in a manner contributory to the attainment of all objective of the District and Optimist International within each Zone. Each Lieutenant Governor should make at least two visitations to each Club in his Zone during the administrative year. The Lieutenant Governor must make every attempt to visit each newly affiliated Club in his Zone within 90 days following its official organization. He/she shall make the prescribed report of each visitation within 30 days. Each Lieutenant Governor should schedule and conduct meetings in the Zone as often as needed and necessary – they should not conflict with any District meeting. Notice shall be given to the Zone Club Presidents and Club Secretary-Treasurers at least 15 days prior to such meeting. He shall make the prescribed report of each meeting within 30 days.

9. VACANCY OF DISTRICT OFFICE

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

10. DISTRICT OFFICERS' LAPEL INSIGNIA

The District Administration may provide official lapel insignia for all District Officers to be presented at the time of their installation. The District may also purchase and present past officers' insignia to the retiring Governor, Lt. Governors, Secretary and Treasurer. The recipients and identification shall be as follows:

- a. Governor's insignia with stone.
- b. Past Governor's insignia with stone.
- c. Governor Elect's insignia with stone.
- d. Lt. Governor's insignia with stone
- e. Past Lt. Governor's insignia with stone
- f. Secretary's insignia with stone.
- g. Past Secretary's insignia with stone.

- h. Treasurer's insignia with stone.
- i. Past Treasurer's insignia with stone.

11. DISTRICT NAME BADGES

- A. The District may provide badges of office containing name, office held and year. The Governor Elect or their appointee shall choose color and style.
- B. Past Governor's and Past O.I. Vice Presidents Badges will have a 1/8" line cut on an angle at the left side of the badge.

12. ESTABLISHMENT OF ZONES (if any)

The number and boundaries of Zones, for any administrative year, if subject to revision, shall be determined by the Board of Directors prior to April 1 of the preceding year to accommodate the selection of Lt. Governors to serve during the next administrative year. All proposals for the realignment of Zone boundaries shall be submitted to the Governor Elect not less than thirty (30) days prior to said meeting. The Governor Elect shall inform, in writing, in not less than fifteen (15) days prior to said meeting all of the clubs directly affected by such realignment. For the year in which a new club is organized, it shall be considered as a part of the same Zone as that of the sponsor club. All clubs shall be assigned to the Zone in which they are geographically located and service thereto shall be the responsibility of the Lt. Governor of that Zone.

13. ZONE MEETINGS (if any)

- A. The Lt. Governor shall be responsible for the preparation and distribution of each zone meeting program and, upon completion, the filing of the report for each such meeting on the form provided by Optimist International. Because zones are not legislative bodies, minutes are inappropriate and are not required.
- B. Notices of all such meetings shall be sent to the President and Secretary of each club in that zone not less than fifteen (15) days prior to the date of the meeting. To avoid conflict of dates, the announcement of all such meetings shall be withheld until the date has been cleared with the Governor.

14. DISTRICT BULLETIN

The District may publish a District Bulletin under the direction of the Governor and edited by the District Bulletin Editor (or Publicity Chairperson) appointed by the Governor. Costs, publication frequency and distribution shall be established by the District Administration from year to year 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, Secretaries and the International Office.

15. FLAGS, CREED AND BANNERS

It shall be the policy of the District Administration to display the appropriate national flags, the District Banner, and the Optimist Creed Banner in the room in which District business is conducted.

16. DISTRICT DIRECTORY AND HANDBOOK

The District Administration shall publish at the earliest possible date after the start of the administrative year a District Directory and Handbook that shall contain the names, addresses and phone numbers of all District Officers, District Committee Members, Club Presidents and Secretaries; Club Meeting days and locations; Past Governors and International Officers. In addition, it shall contain the District Club reporting schedule, Zone alignment chart, District Meeting Schedule, the District Achievement and Awards Program and the District Policy.

17. 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/her discretion, to Charter Presentations of new Clubs, Zone Meetings, and such special events as may be conducted by Clubs and to which he/she has been invited. In view of the demand upon his/her time and administrative responsibilities, the Governor may designate or appoint an individual to appear in his/her place and stead on such occasions.

