

# **Optimist Clubs of Indiana North District ~District Policy~**

Revised 9/29/2022

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## **Suggested Policies**

**(Adopted by the International Board of Directors and/or Delegates July 2018)**

## **FOREWORD**

The intent of this compilation of suggested policies is to suggest acceptable, useful policies, conforming to Optimist Bylaws and Policies, which will promote efficient and effective District administration. A parallel purpose is to facilitate the establishment of necessary policies in all Districts so that their maintenance will give permanent continuity to the practices, procedures and administration of District affairs. It is recommended that all members of a District's Board of Directors be provided with a copy of all District policies at the beginning of each administrative year.

Board Policy ID-13, Paragraph 5 states:

As part of the fiscal duties and responsibilities of District administration, each District shall adopt a set of District Policies at the District's annual convention, or at a specially called convention. All District Policies shall follow the Optimist International model district policies, and shall be delivered to the Executive Director of Optimist International in hard copy or electronically within 30 days following adoption by the District. After approval by Optimist International, a District should review its District Policies at least annually. If the District amends the District Policies, the amended policies shall be forwarded to Optimist International within 30 days following the amendment, with all changes highlighted. No policy adopted by a District shall be in conflict of the International Bylaws, or the operating policies of Optimist International.

The current International Board of Directors will review these Policies and notify the International Staff that compliance with Optimist International Bylaws has been met. Submission of these policies to Optimist International by December 31 of each year is a requirement of the November allotment. When the suggested District Policies are adopted by the District, any item mandated by the Optimist International Bylaws, and not included in the District Policies, shall default to the International Bylaws requirements. After review by the Optimist International Board of Directors, all deficiencies shall be corrected by the District Board. Failure to bring District Policies into compliance with International Bylaws will lead to a possible withholding of the District Allotment until such deficiency is cured. **Effective November 1, 2013, any District found in violation of policies related to merchandise will forfeit any allotment.**

**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.**

The language, phraseology and construction of these policies may be altered or rewritten to accommodate prevailing District procedures so long as they conform to existing Optimist International Bylaws and Policies. Under the Optimist International Bylaws, flexibility is afforded to Districts to adopt policies that best promote involved, effective, and efficient District administrations. Mandatory wording is shown in bold face type and must be included in your District's policies as dictated by the Bylaws of Optimist International.

Customarily, District policies are adopted by the District's Board of Directors unless that authority or power has been assigned to the Executive Committee. By International policy, all policies of the District shall be submitted annually to Optimist International. Suggested policies involving receipts and expenditures bear the account number and definition assigned in the Standard District Chart of Accounts.

Any reference to the words "he", "his", "him", "man", or "men" is for descriptive purposes only and shall not, in any way, be construed to limit the application of the section in which they appear to the masculine gender.

## **IN NORTH DISTRICT POLICIES**

Any reference to

Notice by Mail shall include the option of sending by electronic means.

Any reference to the words "he", "his", "him", "man", or "men" is for descriptive purposes only and shall not, in any way, be construed to limit the application of the section in which they appear to the masculine gender.

**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.**

## **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 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)**

#### **Section 1. *District Territory and Structure.***

- A. The boundaries of the Indiana North District shall be the state line on the North, the East, and the West. On the South it shall be north of Interstate Highway 74 and north of Interstate Highway 465 at Indianapolis.
- B. Solely for the purpose of more efficient administration , the Indiana North District Board of Directors shall from time to time divide the District into geographical areas to be known as Zones. The District Zoning Committee shall annually review the composition and boundaries of each zone and report any recommended changes to the District Board of Directors for approval at the second quarter Board meeting. Such Zones, and the boundaries thereof, shall be established and changed only by the authority of the Indiana North District Board of Directors.

C. Any name changes of clubs must be approved by the District Board of Directors prior to submission to Optimist International.

**Section 2. *Administrative Year/Accounting Cycle.*** The administrative year and the fiscal year shall start on October 1st and shall end the following September 30th.

**Section 3. *Interpretation.*** Unless otherwise indicated , when used in this policy, the terms "board" or "Board" or "board of directors" or "Board of Directors" shall designate the Board of Directors of the Indiana North District.

## **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 II: DISTRICT POLICIES**

### **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.** (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.

**Section 1. *District-Purpose.*** The primary purpose of the Indiana North District is to provide direction and stimulate the leadership, administration, and growth of member clubs and to encourage participation in the purposes, programs, and policies of Optimist International.

**Section 2. *District Policy-Purpose.*** The Indiana North District Policy is designed to emphasize areas of District activities as delineated by and in the Constitution and By-Laws of Optimist International and to establish guidelines and/or procedures for District activities not covered in said Constitution and By-Laws. The Indiana North District

Policy pertains only to District officers, members of the District Board of Directors, District committees, District activities, and is binding on these individuals and activities.

## **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 most Immediate and available Past Governors (at the option of each District), 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 JOI Governor shall serve as a non-voting member on the District Board of Directors.** (OI Bylaws Article VII, Section 3, Paragraph A)

**Section 1. Responsibilities.** The board of directors shall be responsible for the conduct of the business and affairs of the Indiana North District.

**Section 2. Installation.** The Indiana North District Board of Directors shall be installed at the first quarter board meeting.

**Section 3. Meetings.** The governor, after determining the time and place, shall call a meeting of the Indiana North District Board of Directors each quarter.

The first quarter board meeting shall be held prior to November 30th. The second and third quarter board meetings may be regional in format and distributed geographically throughout the district. The fourth quarter board meeting shall be held in conjunction with the Indiana North District Annual Convention. Notices of all meetings of the Indiana North District Board of Directors shall be issued and caused to be mailed to all members of the board of directors by the district secretary-treasurer at least thirty (30) days prior to said meeting.

**Section 4. Minutes.** The district secretary-treasurer, or a recording secretary pro tem appointed by the governor, shall record and publish the minutes of all regular or special board of directors meetings.

**Section 5. Recording of Attendance.** Attendance at quarterly or special Indiana North District Board of Directors meetings and the Indiana North District Annual Convention shall be taken from registration forms.

**Section 6. Quorum.** A majority of the members of the Indiana North District 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.

## **DISTRICT OFFICERS AND EXECUTIVE COMMITTEE**

**The District officers shall be the Governor, Governor-Elect, Secretary-Treasurer, and the following officers:** Lieutenant Governors.

