

**NEW YORK-NEW ENGLAND DISTRICT  
POLICIES  
FOR 2011-2012**

**Approved at the  
District Board of Directors meeting  
held at the First Quarter District Conference  
On October 29, 2011**

# **NEW YORK-NEW ENGLAND DISTRICT POLICIES FOR 2011-2012**

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## **DISTRICT PURPOSES**

In accordance with the International Bylaws, the sole purpose of the District shall be to function as an administrative division of Optimist International in furtherance of the purposes Optimist International, the 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 service. All Clubs located within the territorial boundaries of a District shall be members of the District, except as requested by the Club or Clubs involved, and in concurrence with the District or Districts involved and the Optimist International Board of Directors.

## **DISTRICT POLICIES**

In accordance with the International Bylaws, the District shall adopt a set of operating policies authorized by the International Board of Directors, which will cover the items necessary to administer the District. These policies shall be adopted by the District Board of Directors at the Annual Convention. These policies shall be reviewed annually by the District Executive Committee and revised as necessary. All revisions in policies shall be approved by the full Board of Directors. Policies may be reviewed and revised by the Board of Directors/Executive Committee at other times as necessary. The district secretary-treasurer shall make available a copy of the approved District Policies to Optimist International and to members of the district's board of directors immediately prior to the first quarter board of directors meeting. Posting the policies on the District Web site will satisfy this requirement.

## **ADMINISTRATION:**

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

In accordance with the International Bylaws, the business of the District shall be administered by a Board of Directors. The District Board of Directors shall consist of the District Executive Committee and the President of each Club in the District. Should the President of a member Club be unable to attend, a delegate from that Club shall 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. The District Executive Committee shall consist of the District officers and the two most Immediate Past Governors. The JOOI Governor shall serve as a non-voting member on the District Executive Committee. The officers of each District shall be the Governor, Governor-Elect, Secretary-Treasurer, and the Lt. Governors.

The District Board of Directors shall be officially installed by the official representative of Optimist International at the First Quarter District Meeting.

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

In accordance with the International Bylaws, the Governor may call a meeting of the Board of Directors each quarter, or at such time and place as he may determine with the advice and consent of the Executive Committee. Notices of all meetings of the Board of Directors shall be issued and caused to be delivered to all members of the Board of Directors by the District Secretary-Treasurer at least 30 days prior to said meetings. 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.

The District Board of Directors shall meet quarterly at such time and place as may be determined by the Board of Directors, 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 the month of May, and the fourth quarter meeting shall be held in conjunction with the annual district convention. Notice of all district board of directors meetings shall be sent by the district secretary-treasurer to all members of the board, with an agenda prepared by the governor and secretary-treasurer, at least thirty (30) days prior to said meetings.

The second quarter meeting may be replaced by zone meetings at the discretion of the Governor.

Board meetings shall be budgeted and conducted under Accounts 130 and 360 and operated on a break-even basis. Costs of any meals and gratuities may be collected by the secretary-treasurer or a representative of the host club.

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

In accordance with the International Bylaws, meetings of the Executive Committee may be called by a majority of its members or at the call of the Governor.

The District Executive Committee shall meet quarterly at the time, place and immediately prior to meetings of the district board of directors or at the call of the governor or a majority of the members of the executive committee.

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

In accordance with the International Bylaws, the Executive Committee is authorized to make purchases and pay expenses, travel allowances, reimbursements and obligations as provided by and within the limitations of the budget, make plans and establish policy furthering the objectives of the District, and exercise general control over plans, budget and program of the District convention.

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In accordance with the International Bylaws, and limitations therein, and excepting those functions and responsibilities specifically assigned to the board of directors by the Bylaws, the board of directors shall, for purpose of expediency and efficiency, delegate its powers and authority to the District Executive Committee.

The Executive Committee is authorized to make purchases and pay expenses, travel allowances, reimbursements and obligations as provided by and within the limitations of the budget, make plans and establish policy furthering the objectives of the District, and exercise general control over plans, budget and program of the District convention.

In accordance with the International Bylaws, 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 such shall be co-signed by two such officers.

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

The district administration shall provide official lapel insignia for all district officers to be presented at the time of their installation and such insignia shall be returned to the district secretary-treasurer at the end of the administrative year.

The district shall also 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:

- A. Governor's insignia with diamond.
- B. Past Governor's insignia with diamond.
- C. Governor-Elect insignia with diamond.
- D. Lieutenant Governor's insignia.
- E. Past Lieutenant Governor's insignia.
- F. Secretary-Treasurer with diamond.
- G. Past Secretary-Treasurer with diamond.
- H. Insignia with diamond given to each Past Distinguished Lieutenant Governor.