18. DISTRICT COMMITTEES

Rotating committees shall consist of three members whose terms of service shall be three years. At the inception of a rotating committee the Governor shall appoint one member for a term of three years, one member for a term of two years, one member for a term of one year, and shall appoint one member of each committee to serve as chairperson. The rotating committees shall be: (A) FINANCE (B) CONVENTION (C) ORATORICAL CONTEST (D) MEMBER SERVICES (E) LEADERSHIP DEVELOPMENT, (F) POLICY. In subsequent years, the Governor Designate will appoint someone to fill the vacated seat, which will be for a three year term. The Governor shall appoint committees as approved by Optimist International and, except for the following; there shall be no restrictions as to who may serve:

- (1) No member shall serve more than three (3) consecutive years on the same committee, unless the first year is preceded by completing less than 1/2 year of another person's term.
 - (2) No Officer of the District shall serve on any committee.
 - (3) A member may serve on a maximum of two (2) committees during the same administrative year provided, but may only chair one committee.
- A. **FINANCE COMMITTEE:** This Committee shall consist of one (1) Past Governor, one (1) Past District Committee Chairman who has at least 3 years of service and one (1) member at large from the District membership who works in the profession of banking, accounting or other finance service.
- B. **CONVENTION COMMITTEE:** No appointment restrictions.
- C. **ORATORICAL CONTEST:** No appointment restriction. In addition, a committee of three members from clubs in the city where the district finals are being held may 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.
- D. **MEMBER SERVICES:** No appointment restriction. Committee shall be responsible for strengthening club administration.
- E. **LEADERSHIP DEVELOPMENT COMMITTEE:** Shall be composed of four (4) members: the Governor Elect and a rotating committee of three (3), consisting of two Past District Leaders (i.e. Lt. Gov. and/or Governor) and one (1) qualified Past Club President.
- E.
- F. **CANDIDATE QUALIFICATIONS:** Committee is composed of the Governor Elect, the two (2) most immediate and available past governors and two (2) members appointed for one year terms by the Governor. Their responsibilities are to solicit candidates for each office, consider the qualifications of each candidate, and act as a nominating committee at the time of the elections.
- G. **POLICY COMMITTEE:** This committee shall be composed of one (1) Past Governor, one (1) person who has served at District level at least three (3) years, and one (1) other Optimist member regardless of past service.

FINANCES

19. DEPOSITORIES & SIGNATORIES

- A. The District Board of Directors shall annually determine the official depositories for district funds and designate officers authorized to endorse, execute and sign checks or orders for the payment of money and shall be cosigned by two such officers.
- B. The following individuals are recommended--Governor--Secretary/Treasurer--Finance Chairman.
- C. If a separate account for the district convention is maintained in addition to the above, the convention chair may be authorized to sign on the convention account.
- D. All monies collected by district chairs in the conduct of official District/International functions and activities shall be forwarded to the District Secretary/Treasurer in a timely manner, i.e. the cash shall be processed through the Treasurer. For example: Optimist International Foundation, Childhood Cancer Campaign, and other fund raising.
- E. All invoices, refunds, charges or other expenses related to the functions or activities shall be paid by the District Secretary/Treasurer.

20. DISTRICT DUES

Subject to approval at the Convention, each member Club shall submit to the District Secretary/Treasurer annual dues in the amount of twelve dollars (\$12.00) for each Member; except for full time college students for whom the annual dues will be six dollars (\$6.00), payable semi-annually as of October 1st and April 1st, based on the International official starting membership on October 1st and membership on record as of March 31st. When a dues increase has been approved by Convention Delegates, such increase must also be approved by Optimist International.