**The Executive Committee shall consist of the officers, most Immediate and available Past Governors (at the option of each District), and the JOI Governor as a non-voting member.** (OI Bylaws Article VII, Section 3, Paragraphs B and C)

**A District may delegate, subject to the limitations imposed by these Bylaws, the powers of the District Board of Directors to the District Executive Committee. The Executive Committee shall consist of the District officers and the most Immediate and available Past Governors (at the option of each District). The JOI Governor shall serve as a non-voting 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 for the office of Governor or Governor-Elect, they should have served all of a term of Club President.** (OI Bylaws Article VII, Section 6, Paragraph A) **The term of office for Governor shall be [1 year]. District Officers will serve one term in the office to which they are elected or appointed. The District Secretary-Treasurer will not serve more than three consecutive one-year terms. Friends of Optimists shall be ineligible to serve as an officer of an**

**Optimist Club and/or on the Club Board of Directors (OI Bylaws Article III, Section 2)**

**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. A District Secretary-Treasurer, District Secretary, District Treasurer, or any combination thereof, shall not serve more than three consecutive years. (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 term of office for Lieutenant Governor shall be [1 year].**

## **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 Indiana North District. The Governor shall function as the chief executive officer of the District, preside at all meetings of the District Board of Directors, the Executive Committee and the annual convention of the District. He shall be an ex-officio member of all committees, and exercise general supervision over affairs of the District subject only to the Board of Directors, the delegates to the annual District convention, and the Board of Directors of Optimist International. He shall at all times act on behalf of Optimist International in all relations with member Clubs within the District. He shall also attend the annual convention of Optimist International and any special meetings or conferences conducted by Optimist International for Governors.

### ***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 and/or Treasurer***

***It shall be the duty of the District Secretary ( refer to sections i,ii,vii,viii,ix,x,xi, xii) and Treasurer (refer to sections i,iii,iv,v,vi,xi, xii) 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/Treasurer 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)** , Notify all clubs in the Indiana North District by mail at least sixty (60) days prior to the start of the first session of the time and place of the annual convention. This notice should include a dossier of each approved candidate for governor-elect provided by the district candidate qualifications committee. This notice may be combined with the fourth quarter meeting notice

- .(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; **most recent financial statements and minutes will be distributed two weeks in advance of any District meeting.**
- (x) Will publish, or will cause to be published on the District website, at the earliest possible date after the annual convention, a district directory that contains names , addresses and telephone numbers of all incoming district officers, committee chairs, club presidents, club secretary-treasurers and includes all district policies, and the dates and locations of all district meetings and conferences for the next administrative year.
- (xi) **A Secretary and/or Treasurer shall, at the end of his or her term of office, deliver all District records to the incoming Secretary and/or Treasurer .**
- (xii) 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 Indiana North 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 visit each newly affiliated Club in his Zone within 90 days following its official organization. He shall make the prescribed report of each visitation within 30 days. Each Lieutenant Governor should schedule and conduct meetings in the Zone as often as needed and necessary – they should not conflict with any District meeting. Notice shall be given to the Zone Club Presidents and Club Secretary- Treasurers at least 15 days prior to such meeting. He shall make the prescribed report of each meeting within 30 days. The lieutenant governors shall host and conduct the zone oratorical contest, (*when the number of contestants requires*),install club officers when asked, attend the organizational meeting of a new club in the zone , and generally conduct the office in a manner contributory to the attainment of all objectives of the Indiana North District. A lieutenant governor shall encourage club representation at zone and district meetings and/or convention and shall monitor the filing of reports and payments of dues by clubs. While serving as a member of the board of directors and executive committee a lieutenant governor shall attend all regular or special

board of directors meetings and executive committee meetings as well as the annual convention.

1. ***Honor Club Tracking Form.*** The lieutenant governor will conduct the annual club planning conference with each club. During this conference the lieutenant governor shall; (a) encourage the clubs to choose Optimist International awards and goals and advise them on how they can be attained; (b) advise and counsel club officers on the latest administrative procedures and service activities; and (c) aid clubs in the inauguration of sound community service, youth activities , and membership growth programs.
2. ***Spring Visitation.*** The lieutenant governor will attend at least one meeting of each club in the zone between April 1st and June 30th as an observer and will report impressions of the following: (a) the effectiveness of club officers and chairpersons b) the quality of fellowship, interest, and enthusiasm;(c) the accomplishments of youth and community service and growth goals; and (d) the general condition of the club.

## **DUTIES OF THE EXECUTIVE COMMITTEE**

**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)

**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).

### **Section 1. Powers and Duties**

- A. At the executive committee meeting prior to the second and third quarter board of directors meeting the committee shall review the report of the convention committee as to plans, budgets, and program of the annual convention. The governor or spokesperson appointed by the governor shall report any recommendations by the executive committee to the board of directors. At the second quarter meeting the committee shall establish the

requirements for accreditation of delegates to the annual convention and shall cause these requirements to be published as part of the notice for the third quarter board of directors meeting.

- B. When directed by this policy or at the request of the governor the executive committee shall review other reports and make recommendations to the board of directors.
- C. The executive committee shall confirm the district secretary-treasurer designate at the third quarter executive meeting.
- D. The executive committee, in closed session, shall make the final selection of the Indiana North District Optimist of the Year and the Indiana North District Humanitarian of the Year.
- E. The executive committee must approve any use of the Indiana North District Directory or any portion thereof by outside interest groups or individuals.

**Section 2. Meetings.** Meetings of the executive committee may be called by a majority of its members or at the call of the governor.

**Section 3. Minutes.** The district secretary-treasurer, or a recording secretary proportion appointed by the governor, shall record and publish the minutes of all regular or special executive committee meetings.

**Section 4. Quorum.** A majority of the members of the executive committee shall constitute a quorum for the transaction of business, and a majority of those present and voting shall be necessary to give effect to any action of the committee.

## **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 the Immediate Past Governor(s) 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)**

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## **DISTRICT BOARD OF DIRECTORS MEETINGS AND NOTICE**

**A quorum of any District meeting shall be established by the District Board of Directors and stated in the District's policies.** (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).

**Section 1. Responsibilities.** The board of directors shall be responsible for the conduct of the business and affairs of the Indiana North District.

**Section 2. Installation.** The District Board of Directors, as described in OI Bylaws shall be duly installed by the official representative of Optimist International/or designee at the first opportunity after October 1 each year.

### **Section 3. Meetings**

**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.** The first quarter board meeting shall be held prior to November 30th. The second and third quarter board meetings may be regional in format and distributed geographically throughout the district. The fourth quarter board meeting shall be held in conjunction with the Indiana North District Annual Convention. Notices of all meetings of the Indiana North District Board of Directors shall be issued and caused to be mailed to all members of the board of directors by the district secretary-treasurer at least thirty (30) days prior to said meeting.

**Section 4. Minutes.** The district secretary-treasurer, or a recording secretary pro tem appointed by the governor, shall record and publish the minutes of all regular or special board of directors meetings.

**Section 5. Recording of Attendance.** Attendance at quarterly or special Indiana North District Board of Directors meetings and the Indiana North District Annual Convention shall be taken from registration forms.

**Section 6. Quorum.** Eleven (11) members of the Indiana North District 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.