## **6. MINUTES OF MEETINGS**

It shall be the responsibility of the district secretary-treasurer to keep true and correct minutes of all meetings of the district executive committee, the district board of directors, and the annual district convention, and to provide a copy of such minutes to members of the district board of directors, Optimist International, and such others as the board of directors may indicate, not later than thirty (30) days after the adjournment of each such meeting or convention.

## **7. ESTABLISHMENT OF ZONES**

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

All proposals for the realignment of zone boundaries shall be submitted to the governor not less than thirty (30) days prior to said meeting.

New clubs shall automatically be assigned to zones in which they are geographically located and services thereto shall be the responsibility of the lieutenant governor of such zone.

The planning for boundaries of zones for the next administrative year, if subject to revision, shall be made by the Governor-Elect, Governor and the two immediate Past Governors.

## **8. ZONE MEETINGS**

In accordance with the International Bylaws, each Lieutenant Governor shall schedule and conduct zone meetings at least once in each quarter.

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

Notices of all such meetings shall be sent to the president and secretary of each club in the zone not less than thirty (30) days prior to 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. Zone meetings may be held in conjunction with other district events such as district board meetings, conferences and/or district conventions.

## **9. DISTRICT BULLETIN (Account 315 & 330)**

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The district administration may publish a district bulletin under the direction of the Governor and edited by the district bulletin editor (or district 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.

As a minimum, the bulletin shall be published and distributed to all district officers, district committee personnel, club presidents and secretary-treasurers, and the International Office and officers.

## **10. 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 at all district conventions/meetings.

## **11. DISTRICT SOURCEBOOK**

The district administration shall publish, at the earliest possible date after the beginning of the administrative year, a district sourcebook. The sourcebook shall contain the names, addresses and telephone numbers of all district officers, district committee chairpersons, club presidents and secretary-treasurers, club meeting days and locations, past governors and international officers.

When feasible and practical, the sourcebook shall also include all district policies and the dates and locations of all district meetings and conferences of the administrative year.

## **12. DISCRETIONARY POLICY ITEMS**

The District Board Of Directors shall determine discretionary items in these policies such as entry fees for district Junior Golf, oratorical, essay, and CCDHH contests, and dates and times of these events during the District Convention business meeting for the following year. Notification of the fees, dates, and times shall be published in the District Sourcebook.

## **13. GOVERNOR'S CLUB VISITATIONS**

The governor shall not be required or expected to visit every club in the district. The governor's club visitations shall be limited, at his discretion, to charter presentations of 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 time and administrative responsibilities, the governor may delegate or appoint an individual to appear in his place and stead on such occasions.

## **14. DISTRICT COMMITTEES**

In accordance with the International Bylaws, the District Board of Directors shall establish in its District policies, such committees as it deems appropriate to carry out the administration of the District. The Governor-Designate shall appoint the chairmen and the required number of members of all committees, and shall announce such appointments not later than 1 October following his election.

The Governor shall appoint committees as outlined in the District Officers' Handbook and except for the following, there shall be no restrictions as to who may serve:

- (a) Finance: composed of two (2) Past Governors and one (1) Past Secretary-Treasurer or a member with an accounting background.
- (b) District Candidate Qualifications: composed of the governor-elect, the two most immediate and available past governors and two members appointed for one year by the Governor.
- (c) Policy: Composed of two past governors and one Past Lieutenant Governor.

## **15. ELECTIONS AND TERMS OF OFFICE**

In accordance with the International Bylaws, no one shall be eligible for election or hold a District office unless: He is duly enrolled on the International roster as a member of a Club in good standing in Optimist International; and he has held or is currently holding the office of President of an Optimist Club.

In accordance with the International Bylaws, 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. The Governor-Elect shall automatically become Governor on 1 October of the year following the year in which he was elected Governor-Elect. Following the District convention, the Governor-Elect shall be known as the Governor-Designate.

In accordance with the International Bylaws, the District Secretary-Treasurer shall be appointed for a term of one year by the Governor- Elect. The appointment of the Secretary-Treasurer-Designate shall be confirmed at the third quarter Board meeting by the District's Board of Directors, and shall take office 1 October next following confirmation. The term of office for Secretary-Treasurer shall be one year.

It shall be the duty of the District Secretary 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, shall issue and cause to be delivered to each member Club in the District, at least 20 days

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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, issue and deliver notice of all meetings of the members of the Board of Directors at least 30 days prior to said meetings.

In accordance with the International Bylaws, 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 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 office.