21. FINANCE COMMITTEE – BUDGET

It shall be the duty of the District Finance committee to:

- A. Meet with the Governor-Designate and Treasurer to prepare the proposed annual budget which is to be submitted to the district current and incoming executive committee at their annual August meeting.
 - (1) The proposed budget shall be mailed to all members of the executive committee no less than ten (10) calendar days prior to August 31.
 - (2) The ratification of the annual budget by the District Board of Directors shall occur by December 1 and shall be based on the prior approval of the district executive committee.
- B. Exercise advisory supervision over all financial transactions and deposits and make recommendations thereon to the Board of Directors
- C. Arrange for quarterly, annual and such other financial reports as may be necessary or required by the District Board of Directors.
- D. Arrange for an annual review as of 30 September by a CERTIFIED PUBLIC ACCOUNTANT as soon as possible after the close of the administrative year, but no later than 30 November.
- E. Arrange for and supervise the orderly efficient transfer, before October 10, of all district records and funds from the prior administration to its successor as of the close of the administrative year.
- F. Oversee all invoice and expense vouchers submitted by district officers and district chairpersons which have been submitted to the District Treasurer for review and approval. No payments shall be made in excess of the amount budgeted for any items without the finance committee first reviewing the financial condition of the district.
- G. Make recommendations to the Board of Directors and/or Executive Committee for the transfer of funds to cover the excess expenditure if appropriate.
- H. Develop a business plan for the District which shall include a review and recommendations regarding all operating practices as well as an assessment of equipment and to further evaluate fiscal responsibility for the future.
- I. All budgets shall employ the Standard District Chart Of Accounts, account numbers, definitions and required supplements established by Optimist International.

EXPENSES AND FEES

22. AUTHORIZED EXPENSES AND FEES

- A. Authorized individuals shall be reimbursed for expenses incurred on District business upon receipt by the District Treasurer of a properly completed and signed voucher. Reimbursement shall be at the rate of thirty cents (\$.30) per mile except that no reimbursements shall be made for visitations to the individual's home club. All reimbursements shall be made within the limits of budget and available funds. All expense reports are to be submitted monthly. In the event any individual fails to submit his/her expense report within ten (10) days following the end of each of the first three fiscal quarters, an amount not to exceed twenty-five (25) percent of his/her total mileage budget may be, at the discretion of the Finance Committee, forfeited and reallocated
- B. The cut-off period for payment of all bills incurred during the administrative year is October 5th.
- C. Reimbursements shall be withheld, and possibly forfeited, for individuals who have any District or International reports past due.

23. EXPENSE – GOVERNOR

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

24. EXPENSE - GOVERNOR ELECT (DESIGNATE)

The Governor Elect (Designate) shall be reimbursed for authorized 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.

25. EXPENSE - SECRETARY

The District Secretary shall be reimbursed for authorized expenses incurred in the execution of the duties of his/her 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.

26. EXPENSE - TREASURER

The District Treasurer shall be reimbursed for authorized expenses incurred in the execution of the duties of his/her 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.

27. EXPENSE - PAST GOVERNORS

The Past Governors serving as Members of the District Executive Committee shall be reimbursed for authorized expenses incurred in attendance at Meetings of the District Executive Committee, Board of Directors and the District Convention.

28. EXPENSE - LT. GOVERNORS (if any)

Lt. Governors shall be reimbursed for authorized expenses when engaged in the business of the District administration or Optimist International, incurred in required Club visitations, authorized Zone Meetings and Charter Presentations within their Zones, meetings of the District Executive Committee, Board of Directors, District Convention and District Conferences.

29. EXPENSE - COMMITTEE CHAIRPERSONS

District Committee Chairpersons shall be reimbursed for authorized expenses incurred in attendance at District Conferences, District Conventions, District Executive Committee Meetings, Zone Meetings and Board of Directors Meetings, when specifically requested, by the Governor, to be present and report.

DISTRICT CONFERENCES & CONVENTION

30. DISTRICT CONFERENCES

- A. District Conferences shall be planned and conducted by the District Administration at the time and place selected by the Governor. Such conferences shall encourage the attendance of Club Officers and Committee Chairpersons, and such others as may benefit from attendance at such conferences.
- B. 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.
- C. If there is a conference prior to May 30, it shall include the election of Lieutenant Governors (if any) and the Governor-Designate for the ensuing year and, if not otherwise scheduled, the District Oratorical Finals.

