

**NEW MEXICO/WEST TEXAS DISTRICT  
of  
OPTIMIST INTERNATIONAL**

**POLICIES  
&  
PROCEDURES**

February 5, 2022



## Table of Contents

ARTICLE I – NAME.....	1
Section 1. District Territory and Structure:.....	1
Section 2. Name:.....	1
ARTICLE II – PURPOSES .....	1
Section 1. Purposes:.....	1
Section 2. New Club Building Policies .....	1
ARTICLE III – POLICIES & PROCEDURES .....	1
Section 1. District Policies.....	1
Section 2. Policy Review: .....	1
Section 3. How Made:.....	1
Section 4. Who May Propose and When: .....	1
Section 5. Effective Date:.....	2
ARTICLE IV – DISTRICT ORGANIZATION.....	2
Section 1. District Territory and Region Structure:.....	2
Section 2. Membership:.....	2
Section 3. Establishment of Zones:.....	2
Section 4. Zone Boundaries: .....	2
ARTICLE V – DISTRICT ADMINISTRATION .....	2
Section 1. Administration: .....	2
Section 2. Board of Directors:.....	2
Section 3. Officers:.....	2
Section 4. Executive Committee: .....	3
Section 5. Vacancy: .....	3
ARTICLE VI – DISTRICT BOARD OF DIRECTORS .....	3
Section 1. Responsibilities: .....	3
Section 2. Meetings: .....	3
ARTICLE VII – OFFICERS DUTIES .....	3
Section 1. Qualifications: .....	3
Section 2. Governor – Duties:.....	3
Section 3. Governor-elect – Duties:.....	3
Section 4. District Secretary-Treasurer – Duties:.....	4
Section 5. Lieutenant Governors – Duties: .....	4
Section 6. Assistant to the Governor – Duties:.....	5
ARTICLE VIII – EXECUTIVE COMMITTEE DUTIES .....	5
ARTICLE IX – NOMINATIONS, ELECTIONS, TERMS OF OFFICE AND INSTALLATIONS .....	6
Section 1. Candidate Qualification Committee: .....	6

Section 2. Qualifications: .....	6
Section 3. Election:.....	7
A. Lieutenant Governors: .....	7
B. Governor-Elect: .....	7
Section 4. Terms of Office:.....	7
B. Governor: .....	7
C. Secretary-Treasurer: .....	7
D. Assistant to the Governor: .....	7
Section 5. Installation: .....	8
A. Executive Committee: .....	8
B. Board of Directors:.....	8
ARTICLE X – DISTRICT OFFICER’S LAPEL INSIGNIA.....	8
Section 1. Incoming Officers: .....	8
Section 2. Retiring Officers: .....	8
ARTICLE XI – ZONE MEETINGS.....	8
ARTICLE XII –EXECUTIVE COMMITTEE MEETINGS.....	9
ARTICLE XIII – BOARD OF DIRECTORS MEETING .....	9
Section 1. Meetings: .....	9
Section 2. Notice of Meetings:.....	9
Section 3. Quorum:.....	10
Section 4. Conferences: .....	10
Section 5. International Representative:.....	10
Section 6. Complimentary Registrations: .....	10
Section 7. Complimentary Accommodations: .....	10
Section 8. Gifts and Mementos: .....	10
Section 9. Display of Flags and Banners:.....	10
A. District Banners:.....	10
B. Club Banners: .....	10
C. Theft:.....	10
Section 10. Hospitality Rooms: .....	10
Section 11. Registration:.....	11
A. Pre-registration: .....	11
B. Registration Fee: .....	11
C. Meals:.....	11
D. Refunds/Cancellations: .....	11
Section 12. Parliamentary Rules: .....	11

Section 13. Interpreters for the Hearing Impaired: .....	11
ARTICLE XIV – DISTRICT CONVENTIONS .....	11
Section 1. Annual Convention:.....	11
Section 2. Notice of Annual Convention:.....	12
Section 3. Special Conventions: .....	12
Section 4. Number of Votes:.....	12
Section 5. Convention Rules: .....	12
A. Accredited Convention Delegates:.....	12
B. Parliamentary Rules. ....	12
C. Registration of Delegates.....	12
D. Credentials Committee .....	12
E. Voting Rules. ....	13
F. Agenda. ....	14
G. Order of Business.....	14
H. Candidate Qualifications Committee Report.....	14
I. Nominations from the floor. ....	14
J. Nominating Speeches. ....	14
K. Delegates Rules of Order. ....	14
Section 6. Voting:.....	15
A. Ballot. ....	15
B. Roll Call.....	15
Section 7. Supervision:.....	15
Section 8. Quorum:.....	15
Section 9. Agenda: .....	15
Section 10. International Representative:.....	16
Section 11. Complimentary Registrations: .....	16
Section 12. Complimentary Accommodations: .....	16
Section 13. Gifts and Mementos: .....	16
Section 14. Display of Flags and Banners: See Article XII Section 9.....	16
Section 15. Hospitality Rooms: .....	16
ARTICLE XV – INTERNATIONAL CONVENTION .....	16
Section 1. Reimbursement of Expenses: .....	16
A. Governor, Governor-Elect, and incoming Secretary-Treasurer. ....	16
B. Lieutenant Governor-Elect.....	16
Section 2. Hospitality Room and Mementos: .....	17

A. Hospitality Room.....	17
B. Hospitality Room Mementos. ....	17
ARTICLE XVI – COMMITTEES.....	17
Section 1. Standing and Special: .....	17
Section 2. Rotating:.....	17
Section 3. Finance Committee: .....	18
Section 4. District Conference-Committee: .....	18
Section 5. Credentials Committee: .....	18
Section 6. District Contests: .....	18
Section 7. Oratorical Committee: .....	18
A. Judging and Timing .....	19
B. Zone Contests. ....	19
C. District Contests.....	19
Section 8. Essay Committee:.....	20
Section 9. Communication Contest for the Deaf and Hard of Hearing: .....	20
Section 10. Club Fitness Advisor: .....	21
Section 11. Leadership Development:.....	21
Section 12. Candidate Qualifications: .....	21
Section 13. E.E. Curley Roose Award: .....	21
Section 14. Communications/Publication/Publicity/PSA Committee: .....	21
Section 15. Other Committees and Chairpersons: .....	21
Section 16. Duties of Other Committees: .....	22
ARTICLE XVII – REVENUE AND DISBURSEMENTS .....	22
Section 1. Annual Dues: .....	22
Section 2. Dues Amount and Date:.....	22
A. District Dues Payments: .....	22
B. Arrears:.....	22
C. Penalty: .....	22
Section 3. Annual Dues – New Clubs: .....	22
Section 4. No Assessment:.....	23
Section 5. Annual Budget:.....	23
Section 6. Review:.....	23
Section 7. Depositories and Signatories. ....	23
Section 8. Raffles and Auctions:.....	23
Section 9. Optimist International Foundation: .....	23

ARTICLE XVIII – NEW CLUBS AND NEW YOUTH CLUBS .....	24
Section 1. Notices: .....	24
A. New Clubs: .....	24
B. New Youth Clubs (JOI):.....	24
Section 2. Charter Presentation:.....	24
Section 3. Gifts:.....	24
ARTICLE XIX – ACHIEVEMENTS AND AWARD PROGRAM.....	24
ARTICLE XX – VISITATIONS .....	25
Section 1. International President’s Visitation: [Suggested Policies Article 5 MISCELLANEOUS - INTERNATIONAL PRESIDENT'S VISITATION] .....	25
Section 2. Governor’s Club Visitations:.....	25
Section 3. Inter-Club Visitations: .....	25
ARTICLE XXI – DISTRICT PUBLICATIONS.....	25
Section 1. District Directory:.....	25
Section 2. District Bulletin:.....	26
A. Name:.....	26
B. Publish and Distribute:.....	26
ARTICLE XXII – TRAVEL EXPENSES.....	26
Section 1. Authorized Individuals: .....	26
Section 2. Travel:.....	26
ARTICLE XXIII – CORPORATE STATUS .....	26
Section 1. Not-For-Profit Organization: .....	26
Section 2. Residence: .....	27
ARTICLE XXIV – INTERPRETATION.....	27
The Bylaws: .....	27

**NOTES**

Notations entered after a paragraph, i.e. (XII,2) denote their derivative from Optimist International By-laws. They are presented in these Policies and Procedures for ease of facilitation. Any change or interpretations and Optimist International will govern.

