



Alberta Montana Saskatchewan
& Northern Wyoming
District 13 ~ Optimist International

District Policies

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ARTICLE I: DISTRICT PURPOSES

GENERAL

The sole purpose of the District shall be to function as an administrative division of Optimist International in furtherance of the purposes of 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. (OI Bylaws Article VII, Section 2)

ARTICLE II: DISTRICT POLICIES

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 or special duly called Convention. (OI Bylaws Article VII, Section 3, Paragraph E) 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 District Board of Directors. Policies may be reviewed and revised by the District Board of Directors/Executive Committee at other times as necessary.

District Policies – Distribution

The District Governor or Secretary-Treasurer shall provide Optimist International and each member of the District Board of Directors with a copy of all District Policies at the beginning of the Optimist year.

ARTICLE III: DISTRICT BOARD OF DIRECTORS

GENERAL PROVISIONS

The business of the District shall be administered by a District Board of Directors. The Board of Directors shall consist of the officers of the District, the two Immediate Past Governors, the Lieutenant Governors (if any), the District Secretary-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. (OI Bylaws Article VII, Section 3, Paragraph A)

DISTRICT OFFICERS AND EXECUTIVE COMMITTEE

The District officers shall be the Governor, Governor-Elect, Secretary-Treasurer, and the following officers: Lieutenant Governors and the two most immediate Past Governors.

The Executive Committee shall consist of the officers, the two most Immediate Past Governors, and the JOOI Governor as a non-voting member. (OI Bylaws Article VII, Section 3, Paragraphs B and C) (October 2007)

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. The Executive Committee shall consist of the District officers and the two most Immediate Past Governors. The JOOI Governor shall serve as a nonvoting member on the District Executive Committee. (OI Bylaws Article VII, Section 3, Paragraph C)

ELECTIONS AND TERMS OF OFFICE

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. (OI Bylaws Article VII, Section 6, Paragraph A)

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. (OI Bylaws Article VII, Section 6, Paragraph C) The Governor-Elect shall automatically become Governor on 1 October of the year following the year in which he was elected Governor-Elect. Following the District convention, the Governor-Elect shall be known as the Governor-Designate. (OI Bylaws Article VII, Section 6, Paragraph B)

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. (OI Bylaws Article VII, Section 6, Paragraph D). The term of office for Secretary-Treasurer shall be one year. (OI Bylaws Article VII, Section 6, Paragraph D) The confirmation of the Secretary Treasurer conveys the rights of a voting member to the Secretary Treasurer.

The Lieutenant Governor shall be elected at a Zone or specially called meeting prior to the 3rd Quarter District Conference by the clubs in his/her zone. The Lieutenant Governor Elect for each zone shall be ratified at the 3rd Quarter District Conference to allow time for proper training. Should any Zone not have a candidate for Lieutenant Governor by the 3rd Quarter District Conference, the Governor Elect may appoint a candidate for ratification.

The Candidate Qualifications Committee shall seek, qualify and nominate the best qualified candidates for each elected office, and shall require the following for the consideration and information of the committee:

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

The candidate qualifications committee may prepare a brief summary and description of each of the nominees' background and qualifications to be mailed to each Club president and Secretary-Treasurer not less than thirty days prior to the date of the elections.

DUTIES OF THE DISTRICT OFFICERS

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. The Governor 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. The Governor shall at all times act on behalf of Optimist International in all relations with member Clubs within the District. The Governor shall also attend the annual convention of Optimist International and any special meetings or conferences conducted by Optimist International for Governors.

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.

District Secretary-Treasurer

It shall be the duty of the District Secretary-Treasurer to: (i) attend all meetings of the District Board of Directors, the District Executive Committee and the annual District convention, and to act as Secretary thereof, (ii) keep true and correct minutes of such meetings and transmit a copy to the International Office and to others so designated by the District Board, within 30 days after the close of any such meeting, (iii) receive and deposit all moneys due the District. (iv) 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, (v) keep an accurate and complete record of all financial transactions and submit financial statements and records required by the District Board of Directors and as set forth in the Bylaws & Policies of Optimist International, (vi) 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, (vii) 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, (viii) 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, (ix) issue and deliver notice of all meetings of the members of the Board of Directors at least 30 days prior to said meetings, and (x) perform such duties as prescribed in these policies.