31. DISTRICT CONVENTIONS

- A. The District Convention shall be held annually between the dates of August 1 and September 30, said dates to be established by the Board of Directors at the recommendation of the District Convention Committee. The Convention site shall be determined by the vote of the accredited delegates to the annual convention following the recommendations of the Convention Committee, for as many years in advance, not exceeding four (4) years, as may be deemed necessary.
- B. The Convention Committee shall submit to all clubs thirty (30) days in advance of the District Convention three (3) proposed cities for each year. Such proposals shall include a brief description of the facilities available, together with approximate rates and dates. Such presentations may or may not include the Committee's recommendations.
- C. Should the Committee feel strongly that a better Convention package can be secured by entering into a two-year contract with the facility, it may do so; however the convention must ratify such second year contract or agreement.

32. VOTING

The voting of accredited Delegates on any question may be conducted by any of the following methods. (1) Voice Vote; (2) Hand vote; (3) Rising Vote; (4) Ballot; (5) Roll Call.

- A. Vote by ballot, on any question, may be ordered by a majority of the Accredited Delegates.
- B. Roll Call on any question may be requested, in writing, by Accredited Delegates representing not less than ten percent of the Clubs represented at the Convention.
- C. In the transaction of convention business requiring a roll call or ballot vote, each Club in good standing shall be entitled to one vote for each 10 members or majority fraction thereof (5 or more) based on the numerical membership enrolled by the Club in the office of Optimist International at the most recent International Quarter Billing. Each Club enrolled shall be entitled to a minimum of one vote. A club organized after that date and prior to the convention shall be entitled to cast its vote on the basis of the numerical charter membership enrolled by the Club in the office of Optimist International.

33. CONVENTION BUDGET AND FINANCE REPORT

- A. 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 and issued prior to December 1 in the administrative year following the closing of the Convention.
- B. In keeping with the fact that all clubs and members benefit from the conduct of the annual District Convention, a per member fee established annually by the Board of Directors 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 the financing of the annual District Convention.

34. CONVENTIONS - COMPLIMENTARY REGISTRATIONS

- A. The Governor, Governor-Designate, Secretary, Treasurer, Secretary-Designate, Treasurer-Designate, Chaplain, three (3) Members of the Convention Committee and their spouses or significant others, will receive complimentary registrations to the District Convention.
- B. The official International Representative to the Annual Convention shall be provided with complimentary registrations and hotel/motel lodging of suitable character for the representative and the spouse or significant other, and such lodging shall be anticipated in the convention budget

35. CONVENTION DURATION

The annual District Convention shall be at least a two (2) day event, beginning Friday and ending Saturday, exclusive of social, recreational or other extra curricular activities.

36. GIFTS – MEMENTOS

- A. It shall be the policy of this District to present a gift and/or memento to the retiring Governor and to the official International Representative to the annual District Convention; the accumulated cost of these 2 gifts shall not exceed \$300.00.
- B. The Convention Committee shall be responsible for the selection of such gifts/mementos to the retiring Governor, and the Governor shall be responsible for the selection of a gift or memento to the International Representative.

37. 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.

38. 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 Chairperson seven (7) days before the opening of the convention. No refunds of partial registrations shall be honored

39. DISTRICT 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, no 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 Chairpersons, Club Presidents and Secretary-Treasurers, no less than 30 days prior to the convention. The convention shall include, as a minimum, the following events:

- A. A business session necessary to accomplish the business of the convention.

- B. All leadership development events for club and district officers, as prescribed by Optimist International.
- C. A meal-service event to provide the official International Representative with an opportunity to address assembled delegates and spouses or significant others.
- D. A Recognition Banquet featuring the installation of new District officers.