# **POLICIES AND PROCEDURES**

## **ARTICLE I – NAME**

- Section 1. District Territory and Structure:** The Districts shall be designated by name by the International Board. (VII, 1)
- Section 2. Name:** This District shall be known as the **NEW MEXICO – WEST TEXAS DISTRICT (NM/WT)**.

## **ARTICLE II – PURPOSES**

- Section 1. Purposes:** 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, these 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. (VII, 2)
- Section 2. New Club Building Policies:** The District will promote the building of New Clubs in accordance with the Bylaws, Policies, and Guidelines developed by the International Board of Directors.

## **ARTICLE III – POLICIES & PROCEDURES**

- Section 1. 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 annually by the District Board of Directors at the Annual Convention or a specially called convention. (VII, 3E)
- Section 2. Policy Review:** 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.
- Section 3. How Made:** These Policies and Procedures may be amended by a majority vote of the accredited delegates present and voting at an annual NM/WT District Convention, provided that no amendment shall be adopted which shall be inconsistent with the provisions of the Bylaws of Optimist International.
- Section 4. Who May Propose and When:**
- A. Amendments, which may be proposed only by Clubs or the District Board of Directors, shall be received by the District Secretary-Treasurer at least 90 days prior to the date of the convention. The Secretary-Treasurer shall send a copy of all proposed amendments to all District officers and to the President and Secretary-Treasurer of each member Club not later than 30 days prior to the date of the convention.
  - B. Notwithstanding provisions of the foregoing section, by unanimous consent of the accredited delegates, amendments may be proposed for considerations at the convention if



submitted to the District Secretary-Treasurer not less than 24 hours prior to final action thereon.

**Section 5.** **Effective Date:** Amendments or revisions of these Policies and Procedures shall be effective on the first day of the administrative year next following the annual convention unless otherwise specified at the time of adoption.

#### **ARTICLE IV – DISTRICT ORGANIZATION**

**Section 1.** **District Territory and Region Structure:** The territory of Optimist International, wherever possible or practicable, shall be divided into Districts as determined from time to time by the Board of Directors of Optimist International. To enhance the administration of Optimist International, the Districts of Optimist International shall be grouped together to form Regions. The Regions shall consist of a contiguous group of Districts. The Board of Directors of Optimist International shall establish by policy the number of Regions and their makeup. (VII, 1)

**Section 2.** **Membership:** 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 Board of Directors. (VII, 1)

**Section 3.** **Establishment of Zones:** Solely for the purpose of more adequate administration, the District Board of Directors shall from time to time divide the District into geographical areas to be known as Zones. Such Zones and the boundaries thereof, shall be established and changed only by authority of the District Board of Directors, giving due respect to the number of Clubs in and the area of each Zone.

**Section 4.** **Zone Boundaries:** The numbers and boundaries of the Zones, for the next administrative year, shall be determined by the Board of Directors at the second quarterly Board of Directors meeting. All proposals for the realignment of Zone boundaries shall be submitted to the Governor not less than 30 days prior to the said meeting. No Zone shall be created with less than three or more than eight Clubs. A new Club shall automatically be assigned to the Zone in which the sponsoring Club is located for the remainder of the administrative year and thereafter can be reassigned geographically.

#### **ARTICLE V – DISTRICT ADMINISTRATION**

**Section 1.** **Administration:** The Board of Directors shall administer the business of the District. (VII, 3A)

**Section 2.** **Board of Directors:** The Board of Directors of this District shall consist of the officers of the District, the most Immediate and available Past Governor, 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 would be allowed to speak and act as the President, in the conduct of the business coming before the Board of Directors. The JOI Governor shall serve as a non-voting member on the District Board of Directors. (VII, 3A)

**Section 3.** **Officers:** The officers of the District shall be the Governor, Governor-elect, the Lieutenant Governors, the Secretary-Treasurer and if designated, Assistant to the Governor. The duties of the officers shall be delineated in the District Policies. (VII, 3B)

- Section 4. Executive Committee:** The Executive Committee shall consist of the District officers and the most Immediate and available Past Governor. The JOI Governor shall serve as a non-voting member on the District Executive Committee. (VII, 3B and C)
- Section 5. Vacancy:** For good cause or upon death, resignation, or incapacitation of any elected or appointed officer or any officer-designate of the District or in the event of the failure of any officer to carry out the duties of the office, the incumbent District Executive Committee may declare said office vacant and shall select a successor to fill the remainder of the term. Should the Immediate Past Governor be unable to serve as a member 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/her 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 the office. (VII, 3D)

#### ARTICLE VI – DISTRICT BOARD OF DIRECTORS

- Section 1. Responsibilities:** The Board of Directors shall be responsible for the conduct of the business and affairs of the District as an administrative division of Optimist International as stated in the bylaws and as determined by the Board of Directors of Optimist International. (VII, 3A)
- Section 2. Meetings:** The Governor may call a meeting of the Board of Directors each quarter, or at such time and place as he/she 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 quorum of any District meeting shall be established by the District Board of Directors and stated in the District’s policies. (VII, 3F)

#### ARTICLE VII – OFFICERS DUTIES

- Section 1. Qualifications:** No one shall be eligible for election or hold a District office unless he/she is duly enrolled on the International roster as a member of a Club in good standing in Optimist International; and for the office of Governor or Governor-Elect, they should have served all of a term of Club President.
- Section 2. Governor – Duties:** Under the general supervision of the International Board of Directors, it shall be the duty of the Governor to further the purposes of Optimist International and the District and promote the interest and coordinate the work of the 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 the Directors, the Executive Committee, and the annual convention of the District. He/She shall be an ex-officio member of all committees and exercise general supervision over delegates to the annual District convention and the Board of Directors of Optimist International in all relations with member Clubs within the District. He/She shall also attend the annual convention of Optimist International and any special meetings or conferences conducted by Optimist International for Governors.
- Section 3. Governor-elect – Duties:** The District Governor-Elect will be responsible for promotion and planning of training at the District convention for Presidents-Elect and Lieutenant Governors-Elect, Secretary/Treasurers-elect with the assistance of the Leadership Development Committee, utilizing the Optimist International Faculty Guide. Take all Learning Management System

(LMS) Training related to the office. The Governor-elect shall be the chair of the Candidate Qualifications Committee and chair the Long-Range Planning Committee. As a member of the Leadership Development Committee help plan training for District Conferences/Convention.

**Section 4. District Secretary-Treasurer – Duties:** It shall be the duty of the Secretary-Treasurer to:

- A. Attend all meetings of the District Board of Directors, the District Executive Committee, and the annual District convention and to act as secretary thereof.
- B. Keep true and correct minutes of such meetings and to 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.
- C. Receive and deposit all monies due the District.
- D. Shall be a member of the Finance Committee, Credentials Committee, International Recognition and Awards Committee, and Co-chair of the Administration Committee.
- E. Take all Learning Management System (LMS) Training related to the office.
- F. Disburse monies 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.
- G. Keep an accurate and complete record of all financial transactions; submit financial statements and records required by the District Board of Directors, as set forth in the Policies and Procedures.
- H. 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 September 30 of each year. The review shall be performed by an independent Certified Public Accountant, a Certified Managerial Accountant, a Certified General Accountant, a Chartered Accountant, or a review committee, and a report thereon shall be submitted to the District Board of Directors not later than 31 December of each year. (VII, 5E)
- I. A Secretary-Treasurer shall, at the end of his or her term of office, deliver all District records to the incoming Secretary and/or Treasurer.
- J. Obtain and safeguard the District Website password to be changed each year.