The Governor and Governor-Elect shall not be eligible to serve in the same office for more than one consecutive year. A Lieutenant Governor need not be a member of the zone which he or she serves.

### FINANCES:

#### 16. DISTRICT DUES

In accordance with the International Bylaws, 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, and as hereinbefore provided from the general fund of Optimist International. The amount of each District's dues, and dates on which such dues shall be payable, shall be established by the Board of Directors of Optimist International. Districts may reduce or eliminate dues for a college member. A District, by resolution adopted by a two-thirds majority vote of the votes cast by the accredited delegates to its annual convention, may petition the Board of Directors of Optimist International, in the form and manner prescribed by that Board, for adjustment of the amount of its annual dues. No financial obligation or assessment, of any kind, other than provided in these Bylaws, shall be placed upon or requested of the Clubs or their members by the District.

Each club in the district except for college clubs shall pay annual dues of twelve dollars (\$12.00) per member, with half payable 1 October and half payable 1 April of each year for each member enrolled in the International office as of 1 October and 1 April respectively. District dues are subject to approval of the Board of Directors of Optimist International and shall be in accordance with Optimist International bylaws. **Since Friends Of Optimists are members of Districts but not members of clubs, there are no dues associated with Friends Of Optimists.**

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.

Any club more than sixty (60) days in arrears for 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.

#### 17. FINANCE COMMITTEE - BUDGET

In accordance with the International Bylaws, at its first meeting the District Board of Directors shall review, amend and approve the annual budget submitted by the finance committee, ensuring that is done in a manner conforming with the standard District chart of accounts established by the Board of Directors of Optimist International. Such budget shall be submitted to the Board of Directors of Optimist International for final approval. The budget shall include income only from authorized sources for the current fiscal year, any accumulated surplus, and shall not authorize the expenditures of any money in excess of such income and surplus.

The Finance Committee, in consultation with the incoming governor and district secretary-treasurer, shall prepare the proposed annual budget for submittal to the incoming Executive Committee for recommendation and to 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 in accordance with the International Bylaws.

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 financial review as of 30 September as soon as possible after 30 September, but not later than 30 November, and supervise the orderly transfer, before or at the first meeting of the board of directors, of all district records and funds from each administration to its successor.

The Finance Committee shall consider all proposed budget revisions, reallocations, and proposals for expenditures not previously budgeted or approved, and shall make recommendations thereon to the Executive Committee and/or Board of Directors for their/its approval at the first meeting following such action.

The District Secretary-Treasurer shall establish a checking account for the District finances. Disbursements shall require joint signature by the Governor and Secretary-Treasurer. This account may also allow signature by the Governor-Elect or a Past Governor where two of the three authorized signers must co-sign all checks.

All expense vouchers for expense reimbursement must be received by the governor or secretary-treasurer no later than thirty (30) days after the expense is incurred, except for those expenses incurred at the close of the administration year which must be received by October 10.

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In accordance with the International Bylaws, an annual review of the books of account of each District as of 30 September shall be performed by an independent Certified Public Accountant, a Certified Managerial Accountant, a Certified General Accountant, a Chartered Accountant, or a review committee of disinterested parties, and a report thereon shall be submitted to Optimist International not later than 30 November of each year. An IRS form 990 or its equivalent shall be created and submitted to the IRS no later than 30 December with a copy to Optimist International.

## 18. CONFLICT OF INTEREST

A conflict of interest with respect to a transition effected or proposed to be effected by the district shall exist if:

- (a) a member of the executive committee or the finance committee is known at the time of the commitment to be in a position to personally benefit financially from the transaction: or
- (b) the transition is brought before the executive committee or the finance committee for action and the officer or member of the board knows, at the time of the commitment, that any person has or may have control or unusual influence over a voting member of those committees.

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

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

## AWARDS

### 19. ACHIEVEMENTS AND AWARDS PROGRAM (Account 410)

The district shall budget, maintain and conduct an annual Achievements and Awards Program which shall be prepared and proposed by the chairperson of achievements and awards with the approval of the Governor, and which shall be presented to the district board of directors for final approval at its first quarter meeting.

It shall be the responsibility of the district administration to promote and encourage participation in both district and International achievements and awards programs.

Any appeal or protest of the final published standings of clubs or individuals in the district achievements and awards programs, to be considered, must be in the hands of the district secretary-treasurer not later than thirty (30) days following publication of standings.

The district executive committee shall have power and authority to review and adjudicate any such appeal or protest and its decisions shall be final.

To be eligible to receive any award or recognition, all financial obligations of a club to the district shall have been met by the closing day of the administrative year.