## **ARTICLE IV: DISTRICT COMMITTEES-APPOINTED**

**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 3, Paragraph G)

**Section 1. Rotating.** Rotating committees shall consist of three members whose terms of service shall be three years. One member shall be appointed annually by the governor-designate to be effective the start of the next administrative year. Any number of members over three is at the discretion of the governor in office whose appointment shall be limited to a period of one year. At the inception of a rotating committee the governor-elect shall appoint one member for a term of three years , one member for a term of two years , one member for a term of one year, and shall appoint one member to serve as chairperson effective the start of the next administrative year. Rotating committees for the Indiana North District shall be:

**A. Finance** (OI Bylaws Article VII, Section 5, Paragraph D)

1. The finance committee, in consultation with the governor-designate and secretary-treasurer-designate, shall prepare the proposed annual budget for submission to the executive committee for recommendation and to the board of directors for approval at the first quarter board meeting

**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.** (OI Bylaws Article VII, Section 5, Paragraph D)

**2.** The finance committee shall exercise advisory supervision over all financial transactions, arrange for such financial reports as may be required by the Indiana North District Board of Directors and Optimist International.

**An annual review of the books of account of each District as of 30 September shall be performed by an independent Certified Public Accountant, a Certified Managerial Accountant, a Certified General Accountant, a Chartered Accountant, or a review committee, and a report thereon shall be submitted to the District Board of Directors not later than 30 November of each year. The District's Form 990 will be forwarded to Optimist International.** (OI Bylaws Article VII, Section 5, Paragraph E) Before or at the first meeting of the board of directors, the finance committee shall supervise the orderly transfer of all district records and funds from each administration to its successor.

**3.** The finance committee must 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 the Indiana North District Board of Directors.

**4.** The finance committee shall meet with the district secretary-treasurer and the governor on a quarterly basis to review all financial transactions that have occurred as well as the financial condition of the district.

#### **B. Policy and Zoning Committee.**

**1. Policies** - These policies shall be reviewed at least annually by the district policy and zoning committee to insure that said policies reflect current methods of district operations. The committee, on its own initiative, can propose revisions. The committee shall also review any proposed revision submitted by a club and shall forward such revisions, together with any committee recommendations , to the district secretary-treasurer who shall mail a notice of such proposed revisions to the presidents of all clubs and the district officers not later than 30 days prior to the date of registration for the next board of directors meeting.

**2. Zoning** - The policy and zoning committee shall review the number and boundaries of zones, and the assignment of clubs thereto, creating no zones with more than ten (10) clubs and shall report their findings to the board of directors for approval not later than 30 days prior to date of the next board of directors meeting. Any revisions shall take effect immediately following

adoption by the board of directors. The governor-elect shall serve as an ex-officio member of this committee

**C. Club Fitness Committee.**

1. The club fitness committee shall assist clubs in their efforts to develop leadership succession programs to emphasize and strengthen club administration. The committee shall provide district level assistance programs for clubs with less than 25 members and shall counsel clubs on programs and policies that promote membership retention.
2. The club fitness committee shall continue follow up for clubs that have been organized less than three (3) years.

**D. Leadership Development Committee.**

**D.1.** The leadership development committee shall be composed of four members; one serving a three year term, one serving a two year term, one serving a one year term, and one being the governor-elect. The governor-designate will appoint someone to fill the vacated seat, which will be for a three year term, and will name the chairperson from among any of the four members. The committee will be composed of Optimists who have been recognized as proven leaders in growth and service . The committee shall consist of not more than two qualified past district leaders, i.e. , lieutenant governor and/or governor, and at least one qualified past club president.

**D.2.** The leadership development committee will be responsible for promotion and planning of training at district conferences. Using the best faculty available , the committee will be responsible for distribution and use of training modules and for the implementation of required training programs at district conferences.

**D.3.** With assistance from the leadership development committee, the governor-elect will be responsible for promotion and planning of training for presidents-elect, secretaries-elect, and lieutenant governors-elect.

**E. Oratorical Contest Committee.**

**See Article VII for conducting Oratorical contests.**

**E.1.** The oratorical contest committee, in consultation with the governor, shall conduct all phases of the district oratorical contest in strict compliance with these policies and the oratorical contest rules of Optimist International.

**E.2.** The oratorical contest committee shall be responsible for facilities, equipment, judges, and other details pertinent to the conduct of the regional and district oratorical contests.

**E.3.** The oratorical contest committee shall propose to the district finance committee an entry fee to cover only the costs involved in operating the contest and shall provide an itemization of anticipated expenses for inclusion in the annual district budget.

**E.4.** The oratorical contest committee chairperson shall submit the materials and information required on the contest winners to the Optimist International office no later than 30 days following the contest.

## **F. Convention Committee.**

**See Article XIII, Sec11 for Convention Rules.**

**F.1.** The convention committee, in consultation with the governor and the finance 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 board of directors. The convention committee will submit a report of its progress for review by the executive committee at their second and third quarter meetings and cause to be published, at least thirty (30) days prior to the date of the first session of the annual convention, the official convention program.

**F.2.** The convention committee will solicit and make recommendations to the board of directors on the selection of the time and place of future conventions up to four (4) years in advance.

**Section 2. Standing and Special.** The governor shall appoint such committees as are required by this policy and Optimist International. The governor shall be an ex-officio member of all committees.

**a.** The following shall be deemed the standing committees of the Indiana North District:

- Achievements and Awards
- Candidate Qualifications
- Membership
- Activities
- Arrangements
- Fellowship
- New Club Building
- Youth Clubs (JOI)

**b.** The governor has the option to combine any of these committees.

## **A. Candidate Qualifications Committee**

1. **Membership.** The candidate qualifications committee shall consist of the governor-elect , the two most recent and available past governors, and two members-at-large appointed by the governor. The governor shall designate one person as the chairperson.

2. **Duties.** This committee shall be in charge of all district elections.

2.a. The candidate qualifications committee shall screen and approve the qualifications of all candidates for district office.

2.b. They shall prepare a dossier of each approved candidate for governor-elect and send it/them to the district secretary-treasurer at least 45 days prior to the first session of the annual convention.

2.c. Prior to or at the third quarter board of directors meeting the candidate qualifications committee shall review and approve nominations for the office of lieutenant governor.

2.d. 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 candidate is a member indicating that Club's support of his candidacy.

3. A statement from the proposed candidate's employer indicating his understanding and approval of the proposed candidate's anticipated commitment to serve. If a candidate be self-employed, he shall submit such statement on his own behalf.

2.e. 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.

## **B. New Club Building Committee**

1. New Club Charter Presentations: Dates and programs for the charter presentation events of new Clubs shall be established by joint action of the new Club, the new Club's sponsor Club, and the Governor or the Lieutenant Governor of the Zone on the Governor's behalf. Charters shall be presented by the Governor or his appointee. In the event of a charter presentation occurring after the end of the administrative year in which the new Club was established, the then immediate past Governor shall have the prerogative of presenting the charter.

2. The Indiana North District will provide traditional New Clubs with a Creed Banner, gavel, and \$200 seed monies for projects.

Non-traditional Clubs (Special Needs, Virtual, College, and JOI) will be provided \$200 seed monies for projects.

## **Section 3. Ad Hoc Committees.**

a. The governor may appoint any or all of the following committees:

Club Fundraising

Junior World

Golf Youth

Sports

Respect for Law/Promotion/Non-Violence Substance Abuse Prevention

Essay Contest

Resolutions

Communications Contest for the Deaf and Hard of Hearing

b. The governor has the option to combine any of these committees or may appoint any additional committee deemed necessary.