**Section 5. Lieutenant Governors – Duties:** Each Lieutenant Governor shall function as the representative of Optimist International and the Governor in his/her assigned Zone and generally conduct their office in a manner contributory to the attainment of all objectives of the District and Optimist International within such Zone. It shall be the duty of the Lieutenant Governor to:

- A. Zone meetings should be held prior to each district conference in Accordance with Article X of these Policies and Procedures.
- B. Club visitations should ideally be done each quarter but no less than two visits throughout the year. Optimist International provides a club visitation report which should be filled out and distributed by the Lieutenant Governor within thirty days of the club visit.

- C. Maintain contact with each club in the zone and notify the Governor and Club Fitness Chairman if a club is in need of assistance of any kind in order to insure their viability and success.
- D. Promote and encourage participation in all of the Optimist International Scholarship contests. The Lieutenant Governor is also responsible for conducting a zone level competition as provided in Article XV, Section 5, A of these Policies and Procedures.
- E. Attend the Lieutenant Governor Elect training at the district convention to help ensure the success of the team for the coming year.
- F. Take all Learning Management System (LMS) Training related to the office.
- G. Attend the quarterly Executive Board meetings and quarterly District Board of Director meetings.
- H. The Lieutenant Governor must make at least two visitations to each new Club in their Zone within 90 days following its official organization. They shall make the prescribed report of each visitation within 30 days. They will also be responsible for ensuring that the Optimist International New Club Follow Up Program is done for any club built in their zone during the year. This is a one-year commitment from when the club is chartered.
- I. Fill out and distribute the Annual Club Review form provided by Optimist International for each club in their zone no later than September 15<sup>th</sup> of each year.

**Section 6. Assistant to the Governor – Duties:** It shall be the duties of the Assistant to the Governor to:

- A. Cooperate with and act as representative for the Governor-designate in preparation for the year.
- B. Act as liaison between a certain number of Lieutenant Governors and/or committee chairs and the Governor.
- C. Take all Learning Management System (LMS) Training related to the office.
- D. Attend all District Board of Directors meetings and Executive Committee meetings as well as the annual convention.

**ARTICLE VIII – EXECUTIVE COMMITTEE DUTIES**

**Powers and Duties:** A District may delegate, subject to the limitations imposed by Optimist International Bylaws, the powers of the District Board of Directors 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. Meetings of the Executive Committee may be called by a majority of its members or at the call of the Governor. (VII, 3C)

## ARTICLE IX – NOMINATIONS, ELECTIONS, TERMS OF OFFICE AND INSTALLATIONS

**Section 1. Candidate Qualification Committee:** The District Candidate Qualifications Committee shall be composed of the Governor-elect, the immediate and available past Governor and the current Governor and two members at large selected by the Governor. The qualifications committee shall prepare a brief summary and description of each of the nominee's background and qualifications to be delivered to each Club President and Club Secretary-Treasurer not less than 30 days prior to the date of the election.

### **A. Lieutenant Governors:**

1. The District Candidate Qualifications Committee prior to March 15th shall seek and receive the names and qualifications of prospective candidates from the Clubs within the Zones for each office of Lieutenant Governor and shall publish such names prior to the date of election. In the event a candidate cannot be obtained within the Zone, the committee shall consider candidates from 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 quarterly District meeting. The committee shall consider prospective candidates on its own motion. To be eligible for nomination, the candidate must have held or is currently holding the office of Club President.
2. The committee shall seek and receive a written presentation of the proposed candidate's background and qualifications for the office of Lieutenant Governor and a letter from their Club indicating membership status and the Club supports their candidacy.

### **B. Governors:**

1. The District Candidate Qualifications Committee, prior to June 20th, shall seek and receive the names and qualifications of prospective candidates for the office of Governor-elect and shall publish such names prior to the date of election. The committee shall nominate at least one candidate for the office at the District convention. The committee may consider prospective candidates on its own motion. To be eligible for nomination, the candidate must have held or is currently holding the office of Club President.
2. The committee shall seek and receive a written presentation of proposed candidate's background and qualifications for the office of Governor, a letter from their Club indicating membership status and that the Club supports their candidacy, a statement from the proposed candidate's employer indicating their understanding and approval of the proposed candidate's anticipated commitment to serve one year as Governor-elect and one year as Governor. If a candidate is self-employed, he/she shall submit such a statement on their own behalf.
3. A candidate shall not allow their name to be placed in nomination for Governor or Governor-Elect prior to the second quarterly District meeting. Governor-Elect shall be reminded of this procedure.

**Section 2. Qualifications:** No one shall be eligible for election or hold a District office unless he/she is duly enrolled on the International roster as a member of a Club in good standing in Optimist International; and has held or is currently holding the office of President of an Optimist Club. (VII, 6A)

**Section 3. Election:** Annually, as provided in Optimist International Bylaws, following nominations by the nominating committee, nominations from the floor for each office shall be called for before the vote is taken for each office. Each office shall be voted upon separately and voting shall continue until one of the candidates has received a majority of the votes cast. Only accredited delegates may vote. Delegates must present their credentials to the Credentials Committee to become an accredited delegate. Accredited delegates shall be identified by a colored card which will be presented prior to voting and used for voting when asked. (Refer to Article XIV 5E for voting requirements)

Number of Votes: In an election vote, each Club in the District in good standing with Optimist International and with the District shall be entitled to one vote for each ten members or major fraction thereof (six or more) enrolled by the Club in the International Office as of June 30th. Clubs with five or less members, in good standing with Optimist International and with the District will receive one vote. (Refer to Article XIV 5E for voting requirements)

**A. Lieutenant Governors:** The Lieutenant Governors shall be elected at Zone meetings to be conducted at the time of a District meeting held in the third quarter at which each accredited delegate shall cast votes to which the Club in the Zone is entitled under the provisions of these Policies and Procedures as of the end of the month immediately following the election. The Lieutenant Governor may be a member of a Club within or outside the Zone but within the District. The District Secretary-Treasurer shall issue and cause to be delivered to each Club in the District, at least 30 days prior to the date thereof, official notice of a District meeting to be held in the third quarter at which the election of the Lieutenant Governors shall occur, such notice to contain the time and place of said meeting.

**B. Governor-Elect:** The Governor-elect shall be elected at the annual or a special duly called convention by a majority vote of the votes cast 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/she is Governor-elect. (VII, 6C)

**Section 4. Terms of Office:**

**A.** All District officers and the Governor-elect shall take office on the 1<sup>st</sup> day of October which next follows their election, and their term of office shall be for one year or until his/her successors are elected or appointed.

**B. Governor:** The office of Governor shall encompass 3 years, first as Governor-elect, second as Governor, and third as Immediate past Governor. The Governor-elect shall automatically become Governor on October 1<sup>st</sup> of the year following the year in which he/she was elected Governor-elect. Following the District Convention, the Governor-elect shall be known as the Governor-designate. (VII, 6B)

**C. Secretary-Treasurer:** 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 by the District's Board of Directors and shall take office 1 October next following confirmation. The District Secretary-Treasurer shall not serve more than three (3) consecutive years. (VII, 6D)

**D. Assistant to the Governor:** The Assistant(s) to the Governor may be appointed for one year by the Governor-designate, subject to the approval of the District Executive Committee. The

number of Assistant's to the Governor so appointed may not exceed four and the Assistant to the Governor shall begin their term on October 1 following their appointment. Said Assistant to the Governor shall have served a full term as Lieutenant Governor.

- E. If the Governor cannot or is unable to complete his/her term, the Executive Committee will elect a replacement from the most immediate Past Governor ranks.