Lieutenant Governor

Each Lieutenant Governor shall function as a representative of Optimist International and the Governor in his assigned Zone, and generally conduct his office in a manner contributory to the attainment of all objectives 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. The Lieutenant Governor 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. The Lieutenant Governor shall make the prescribed report of each meeting within 30 days.

DUTIES OF THE 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. (OI Bylaws Article VII, Section 3, Paragraph C).

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 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. (OI Bylaws Article VII, Section 3, Paragraph D)

DISTRICT BOARD OF DIRECTORS MEETINGS AND NOTICE

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. (OI Bylaws Article VII, Section 3, Paragraph F)

Meetings of the Executive Committee may be called by a majority of its members or at the call of the Governor. (OI Bylaws Article VII, Section 3, Paragraph C)

District Board of Directors Installation

The District Board of Directors, defined in O.I. Bylaws Article VII, Section 3 Paragraph A, shall be officially installed by the Official Representative of Optimist International at or before the First Quarter Board meeting. For the purpose of this District, The District Board of Directors shall include the Zone Lieutenant Governors.

District Board of Director Meetings (Account 130 & 360)

Pursuant to the Optimist International Bylaws, the District Board of Directors shall meet quarterly at such time and place as may be determined by the Board of Directors except that, at the Boards discretion, the meeting in the second quarter may be waived if all Zones hold Zone meetings in that quarter. The First Quarter Board meeting shall be held no later than November 30, the Third Quarter meeting shall be held in the month of April or May, the

Fourth Quarter Board meeting shall be held in conjunction with the Annual District Convention.

Notice of all meetings of the District Board of Directors shall be sent by the District Secretary-Treasurer to all members of the board of directors and Past Governors, with an agenda prepared by the Governor and District Secretary, at least thirty (30) days prior to the said meeting. Board meetings shall be budgeted and conducted under Accounts 130 & 360 and operated on a break-even basis. Costs of any meals and gratuities may be collected by the Secretary-Treasurer or his/her designate. (O.I. Bylaws Article VII, Section 3 Paragraph F).

The incumbent District Governor and District Secretary-Treasurer shall be provided with complimentary registrations and hotel/motel accommodations of suitable character for themselves and their companion. The Official Optimist International Representative and his/her companion, at the appropriate Board meeting, shall also be provided with complimentary registrations and hotel/motel accommodations. The costs to these complimentary services shall be anticipated in the Board meeting budget.

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 adjournment of each such meeting or convention.

ARTICLE IV: DISTRICT COMMITTEES

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. (OI Bylaws Article VII, Section 3, Paragraph G) 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. (OI Bylaws Article VII, Section 5, Paragraph G)

The following committees are currently established and may be changed or combined under one chair from time to time by the District Executive Committee as required to suit the needs of the District:

Finance (OI Bylaws Article VII, Section 5, Paragraph D), New Club Building, Membership, Leadership Development, Activities, Bulletin & Publicity, Candidate Qualifications (Past Governor), Childhood Cancer Campaign, Essay, Oratorical, Communication Contest for the Deaf and Hard of Hearing (CCDHH), Convention, Junior Golf, Supply, Juvenile Curling, Personal Growth & Involvement (PGI), Web Services, JOOI Clubs, International Ambassador (Immediate Past Governor) and District Foundation Representative.

The responsibilities of each committee are established in other documentation. Committee information must be listed in the current District Directory and such listing shall be considered in compliance with Optimist International.

ARTICLE V: DISTRICT CONVENTION

GENERAL PROVISIONS

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. (OI Bylaws Article VII, Section 4) The following business shall be conducted at every District Convention: Election of Governor, any changes to the District dues amount, approval of the District Policy changes (if any) and the selection of next convention site.

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

Convention Allocation from District

The District may, upon written request, lend One Thousand Dollars (\$1000.00) from District funds to the Convention Committee for preliminary organization and expense.

Conventions – District / International Representatives

The incumbent Governor, Secretary-Treasurer, Governor Designate and Secretary-Treasurer Designate as well as the official Optimist International Representative shall receive complimentary registrations and shall also be provided with complimentary hotel/motel lodging of suitable character for themselves and their companions, and such cost shall be anticipated in the convention budget.

Convention and Duration

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

Convention Program

The District Convention Committee shall prepare, through consultation with the Governor and Governor-Elect, the schedule of convention events and meetings not less than ninety (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 services. The convention schedule and program shall be distributed to all District Officers and Chairs, Club Presidents and Club 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 training for Clubs, 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 companions.
- d) A recognition banquet featuring the installation of the New District Officers.