**Section 4. Committee Tenure.** No member shall serve more than three consecutive years on the same committee. With the Governor's recommendation the Executive Committee can approve one additional year.

**Section 5. Vacancy.** For good cause or upon the death, resignation or incapacitation of any of the above appointments the governor may declare the position vacant and may appoint a successor to fill the remainder of the appointment.

## **ARTICLE V: DISTRICT POSITIONS - APPOINTED**

**Section 1. *Rationale.*** The governor shall appoint the following positions as required by this policy or Optimist International. The governor may choose to appoint any or all of the optional positions to assist in making effective the policies, programs, and objectives of the Indiana North District. An asterisk(\*) marks any position that is an optional appointment.

### **Section 2. *Administrative.***

- A. ***District Secretary-Treasurer.*** The governor-elect shall offer the name of a designee for the position of district secretary and/or treasurer to the executive committee for confirmation at the third quarter executive committee meeting.
- B. ***Parliamentarian.*** \*

### **Section 3. *Information and Support***

The following positions inform or promote interest and encourage the participation of member clubs in making policies, programs, and objectives of the Indiana North District effective. The governor has the option to combine any of these positions.

1. Bulletin Editor\*
2. District Logo Designer\*
3. Historian\*
4. Photographer\*

**Section 4. *Vacancy.*** For good cause or upon the death, resignation, or incapacitation of any of the above appointments the governor may declare the position vacant and may appoint a successor to fill the remainder of the appointment.

## **ARTICLE VI: ACHIEVEMENTS AND AWARDS PROGRAM**

**Section 1. *Purpose.*** The District Achievements and Awards Program shall be a continuing program to promote the requirements for honor and distinguished club. The program shall encourage participation by members and clubs in both district and Optimist International awards programs and will recognize achievements by both members and clubs.

**Section 2. *Review and Development.*** Prior to the district convention the governor-elect shall appoint the district achievements and awards

chairperson. Together they shall review and/or revise the existing program to define the requirements for each achievement and describe any corresponding award. The district program shall conform to the program advocated by Optimist International. The district achievements and awards program will be presented to the lieutenant governors-elect, presidents-elect and secretaries-elect during the training sessions at the district convention. Standing of the clubs shall be reported to the board of directors at each quarterly meeting.

**Section 3. *Duties of the Chairperson.*** After review and/or revision of the achievements and awards program the chairperson shall provide itemization of anticipated expenses to the finance committee for inclusion in the annual district budget. The chairperson shall promote the requirements for achievement, keep necessary records to track achievements of clubs and individuals , make quarterly reports to the board and publish the final standings.

**Section 4. *Appeals and Protests.*** Any appeal or protest of the final standings of clubs or individuals in the district achievements and awards program must be in the hands of the district secretary-treasurer no later than 30 days following the publication of the standings to be considered. The district executive committee shall have the power and authority to review and adjudicate any appeal or protest and its decision shall be final. To be eligible to receive any award or recognition, all financial obligations of a club to the district shall have been met by the closing day of said administrative year.

## **ARTICLE VII: ORATORICAL CONTEST**

**Section 1. *Participation.*** The Indiana North District, in strict compliance with Optimist International oratorical contest rules, shall conduct a combined gender contest each year. Clubs , in good financial standing with Optimist International and the Indiana North District, are invited to participate by sponsoring an oratorical contest winner to the zone oratorical contest. Zone winners advance to the regional contest. Regional winners advance to the district oratorical contest final.

**Section 2. *Fees.*** The oratorical contest committee shall propose an entry fee that covers only the costs involved in operating the contest. The finance

committee shall report the proposed fee to the executive committee for review. The executive committee shall recommend action to the board of directors at the first quarter board meeting. The entry fee, made payable to the Indiana North District, for each contestant must be paid by the sponsoring club to the Lieutenant Governor prior to participation in the zone contest. Each Lieutenant Governor shall remit the fees collected to the district secretary-treasurer immediately following the zone contest. The sponsoring club shall be responsible for other costs including transportation, food and lodging en route to or returning from the zone, regional, or district contest for their contestant, and for meals at the district contest for anyone who accompanies the contestant.

**Section 3. Expenses.** The district shall be responsible for expenses, within the limits provided in the district budget, to conduct the zone, regional, and district contest including facilities, equipment, awards and recognitions, gifts for judges, complimentary meals and refreshments.

**Section 4. Equipment.** A lectern and a public address system with a choice of microphones shall be available for the optional use by contestants at all zone, regional, and district contests.

**Section 5. Judges.** The judges must be selected from different avocations or professions and should be experienced in public speaking. Judges may participate in one combined gender contest, but judges for the district final contest shall not have participated in any club, zone, or regional contest. No member of an Optimist club may serve as a judge.

## **Section 6. Zone Oratorical Contest**

*(This section will only be utilized if the number of contestants warrant)*

- A.** The Lieutenant Governor shall be responsible for arranging facilities, equipment, judges, and all other details pertinent to the conduct of the zone oratorical contest. Each zone's contest shall be completed on or before the date set by the district oratorical contest chairperson.
- B.** The Lieutenant Governor shall be responsible to collect the registration form, proof of the date of birth, a double-spaced typewritten copy of the speech, and any other item that may be required in the conduct of the contest from each participant as well as the entry fee from the sponsoring club.
- C.** The Lieutenant Governor shall submit the name of each zone contest winner along with the registration form, proof of the date of birth, a double-spaced typewritten contest to the district oratorical contest chairperson immediately following the zone contest.

**D.** The Lieutenant Governor shall remit the entry fee for each participant in the zone oratorical contest to the district secretary-treasurer immediately following the zone contest.

### ***Section 7. Regional Oratorical Contest.***

**A.** The oratorical contest committee, in consultation with the governor, shall establish regions made up of contiguous zones. They shall determine the dates and locations within the regions to hold the oratorical contest. Zone winners shall compete in the region in which they are geographically located.

**B.** The oratorical contest committee, under the supervision of the chairperson, shall coordinate the regional oratorical contest and shall be responsible for arranging facilities , equipment , judges, refreshments, and all other details pertinent to the conduct of the contests.\

**C.** The oratorical contest chairperson shall notify the winners of each regional contest and the sponsoring club of the date, time, and location of the district final contest.

### ***Section 8. District Oratorical Contest.***

The final oratorical contest shall be held at the time of the third quarter district conference where meals for the contestants shall be provided by the district. The arrangements committee shall be responsible for the facility in which to hold the contest.

- A.** The oratorical contest committee, Lllder the supervision of the chairperson, shall be responsible to arranging for equipment, judges, and all other details pertinent to the conduct of the final contest.
- B.** The oratorical contest committee chairperson shall supervise the acquisition of zone, regional , and district recognitions and a token of appreciation for each judge within the limits provided for in the district budget.

C. The oratorical contest committee chairperson shall submit the required materials and information on the district contest winners to the office of Optimist International by the deadline as posted each year in Oratorical Program guidelines.

**Section 9. *Scholarship Award.*** The presentation of the scholarship award provided by Optimist International shall be made by the governor at the district convention whenever possible.