**Section 5. Installation:**

- A. **Executive Committee:** The Optimist International representative at the annual District convention shall officially install the Executive Committee.
- B. **Board of Directors:** The President of each Club is a member of the District Board of Directors after being sworn in by an appropriate authority.

**ARTICLE X – DISTRICT OFFICER’S LAPEL INSIGNIA**

**Section 1. Incoming Officers:** The incumbent District administration shall provide official lapel insignia for all incoming District officers which are to be presented at the time of his/her installation. The recipients and the identifications of insignia shall be as follows:

- A. Governor’s insignia with a diamond
- B. Governor-elect’s insignia with a diamond
- C. Lieutenant Governor’s insignia with a diamond
- D. Secretary-Treasurer’s insignia with a diamond
- E. Assistant Governor’s insignia with a diamond

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

**Section 2. Retiring Officers:** The incumbent District administration shall purchase and present past officers’ insignia to the retiring Governor, Lieutenant Governors and Secretary-Treasurer which are to be presented at the annual convention but not to those retiring officers who have previously received a past officers’ insignia for the position. The recipients and identifications of insignia shall be as follows:

- A. Past Governor’s insignia with a diamond
- B. Past Lieutenant Governor’s insignia with a diamond
- C. Past Secretary-Treasurer’s insignia with a diamond
- D. Assistant Governor’s insignia with a diamond

**ARTICLE XI – ZONE MEETINGS**

**Meetings:**

- A. Each Lieutenant Governor shall be responsible to conduct a Zone meeting in each quarter of the administrative year and notice of such meetings shall be delivered to the President and Secretary of each Club in the Zone at least 21 days prior to the meeting. The dates for all Zone meetings shall be conveyed to the Governor.
- B. Zone meetings may be conducted in person, by means of electronic virtual attendance, or any combination of the two.
- C. All Zone meetings shall be conducted on a no-host, no-registration fee basis. The Lieutenant Governor shall be responsible for preparation and distribution of each Zone meeting program and filing of a report on each meeting on the form provided by Optimist International. Zones are not legislative bodies, so minutes are inappropriate and are not required. The District administration or Lt. Governor is not responsible for any expenses incurred for Zone meetings.

## **ARTICLE XII –EXECUTIVE COMMITTEE MEETINGS**

### **Meetings:**

- A. Meetings of the Executive Committee may be called by a majority of its members or at the call of the Governor. (VII, 3C)
- B. Executive Committee meetings may be conducted in person, by means of electronic virtual attendance, or any combination of the two.
- C. The District Executive Committee shall meet at the time, place and immediately prior to the meeting of the District Board of Directors meeting.

## **ARTICLE XIII – BOARD OF DIRECTORS MEETING**

### **Section 1. Meetings:**

**Meetings** – The Governor may call a meeting of the Board of Directors each quarter, or at such time and place as he/she may determine with the advice and consent of the Executive Committee. District Board meetings may be conducted in person, by means of electronic virtual attendance, or any combination of the two.

- A. Initial Board Meeting and Conference shall be held prior to November 30<sup>th</sup>.
- B. Youth Club Luncheon and Conference.
- C. An annual awards banquet shall be included as a part of this first conference meeting after January 1<sup>st</sup>. The banquet shall be held in the evening, following the quarterly conference meeting. The awards ceremony will be conducted by the Immediate Past Governor or his/her authorized representative. The current administration shall neither conduct nor permit any activity or event which would abridge or conflict with the awards ceremony.

**Section 2. Notice of Meetings:** Notices of all regular and special 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 meeting.



- Section 3. Quorum:** 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.
- Section 4. Conferences:** District conferences shall be planned and conducted by the District administration at the time and place and in conjunction with the Board of Directors meetings. Club officers and chairmen, District committee personnel and any others who may benefit from the conduct of such conferences shall be invited and encouraged to attend. Conferences are introductions and promotions of Club/ District goals and objectives, buzz sessions, forums, round tables, leadership development events, zone meetings, workshops, or seminars at which no legislative business is conducted.
- Section 5. International Representative:** The Governor shall issue an invitation once per year, at their earliest convenience, to the Optimist International Representative assigned to visit the District board meeting as soon as his/her identity is known.
- Section 6. Complimentary Registrations:** The incumbent Governor, Governor-elect, Secretary-Treasurer and the most available Immediate Past Governor serving on the Executive Committee, as well as the official Optimist International representative, shall receive complimentary meeting registrations. Following the new Club's official organization, the Club President and Secretary-Treasurer of a new club shall receive complimentary registrations to either of the next two Board of Directors' meetings, excluding meals and room. Any member(s) that has fifty years (50) or more of Optimist service and is in good standing with a member Club in the District shall receive complimentary registration.
- Section 7. Complimentary Accommodations:** The incumbent Governor, Governor-elect, Secretary-Treasurer and the most available Immediate Past Governor serving on the Executive Committee, as well as the official Optimist International representative, shall receive complimentary rooms.
- Section 8. Gifts and Mementos:** The District will purchase and present to the official Optimist International representative at the District Conference, a gift or memento the value of which shall not exceed \$150.00. The Governor will be responsible for its purchase and presentation.
- Section 9. Display of Flags and Banners:**
- A. **District Banners:** The District administration will display flag(s) of the United States and other appropriate countries and the state flags of New Mexico and Texas, the District banner, and the Optimist Creed banner in the room where the Board of Directors business is being conducted.
  - B. **Club Banners:** The District administration will encourage the display of Club banners or tabletop representation at all District Board of Directors meetings and social functions associated with such meetings.
  - C. **Theft:** The District will not allow theft of any District, Club or personal property or the auction of any such property at District Conference or social functions associated with such meetings.
- Section 10. Hospitality Rooms:** All hospitality rooms and other accommodations serving a like purpose shall be closed during business sessions and conferences.

**Section 11. Registration:**

- A. **Pre-registration:** The District administration will encourage pre-paid registration for the District Conference by means of a differential in the cost of registering prior to the meeting and at the door. If pre-registration is not done 7 days prior to the meeting a late fee shall be added to the Registration Fee of \$15.00 and there shall be no guarantee of any meals.
- B. **Registration Fee:** For each District Conference, provisions shall be made for a registration fee not to exceed fifteen dollars (\$15.00), excluding late registration. Registration Fee does not include any meals or other activities. If the spouse or guest is attending one optimist function only, the registration fee shall be waived for that spouse or guest.
- C. **Meals:** Meals are a separate expense from Registration. If pre-registration is not completed there will be no guarantee of a meal with late Registration.
- D. **Refunds/Cancellations:** Cancellation of pre-paid registrations for the District Conference must be made in writing or by phone at least 72 hours prior to the first day of the District Conference. The pre-registered individual must make cancellations to the registrar. All requests for pre-paid registration refunds must be made in writing by the pre-registered individual and received by the District Secretary-Treasurer no later than 14 days after the end of the District Conference. Special request for cancellations and refunds due to emergency, illness or other unforeseen circumstances should be forwarded to the District Secretary-Treasurer. Approval of such request shall be at the discretion of the District Governor. No refunds of unused portions of registrations or meal tickets shall be made.

**Section 12. Parliamentary Rules:** Roberts Rules of Order will govern the District meeting proceedings where it does not conflict with the Optimist International Bylaws.

**Section 13. Interpreters for the Hearing Impaired:** The Club or Clubs requesting the services of an interpreter for the hearing impaired at any District Conference or Convention shall select the interpreter and:

- A. The Club requesting the service should coordinate with the Club sponsoring the District Conference or Convention to employ a person who lives in the area of the community in which the meeting is being held.
- B. The Club providing an interpreter must notify the District Secretary-Treasurer at least fifteen (15) days prior to the meeting.
- C. The cost of the services of the interpreter shall not exceed \$75.00 at each District Conference and shall be paid from District funds.
- D. An interpreter shall not be required by the District for social events at District Conferences.