Convention Registration Refunds

All requests for refunds of prepaid convention registrations must be made by the pre-registered individual. Such requests for refunds must be received by the District Convention Chair seventy-two (72) hours prior to the opening business session. No refunds for partial registration will be honored.

CONVENTION RULES

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: (OI Bylaws Article VII, Section 4)

- a) The convention shall be composed of registered Optimist delegates.
- b) An accredited delegate is a delegate of a club in good standing who has registered at the Convention and who is certified by the Credentials Committee. The number of accredited delegates of a club shall not exceed the voting strength of the club, as defined by OI in its listing sent to the CQ chair and DST prior to the convention.
- c) ROBERT'S RULES OF ORDER shall govern the Convention proceedings in all cases, not governed by the Constitution and Bylaws and these convention rules.
- d) Delegates shall register promptly upon arrival and shall attend all sessions of the convention.
- e) The Credentials Committee shall report at the first convention session and at each session thereafter or when directed to do so. The report of the Credentials Committee to the convention shall include only those Clubs with properly accredited delegates. The Committee may amend the report of the Credentials Committee before or between convention business sessions.
- f) A member holding a membership in more than one Club may become an accredited delegate for such Clubs provided he/she has completed registration and paid a registration fee as a delegate from each Club for which he/she intends to vote.
- g) Any registered delegate may speak on any issue. To be entitled to the floor, said delegate must rise, address the presiding officer, and give his/her name and Club affiliation.
- h) Only accredited delegates may make or second motions.
- i) Main motions shall be put in writing when Chair so directs.

- j) 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.
- k) Debate shall be limited to five minutes per speaker. A registered delegate shall not speak a second time to the same question at the same sitting, if another registered delegate, who has not spoken, thereon rises and asks for the floor.
- l) Voting
 - i) Only accredited delegates may vote according to provision of Optimist International bylaws, Article X, Section 7. Any accredited delegate may cast a vote, standing or hand vote. Said delegates will be seated in a special section at convention business sessions.
 - ii) Accredited delegates from each club shall select a chair who shall cast the votes of his/her delegates on any convention business requiring a vote by written ballot or roll call.
 - iii) Clubs with more than one vote may split voting strength. Such clubs may caucus prior to voting to determine how voting strength may be split. (Whole votes only, no half votes shall be permitted).
 - iv) Delegates Chairs unable to verify accreditation and obtain ballots within the hours of registration on the opening day of the convention may do so by presenting themselves to the Credentials Committee during the hour preceding the time the business meeting of any day is called to order. Ballots shall not be distributed during the conduct of business meetings.
- m) The vote on any business or question before the convention, except report of the Candidate Qualifications or District Policies Committees, shall be taken immediately following its presentation and debate.
- n) In the event a vote by ballot is ordered, balloting shall be conducted in the following manner:
 - i) The meeting shall be recessed for marking and depositing of ballots.
 - ii) The presiding officer shall appoint a committee of tellers and name its Chair.
 - iii) To expedite the balloting process, multiple ballot boxes shall be placed in convenient locations within the meeting room. Tellers shall be stationed at each ballot box.
 - iv) Each delegate chair shall deposit one ballot for his/her club only.
 - v) At the conclusion of the balloting period, tellers shall remove the boxes, count the ballots, and the chair shall report the tabulated results, in writing, to the presiding officer.
- o) The vote on the question, once commenced, shall not be interrupted except to ask the Chair to restate the question.
- p) A delegate may change his/her vote provided he/she rises and asks for the floor promptly and before the Chair declares the result final.
- q) An appeal from a decision of the Chair should be based on a point of order and shall be seconded. The vote thereon shall be put on sustaining the decision from the Chair, not on sustaining the appeal.
- r) The Candidate Qualifications Committee shall report its nomination(s) at the first business session. Following this report, the presiding officer shall call for other nominations for all offices. Nominations from the floor shall be limited to a statement including the candidate's name and Club, and the office for which he/she is being nominated. There shall not be any nominating speeches for the candidates for an office if only one candidate is nominated for the office. Nominating speeches shall be given on the day of the election. Speeches may be presented by persons approved by

the respective candidates. Nominating speeches shall be limited to two (2) for each candidate, one of five (5) minutes duration and one of two (2) minutes duration.

- s) The election shall be conducted during the last business session.
- t) 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 (2/3) vote. (O.I. Bylaws X, Section 6).