## **ARTICLE VIII: ESSAY CONTEST**

**Section 1. *Participation.*** The Indiana North District, in strict compliance with Optimist International essay contest rules, shall conduct an essay contest open to both boys and girls each year.

**Section 2. *Fees.*** The essay contest committee shall propose an entry fee that covers only the costs involved in operating the contest. The finance committee shall report that proposed fee to the executive committee for review. The executive committee shall recommend action to be the board of directors at the first quarter board meeting.

**Section 3. *District Essay Contest.***

A. The essay contest committee chairperson shall be responsible for judges and all other details pertinent to the conduct of the district essay contest. No member of an Optimist club may serve as an essay contest judge.

B. Clubs , in good financial standing, are invited to participate by sponsoring the winning entry from the club's essay contest into the district essay contest.

C. All essays, along with the required entry fee made payable to the Indiana North District, must be received by the essay contest chairperson on or before the district deadline. The essay contest chairperson shall remit all fees collected to the district secretary-treasurer immediately following the close of the contest.

D. The essay contest committee chairperson shall supervise the acquisition of a token of appreciation for each judge within the limits provided for in the district budget.

E. Prior to the stipulated deadline , the essay contest committee chairperson shall submit the required information on the district essay contest winner to the office of Optimist International.

F. The first, second, and third place winners of the district essay contest shall be recognized at a district conference where meals for the winners shall be provided by the district. The sponsoring club shall be responsible for other costs including transportation, food and lodging en route to or

returning from the district conference, and for meals at the district conference for anyone who accompanies the winners.

## **ARTICLE IX: DISTRICT YOUTH SPORTS CONTESTS**

**Section 1. Administration.** The district youth sports contests are under the direction of the district youth sports chairperson and the district governor. The district chairperson appoints a director for each youth sports contest. The chairperson is the chief administrator of the contests while a director at each site conducts the competition with the assistance of a sponsoring club.

**Section 2. Participation.** All Optimist clubs in the Indiana North District are encouraged to sponsor both boys and girls in each of the district youth sports contests. At present, these contests are soccer, football, baseball, basketball, golf and Bowling.

**Section 3. Fees.** The chairperson shall propose an entry fee that covers the anticipated costs involved in conducting the contest. A report of anticipated receipts and expenditures shall be presented to the finance chairperson to become a part of the district budget for the new Optimist year.

### Section 4. Procedures for District Youth Sports Contests.

- A.** The chairperson shall complete all planning and the naming of site directors prior to the first quarter board of directors meeting of the new Optimist year.
- B.** The site directors and sponsoring clubs shall assume all duties in conducting the contests.
- C.** All entry fees must be received by the chairperson . Checks shall be made payable to the Indiana North District. After the contest, all monies collected by the chairperson shall be forwarded by the chairperson to the Indiana North District secretary-treasurer for deposit.
- D.** All requests for payment of expenses accompanied by invoices or paid receipts need to be forwarded by the chairperson to the district secretary-treasurer .
- E.** The chairperson shall prepare a financial report for the district finance committee.

## **ARTICLE X: OI JUNIOR GOLF CHAMPIONSHIP QUALIFIERS**

1. The District may conduct an Optimist International Junior Golf Championship Qualifier tournament each year.
- 1.a. The District finals shall be conducted and the number of contestants provided to the International Office by the required date. Districts are responsible for paying a participant fee for each golfer in the District's junior golf tournament in accordance with the Policies of the Optimist International Junior Golf Handbook. This fee will be incorporated into the participant's District tournament entry fee.
- 1.b. The number of qualifying spots granted for future Optimist International Junior Golf Championships will be determined by the number of participants that are indicated on the District Qualifying Report Form and for whom the qualifier fee is paid.
2. All phases of the contest shall be conducted in strict compliance with Optimist International Junior Golf Championship rules and guidelines as outlined in the Optimist International Junior Golf Handbook. Failure to comply with the guidelines may result in the district forfeiting their playing spots in the Championship.
3. A chairman shall be appointed by the Governor and shall be responsible for all details pertinent to the conduct of the contest. The chairman shall try to recruit as many junior golfers as possible to the District Qualifier. The chairman may run fundraisers to help offset the District's expenses as much as possible.
4. The District shall cover the registration fee to the Optimist International Junior Golf Tournament for the first place boy and first place girl winners in the 16-18 age category within the District. The registration discount, as set by Optimist International Junior Golf Handbook, only applies to the first place winner of each age division. In the event the first place winner does not attend, the discount does not apply to the second place/alternate winner. The District may also help offset some registration expenses of other golfers in additional age divisions. If a junior golfer from outside of the District plays in the tournament and happens to win, it may not be the responsibility of the District to pay the registration costs of this golfer. Optimist International Junior Golf Tournament registration fees are inclusive of hotel accommodations, entry fee (tournament rounds of golf), meals and designated evening events. All fees are subject to change as mandated in the Optimist Junior Handbook.

5. The costs of all awards and all authorized receipts and expenditures shall be budgeted and audited under Accounts 145 and 380. All such items shall be approved by the District Board of Directors.

## **ARTICLE XI: YOUTH CLUBS**

1. The District shall be encouraged to maintain a Junior Optimist Octagon International (JOI) District structure and conduct an annual JOI District Conference for all official Youth Clubs in the District. The District Youth Clubs chairperson shall be the official liaison between the Optimist District and the JOI District Board of Directors.
2. A special conference planning committee shall be responsible for all facets of the JOI District Conference. The committee shall include the District Youth Clubs chairperson, the JOI Governor, the JOI District Board of Directors and any/all Youth Club advisors and chairpersons deemed necessary by the District Youth Clubs chairperson and JOI Governor.
3. Elections for JOI District officers must be held in accordance with the guidelines established in both the JOI District bylaws and the International JOI Constitution & Bylaws.
4. Finances shall be managed by the Optimist District Secretary-Treasurer, the District Youth Clubs chairperson and the JOI District Secretary-Treasurer. A separate checking account for JOI District funds may be established as long as a dual signature process is utilized. The Optimist District Secretary-Treasurer shall duplicate all account activity for Optimist District financial reports.
5. Optimist Districts which hold JOI District conferences and elect JOI District officers must use all dues rebate funds to support District Youth Club/JOI activities. Such activities may include the JOI District Conference, District newsletter production/distribution, District officer travel, District officer communication, etc. Rebate funds not utilized by year-end must be rolled over to the next year's budget.

## **ARTICLE XII: NOMINATIONS AND ELECTIONS**

**Section 1. *Notice of Meetings.*** The district secretary shall issue and cause to be mailed to each club in the district, at least 30 days prior to the date thereof, an official notice that contains the time and place of the district meeting to be held in the third quarter at which election of lieutenant governors shall occur. The district secretary-treasurer shall also issue and cause to be mailed to each club in the district, at least 60 days prior to the date thereof, an official notice that contains the time and place of the district convention to be held in the fourth quarter at which the election of governor-elect shall occur.