### 20. DISTINGUISHED SECRETARY AWARDS

Club secretaries shall be presented with distinguished secretary awards at the Second Quarter District Conference of the succeeding year for accomplishing the following:

- (a) Submitting all club reports on time.
- (b) Payment of District and International dues on time.
- (c) Attendance at three of the four board meetings (including the district convention)

The "on-time" dates are the International and District deadlines dates published in the district sourcebook.

## SPECIAL EVENTS

### 21. SPECIAL EVENTS

Special events sponsored by the district defined in Sections 22, 23, 24, 25, and 28 must be self-sustaining, except that the ticket charge for the Oratorical Contest must be limited to the actual cost of meal (if provided), including tax and gratuities.

### 22. INTERNATIONAL PRESIDENTS VISITATION (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 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 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 thirty (30) days in advance, to send representatives to the event. Clubs in the city or area of the visitation, under the leadership of the Lieutenant Governor (or a chairperson appointed by the governor), may be invited to provide manpower for the conduct of the event.

The Governor, or a Past International or District officer, shall be designated as official host to the International President .

### 23. INTERNATIONAL REPRESENTATIVES TO DISTRICT MEETINGS/CONVENTIONS

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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 identity is established. Courtesies traditionally provided to the International President, including complimentary accommodations, and registration, shall also be provided to such official representatives.

### **24. DISTRICT ORATORICAL CONTESTS**

- (a) The District shall conduct both a boys' and girls' oratorical contest rather than a combined gender contest. The District contest finals will be held in May during the third quarter district conference. The type of contest shall be reviewed and approved annually at the District Convention.
- (b) In accordance with the policies of Optimist International, all phases of the district contests shall be conducted in strict compliance with the International contest rules. All entrants of Zone contests shall be winners of club contests. No at large entrants will be permitted. Club contests shall be conducted prior to February 20.
- (c) A committee of three members from clubs in the city where the district finals are 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 are to be conducted under the supervision of and coordinated by the District Oratorical Chairperson, with responsibility for the actual conduct of zone contests assigned to lieutenant governors. It shall be the responsibility of the lieutenant governor to ensure that the zone oratorical contest be held on a day that is agreeable to all successful club participants to avoid any conflict of i.e., religious beliefs, school holidays, civic holidays, etc. Zone contests shall be conducted prior to March 15. The date, time, and location of each Zone contest shall be communicated to each club in the Zone at least 45 days in advance of the contest. The District Oratorical Chairperson, Governor, and District Secretary/Treasurer shall also receive this notification.
- (e) An entry fee as determined by the District Board Of Directors shall be paid by all clubs sponsoring an entrant in zone contests. The costs of all transportation, food, and lodging while at, or en route to or from, zone contests shall be the responsibility of the sponsoring clubs.
- (f) The District shall provide up to \$50 for each Zone entrant's family for one night of lodging. Cost of food for participants in the district finals may also be funded by entry fees under account 370. Clubs that sponsor contestants in a Zone or District contest shall have a representative present at that contest to assist the contestant and family.
- (g) Oratorical Contest costs for lodging, food, district trophies and zone certificates and frames, and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 140, 370, and 371. All such items shall be supervised by the District Contest Chairperson and accountable to the District Secretary-Treasurer who shall approve in advance 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.

### **25. DISTRICT ESSAY CONTEST**

- (a) The District shall conduct an Essay Contest each year in accordance with the policies of Optimist International.
- (b) All phases of the district contest shall be conducted in strict compliance with International Contest rules. All entrants of the District contest shall be winners of club contests. No at large entrants will be permitted at the District level.
- (c) A district committee chairperson shall be appointed by the Governor and other members of the committee may be appointed by Governor to assist the district contest chairperson in the selection of judges and other details pertinent to the conduct of the contest.
- (d) An entry fee as determined by the District Board Of Directors shall be paid by all clubs sponsoring an entrant in the district contest.
- (e) If the District Contest winner is honored at a District meeting, the costs of food for the winner shall be provided by the District.
- (f) The cost of all Optimist International clocks or other trophies shall be budgeted and audited under Accounts 147 and 390. All such items shall be supervised by the District Contest Chairperson and accountable to the District Secretary-Treasurer who shall approve in advance all purchases and expenditures and record all revenue and expenses.
- (g) It shall be the responsibility of the District Essay Contest Chairperson to submit the required materials and information on the contest winner to the International Office no later than April 15. The presentation of the award to the District winner shall be made by the Governor at a District Conference when possible.