40. RIBBONS

Convention ribbons shall be available for the following offices (colors listed are suggested only):

OFFICE COLOR	RIBBON COLOR	LETTERS COLOR	OFFICE COLOR	RIBBON COLOR	LETTERS COLOR
International Vice Pres.	Purple	Gold	Governor	Purple	Gold
Past Inter. Vice Pres.	Purple	Gold	Past Gov.	Purple	Gold
Governor Elect	Purple	Gold	President	Green	Gold
President Elect	Green	Gold	Secretary	Blue	Gold
Secretary Elect	Blue	Gold	Lt. Governor	Brown	Gold
Lt. Governor Elect	Brown	Gold	Past Lt. Gov.	Brown	Gold
District Secretary	Maroon	Gold	Past Dist. Sec.	Maroon	Gold
District Treasurer	Maroon	Gold	Past Dist. Treas.	Maroon	Gold
District Chairpersons	Red	Gold	Past Dist. S/T	Maroon	Gold
Convention Committee	Orange	Black	Delegate	White	Red

SPECIAL EVENTS

41. SPECIAL EVENTS

Special events sponsored by the District unless otherwise provided for in these policies, shall be self-sustaining.

42. INTERNATIONAL PRESIDENT'S VISITATIONS

The Governor at his/her earliest opportunity shall invite the International President to visit the District. The visit once established, may enhance, but not conflict with any other District date or event. All Clubs in the District shall be invited, at least thirty (30) days in advance, to take part in the occasion.

All plans and arrangements for the International President's visit shall be under the direct 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 cost of which shall not exceed \$150.00. The event shall be budgeted and conducted under accounts 130 & 360, and operated on a break-even basis. Clubs in the city or area of the visitation, under the leadership of the Lt. Governor, may be invited to provide assistance for the conduct of the event.

The Governor and his/her spouse, or if not in attendance, a Past International or District Officer and his/her spouse shall be designated as Official Hosts to the International President and his/her spouse.

43. INTERNATIONAL REPRESENTATIVES TO DISTRICT MEETINGS

In keeping with the Policy of Optimist International to provide an official International Representative to District Board Meetings and Conferences held in the first quarter of each year, (if held); and to the annual Convention, the Governor shall issue an invitation, at his/her earliest convenience, to such individuals as soon as their identity is established. Courtesies traditionally provided to the International President, including complimentary accommodations and registration, shall also be provided to such International Representative.

DISTRICT CONTESTS

44. DISTRICT ORATORICAL CONTESTS

- A. The District shall conduct an Oratorical Contest each year. The District Contest Finals will be held by May 31
- B. All phases of the District Contest shall be conducted in strict compliance with the International contest rules.
- C. A committee of three Members from Clubs in the city where the District finals are being held may be appointed by the Governor to assist the District Contest Chairperson in the selection of facilities, equipment, judges, etc., and other details pertinent to the conduct of the contests.
- D. Zone Contests (if any) or Regional Contests are to be conducted under the supervision of and coordinated by the District Oratorical Chairperson.
- E. An entry fee as determined by the District Executive Committee shall be paid by all Clubs sponsoring an entrant in Zone Contests. The cost of all transportation, food and lodging, while at, or en route to or from, Zone contests shall be the responsibility of the sponsoring Club.
- F. The cost of food, lodging and transportation while at, or en route to or from, the District Contest Finals shall be the responsibility of the sponsoring Club.
- G. The cost of all District trophies and Zone Certificates (if any) and frames, and all authorized receipts and expenditures, shall be budgeted. All such items shall be supervised by the District Contest Chairperson and accountable to the District Treasurer who shall make all purchases and expenditures and record all revenue and expenses.
- H. It shall be the responsibility of the District Oratorical Contest Chairperson to submit the required materials and information on Contest winners to the International office within thirty (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.
- I. The judges for all Oratorical Contests should be non-Optimists and shall not be acquainted with any of the Contestants. The judges should be well qualified.
- J. This event shall be self-sustaining.

45. DISTRICT ESSAY CONTEST

- A. 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.
- B. All phases of the contest shall be conducted in strict compliance with Optimist International Essay Contest Rules.
- C. A District Chairman may be appointed by the Governor to administer all details pertinent to the conduct of the District Contest.
- D. An entry fee as determined by the District Executive Committee shall be paid by all Clubs sponsoring an entrant in the District Essay Contests.
- E. If possible the District may budget additional funds for awards.