**Section 2. *Terms of Office.*** All district officers and the governor-elect shall take office on 1 October following their elections and their terms of office shall be for one year or until their successors are elected or appointed. The district secretary-treasurer may serve a maximum of three years. Between the election and taking office, members elected to serve as lieutenant governors shall be known as lieutenant governors designate.

### ***Section 3. Lieutenant Governor Qualifications and Nominations.***

#### ***A. Qualifications.***

The candidate, to be eligible for nomination or election to the office of lieutenant governor, must be a member of a club in good standing and has held or currently holds the office of president.

#### ***B. Nominations.***

1. Clubs , through their boards of directors, are encouraged to make nominations for district officers. Nominations for lieutenant governors should be made in writing and sent to the current lieutenant governor at least 14 days prior to the zone meeting during which such nominations will be considered.

2. Each lieutenant governor will convene a zone meeting at least 21 days prior to the third quarter board of directors meeting for the purpose of nominating candidates for lieutenant governor for the ensuing year. Within one week following the zone meetings the names of the nominees , with pertinent information on club affiliation, full name, complete home and business addresses with telephone numbers, and a certificate that the nominee has completed a term or is currently serving as president of an Optimist club must be sent to the chairperson of the candidate qualifications committee.

3. Nominations from the floor may be made for lieutenant governor providing the nominee meets the qualifications for the office.

## **Section 4. Governor-Elect Qualifications and Nominations.**

### **A. Qualifications.**

1. The candidate, as stated by Optimist International, to be eligible for nomination or election to the office of governor-elect, must be a member of a club in good standing and has held or currently holds the office of club president.
2. Nominations from the floor may be made for governor-elect providing the nominee meets the qualifications for that office. If nominations are made from the floor then the nominating speeches will be limited to two for each candidate, one of five minutes duration and one of two minute duration.

## **Section 5. Candidate Qualifications Committee Duties.**

1. **Prospective Lieutenant Governor Candidates.** The committee shall seek and receive the names and qualifications of prospective candidates for the office of lieutenant governor from clubs within the zone. The committee may consider prospective candidates on its own motion. In the event a candidate cannot be obtained from a zone the committee shall consider prospective candidates outside the zone. The committee shall nominate at least one candidate for the office of lieutenant governor in each zone at the third quarter board of directors meeting.
2. **Prospective Governor-Elect Candidates.** The committee shall seek and receive the names and qualifications of prospective candidates for the office of governor-elect. The committee may consider prospective candidates on its own motion. The committee shall nominate at least one candidate for the office of governor-elect at the district convention. The committee shall request the following for their consideration: (a) a written presentation on background and qualifications for the office from the prospective candidate, (b) a letter from a club of which the prospective candidate is a member indicating the club supports the candidacy, and (c) a statement from the prospective candidate's employer indicating understanding and approval of the prospective candidate's anticipated commitment to serve one year as governor-elect and one year as governor and if a prospective candidate is self employed he shall submit a statement on his own behalf.
3. **Publication of Qualifications.** The committee shall prepare and send to the district secretary-treasurer a dossier on each approved candidate for governor-elect. At least 30 days prior to the first session of the district convention the secretary treasurer shall distribute them to all clubs in the district.

**4. *Elections.*** The candidate qualifications committee shall be in charge of all district elections.

## **Section 6. *Elections.***

### **A. *Number of Votes.***

**A.1.** For the purpose of electing a lieutenant governor, each club in good standing shall be entitled to one vote of each ten members or major fraction thereof enrolled by the club in the International office as of March 31. Each club in good standing shall be entitled to a minimum of one vote. A club organized after March 31, but prior to the third quarter board of directors meeting, shall be entitled to cast its vote on the basis of the numerical charter membership enrolled by the club in the International office.

**A.2.** For the purposes of electing a governor-elect, each club in good standing shall be entitled to one vote for each ten members or major fraction thereof enrolled by the club in the International office as of June 30. Each club in good standing shall be entitled to a minimum of one vote. A club organized after June 30, but prior to the first day on which the convention is held, shall be entitled to cast its vote on the basis of the numerical charter membership enrolled by the club in the International office.

### **B. *Election of Lieutenant Governors.***

**B.1.** The lieutenant governors shall be elected at zone meetings to be conducted at the time of the third quarter board of directors meeting at which each president, or an official representative, shall cast the votes to which their club is entitled.

**B.2.** When re-zoning has been approved for the ensuing year, the lieutenant governor elections shall include only the clubs that will be in the zone the following administrative year.

**B.3.** In case of a tie, the balloting will continue until one candidate receives a majority vote.

### **C. *Election of Governor-Elect.***

**C.1.** The governor-elect shall be elected at the last business session of the district convention by a majority of votes cast by the accredited delegates. The vote will be by written ballot if more than one candidate is nominated. If more than two candidates are nominated and no nominee receives a majority on the first ballot, a second ballot will be taken and the two candidates with the greatest number of votes on the first ballot will be eligible for the second ballot. The chairperson of the

tellers will consider ties for first/second place only. Voting shall continue in this manner until one candidate is elected.

**C.2.** When the balloting is completed, the chair shall announce the name of the winner only, and then entertain a motion to destroy the ballots.

**C.3.** The election is of Governor-Elect , and the Governor-Elect shall become Governor 10/1 the year following election.

**Section 7: Campaign Materials and Activities.** Literature or material soliciting support of candidates for district office is permissible providing such is in good taste and small enough to be placed on tables or in the hands of the delegates. Nothing may be fastened to walls or other locations of like nature . Activities in support of candidates must be conducted in a responsible manner.

## **ARTICLE XIII: DISTRICT CONVENTION**

### **GENERAL PROVISIONS**

#### ***Section 1. Annual Convention.***

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.

***Section 2. Annual Convention Bids.*** The district administration shall provide all member clubs with an opportunity to host the district convention. The convention bid form shall be published in the district roster book.

***Section 3. Notice of Meetings.*** The District Secretary-Treasurer shall issue and cause to be mailed to each club in the district, at least 30 days prior to the date thereof, an official notice that contains the time and place of the district meeting to be held in the third quarter at which election of lieutenant governors shall occur.

**Section 4. 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. IN North District shall require 60 days notice.

**Section 5. 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.

**Section 6. Convention Allocation from District Dues.** In keeping with the fact that all clubs and members benefit from the conduct of the annual convention , the sum of \$0.50 per member shall be allocated from district dues paid by the clubs for each of their members enrolled in the office of Optimist International as of April 30th . This allocation shall supplement convention registration fees for financing the annual convention.

**Section 7. 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 of receipts and expenditures and audits of previous conventions. The statement of convention receipts and disbursements shall be prepared by the convention chairperson, arrangements chairperson, governor, and district secretary-treasurer and shall be included in the district's annual financial statement. The district convention committee and /or sponsoring clubs have no authority to deposit monies or to pay bills. All monies collected and bills received shall be forwarded to the district secretary-treasurer for deposit and payment of bills.

**Section 8. Convention Lodging for the International Representative.** The International Representative to the district convention shall be provided with accommodations of suitable character for self and spouse and such shall be anticipated in the district convention budget.