**ARTICLE XIV – DISTRICT CONVENTIONS**

**Section 1. Annual Convention:** A convention of the Clubs in the 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. Annual Convention meeting may be conducted in person, by means of electronic virtual attendance, or any combination of the two. (VII, 4)

**Section 2. Notice of Annual Convention:** 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. (VII, 4)

**Section 3. Special Conventions:** 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. Special Convention meetings may be conducted in person, by means of electronic virtual attendance, or any combination of the two. (VII, 4)

**Section 4. Number of Votes:** In the transaction of convention business requiring a vote, each Club in the District in good standing with Optimist International and with the District shall be entitled to one vote for each ten members or major fraction thereof (six or more) enrolled by the Club in the International Office as of June 30<sup>th</sup>. Clubs with five or less members, in good standing with Optimist International and with the District will receive one vote.

**Section 5. Convention Rules:** 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 its adoption by a two-thirds vote. (VII, 4)

- A. **Accredited Convention Delegates:** No member shall be deemed to be an accredited delegate unless he/she has registered at the convention and paid the registration fee and produces such credentials to the credentials committee as may be required by the District Board of Directors. (VII, 4)
- B. **Parliamentary Rules.** Roberts Rules of Order shall govern the convention proceedings in all cases not governed by the Bylaws and these convention rules.
- C. **Registration of Delegates.** Delegates shall register promptly upon arrival and shall attend all sessions of the convention. 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. (Refer to Article XIV 5E for voting requirements)
- D. **Credentials Committee.** The credentials committee shall report at the first session thereof and periodically thereafter or when directed to do so.
  - 1. The accredited delegates from each Club shall select a chairperson who shall cast the votes for the delegation on any convention business requiring a vote by voice ballot, roll call, rising or hand vote.

2. Clubs with more than one vote may split voting strength. Such Clubs may caucus prior to voting to determine how voting strength shall be split. (Whole votes only, no half votes shall be permitted.) (Refer to Article XIV 5E for voting requirements)
  3. Any accredited delegate may make or second motions. Any accredited delegate may speak on any issue. Any accredited delegate may cast a voice vote. Only delegation chairmen may cast a written ballot, roll call and rising or hand vote. At the convention business sessions, the delegation chairperson will be seated in a special section.
  4. Each delegation chairperson shall present themselves to the Credentials Committee before the close of registration of the opening day of the convention to verify the accreditation of their Club's delegates or then obtain official ballots for the use of the delegation throughout the convention.
  5. Delegation chairperson unable to verify the 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 proceeding the time the business meeting of any day is called to order. Ballots shall not be distributed during the conduct of business meetings.
  6. A member holding 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.
  7. In the event of the loss of blank ballots obtained in advance by a delegation chairperson, he/she may appear before the Credential Committee to request duplicate ballots.
- E. **Voting Rules.** In the event that a vote by ballot is ordered, balloting shall be conducted in the following manner:
1. In the event voting is done physically:
    - a. The meeting shall be recessed for a minimum of fifteen minutes for the marking and depositing of ballots.
    - b. The presiding officer shall appoint a committee of tellers and name its chairperson.
    - c. To expedite the balloting process, two or more ballot boxes shall be placed in convenient locations within the meeting room. Tellers shall be stationed at each ballot box.
    - d. Each delegation chairperson shall deposit one ballot for his/her Club only.
    - e. At the conclusion of the balloting period, tellers shall remove the boxes, count the ballots and the chairperson shall report the tabulated results, in writing, to the presiding officer.

- f. The Chair shall announce the name of the winner and then entertain a motion to destroy the ballots.
    2. In the event voting is done virtually:
      - a. The Virtual Meeting Host shall designate how the accredited delegates will vote depending on the virtual application being used.
      - b. Each delegation chairperson shall vote once for his/her Club only.
      - c. At the conclusion of the balloting period, the Virtual Meeting Host shall report the tabulated results, in secret, to the presiding officer.
      - d. The Chair shall announce the name of the winner and then entertain a motion to destroy the vote count.
    3. In the event mixed physical and virtual voting, a combination of 1 and 2 shall be used.
- F. **Agenda.** The agenda as printed shall be the official program of the convention.
- G. **Order of Business.** The Order of Business may be altered by a two-thirds vote of the accredited delegates present and voting. (Refer to Article XIV 5E for voting requirements)
- H. **Candidate Qualifications Committee Report.** The candidate qualifications committee shall report its nominations.
- I. **Nominations from the floor.** Following the report of the nominations by the Candidate Qualifications Committee, the Governor shall call for other nominations from the floor (three times) then call for the closing of nominations.
- J. **Nominating Speeches.**
1. All candidates shall have a right to nomination speeches and demonstrations limited to five minutes.
  2. Nominating speeches shall be limited to three for each candidate, one of three minutes duration and two of two minutes duration.
- K. **Delegates Rules of Order.**
1. No accredited delegate shall be entitled to the floor unless they rise, address the presiding officer, and gives their name and Club affiliation.
  2. Debate shall be limited to three minutes per speaker. No accredited delegate shall speak a second time on the same question at the same sitting if another accredited delegate who has not spoken thereof rises and asks for the floor. Debate shall be limited to four speakers each pro and con.
  3. No accredited delegate shall speak more than once on the same question if anyone objects, unless in rebuttal.

4. Main motions shall be put in writing when the Chairperson directs.
5. The Chair shall entertain no motion unless seconded and shall not be open to debate or amendment before the Chair has repeated it.
6. The vote on a question, once commenced, shall not be interrupted except to ask that the Chair restate the question.
7. An accredited delegate may change their vote from one side to the other provided they rise and ask for the floor promptly and before the Chair declares the result final.
8. 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 not be put on sustaining the appeal but on sustaining the decision of the Chair. A majority vote in the negative reverses the decision of the Chair.
9. Not more than two amendments to any questions shall be pending at one time but after disposal of one or both of them, other amendments may be proposed.
10. The convention may, to expedite the handling of business, limit as it chooses the time or the number of speakers for each side of any question or the total time for debate by a two-thirds vote.

**Section 6. Voting:** The method and means of voting at convention shall be established by the District Board of Directors. All voting shall be based on total number of votes cast by accredited delegates and, unless otherwise stated, any matter requiring a vote shall be approved by a majority of votes cast by present and voting accredited delegates. (Refer to Article XIV 5E for voting requirements) (VII, 4)

- A. **Ballot.** Vote by ballot on any question may be ordered by majority vote of the accredited delegates. Ballot may be completed either physically, virtual or both. (Refer to Article XIV 5E for voting requirements)
- B. **Roll Call.** Accredited delegates representing not less than ten percent of the Clubs represented at the convention may request roll call on any question in writing.

**Section 7. Supervision:** The Executive Committee shall exercise general control over plans, budget, and the agenda for the District Convention. (VII, 3D)

**Section 8. Quorum:** A quorum of any District Convention shall consist of a majority of the accredited delegates.

**Section 9. Agenda:** The Convention Committee shall prepare, through consultation with the Governor and Governor-elect, the schedule of convention events and meetings on behalf of and subject to the approval of the Executive Committee at the second Board of Directors meeting.

The Governor through consultation with the Governor-elect and Leadership and Development Chairperson shall prepare the agenda and/or curriculum for all convention business sessions, leadership development events, forums, and meal service events. The convention schedule and agenda shall be distributed to all District officers and chairmen, Club Presidents and Secretary-

Treasurers not less than 30 days prior to the convention. The convention schedule shall include, at a minimum, the following events:

- 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 recognition banquet to provide the official Optimist International representative an opportunity to address the assembled delegates and guests and to install the incoming Executive Committee.
- D. Oldtimers' Breakfast.

**Section 10. International Representative:** The Governor shall issue an invitation at his/her earliest convenience to the Optimist International representative assigned to visit the District, as soon as his/her identity is known.