Nominating Procedures

The Candidate Qualifications Committee shall seek, qualify and nominate one or more candidates for the office of the Governor (or Governor-Elect) and shall require the following for the consideration and information of the committee:

- a) A written presentation of the proposed candidate's background and qualifications for the office of Governor (or Governor-Elect).
- b) A letter from the Club of which the candidate is a member indicating that Club's support of his/her candidacy.
- c) A statement from the proposed candidate's employer indicating his/her understanding and approval of the proposed candidate's anticipated commitment to serve one year as Governor-Elect and one year as Governor. If candidate is self-employed, he/she shall submit such letter on his/her own behalf.

The Candidate Qualifications Committee shall prepare a brief summary and description of each nominee's background and qualifications to be mailed to each Club President and Secretary-Treasurer not less than thirty (30) days prior to the date of the election. This procedure need not be applied to the election of the Governor-Designate; the only candidate for the office of Governor-Designate is the incumbent Governor-Elect.

International Convention (Accounts 500, 510, 550, 555, 560)

With due respect to the location and duration of the International Convention, the Governor, Governor-Designate, Secretary-Treasurer and Secretary-Treasurer Designate shall receive an amount, to be budgeted annually (Accounts 500, 550, 555 and 560) towards the expenses of attendance at the International Convention excluding those expenses reimbursable by Optimist International. To qualify for this amount, each must attend and be registered at the full convention and show evidence thereof when submitting his/her expense voucher.

Each Lieutenant-Governor Elect and the Chairs Elect, specifically requested by the Governor Elect to attend, who attends the full International Convention shall participate equally in the distribution of available funds budgeted annually for the purpose of financial assistance to those Lieutenant-Governors Elect and Chairs Elect who attend and are registered for the full convention, except that no Lieutenant-Governor Elect or Chair Elect shall receive an amount in excess of one-fourth (1/4) of the amount scheduled in the budget. (Account 510).

Hospitality Room at International Convention (Account 560)

The District Administration may maintain a District Headquarters or hospitality room at International Conventions, the rentals of which, only, shall be budgeted and chargeable to Account 560 of the Standard District Chart of Accounts.

ARTICLE VI: DISTRICT CONTESTS

Achievements and Awards Program (Account 410)

The District may budget for, and conduct an annual Achievements and Awards Program which shall be prepared and evaluated by the Chair of the Achievements and Awards with the collaboration of the Governor, Governor-Elect, Secretary-Treasurer and through consultation with their predecessors, and which shall be presented to the District Board of Directors for final approval at the 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. The District Achievements and Awards Program competition shall be conducted based on Club size at the beginning of the administrative year as follows:

- Clubs of over 50 members A
- Clubs of 31 to 50 members B
- Clubs of 16 to 30 members C
- Clubs of under 16 members D

Pursuant to the Achievements and Awards Program and policies of Optimist International, the District Administration shall refrain from offering or conducting any awards competitions, personal or Club, for activity or performance embraced by Optimist International's Achievements and Awards Programs. The District's Achievement and Awards Programs shall conform to the District Program advocated by the International Board of Directors.

District Achievements and Awards – Appeals and Protests

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 the standings. The District Executive Committee shall have the power and authority to review and adjudicate any such appeal or protest and its decision shall be final. To be eligible to receive any award or recognition, all financial obligations of the Club to the District shall have been met by the closing day of the administrative year.

District Scrapbook Competition

The annual Scrapbook Competition will be held at the first quarter District Conference meeting of each year and will include all completed scrapbooks from the preceding year. Competition is divided into four (4) categories based upon the size of the Club. (See A&A club size above)

- a) All scrapbook entries must be in the "Official" O.I. Scrapbook covers.
- b) Scrapbooks must only cover activities for October 1 to September 30 of the administrative year.
- c) Scrapbooks must be judged at the First Quarter District Conference meeting in the following Administrative year.
- d) Judging will be on content and overall design presentations.
- e) The first page must have the following:
 - Name of Club
 - Club membership as of September 30 of the administrative year.
 - Charter Year
 - Meeting Place, Day and Time
 - President's Name