**Section 9. Convention Program.**

A. The convention committee, in consultation with the governor and governor-elect, shall prepare the schedule of convention events and meetings for submission to the executive committee and the board of directors at the third quarter meeting.

B. The governor, in consultation with the governor-elect, shall prepare the agenda and/or curriculum for all convention business sessions, leadership

development seminars and meals. The convention schedule and program shall be distributed to all club presidents and club secretary-treasurers, committee chairs, district officers, and past governors at least 30 days prior to the convention

**C.** The convention schedule shall include, as a minimum, the following events:

- 1.Two business sessions to accomplish the business of the convention.
2. Leadership development seminars for club and district officers as prescribed by Optimist International.
- 3.Provide the International Representative with an opportunity to address the assembled delegates.

#### ***Section 10. Convention Registration.***

**A.**A registration form must be completed for all persons in attendance at the convention. All Optimists , spouses , children six years of age and older , and guests must pay the registration fee established and approved by the board of directors at the second quarter board meeting. A check or money order for full payment of the registration fee, meal costs, and activity costs must accompany each registration form. Children thirteen and older shall pay full meal charges. Official convention badges shall be evidence of registration.

**B.** No refunds or advance payment will be made unless requested in writing and received by the convention committee at least three days prior to the start of the convention.

#### ***Section 11. Accredited Delegates. To be accredited by the credentials committee and eligible to vote on the convention business, delegates must have registered at the convention, paid the registration fee, and produced such credentials as may be required by the Board of Directors.*** The accredited delegates from each club shall select a chairperson who shall cast the delegation's votes on any convention business requiring a vote. **The number of accredited delegates of a Club shall not exceed the voting strength of the Club.** (Bylaws Article VII. Districts.

Section 4. District Convention) Accredited delegates shall be seated in a reserved area whenever a convention business session is convened.

**Section 12. *Convention Rules.***

- A.** Accredited delegates shall transact the business of the convention.
- B.** The credentials committee shall report at the first convention session and at each session thereafter, or when directed to do so by the chair. The report shall include those clubs with properly accredited delegates. The report may be amended before or between business sessions.
- C.** A member holding membership in more than one club may become an accredited delegate for an additional club or clubs by completing the registration form and paying the registration fee for each club represented.
- D.** No accredited delegate shall be entitled to the floor until rising, addressing the chair, and giving name and club affiliation. No accredited delegate shall speak more than twice on the same question if anyone objects.
- E.** Only accredited delegates may make and second motions.
- F.** Main motions shall be put in writing when the chair so directs.
- G.** 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.
- H.** The vote on the question, once commenced, shall not be interrupted except to ask the chair to restate the question.
- I.** Accredited delegates may change their vote provided they rise and ask for the floor promptly, and before the chair declares a final result.
- J.** No appeal from a decision of the chair shall be in order unless based on a point of order, and shall be seconded. The vote thereon shall be put not on sustaining the appeal, but on sustaining the decision by the chair. A majority vote in the negative will reverse the decision by the chair.
- K.** Not more than two amendments to any question shall be pending at one time, but after disposal of one or both of them, other amendments may be proposed.
- L.** Debate shall be limited to five minutes a speaker. No accredited delegate shall speak a second time to the same question at the same sitting if another accredited delegate, who has not spoken thereon, rises and asks for the floor.

**M.** The convention, to expedite the handling of business, may limit as it chooses, the time or number of speakers for each side on any question, or the total time for debate, by a two thirds vote.

**N.** The vote on any business or question before the convention, except the report of the candidate qualifications committee, shall be taken immediately following its presentation and debate.

**O.** The candidate qualifications committee shall report its nomination(s) at the first business session. The governor shall then call three times for other nominations from the floor. The governor will then call for the closing of nominations. Nominations from the floor shall be limited to the candidate's name, club, and office for which the nomination is being made. Nominating speeches, presented by persons approved by the candidates, shall be given the day of the election. Speeches shall be limited to two per candidate; one of five minutes duration and one of two minute duration.

**P.** The election shall be conducted during the last business session.

**Q.** Robert's Rules of Order, Revised shall govern the convention 's proceedings not covered by these convention rules, the Indiana North District policy, or the Constitution and Bylaws of Optimist International.

**R. 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 be established by the District Board of Directors and stated in these policies.**

**Section 13. Voting: The method and means of voting at convention shall be established by the District Board of Directors.** (OI Bylaws Article VII, Section 4) The voting of accredited delegates on any question may be conducted by any one of the following methods: (a) voice vote; (b) hand vote; (c) rising vote; (d) ballot, or (e) roll call.

**A.** Vote by ballot on any question may be ordered by a majority vote of the accredited delegates.

1. The chair shall appoint a committee of tellers and select a chairperson.
2. Multiple ballot boxes shall be placed in convention locations in the meeting rooms and tellers shall be stationed at each box.
3. Each delegation shall be recessed for marking and depositing the ballots.

4. After the balloting, the tellers shall remove the boxes, count the ballots and the chairperson shall report the tabulated results , in writing , to the chair.
5. When balloting is conducted to elect an officer, the chair shall announce only the name of the winner and then entertain a motion to destroy the ballots.

**B.** Roll call on any question may be requested in writing by accredited delegates representing not less than ten percent of the clubs represented at the convention.

**Section 14. *Club Hospitality Rooms at Convention.*** All club hospitality rooms, or other accommodations serving a like purpose, shall be closed during convention business sessions or training events.

**Section 15. *Supervision.*** The District Board of Directors shall have full supervision and management of all conventions of the District and shall prepare the official program. All plans, arrangements, programs and budgets shall be subject to the approval of said District Board of Directors.

**Section 16. *Quorum.*** A quorum of any District convention shall consist of a majority of the accredited delegates.

## **ARTICLE XIV: DISTRICT FINANCES**

### **GENERAL PROVISIONS**

The amount of each District's dues, and dates on which such dues shall be payable, shall be established by the Board of Directors of Optimist International. Districts may reduce or eliminate dues for a college member. A District, by resolution adopted by a two-thirds majority of the votes cast by the accredited delegates to its annual convention, may petition the Board of Directors of Optimist International, in the form and manner prescribed by that Board, for adjustment of the amount of its annual dues. No financial obligation or assessment, of any kind, other than provided in these Bylaws, shall be placed upon or requested of the Clubs or their members by the District. (OI Bylaws Article VII, Section 5, Paragraphs A, B, and C)

**Districts have two years to submit all requirements in order to receive a District allotment for that period, after which time the allotment will be forfeited. The documentation required for the November allotment must be submitted within two years from the end of that period or the allotment will be forfeited. The documentation**

**required for the May allotment must be submitted within two years from the end of that period or the allotment will be forfeited.**

**Section 1. Annual Budget.** The finance committee, in consultation with the governor-designate and secretary-treasurer-designate , shall prepare the proposed annual budget for submission to the executive committee for recommendation and to the board of directors for approval at the first quarter board meeting. All budgets shall employ the standard district chart of accounts, account numbers , definitions, and required supplements established by Optimist International. 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.