**Section 11. Complimentary Registrations:** See Article XII Section 6.

**Section 12. Complimentary Accommodations:** See Article XII Section 7.

**Section 13. Gifts and Mementos:**

- A. See Article XII Section 8
- B. Retiring Governor. This District will purchase and present to the retiring Governor at the annual convention a gift or memento the value of which shall not exceed one hundred fifty dollars (\$150.00). The Governor-elect will be responsible for its purchase and presentation.

**Section 14. Display of Flags and Banners:** See Article XII Section 9

**Section 15. Hospitality Rooms:** See Article XII Section 10

## **ARTICLE XV – INTERNATIONAL CONVENTION**

**Section 1. Reimbursement of Expenses:**

- A. **Governor, Governor-Elect, and incoming Secretary-Treasurer.** The District shall make partial reimbursements of expenses to the Governor, Governor-elect, and incoming Secretary-Treasurer for attending the Optimist International Convention. Each individual must attend and be registered at the convention and show evidence thereof when submitting an expense voucher.
- B. **Lieutenant Governor-Elect.** The District shall make a partial reimbursement of expenses to the Lieutenant Governors-elect for attending the Optimist International Convention. Each individual must attend and be registered at the convention and show evidence thereof when submitting an expense voucher.
- C. In the event that the current Secretary-Treasurer is also the appointed Secretary-Treasurer, reimbursement shall be limited to the budget amount provided for the Secretary-Treasurer.

**Section 2. Hospitality Room and Mementos:**

- A. **Hospitality Room.** A hospitality room in conjunction with other Districts in the region may be provided at the discretion and approval of the Board of Directors at or before the third quarterly Board of Directors meeting. If a hospitality room is provided, the current Governor with the assistance of the incoming District Secretary-Treasurer shall be responsible for its operation.
- B. **Hospitality Room Mementos.** Convention mementos may be provided at the discretion and approval of the District Board of Directors at or before the third quarterly Board of Directors meeting.

**ARTICLE XVI – 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. 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. Committee meetings may be conducted in person, by means of electronic virtual attendance, or any combination of the two. (VII 3C)

**Section 1. Standing and Special:** The Governor shall appoint such committees as are required by Optimist International and these Policies & Procedures.

**Section 2. Rotating:** Rotating committees should consist of three members whose terms of service shall be three years. At the inception of a rotating committee the Governor should appoint one member for a term of three years, one member for a term of two years, one member for a term of one year and shall appoint one member of each to serve as chairperson. The suggested rotating committees may be:

- A. Finance
- B. Convention
- C. Credentials Committee
- D. Oratorical Contest
- E. Club Fitness
- F. Leadership Development
- G. Public Relations
- H. Club Building
- I. Membership
- J. And any other communities the Governor deems necessary.



**Section 3. Finance Committee:** The Finance Committee shall prepare the proposed annual budget to be submitted to the District Board of Directors for adoption at its first meeting and shall exercise advisory supervision over financial transactions and deposits and make recommendations thereon to the District Board of Directors. The Finance Committee shall also arrange for quarterly, annual and such other financial reports as may be required by the District Board of Directors from time to time and arrange for an annual review as of September 30 by an independent Certified Public Accountant, a Certified Managerial Accountant, a Certified General Accountant, a Chartered Accountant, or a review committee as soon as possible after the close of the administrative year but not later than December 31. The Committee shall arrange for and supervise the orderly efficient transfer before or at the first meeting of the District Board of Directors of all District records and funds from each administration to its successor at the close of the administrative year.

- A. The Finance Committee will consult the incoming and retiring Governors and District Secretary-Treasurer for their suggestions and comments regarding the proposed budget.
- B. The Finance Committee shall consider all proposed budget revisions and proposals for expenditures not previously budgeted or approved and shall make recommendations thereon to the Executive Committee and/or Board of Directors.
- C. The Finance Committee shall be composed of 3 members, each having originally been appointed for a three-year term by the Governor in the year of the appointment and currently, each serving either a one-year, two-year or three-year term. The incoming Governor shall appoint a new member to this committee for three years.

**Section 4. District Conference-Committee:** The District Conference Committee shall plan and supervise all arrangements, programs, budgets, entertainment, promotions, financing, and fees for the annual convention on behalf of and subject to the approval of the District Executive Committee. The Committee shall submit a report on its progress and planning at the Board of Directors meeting preceding the convention and cause to be published 30 days prior to the dates of the convention the completed official convention program. The Committee shall also make recommendations to the convention on the selection of the time and place of future conventions.

**Section 5. Credentials Committee:** The Credentials Committee shall verify Clubs eligible to vote in District elections or any transaction of convention business requiring a vote and to provide the person conducting election or Board motions with a list of verified delegates to the District Convention. The Committee shall consist of the District Secretary/Treasurer as Chair and two past Governors as appointed by the District Governor.

**Section 6. District Contests:** Any award for an “Optimist Contest”, “Optimist International,” “Friend of Youth” and/or the emblem of Optimist International must be obtained from an Optimist International Official Supplier. These marks are owned by Optimist International and may not be manufactured without the permission of the Optimist International Board of Directors.

**Section 7. Oratorical Committee:** The District Oratorical Contest Chair is responsible for all phases of the Oratorical Contests in the District. All District competitions must be conducted by Optimists only, and this responsibility must not be delegated to outside groups. The Oratorical Committee shall supervise, program, and promote the Optimist International Oratorical Contest in the form and manner established by the International Board of Directors.

## **A. Judging and Timing**

1. Each contest shall have three qualified judges and one timekeeper.
2. At the Club level, judges may be Optimist Members.
3. At all other levels of the competition, judges must be non-Optimists. Judges must not be acquainted with the contestants.

## **B. Zone Contests.**

4. **Supervision.** Zone contests are to be conducted under the supervision of and coordinated by the District oratorical contest chairperson with responsibility for the actual conduct of the Zone contests assigned to the Lieutenant Governors. The Contest may be held either physically or virtually or a combination of both.
5. **Costs.** The sponsoring Club, at a minimum shall be responsible for the cost of food, lodging and transportation for the contestants while at or in route to and from Zone contests.

## **C. District Contests.**

1. **When and Where:** The district shall conduct an Oratorical contest each year in compliance with the guidelines set out by Optimist International. The District Chair shall determine the date, time and place for the contest and submit this to the District Executive Committee for approval. If a change is required for the date, time or place the change must be approved by the Executive Committee. The District Chairperson will announce the contest at the District Convention and will indicate at that time how the District contest will be held. If preliminary contests are necessary, they will be held prior to the final contest. Actual time and date of scheduling will be established at the first Board of Directors meeting by the Executive Committee. The Contest may be held either physically or virtually or a combination of both.
2. **Club Costs.** The sponsoring Clubs at a minimum shall be responsible for the cost of food, lodging and transportation for the contestants while at or in route to and from the District contest finals. An entry fee of Fifteen Dollars (\$15.00) shall be paid per contestant by all Clubs sponsoring entrants in District contest.
3. **District Costs.** The District will pay for trophies, certificates, and frames. The District will pay for the contestant's luncheon ticket. All such items shall be supervised by the District contest chairperson and be accountable to the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenue and expenses.
4. **Filing of Papers.** 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 30 days following the District contest or no later than the Optimist International published deadline.

5. **Presentation of Scholarships.** The Governor at the District convention shall make the presentation of the official scholarship awards, provided by Optimist International, when possible.

**Section 8. Essay Committee:** The Essay Committee shall supervise, program, and promote the Optimist International Essay Contest in the form and manner established by the International Board of Directors.