- f) Following pages may list Club Officers, Board of Directors, Committee Chairs, and entire Club membership.
- g) It is recommended that scrapbooks be assembled as the Optimist year progresses. Thereafter, start with activities in October such as the Installation of Club Officers, the First District Conference meeting. Youth Appreciation Week in November and so forth throughout the Optimist year. They will be judged on this basis and not sections of Youth work, Social, Community service, etc.
- h) Newspaper clippings and/or printed material should identify (by underlining) Optimist names and Optimists mentioned.
- i) A sampling or all Club bulletins should be attached in the back of the scrapbook.
- j) Club attendance and involvement at District meetings, Conferences, Conventions or International events should be noted with clippings, agenda, photos, etc.
- k) If the Club wishes to document certain projects or Club activities with written reports for their own record, it is optional.
- l) This is a major annual project for the Club and an individual and/or committee should be established to assemble scrapbook material as it happens ... not "at the last minute".
- m) Use some artistic design/graphics in laying out photos, clippings, reports, etc.

District Oratorical Contests (Accounts 140, 370)

- a) The District shall conduct both a boys and girls' Oratorical Contest each year. The District Finals will be held at the time of the Third Quarter District Conference.
- b) Pursuant to 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 (3) members from Clubs in the city where the District Contest is to be held may be appointed by the District Chair to assist in selection of facilities, equipment, judges, etc. and other details pertinent to the conduct of the contests.
- d) Each zone winner shall advance to the state/provincial contest, known as the Regional Contest, to determine the boy and girl winners who will represent that state/province at the District Contest. Zone and Regional contests are to be conducted under the supervision of, and coordinated by, the District Oratorical Chair, with the responsibility for the actual conduct of Zone and Regional Contests assigned to the Lieutenant Governors. The responsibility for running the Regional contests shall be rotated annually among the Lieutenant Governors in that region.
- e) An entry fee of Forty Dollars (\$40.00) per contestant, payable in advance to the Alberta-Montana-Saskatchewan and Northern Wyoming District, shall be paid by all Clubs sponsoring a contestant in the Zone contests. The costs of all transportation, food, and lodging, while at or en route to or from Zone and Regional contests, shall be the responsibility of the sponsoring Clubs.
- f) The costs of food and lodging while en route to and from the District Contest shall be the responsibility of the sponsoring Clubs. Clubs sponsoring contestants at the District Oratorical Contest shall be reimbursed for mileage at the rate established under Section VIII. Cost of food and housing for contestants, while at the District Oratorical Contest, shall be the responsibility of the District Administration.
- g) The runners up at the Regional Contests shall be presented with the official Optimist International trophy designated as District Finalist. The winners of the Regional Contests shall compete in the District Oratorical contest Finals and shall receive the appropriate District Finalist or District Winner Trophy at that contest. (which is at the time of the Third Quarter District Conference)
- h) The costs of all District Trophies, Zone certificates and frames, and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 140 and 370. All such

items shall be supervised by the District Contest Chair and accountable to the District Secretary-Treasurer who shall make all purchases and expenditures, and record all revenues and expenses.

- i) It shall be the responsibility of the District Oratorical Chair to submit the required materials and information on the contest winners to 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.

District Essay Contest (Accounts 147, 390)

- a) The District shall conduct an Essay Contest each year. The District winners will be announced at the time of the Third Quarter District Conference.
- b) Pursuant to the policies of Optimist International, all phases of the District contest shall be conducted in strict compliance with the International contest rules.
- c) An entry fee of Fifteen Dollars (\$15.00) per contestant, payable in advance to the Alberta-Montana-Saskatchewan & Northern Wyoming District, shall be paid by all Clubs sponsoring a contest.
- d) The costs of all District trophies, and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 147 and 390. All such items shall be supervised by the District Contest Chair and accountable to the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenues and expenses.

District Communications Contest for the Deaf and Hard of Hearing (Accounts 141, 371)

- a) The District may hold a Communications Contest of the Deaf and Hard of Hearing.
- b) The contest shall follow all Optimist rules.
- c) The District competition will be held at the Third (3rd) Quarter District Conference. Club, Zone or Regional contests may be bypassed, at the discretion of the District Contest Chair, depending on the number of contestants participating in the District Competition.
- d) An entry fee of Forty (\$40.00) per contestant, payable in advance to the Alberta-Montana-Saskatchewan & Northern Wyoming District, shall be paid by all clubs sponsoring contestants in the competitions, excluding club level competitions.
- e) The District shall supply zone certificates and frames where required and District trophies.
- f) The costs of all District trophies, zone certificates and frames where required, and all other authorized receipts and expenditures shall be budgeted and audited under Account 141 and 371. All such items shall be supervised by the District Contest Chair and accountable to the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenues and expenses.
- g) The costs of food and lodging while en route to and from the District Contest shall be the responsibility of the sponsoring clubs. Clubs sponsoring contestants at the District Oratorical Contest shall be reimbursed for mileage at the rate established under Section VIII. Cost of food and housing for contestants, while at the District Communications Contest for the Deaf and Hard of Hearing, shall be the responsibility of the District Administration.