### **Section 2. 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) **The co-signers shall not be members of the same family, household and/or business partners.**

**Section 3. Estimated Income.** 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, allocation funds , board of directors meetings receipts, convention registration fees and receipts, contest fees, and available surplus.

**Section 4. Dues Amount and Dates.** Each club in the district shall pay annual dues of \$10.00 for each member with the exception of Special Needs Club members, members under OI incentive programs and full time students in a post secondary educational institution who shall pay zero district dues. Membership is defined as those enrolled in the office of Optimist International on September 30,December 31,March 31 and June 30 for the October, January, April and July quarters. As a result, dues will be billed in accordance with the Optimist International billing cycles.

**Section 5. Annual Dues for 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 6. General Expenses.**

- A.** The district secretary-treasurer is authorized to disburse necessary funds in keeping with the approved budget.
- B.** Transfer of funds within individual budgets will be allowed only after approval by the finance committee.
- C.** Expenses in excess of the budgeted allotment will not be paid without prior approval of the finance committee

**Section 7. Reimbursable Expenses.**

- A.** The necessary expenses of district officers, members of the executive committee, district chairs, or other authorized individuals, when engaged in the business of the district, may be reimbursed in accordance with provisions of the approved budget.
- B.** Requests to authorize expenses incurred by district committee members must be submitted in writing to their committee chair who will forward the request to the district secretary treasurer with any recommendations.
- C.** No expense in excess of the budgeted allotment will be reimbursed without approval of the finance committee prior to the occurrence.
- D.** The district secretary-treasurer is not authorized to allow any variance from the approved budget for reimbursement of expense for mileage and per diem.

**Section 8. Reporting Reimbursement Expense to the District Secretary-Treasurer.**

- A.** No expense, except telephone expenses, will be reimbursed unless submitted on the prescribed form, with proper receipts attached no later than the 15th of the following month, unless approved by the finance committee.
- B.** Telephone expenses must be itemized giving the date of the call, the place called, and reason for the call.

C. Mileage to the Indiana North District Convention, Indiana North District Board of Directors Meetings, zone meetings, club visitations, organizational meeting of a new club, new club charter party, Optimist International President's visit not in conjunction with a quarterly meeting and any other meeting or training session called by the governor must include the date and destination . Mileage, when allowed, will be calculated from the center of the city of the individual's home club to the center of the city of destination. If a person does not use the hotel per diem but drives both days to the district meeting or convention, mileage may be paid for both days. District chairs will receive mileage reimbursement in addition to the meeting mileage for their chair responsibility as approved by the finance committee.

D. Request for per diem reimbursement must be accompanied by completion of District Meeting attendance card.

E. Final request for expense reimbursement , within budgetary guidelines , shall be submitted on or before the 30th day of September of the current administrative year, and must be submitted on a district voucher. Failure to comply with the foregoing will cause disapproval of the request.

**Section 9. Reserve Funds.** The Indiana North District Board of Directors shall maintain a minimum reserve fund in the district treasury to assure adequate funds for the operation of the district for the first two months of the fiscal year

**Section 10. Surety Bonds.** Any club,or any other member thereof, collecting, handling or disbursing monies for any purpose or undertaking using the Indiana North District shall provide a surety bond for faithful execution of their duties in a penal sum to be determined by the district finance committee. Satisfactory evidence of such bond shall be submitted to the governor.

## **ARTICLE XV: INTERNATIONAL PRESIDENT'S VISIT**

**Section 1.** The governor, at the earliest opportunity, shall invite the International President to visit the district and shall provide Optimist International with preferred, and alternate dates and locations for such visitations. The dates and locations , once established, may enhance but shall not conflict with any other district date or event.

**Section 2.** All plans and arrangements for the International President 's visit shall be under the direct supervision of the governor and district administration including the provision of complimentary accommodations ,

customary courtesies, and a suitable gift or memento of the occasion, the cost of which shall not exceed \$100. All clubs in the district shall be invited , at least 30 days in advance, to send representatives to the event. Local clubs may be asked to provide assistance.

**Section 3.** The governor and spouse or a past International or district officer and spouse shall be designated as official host to the International President and spouse.

## **ARTICLE XVI: INDIANA NORTH DISTRICT AWARDS**

**Section 1. Authorization.** The governor shall approve all awards.

**Section 2. *Individual Awards.***

The following awards are established to recognize an individual for effort and achievement. Complete information about the awards, including qualifications, requirements, and/or entry or nomination forms will be published in the district roster book.

1. ***Indiana North District Optimist of the Year.*** The executive committee, in closed session, shall make the selection of this award at their fourth quarter meeting. The district secretary-treasurer shall chair the meeting or a qualified chairperson appointed by the governor. No person shall be eligible for this award if they are serving on the executive committee during the current year.

2. ***Indiana North District Humanitarian of the Year.*** The executive committee , in closed session, shall make the selection of this award at their fourth quarter meeting.The meeting shall be chaired by the district secretary-treasurer or a qualified chairperson appointed by the governor. No person shall be eligible for this award if they are serving on the executive committee during the current year.

3. ***John Harrington Outstanding Secretary-Treasurer Award.*** The district secretary treasurer shall recommend to the governor those individuals who have served as a club's secretary-treasurer , or club 's secretary , or club's treasurer and have qualified to receive this award.

### **Section 3. Club Awards.**

The following awards are established to recognize clubs for effort and achievement. Complete information about these awards, including qualifications, requirements , and/or entry nomination forms will be published in the district roster book.

**3.1. *Visual Electronic Art Project*-** electronic means of sharing your club story, fundraiser and/or project.

#### **3.2. *Club Bulletin Contest*.**

### **Section 4. Committee Chair Awards.**

- A.** Chairs desiring to use awards in their programs shall submit a detailed plan and budget to the governor-designate for consideration during the preparation of the district budget.
- B.** The purchases of awards by committee chairs shall be limited to such funds as have been included in the district budget with prior approval of the governor.

### **Section 5. Other Awards.**

The governor may establish other individual or club awards deemed necessary to achieve the goals and objectives of the District.

## **ARTICLE XVII: PARLIAMENTARY PROCEDURE**

In the absence of specific rules, Roberts' Rules of Order, Revised shall govern the deliberations of this organization.

## **ARTICLE XVIII: POLICY REVISION**

**Section 1.** These policies shall be reviewed at least annually by the district policy and zoning committee who shall propose revision as necessary.

**Section 2.** Clubs, through their board of directors, may propose a revision of the policy by submitting the proposed revision, in writing, to the policy and zoning committee for review and recommendation. The committee may recommend approval, approval after amending, disapproval, or may choose to send the proposed revision to the board of directors with no recommendation. Upon

completion of the review, the chairperson of the policy and zoning committee shall forward the proposed revision, together with the committee's recommendation, to the district secretary. Notice of the proposed revision shall be to the president of all clubs and all other members of the board of directors at least 30 days prior to the next board of directors meeting.

**Section 3.** The board of directors may consider policy revision at other times on its own motion.

**Section 4.** All revisions and those mandated by the board of directors of Optimist International, shall take effect immediately following adoption.

Revised Sept 22, 2020