- A. Each Club may hold an Essay Contest. Entries may be judged by a panel of Optimist members, and the winning entry will be sent directly to the District Essay Chairperson along with a check for fifteen dollars (\$15.00).
- B. There will be no Zone Essay Contest.
- C. Contest winner's essay must be sent to the International Office within 30 days following the District contest or no later than the Optimist International published deadline.
- D. Criteria for Judges - Select three qualified judges who are not acquainted with the writers of the essays. At the Club level, the judges may be Optimist Members. At all other levels of the competition, judges must be non-Optimists (Friends of Optimists are excluded and can be used as judges). Judges should have expertise in creative writing.
- E. Only the first (1st) place contestant will be awarded a scholarship.
- F. The Essay winner will be asked to read the winning essay at a District meeting. If the Essay winner chooses not to read his/her essay at the District meeting, the Essay Chairperson will arrange for another person to read it.

**Section 9. Communication Contest for the Deaf and Hard of Hearing:** The Communication Contest for the Deaf and Hard of Hearing (CCDHH) Committee shall promote and conduct a District CCDHH contest in the form and manner established by the International Board of Directors. The District contest date is set by the District CCDHH Chair. The CCDHH District Chair is responsible for all phases of the contest and their rulings in accordance with the official rules are final.

- A. Each contest must have three judges, one timekeeper and one certified interpreter. At the Club level, judges may be Optimist Members. At all other levels of the contest, judges must be non-Optimists (Friends of Optimists are excluded and can be used as judges).
- B. The district may conduct an CCDHH contest each year in compliance with the guidelines set out by Optimist International. The district chairperson will announce the contest at the District Convention and will indicate at that time how the District contest will be held.
- C. The District CCDHH reports must be received by Optimist International within 30 days of completion of the contest but not later than September 30.
- D. An entry fee of Fifteen Dollars (\$15.00) shall be paid per contestant by all Clubs sponsoring entrants in the contests.

- E. The sponsoring Club, at a minimum shall be responsible for the cost of food, lodging and transportation for the contestants while at or in route to and from the contests.
- F. Only the first (1<sup>st</sup>) place contestant will be awarded a scholarship.
- G. It shall be the responsibility of the District CCDHH contest chairperson to submit the required materials and information on contest winners to the International Office within 30 days following the District contest or no later than the Optimist International published deadline.

**Section 10. Club Fitness Advisor:** The Club Fitness Advisor shall be responsible for emphasizing and strengthening Club administration, membership maintenance through decreasing the deletion rate, District level assistance programs for weak Clubs and continuing follow up and indoctrination for newly organized Optimist Clubs.

**Section 11. Leadership Development:** To proactively seek, encourage, qualify, and develop potential future leaders of the District at all levels, Club, Zone and District. To provide classes on all levels of leadership development within the District to be presented at District Conferences during the year. The Leadership Development Committee shall be established and composed of four members, the Chair, the Governor, the immediate past Governor, and the Governor-elect. The Governor-designate will appoint someone to fill the vacated Chairman seat.

**Section 12. Candidate Qualifications:** The District Candidate Qualifications Committee shall consist of the Governor, Governor-elect, the most Immediate available Past Governor as Chair and two members appointed for one year by the Governor.

**Section 13. E.E. Curley Roose Award:** The recipient of the award shall be a member of the District who has served the District above and beyond the normal duties assigned to a Chairperson, Lt. Governor or Governor. The award shall be presented during the final District Conference by the Committee Chairperson who shall be prepared to make remarks appropriate to the occasion. The E.E. Curley Roose Award Committee shall consist of all prior recipients of the award. After the presentation of the Annual Award, the most immediate and available award winner shall serve as Chairperson for the ensuing year who shall solicit from the members of the committee, recommendations for possible recipients. The Committee at the meeting prior to the final District Conference, shall make the selection and the name of the recipient shall remain confidential, known only to the members of the Committee. It shall be the duty of the Chairperson to have a suitable plaque made and the District Secretary-Treasurer, who shall not be informed as to the name of the recipient, thereof shall reimburse the cost to the Chairperson.

**Section 14. Communications/Publication/Publicity/PSA Committee:** The Committee shall be responsible for overall promotion and publicity efforts of the District, including promotion of all programs and activities which occur at the District level, promotion of Club and District level contests and overall promotional responsibility of the organization to both the Clubs in the District and the general public. The committee shall also be responsible for assisting the Clubs in the District with their local publicity efforts.

**Section 15. Other Committees and Chairpersons:** The Governor-designate shall appoint the chairperson and the required number of members of all committees and shall announce such appointments not later than October 1 following his/her election. (VII, 5G)

**Section 16. Duties of Other Committees:** The duties of other committees shall be to cooperate in making effective in the District the policies, programs, and objectives of Optimist International and encourage the participation of member Clubs therein.

## ARTICLE XVII – REVENUE AND DISBURSEMENTS

**Section 1. Annual Dues:** 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 herein before provided from the general fund of Optimist International. (VII, 5A)

**Section 2. Dues Amount and Date:** The amount of each District's dues and dates on which 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. (VII, 5B)

- A. **District Dues Payments:** Each Club shall pay the District for each of its members enrolled in the office of Optimist International as of October 1, January 1, April 1, and July 1, the sum of Fourteen Dollars (\$14.00) annually payable in the sum of three dollars and fifty cents each on October 1<sup>st</sup>, January 1<sup>st</sup>, April 1<sup>st</sup>, and July 1<sup>st</sup> of each year. Because many college students find it difficult to meet their financial obligations, college students shall pay the District only 50% of the dues required by the District for each of its student members enrolled at the offices of Optimist International provided they are registered for at least 12 credit hours. A person joining an Optimist Club in the District under a special Incentive program from Optimist International will have his/her District dues waived for one year from the date of his/her membership date with Optimist International.
- B. **Arrears:** Any Club more than 60 days in arrears as of the billing date 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.
- C. **Penalty:** When a Club becomes 60 days in arrears in payment of dues, a notice shall be sent by the District Secretary-Treasurer informing them that the Club is not in good standing. There will be a request for automatic revocation of Club charter for any Club, which exceeds 120 days in District financial arrears. A notice shall be sent for 120 days in arrears with notice of a request to revoke the Club charter immediately following this notice, a 30-day grace period will start, in which time the Club may submit full payment. If full payment is received by the District Secretary-Treasurer prior to the expiration of the 30-day grace period, the charter may be reinstated. Notice of intent to request revocation of Club charter shall be distributed to the International Vice President, Governor, Governor-Elect, Club President, Club Secretary-Treasurer and Lt. Governor.

**Section 3. Annual Dues – New Clubs:** 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, with such payments based on the number of members enrolled in the international office on that date.

- Section 4. No Assessment:** No financial obligation, assessment of any kind, other than provided in these Policies and Procedures, shall be placed upon or requested of the Clubs or its members by the District. (VII, 5C)
- Section 5. Annual 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 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. (VII, 5D)
- Section 6. Review:** An annual review of the books of account of each District as of September 30 shall be performed by an independent Certified Public Accountant, a Certified Managerial Accountant, a Certified General Accountant, a Chartered Accountant, or a review committee appointed by the Governor, and a report thereof shall be submitted to the District Board of Directors not later than December 31 of each year. (VII, 5E)
- Section 7. 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. (VII, 5F)
- Section 8. Raffles and Auctions:** The following District committees may conduct raffles and/or auctions at District Conferences for the purpose of raising money to help fund the projects of that committee: Junior Optimist International, Junior World of Golf and Childhood Health and Wellness. Raffles and/or auctions must be approved by the Governor at least 48 hours prior to the opening day of the District Conference. The Governor reserves the right to limit the number of items each group may sell raffle tickets for or auction off. The Conference Chair should be notified as early as possible so arrangements can be made and added to the agenda.
- The sale of raffle tickets will be limited to the House of Optimism, hospitality and visiting areas or special areas coordinated by the District Conference Chair. No raffle tickets will be sold during any District Conference, training session, convention session or District organized meal function. The time and place for the drawing of raffle winners and any auctions will be at the discretion of the Governor.
- No NM/WT District Club may sell raffle tickets and hold auctions that are for the benefit of the individual Club at any function that is sponsored by the NM/WT District.
- Section 9. Optimist International Foundation:** All rules from Article XVI, Section 8 above will also apply to the Optimist International Foundation raffles and auctions. Any individual Club conducting a raffle or auction for the Optimist International Foundation, during a District Conference, must coordinate the fund raiser with the District Foundation Representative and all funds must be turned over to the District Foundation Representative at the conclusion of the raffle or auction, to be credited to the Club and the NM/WT District.