ARTICLE VII: DISTRICT FINANCES

GENERAL PROVISIONS

The conduct and administration of District business shall be financed by District dues, payable by Clubs for each of their members enrolled in the office of Optimist International, from convention fees, 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. A District, by resolution adopted by a two-thirds majority vote of 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. (OI Bylaws Article VII, Section 5, Paragraphs A, B, and C)

Each Club in the District shall pay for each member enrolled in the International Office as of 31 December and 30 June, annual dues of Twenty Dollars (\$20.00) per member, payable (quarterly or semi-annually) of each year, subject to the approval of the Board of Directors of Optimist International and in accordance with Optimist International Bylaws. Annual dues payable by a newly affiliated Club shall commence as provided in policies established by the OI Board of Directors.

BUDGET

At its first meeting the District Board of Directors shall review, amend and approve the annual budget submitted by the finance committee, ensuring that it 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. (OI Bylaws Article VII, Section 5, Paragraph D)

District conferences and the District convention shall be budgeted on a "break even" basis.

ANNUAL REVIEW

An annual review of the books of account of each District as of 30 September shall be performed by an independent certified public accountant or a chartered accountant, and a report thereon shall be submitted to the District Board of Directors not later than 30 November of each year. (OI Bylaws Article VII, Section 5, Paragraph E)

DEPOSITORIES AND SIGNATORIES

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. (OI Bylaws Article VII, Section 5, Paragraph F)

District Dues

Each club in the District shall pay for each member enrolled in the International Office as of December 31, March 31, June 30 and September 30, annual dues of Twenty Dollars (\$20.00) per member, payable October 1, January 1, April 1, and July 1 of each year. Subject to the approval of the Board of Directors of Optimist International and in accordance with the Bylaws

thereof, annual dues payable by a newly affiliated Club shall commence on the first day of Third Quarter 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. (O.I. Bylaws Article VIII, Section 2, Paragraph D) College Clubs are subject to a 50% rate of the above dues.

Finance Committee

The Finance Committee shall be composed of the Governor, current Secretary-Treasurer, Governor-Elect, Secretary-Treasurer Designate, the Immediate Past Governor and one other Past Governor who shall be appointed by Governor-Elect. The Governor-Elect and the Secretary-Treasurer Designate in consultation with the incumbent Governor and Secretary-Treasurer shall prepare the budget. The budget will be based on projected dues income based on June 30, membership of the current year. Income from District Conventions and District Conferences are not to be part of the budgeted income. These items on the accountability statement are to be wash items. All budgets shall employ the Standard District Chart of Accounts, accounts numbers, definitions, and required supplements established by Optimist International. (O.I. Policy ID-15)

The proposed annual budget shall be submitted to the Finance Committee for review and then to the Executive Committee for recommendations to the incoming Board for approval at the first meeting of the administrative year

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 the annual review as of September 30, but completed not later than November 30, 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 budget may include 100% of funds in excess of a reserve of Ten Thousand Dollars (\$10,000.00) projected to be passed forward from the previous administration on October 1.

Convention Budget and Finance Report

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 or receipts and expenditures and audits of previous conventions. The Convention shall and must be budgeted and conducted by the District Administration on a break even or better basis. The statement of convention receipts and disbursements shall be prepared by the Convention Chair, Governor and District Secretary-Treasurer and shall be included in the District's annual financial statement.

Clubs Not in Good Standing

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 may have its' charter revoked by action of the International Board of Directors. (O.I. Bylaws Article VIII, Section 4)

Optimist International Policy IC-35 revokes a club for 120 days of indebtedness to Optimist International. A District may initiate the revocation procedure (Optimist International Policy IC-35) when the Governor submits a Charter Revocation Report to Optimist International stating the reasons for the recommendation and the minutes of the District Executive Committee meeting at which the revocation was initiated. (O.I. Bylaws Article III, Section 1, Paragraph A)

TRAVEL EXPENSES

Travel Expenses – General (Account 200 through 265)

Authorized individual shall be reimbursed for expenses incurred in travel on District Administrative 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 chair report. Reimbursements shall be at the rate of ten (10) cents per mile for US Citizens, payable in US Funds and ten (10) cents per kilometer for Canadian citizens, payable in Canadian funds except that no reimbursement shall be made for occasions within the city of the individual residence.