### **26. DISTRICT COMMUNICATION CONTEST FOR THE DEAF AND HARD OF HEARING**

- (a) The District may conduct a Communication Contest for The Deaf and Hard of Hearing (CCDHH) each year. The District Executive Committee shall decide at the annual District Convention whether to conduct a single contest combining

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genders and methods of communication (verbal or sign) or to conduct two contests separated by gender or method of communication each year. The District contest finals must be held no later than May 31.

- (b) In accordance with the policies of Optimist International, all phases of the district contests 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 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) If conducted, zone contests will be under the supervision of and coordinated by the District CCDHH Chairperson, with responsibility for the actual conduct of zone contests assigned to lieutenant governors or zone chairpersons. It shall be the responsibility of the lieutenant governor or zone chairperson to ensure that the zone contest be held on a day that is agreeable to all successful club participants to avoid any conflict of i.e., religious beliefs, school holidays, civic holidays, etc. The zone CCDHH contest shall be completed at least 45 days prior to the district contest. All participants shall be notified at least three (3) weeks in advance of this contest.
- (e) An entry fee as determined by the District Board of Directors shall be paid by all clubs sponsoring an entrant in zone or District contests. The costs of all transportation, food, and lodging while at, or en route to or from, zone contests shall be the responsibility of the sponsoring clubs.
- (f) Cost of food for participants in the district finals may be provided. The District shall provide up to \$50 for each contestant's family for one night of lodging for those traveling long distances. Clubs that sponsor contestants in a Zone or District contest shall have a representative present at that contest to assist the contestant and family.
- (g) CCDHH costs for food, district trophies and zone certificates and frames, and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 141, 375, 376, and 377. All such items shall be supervised by the District Contest Chairperson and accountable to the District Secretary-Treasurer who shall approve in advance all purchases and expenditures and record all revenue and expenses.
- (h) It shall be the responsibility of the District CCDHH 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.

### **27. CHEMICAL ABUSE AWARENESS PROGRAM**

- (a) The District shall conduct a chemical abuse awareness program each year in accordance with the policies of Optimist International.
- (b) A district committee with a chairperson and co-chairperson shall be appointed. The previous year's co-chairperson shall become chairperson. The Governor shall appoint a new co-chairperson and committee members.
- (c) The cost of the program shall be budgeted and audited under account 265.

### **28. JUNIOR GOLF TOURNAMENT**

- (a) The District may conduct one or more boys' and girls' qualifying tournaments each year. The District contest finals (if held) will be in May or June prior to the Optimist International Junior Golf Tournament, which is held in mid-July. All phases of the contest shall be conducted in strict compliance with Optimist International Junior Golf Tournament rules.
- (b) A committee of three members from clubs in the city where the District finals are held may be appointed by the Governor to assist the District Junior Golf Chairperson(s) in the selection of facilities, etc., and other details pertinent to the conduct of the qualifying tournament.
- (c) Zone qualifying tournaments (if held) are to be conducted under the supervision of and coordinated by the District Junior Golf Chairperson(s), with responsibility for the actual conduct of zone qualifying tournaments assigned to lieutenant governors or zone chairpersons.
- (d) An entry fee as determined by the District Board Of Directors shall be paid by all clubs sponsoring an entrant in zone tournaments. The costs of all transportation, food, and lodging while at, or en route to or from, zone tournaments, shall be the responsibility of the sponsoring clubs.
- (e) The costs of food, lodging, and transportation while en route in the District finals shall be the responsibility of the sponsoring clubs. Costs of food and lodging for participants in the district finals may be funded by entry fees under Accounts 145 and 380.
- (f) The costs of all District trophies, certificates, patches and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 145 and 380. All such items shall be supervised by the District Contest Chairperson and accountable to the District Secretary-Treasurer who shall approve in advance all purchases and expenditures and record all revenue and expenses.
- (g) On the day of the event, it shall be the responsibility of the District Junior Golf Chairperson(s) to supervise the completion of the official entry form by the boy and girl winner immediately following the completion of the District Qualifying tournament.

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- (h) It shall also be the responsibility of the District Chairperson(s) to submit the tournament report to Optimist International within seven (7) days after completion of the District event.
- (i) The District is responsible for the entry fee and transportation cost for the boy and girl winner if they enter the Optimist International Junior Golf tournament.

### **DISTRICT CONFERENCES AND CONVENTIONS**

#### **29. DISTRICT CONFERENCES (Accounts 130 and 360)**

District conferences shall be planned and conducted by the District Administration in conjunction with quarterly meetings of the district board of directors in the first, second, and third quarters.

Such conferences shall invite and encourage attendance of club officers and committee chairpersons, district officers and district committee personnel, and such others as may benefit from the conduct of such conference.