## ARTICLE XVIII – NEW CLUBS AND NEW YOUTH CLUBS

### Section 1. Notices:

- A. **New Clubs:** An Optimist Club shall file a notice of its intention to build a new Optimist Club with the District New Club Building Chairperson. This notice shall include the name of the sponsoring Optimist Club, the date of the notice, the general location of the new Club and the proposed new Club name and meeting day and time. If no other Optimist Club has previously claimed the location, the new Club building chairperson shall grant the sponsoring Optimist Club 90 days exclusive rights to that location. If the new Club has not been built within 90 days, the sponsoring Club shall file another notice of its intention to continue the effort. Upon failure to file this notice, the new Club-building chairperson shall declare the location open to all other Optimist Clubs.
- B. **New Youth Clubs (JOI):** An Optimist Club shall file a notice of its intention to build a new youth Club with the District Youth Club Chairperson. This notice shall include the name of the sponsoring Optimist Club, the date of the notice, the general location of the new Club, the proposed new Club name and meeting day and time. If no other Optimist Club has previously claimed the location, the District Youth Club Chairperson shall grant the sponsoring Optimist Club 90 days exclusive rights to that location. Exclusive rights to a location only apply to youth Clubs being built in association with and meeting at public or private schools. If the new Club has not been built within 90 days, the sponsoring Club shall file another notice of its intention to continue the effort. Upon failure to file this notice, the District youth Club chairperson shall declare the location open to all other Optimist Clubs.

**Section 2. Charter Presentation:** Dates and programs for the organizational meeting and charter presentation events of a new Optimist Club shall be established by joint action of the new Club, the sponsoring Club, the Governor and Lieutenant Governor of the Zone. The Governor or his/her representative shall present the charter. In the event of a charter presentation occurring after the end of the administrative year in which the Optimist Club was established, the then immediate past Governor shall have the prerogative of presenting the charter.

**Section 3. Gifts:** It is recommended that the sponsoring Club should provide the New Club with a Club banner, bell, and gavel.

## ARTICLE XIX – ACHIEVEMENTS AND AWARD PROGRAM

The District may budget, maintain and conduct an annual Achievements and Award Program which shall be prepared and evaluated by the chairperson of Achievements and Awards in collaboration with 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 its first ~~quarter~~ board meeting. It shall be the responsibility of the District administration to promote and encourage participation in both District and International achievements and awards programs, pursuant to the achievements and awards program and policies of Optimist International, the District administration shall refrain from offering or conducting any awards competition, personal or Club, for any activity or performance embraced by Optimist International Achievements and Awards Program. The District's achievements and

awards program shall conform to the District program advocated by the International Board of Directors.

## ARTICLE XX – VISITATIONS

### **Section 1. International President’s Visitation: [Suggested Policies Article 5 MISCELLANEOUS - INTERNATIONAL PRESIDENT'S VISITATION]**

- A. The Governor-elect, after election, shall invite the Optimist International President-elect to visit the District during his/her year as Governor and shall provide Optimist International with preferred and 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.
- B. All plans and arrangements for the International President’s visit shall be under the direct supervision of the Governor and the District administration including the provisions of complimentary accommodations, customary courtesies and a suitable gift or memento of the occasion not to exceed one hundred fifty dollars (\$150.00). All Clubs in the District shall be invited at least 30 days in advance to send representatives to the event. Clubs in the city or area of the visitation, under the leadership of the Lieutenant Governor, may be invited to provide manpower to conduct the event.
- C. The Governor or his/her official representative shall be designated as the official host to the Optimist International President.
- D. The District shall make this event a focal point of the year and all arrangements shall be made to make this event a memorable and effective meeting.

**Section 2. Governor’s Club Visitations:** The Governor shall not be required but will be encouraged to visit as many Clubs as possible. The Governor’s official Club visitations shall be limited to charter presentations to new Clubs, to Zone meetings and to special events which may be conducted by Clubs and to which he/she has been invited. In view of the demand upon his/her time and administrative responsibilities, the Governor may designate or appoint a representative to appear in his/her place on such occasions.

**Section 3. Inter-Club Visitations:** Inter-Club visitations are encouraged as a means of promoting fellowship and exchanging ideas for service to the home communities. To constitute an official inter-Club visitation, at least four members of the visiting Club must be in attendance. When possible, the President of the host Club should be notified in advance of the planned visitation.

## ARTICLE XXI – DISTRICT PUBLICATIONS

**Section 1. District Directory:** The District administration shall publish a District directory, at the earliest possible date after the beginning of the administrative year. The directory shall contain the names, addresses, email addresses and telephone numbers of all District officers, District committee chairpersons, Club Presidents and Secretary-Treasurers, Club meeting days including times and locations, past Governors, and international officers. When feasible and practical, the directory shall also contain all District policies including dates and locations of the District Board of Directors meetings and the annual District convention of the administrative year.



The District may publish directory information on the District website. Such information shall be password protected and its use is restricted to Optimist International business by authorized representatives of Optimist International. Directory information will not be shared with any party outside of Optimist International.

**Section 2. District Bulletin:**

- A. **Name:** The District bulletin shall be named Sun, Sand and Sage.
- B. **Publish and Distribute:** The District administration shall publish a District bulletin under the direction of the Governor and edited by the District bulletin editor or District publicity chairperson, who is appointed by the Governor. Cost, publication frequency and distribution shall be established by the District administration from year to year according to budgetary provisions and available funds. At a minimum the bulletin shall be published and distributed after each District meeting to all District officers, District Committee Chairpersons, Club Presidents, Club Secretary-Treasurers, all past District Governors who are registered Optimists and the International office and officers.

**ARTICLE XXII – TRAVEL EXPENSES**

**Section 1. Authorized Individuals:** The District shall make partial reimbursement of expenses to authorized individuals for travel and supplies needed to execute his/her District responsibilities. Authorized individuals are:

- A. Governor
- B. Governor-Elect
- C. District Secretary-Treasurer
- D. The Most Available Immediate Past Governor
- E. Lieutenant Governors
- F. Committee Chairpersons

Each individual must attend and be registered at the function or event for which they are being reimbursed and must show evidence thereof when submitting an expense voucher. All reimbursements shall be with the limitations of budget and available funds.

**Section 2. Travel:** Travel shall be reimbursed at the rate of 20 cents (20¢) per mile except that no reimbursement shall be made for occasions within the city of the individual's residence.

**ARTICLE XXIII – CORPORATE STATUS**

**Section 1. Not-For-Profit Organization:** Optimist International is organized and shall operate for the common good and general welfare of the community as set forth in Section 501(c)(4) of the Internal Revenue Code, as now in effect on or as may be amended (the "Code"). Without limiting the generality of the foregoing, the purposes for which the Corporation is organized and will be operated include, but are not limited to, promoting an active interest in good government

and civic affairs, inspiring respect for law, promoting patriotism and working for international accord and friendship among all people, and aiding and encouraging the development of youth. (II, 1)

**Section 2.** **Residence:** Optimist International is an incorporated Organization duly organized and existing under the General Not-For-Profit Corporation Act of the State of Missouri, with its residence and principal office in the State of Missouri. (II, 2)

#### **ARTICLE XXIV – INTERPRETATION**

**The Bylaws:** The construction and interpretation of the Optimist International Bylaws by the Board of Directors shall be final and binding unless such construction and interpretation is rescinded at a subsequent convention of Optimist International. (X, 1)