All reimbursements shall include an allowance of Forty-five (\$45.00) per day for the following events:

Executive and Board of Directors Meeting.....	two (2) days
District Convention	three (3) days

Two (2) extra days allowance shall be provided in the event that travel exceeds 500 miles/800 kilometers one way and provided sufficient funds are available – to be confirmed by Executive Committee in advance of each District Meeting.

With respect to the training of the Lieutenant Governors Elect, to be conducted by the Governor Designate and Secretary Treasurer Designate immediately prior to the District Convention, the Governor Designate and the Secretary-Treasurer Designate shall be reimbursed one additional day per diem for the District Convention.

Travel Expenses – Committee Chairs (Account 265)

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

Travel Expenses – Governor (Account 200)

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

Travel Expenses – Governor-Elect (Account 255)

The Governor Elect shall be reimbursed for authorized travel expenses incurred in attendance at District Conferences, District Conventions, District Executive Committee and Board of Director Meeting, and such other occasions and events specifically requested by the Governor.

Travel Expenses – Lieutenant Governors (Account 210)

Lieutenant Governors shall be reimbursed for authorized travel expenses incurred in the business of the District Administration or Optimist International, incurred in required club visitations, authorized zone meetings, and charter presentations within their respective zones, meeting of the District Executive Committee, Board of Directors, and District Conferences.

Travel Expenses – Past Governors (Account 260)

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

Travel Expenses – Secretary-Treasurer (Account 250)

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

The immediate Past Secretary-Treasurer shall be reimbursed for travel expenses incurred to attend the First Quarter and Second Board Conferences to give his/her final reports.

Travel Expenses – Secretary-Treasurer Designate (Account 250)

The Secretary-Treasurer Designate shall be reimbursed for authorized travel expenses incurred to conduct training at the District Convention.

Travel Expenses – Lieutenant-Governors Elect (Account 210)

Lieutenant Governors Elect shall receive a per diem allowance for the 3 days in attendance at the District Convention. Lieutenant Governors Elect must be registered for the District Convention and attend all training sessions at the convention designated for Lieutenant-Governors Elect.

ARTICLE VIII: ADMINISTRATION

International President Visitations

The Governor, at his/her earliest opportunity, shall invite the International President to visit the district and shall provide Optimist International with preferred, alternate locations and dates for such visitations, which dates and locations, once established, may enhance but shall not conflict with any other district date or event. All plans and arrangements for the International President's visits shall be under the direct supervision of the Governor and District Administration including the provision of complimentary accommodations, customary courtesies, and suitable gift or memento of the occasion. The event shall be budgeted for under Accounts 130 and 360, and shall be 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, may be invited to provide manpower for the conduct of the event.

The Governor and his/her companion, or Past International or District Officer and his/her companion, shall be designated as official host to the International President and his/her companion.

International Representatives to District Meetings

In keeping with the policy of Optimist International to provide an official International Representative to the District Board meetings and District Conferences held in the First Quarter of each year, and to the annual District Convention, the Governor shall issue an invitation, at his/her earliest convenience, to such individual as soon as his/her identity is established. Courtesies traditionally provided to the International President, including complimentary accommodations and registration, shall also be provided to such official International Representatives.

District Officers Insignia (Account 400)

The District Administration shall provide official lapel insignia for all District Officers to be presented at the District Convention immediately preceding the administrative year and that

such insignia shall be returned to the District Secretary-Treasurer at the end of that administrative year.

The District shall also purchase and present Past Officers insignia and plaques to the retiring Governor, Secretary Treasurer, and Lieutenant Governors at the District Convention. The recipients and identification of insignia shall be as follows:

- a) Governor's insignia with a diamond.
- b) Past Governor's insignia with a diamond and Past Governor's plaque.
- c) Governor-elect' insignia.
- d) Lieutenant Governor's insignia.
- e) Past Lieutenant Governor's insignia and plaque.
- f) Secretary-Treasurer's insignia.
- g) Past Secretary-Treasurer's insignia and plaque.
- h) A suitable memento, not to exceed \$50.00 in value, to the Past Governor completing his/her term on the Executive Committee.