46. DISTRICT COMMUNICATIONS CONTEST FOR THE DEAF AND HARD OF HEARING [CCDHH]

- A. The District shall conduct a District Communications Contest for the Deaf and Hard of Hearing [CCDHH] Oratorical Contest each year. The District Contest Finals will be held by May 31.
- B. All phases of the District Contest shall be conducted in strict compliance with the International contest rules.
- C. A committee of three Members from Clubs in the city where the District finals are being held may be appointed by the Governor to assist the District Contest Chairperson in the selection of facilities, equipment, judges, interpreters, etc., and other details pertinent to the conduct of the contests.
- D. Regional Contests (if any) are to be conducted under the supervision of and coordinated by the District CCDHH Chairperson.
- E. An entry fee as determined by the District Executive Committee shall be paid by all Clubs sponsoring/supporting an entrant in the Contests. The cost of all transportation, food and lodging, while at, or en route to or from, Regional contest shall be the responsibility of the sponsoring Club.
- F. This event should be self-sustaining.

47. DISTRICT OPTIMIST INTERNATIONAL JUNIOR GOLF QUALIFYING TOURNAMENTS

- A. The District may conduct two (2) Optimist International Junior Golf Classic Qualifying Tournaments each year, one in New Jersey and one in Pennsylvania. The District Qualifiers shall be held and the number of contestants provided to the International Office by the required date.
- B. All phases of the contest shall be conducted in strict compliance with Optimist Junior Golf Classic Rules.
- C. A Chair may be appointed by the Governor for each Qualifying Tournament and shall be responsible for all details pertinent to the conduct of the contest.
- D. An entry fee shall be approved by the District Executive Committee to cover the costs of all expenses and awards.

48. YOUTH CLUB CONFERENCE

- A. The District shall be encouraged to conduct a conference for Junior Optimist and Octagon Clubs each year.
- B. A Planning Committee comprised of the District Youth Clubs Chairman, Youth Clubs Governor, Youth Clubs 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. Elections for District Youth Club Officers must be held in accordance with guidelines in District Youth Club By Laws.
- D. Finances shall be under the control of the District Secretary-Treasurer and Youth Clubs Chairman, and the program should be self sustaining.

49. MEAL RESERVATIONS

Clubs are responsible for all reservations made for meals at District functions unless cancellations are received forty-eight (48) hours in advance of the date of said function.

INTERNATIONAL CONVENTION

50. INTERNATIONAL CONVENTION

- A. The District shall pay \$1,000.00 for the Governor and the Governor Designate for attendance and training at the annual Optimist International Convention.
- B. The District shall pay \$1,000.00 for the Secretary Designate and pay \$500.00 for the Treasurer Designate for attendance and training at the annual Optimist International Convention. [In the case of one officer, he/she shall receive \$1,000.00.]
- C. In the event the International Convention is held within the boundaries of the District, a flat amount of \$500.00 each shall be paid to those mentioned in section (46 A & B) for attendance at the Convention.

51. HOSPITALITY ROOM AT INTERNATIONAL CONVENTION

The District administration may maintain a District headquarters or hospitality room at International Conventions, the rental of which is not to exceed \$500.00, and shall be budgeted. The Hospitality room number and its availability shall be made known to all District members attending the convention.

If the Convention is in the District, the finance committee shall budget a higher amount.

AWARDS

52. ACHIEVEMENT AND AWARDS PROGRAM

The District shall maintain and conduct an annual Achievement & Awards Program. Prior to the submission of the Achievement & Awards Program to the District Executive Committee for approval at its last meeting of the year, the Chairperson-Designate of the District Achievement & Awards Committee shall have the proposed Program for the new year reviewed and evaluated by the Governor, Governor Designate, Secretary Designate and the current Achievement & Awards Committee Chairperson. It shall be the responsibility of the District to promote and encourage all Clubs to participate in this Program.