The program for such conferences may include the introduction and promotion of club and district goals and objectives, buzz sessions, forums, round tables, leadership development events and, under the leadership of lieutenant governors, brief zone meetings.

The third quarter conference shall include the election of lieutenant governors for the ensuing year. The District Convention shall include election of the governor elect for the ensuing year. All such conferences will be budgeted and conducted by the district administration on a non-profit, break-even basis. The district administration may collect fees for any meal service and gratuities provided at such conferences.

A registration fee of \$15 shall be charged to each Optimist member and guest who participates in conference activities. Registrations received prior to the published deadline shall be charged \$10.

Notice of such conferences and programs thereof, shall accompany the notice of district board and directors meetings.

#### **30. DISTRICT CONVENTIONS**

In accordance with the International Bylaws, a convention of the Clubs in each District shall be held between August 1 and September 30 on such dates and at such location as shall be determined by the District Board of Directors. The convention city shall be determined by a vote of the accredited delegates at the District convention for as many years in advance not exceeding five years, as may be deemed necessary. The District Board of Directors shall have power to substitute another city in the event circumstances later make such action necessary or advisable. The District Secretary-Treasurer 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. In the event of an emergency, with the approval of the International Board of Directors and the District Board of Directors, a District may hold a special District convention at any time or place. The District Secretary-Treasurer 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. The method and means of voting at convention shall be established by the District Board of Directors. Convention rules shall be adopted by a majority vote during the first business session of each convention; but may be suspended, rescinded or amended after their adoption by a two-thirds vote. A quorum of any District convention shall consist of a majority of the accredited delegates.

The annual District Convention shall be planned and conducted by the District Administration in the fourth quarter in accordance with International Bylaws.

A District Convention Committee (DCC) shall be established to plan and coordinate district conventions. The DCC shall have no more than six members where one third of the members are replaced each year. The district convention shall be held annually between the dates of 1 August and 30 September, said dates to be established by the Board of Directors at the recommendation of the DCC. The convention city 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 five years, as may be deemed necessary.

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

A convention manager who is a member of the host club or of another club in that Zone shall be appointed to coordinate the arrangements at each yearly convention. The convention manager shall form a local Convention Management Committee (CMC). The host club president and treasurer and the Lt. Governor of the host Zone shall be members of the CMC.

#### **31. CONVENTION BUDGET AND FINANCE REPORT (Accounts 120 and 350)**

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

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The District Executive Committee may authorize the CMC to plan and supervise convention finances and fees on behalf of the District Board as allowed by International Bylaws. If authorized, the CMC shall establish a separate bank account for the convention finances. Disbursements shall require joint signature by the convention manager and either the host club president or treasurer. The account shall be closed and excess receipts or disbursements turned over to the district secretary-treasurer prior to 30 September.

## 32. CONVENTIONS -- COMPLIMENTARY REGISTRATIONS

The incumbent governor, incumbent governor-elect, secretary-treasurer and the two (2) past governors serving on the Executive Committee, as well as the official Optimist International representative and their spouses, shall receive complimentary convention registrations and such shall be anticipated in the convention budget.

## 33. CONVENTION DURATION

The annual district convention shall be a two and one half day event, beginning Friday morning and ending Sunday noon, exclusive of social, recreational or other extra-curricular activities.

## 34. GIFTS -- MEMENTOS (Account 450)

It shall be the policy of this district to present a gift and/or memento to the retiring governor, the cost of which shall not exceed \$100.00, and to the official International representative to the annual district convention, the cost of which shall not exceed \$100.00. It shall be the policy of this district to present a gift and/or memento to the President of Optimist International and/or the President's Representative at their respective visitations, the cost of each gift and/or memento shall not exceed \$100.

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 gifts or mementos to the International representative

## 35. CLUB HOSPITALITY ROOMS AT DISTRICT CONVENTIONS

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

## 36. 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 ninety (90) days prior to the convention. The governor through consultation with the governor-designate, 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 not less than thirty (30) days prior to the convention. The convention schedule 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 guests.
- (d) A recognition banquet featuring the installation of new district officers.

## 37. 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 or district secretary-treasurer on or before the last day of the convention. No refunds of partial registrations shall be honored.