District Bulletin

The District Administration shall publish a District Bulletin at least quarterly under the direction of the Governor and edited by the District Bulletin Editor (or District Publicity Chair) 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 minimum, the bulletin shall be published and distributed to all District Officers, District Committee Personnel, Club Presidents, Club Secretaries or Secretary-Treasurers, the International Office and Officers and all Past District Governors.

District Directory

The District Administration shall publish, at its earliest possible date after the beginning of the administrative year, a District directory. The directory shall contain the names, addresses and phone numbers of all District Officers, District Committee Chairs, Club Presidents, Club Secretary-Treasurers, meeting dates and locations, Past Governors and Optimist International Officers. When feasible and practical, the directory shall include the dates and locations of all district meetings, conferences and conventions of the administrative year.

District Conferences (Account 130 & 360)

District Conferences shall be planned and conducted by the District Administration, at the time and place of, and immediately following quarterly meetings of the District Board of Directors in first, second and third quarter. Such conferences shall invite and encourage attendance of Club officers and Committee Chairs, District Officers and District Committee Personnel, and such others as may benefit from the conduct of such conferences. The program for such conferences may include the introduction and promotion of club and district goals and objectives, buzz sessions, forums, round tables, leadership development events and programs. All such conferences shall and must be budgeted and conducted by the District Administration on a break even or better basis. The District Administration may collect fees for any meal service and gratuities provided at such conferences. Notice of such conferences and programs shall accompany the notice of District Board of Directors meetings.

Flags, Creed and Banners

It shall be the Policy of this District to display the appropriate National flags, the District banner (District Awards Banners), the Optimist Creed banner and the District bell in the room in which all District Board meetings and District Conventions are conducted, with no fear of piracy. All clubs are encouraged to display their club banners with no fear of piracy.

Gifts and Mementos

It shall be the Policy of this District to present an appropriate gift or memento to:

- a) the Governor at each District Conference and at the District Convention (not to exceed \$50.00 in value).
- b) the visiting International Vice President (not to exceed \$70.00 in value).
- c) the visiting International Representative (not to exceed \$60.00 in value).

The Chair of each respective function committee shall be responsible for the selection and presentation of said gifts or mementos. The costs of such gifts or mementos should be covered in the budget for said meeting.

Hospitality Rooms

All hospitality rooms, or other accommodation serving a like purpose, shall be closed during District Conference meetings or District Convention sessions, training events, and host operated social events.

Governor's 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 presentation 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 delegate or appoint a person to appear on his/her behalf to attend such occasions.

Establishment of Zones

Pursuant to the International Bylaws, the number and boundaries of zones, for any administrative year, if subject to revisions, shall be determined by the Board of Directors at the second quarter meeting 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. No zone shall be created with less than three (3) or more than twelve (12) clubs. New clubs shall automatically be assigned to the zone in which their sponsor club is in for the first administrative year of existence and may be reassigned to the zone in which they are geographically located and services thereto shall be the responsibility of the Lieutenant Governor of such zone(s).

Zone Meetings

Each Lieutenant Governor shall be responsible for the conduct of a zone meeting in each quarter of the administrative year and notice of such meetings shall be sent to the President and Secretary of each Club in the zone not less than thirty (30) days prior to the meeting. To avoid conflict, the dates for all zone meetings shall be established with the knowledge and approval of the Governor. (Additional zone meetings may be held at any time and may be held in conjunction with other District events such as District Board meetings, Conferences and/or District Convention).

Working Language of the District

The working language of this District is English. All materials will be supplied in English unless Optimist International can provide the materials in other languages.

Fundraising

Club fundraising shall not take place at any District Board meeting, Conference, Convention or any associated event. The District and Foundation shall have the option of running fundraising events.

NEW CLUBS

New Club Charter Presentations

Dates and Programs for the presentation events of New Clubs shall be established by joint action of the new club, the new club's sponsor club, and the Governor or the Lieutenant Governor of the zone in the Governor's behalf. The Governor or his/her appointee shall present charters. In the event of a charter presentation occurring after the end of an administrative year in which the new Club was established, the then Immediate Past Governor shall have the prerogative of presenting the charter.

Gifts to New Clubs (Account 170)

The District Administration shall provide each Club with a complimentary Banner, Bell and Striker, purchased from Optimist International, and shall budget an estimated amount for such purposes annually. (Account 170).