53. DISTRICT ACHIEVEMENT & AWARDS APPEALS AND PROTESTS

Any appeal or protest of the final published standings of Clubs or individuals in the District Achievement & Awards Program, to be considered, must be in the hands of the District Governor no later than thirty (30) days following publication of the standings. The District Executive Committee shall have the power and authority to review and adjudicate any such appeal or protest and its decisions shall be final.

54. OUTSTANDING SECRETARY AWARDS

Club Secretaries shall be presented with an Outstanding Secretary Certificates at the Awards Meeting of the succeeding year for accomplishing the following:

- (a) Submitting all Club Activity Reports on time.
- (b) Paying of all District and International dues on time.
- (c) Attending a majority Board of Directors Meetings.
- (d) Submitting all other required Reports on time.

THE "ON TIME" DATES ARE THE DISTRICT DEADLINE DATES.

NOMINATIONS

55. NOMINATING PROCEDURE - LT. GOVERNORS (if any)

The District Candidate Qualifications Committee, prior to 1 April, shall seek and receive the names and qualifications of prospective candidates from the Clubs within the Zone for each office of Lt. Governor, and shall publish such names prior to the date of the election. In the event a candidate cannot be obtained from within the Zone, the Committee shall consider candidates outside the Zone. The Committee may nominate at least one candidate for the office of Lt. Governor for each Zone in the District by May 15. The Committee may consider prospective candidates on its own motion.

56. NOMINATING PROCEDURE - GOVERNOR ELECT

The District Candidate Qualifications Committee, prior to 1 July, shall seek and receive the names and qualifications of prospective candidates for the office of Governor Elect and shall publish such names prior to the date of election. The Committee shall nominate at least one candidate for that office at the District Convention. The Committee may consider prospective candidates on its own motion, or by:

- a) A written presentation of the proposed candidate's background and qualifications.
- b) A letter from the Club of which the proposed candidate is a Member indicating that Club's support of his/her candidacy.

NEW CLUBS

57. NEW CLUB'S FIRST PAYMENT OF DUES

Dues payable by a newly affiliated club shall commence on the first day of the third month following the month in which the club is officially organized. Such initial payment will be based on the number of members enrolled in the international office on that billing date.

58. 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 a representative on the Governor's behalf. Charters shall be presented by the Governor or his/her 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.

59. GIFTS TO NEW CLUBS

A bell and striker may be presented to all newly organized clubs as a gift from the sponsor club. The bell is to be engraved 'Presented by the (sponsor) Club, District to the Optimist Club of (new club) and the date of the organization.

The District Administration shall provide each new club with a complimentary banner.

MISCELLANEOUS

60. MEMORIAL TRIBUTES

In the event of the death of a Past Governor or a Member of the current Executive Committee, the District shall make an appropriate memorial tribute not to exceed \$100.00. Such tributes shall be in accordance with the following sequence: Follow family wishes; if not expressed, or a contribution to the Optimist International Foundation.

61. DISTRIBUTION OF DISTRICT DIRECTORY AND HANDBOOK

The District Secretary shall provide copies of the District Directory and Handbook for the following: All District Board Members, all District Committee Chairpersons, All Club Secretaries, all Past Governors that are still members of their clubs or the GAA.

Only one copy will be provided to an individual. For example: A Past District Governor serving as a District Committee Chairperson would receive only one copy.

62. QUORUMS

- A. Board of Directors: A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business, and a majority of those present and voting shall be necessary to give effect to any action of the Board.
- B. District Convention: A quorum of any District Convention shall constitute a majority of the accredited delegates.
- C. Executive Committee: A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business, and a majority of those present and voting shall be necessary to give effect to any action of the Executive Committee.

63. DELETIONS, CHANGES OR ADDITIONS

These Policies may be deleted, changed or added to by the District Board of Directors by a majority vote, provided, however, any proposals for the above shall first be presented to the Policy Committee for its consideration. Written notice of all such items shall be forwarded to the members of the District Board of Directors at least 30 days prior to the date of the meeting at which action will be taken on such items.