## 38. RIBBONS

If used, convention ribbons shall be 6" x 1-5/8" with pinked bottom edge except for the Club Delegate which shall be 2" x 2-1/2". Colors and lettering to be:

Office	Ribbon Color	Lettering Color
International Vice President	Purple	Gold
Past International Vice President	Purple	Gold
Governor	Purple	Gold
Past Governor	Purple	Gold
Governor Designate	Purple	Gold
President and President Elect	Green	Gold
Secretary and Secretary Elect	Blue	Gold
Lieutenant Governor and Past Lt. Gov.	Brown	Gold
Lieutenant Governor Elect	Brown	Gold
District Secretary Treasurer	Maroon	Gold

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District Secretary Treasurer Designate	Maroon	Gold
Past District Secretary Treasurer	Maroon	Gold
District Chairperson	Red	Gold
Convention Chairperson	Orange	Black
Club Delegate	White	Red

## 39. CONVENTION RULES

In accordance with the International Bylaws, **the method and means of voting at convention shall be established by the District Board of Directors. Convention rules shall be adopted by a majority vote during the first business session of each convention; but may be suspended, rescinded or amended after their adoption by a two-thirds vote. A quorum of any District convention shall consist of a majority of the accredited delegates.**

1. The convention shall be composed of delegates in accordance with the International Bylaws.
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. The number of accredited delegates shall not exceed the voting strength of the club.
3. The Credentials committee shall report at the first session thereof and periodically thereafter, or when directed to do so. The report shall include only those clubs with properly accredited delegates and may be amended by the committee before or between convention business sessions.
4. The program as printed shall be the official program of the convention.
5. The Candidate Qualifications Committee shall report its nomination at the first business session. 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. The election shall be conducted during the last business session.
6. 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.
7. Nominating speeches shall be limited to two (2) for each candidate, one of five minutes duration and one of two minutes duration.
8. There shall be no nominating speeches if there are no nominations from the floor following the report of the Candidate Qualifications Committee.
9. 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 chairperson. At the conclusion of the balloting, the tellers shall count the ballots and the chairperson 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.
10. No accredited delegate shall be entitled to the floor unless he or she rises, addresses the presiding officer, and gives his name and club affiliation.
11. Debate shall be limited to five minutes a 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.
12. No accredited delegate shall speak more than twice on the same question if anyone objects.
13. Main motions shall be put in writing when the chair so directs.
14. 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.
15. The vote on a question, once commenced, shall not be interrupted except only to ask that the question be restated by the chair.
16. An accredited delegate may change his vote from one side to the other provided he or she rises and asks for the floor promptly, and before the chair declares the result final.
17. 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.
18. 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.
19. The convention may, to expedite the handling of business, limit as it chooses, the time or number of speakers for each side of any question, or the total time for debate, by a two-thirds vote.
20. Chairpersons of committees may make partial reports during lull periods of the convention unless otherwise ordered.
21. The most current edition of Roberts Rules of Order shall govern the convention proceedings, not inconsistent with the Constitution and Bylaws and these convention rules.
22. 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.

## NEW CLUBS:

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## 40. NEW CLUB CHARTER PRESENTATIONS

Dates and programs for 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 lieutenant governor of the zone in the governor's behalf.

Charters shall be presented by the governor or his appointee. In the event of a charter presentation occurring after the end of the administrative year in which the new club was established, the then immediate past governor shall have the prerogative of presenting the charter.

## 41. GIFTS TO NEW CLUBS

A bell and striker shall be presented to all newly organized clubs as a gift from the District. The bell is to be engraved, "Presented by the New York District to the Optimist Club of \_\_\_\_\_", and the date of the organization. The district shall budget an estimated amount for such purposes annually.

## 42. NEW CLUB FOLLOW-UP PROGRAM

The follow-up program for new clubs by the sponsor club shall be expanded to include training for the new club officers in club organization and management, and training in financial planning including preparation of a sample budget. Training and financial planning shall be required to receive follow-up credit in the District Achievements and Awards Program for New Club Building.

## NOMINATIONS:

### 43. NOMINATING PROCEDURE - LIEUTENANT GOVERNORS

No one shall be eligible for nomination or election to the office of Lieutenant Governor unless he or she is duly enrolled on the International roster as a member of a club in good standing in Optimist International and he or she has held or is currently holding the office of President of an Optimist Club in accordance with Optimist International Bylaws

The district candidate qualifications committee, prior to 1 April, shall seek and receive names and qualifications of prospective candidates from the clubs within the zone for each office of lieutenant governor, and shall publish such names no less than 30 days prior to the date of the election. In the event a candidate cannot be obtained within the zone, the committee shall consider candidates outside the zone. The committee shall nominate at least one candidate for the office of lieutenant governor for each zone in the district at the third quarter district meeting. The committee may consider prospective candidates on its own motion.

### 44. NOMINATING PROCEDURE - GOVERNOR ELECT

No one shall be eligible for nomination or election to the office of Governor-Elect unless he or she is duly enrolled on the International roster as a member of a club in good standing in Optimist International and has served a full term as President of an Optimist Club in accordance with Optimist International Bylaws.

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 no less than 30 days 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.

The candidate qualifications committee shall require the following for the consideration and information of the committee:

- (a) A letter from the club of which the proposed candidate is a member, indicating that club's support of candidacy.
- (b) A written presentation of the proposed candidate's background and qualifications.

## INTERNATIONAL CONVENTION:

### 45. INTERNATIONAL CONVENTION (Accounts 500, 510, 540, 545, and 550)

With due respect to the location and duration of the International convention, the governor, secretary-treasurer, secretary-treasurer-designate, and governor-designate shall receive an amount, to be budgeted annually (using accounts 500, 540, 545, and 550), toward the expense of attendance at the International convention, excluding those expenses reimbursable by Optimist International. To qualify for this amount, each must attend and be registered at the full convention and show evidence thereof when submitting an expense voucher. Reimbursement limit for any one lieutenant governor-elect shall be no more than one half of the budgeted amount.

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 (using account 510) for this purpose. To qualify for this amount, each must attend and be registered at the full convention and show evidence thereof when submitting an expense voucher.

### 46. HOSPITALITY ROOM AT INTERNATIONAL CONVENTION (Account 560)

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

### **REIMBURSEMENTS:**

#### **47. REIMBURSEMENTS - GENERAL**

Authorized individuals shall be reimbursed for expenses incurred in travel on District Administration business upon receipt, by the district secretary-treasurer, of a properly completed and signed voucher accompanied by a copy of any required report in writing, such as a visitation report, zone meeting report, or committee chairperson report.

Reimbursement shall be at the rate of fifteen (15) cents per mile plus tolls except that no reimbursement shall be made for occasions within the city of the individual's residence. Overnight lodging shall be reimbursed up to \$75 per night for up to two nights per event except that up to three (3) nights of lodging at the District Convention may be reimbursed for Lt. Governors-Elect if required by the training schedule. Other authorized expenses such as printing, postage, and telephone shall also be reimbursed.

Other authorized expenses such as printing, postage, and telephone shall also be reimbursed. There shall be no reimbursement for food expenses.

All reimbursements shall be made within the limitations of budget and available funds.

#### **48. REIMBURSEMENT - GOVERNOR (Account 200)**

The governor shall be reimbursed for authorized expenses per article 47 when engaged in the execution of the responsibilities of his office, as set by the budget, excluding those occasions reimbursable by Optimist International.

#### **49. REIMBURSEMENT - GOVERNOR-ELECT (Account 255)**

The governor-elect shall be reimbursed for authorized expenses per article 47 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.

#### **50. REIMBURSEMENT - SECRETARY-TREASURER (Account 250)**

The district secretary-treasurer shall be reimbursed for authorized expenses per article 47 incurred in the execution of the duties of his office, attendance at meetings of the district board of directors and executive committee, district conferences and conventions, and such other occasions and events specifically authorized by the governor.

#### **51. REIMBURSEMENT - PAST GOVERNORS (Account 260)**

The past governors serving as members of the district executive committee shall be reimbursed for authorized expenses per article 47 incurred in attendance at meetings of the district executive committee and board of directors and the district convention.

#### **52. REIMBURSEMENT - LIEUTENANT GOVERNORS (Account 210)**

Lieutenant governors shall be reimbursed for authorized expenses per article 47, 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 and board of directors, and district conferences as set by the budget.

#### **53. REIMBURSEMENT - COMMITTEE CHAIRPERSONS (Account 265)**

District committee chairpersons shall be reimbursed for authorized expenses per article 47 incurred in attendance at district conferences, district conventions, district executive committee and board of directors meetings, when specifically requested, by the governor, to be present and report.

#### **54. REIMBURSEMENT - SECRETARY-TREASURER DESIGNATE AND LIEUTENANT GOVERNORS ELECT (Accounts 256 and 258)**

The district secretary-treasurer designate and lieutenant governors-elect shall be reimbursed for authorized expenses per article 47 incurred in attendance at the scheduled district training session.

### **MISCELLANEOUS:**

#### **55. DISTRICT CONTEST FEES.**

Fees for District Contests shall be established yearly during the District Board of Directors meeting at the annual District Convention. Current fees are \$50 for Essay, and Oratorical Contests and \$75 for the Junior Golf Tournament. The CCDHH fee for this year is \$0 due to the location of the contest at the Rome School For The Deaf.

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**56. DISTRICT POLICIES (This section moved to start of this document)**

**57. POLICY REVISIONS (This section moved to start of this document)**