

Nebraska District Policies

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Nebraska District Policies

I. DISTRICT PURPOSES

- A. The sole purpose of the District shall be to function as an administrative division of Optimist International in furtherance of the purposes of Optimist International, the International Bylaws, the Policies as established by the International Board of Directors, and these District Policies. (OI Bylaws Article VII, Section 2)
- B. The District shall provide service and support to Clubs for the purpose of enhancing growth, participation, administration and service to youth. (OI Bylaws Article VII, Section 2)
- C. All Clubs located within the territorial boundaries of the 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 International Board of Directors. (OI Bylaws Article VII, Section 1)

II. DISTRICT POLICIES

- A. 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. (OI Bylaws Article VII, Section 3, Paragraph E)
- B. These policies shall be adopted by the District Board of Directors at the annual District Convention. (OI Bylaws Article VII, Section 3, Paragraph E)
- C. These policies shall be reviewed annually before the District Convention by the District Executive Committee to consider proposed revisions. The District Executive Committee or District Board of Directors may be review and recommend revisions to these policies at other times as necessary.
- D. Any proposed revisions must be issued and delivered to all members of the District Board of Directors at least thirty (30) days before voting.
- E. All revisions in policies shall be approved by the District Board of Directors

III. DISTRICT BOARD OF DIRECTORS

A. GENERAL PROVISIONS

1. The business of the District shall be administered by the District Board of Directors. (OI Bylaws Article VII, Section 3, Paragraph A)
2. The District Board of Directors shall consist of the District Executive Committee, as defined in these District Policies, and the President of each member Club. (OI Bylaws Article VII, Section 3, Paragraph A)
3. Should the President of a member Club be unable to attend, a delegate from that Club will be allowed to speak and act on behalf of the Club President in the conduct of the business coming before the District Board of Directors. (OI Bylaws Article VII, Section 3, Paragraph A)

B. DISTRICT OFFICERS AND EXECUTIVE COMMITTEE

1. The Officers of the District shall be the Governor, the Governor Elect, the District Secretary-Treasurer and all Lieutenant Governors within the District. (OI Bylaws Article VII, Section 3, Paragraphs B)
2. The District Executive Committee shall consist of the Officers of the District, the two (2) most Immediate Past Governors and the JOOI Governor as a non-voting member. (OI Bylaws Article VII, Section 3, Paragraph C)
3. A District may delegate, subject to the limitations imposed by the International Bylaws, the powers of the District Board of Directors to the District Executive Committee. (OI Bylaws Article VII, Section 3, Paragraph C)

C. ELECTIONS AND TERMS OF OFFICE

1. GENERAL PROVISIONS

- a. No one shall be eligible for election or hold a District office unless: he or she is duly enrolled on the International roster as a member of a Club in good standing in Optimist International; and he or she has held or is currently holding the office of Club President. (OI Bylaws Article VII, Section 6, Paragraph A)
- b. A candidate for the office of Lieutenant Governor or Governor Elect shall submit the following documentation to the Candidate Qualifications Committee:
 - i. A written presentation of his or her background and qualifications for the office,
 - ii. A letter from his or her Club indicating the Club's support of his or her candidacy, and
 - iii. A statement from his or her employer indicating the company's understanding and approval of the candidate's anticipated commitment to fulfill the duties of the office to which he or she may be elected. If a candidate is self-employed, he or she shall submit such statement on his or her own behalf.

2. GOVERNOR—the term of office shall be one (1) year.

3. GOVERNOR ELECT

- a. The Governor Elect shall be elected at the annual or a special duly called District Convention by a majority vote of the accredited delegates present and voting at the time of the election. (OI Bylaws Article VII, Section 6, Paragraph C)

- b. The Governor Elect shall not serve in any other elective office in the same year he or she is Governor Elect. (OI Bylaws Article VII, Section 6, Paragraph C)
 - c. The Governor Elect shall automatically become Governor on 1 October of the year following the year in which he or she was elected. (OI Bylaws Article VII, Section 6, Paragraph B)
 - d. The Governor Elect shall be known as the Governor Designate following the annual District Convention after which he or she was elected. (OI Bylaws Article VII, Section 6, Paragraph B)
4. DISTRICT SECRETARY-TREASURER
- a. The District Secretary-Treasurer shall be appointed for a term of one (1) year by the Governor Elect. (OI Bylaws Article VII, Section 6, Paragraph D)
 - b. The appointment shall be confirmed at the Third Quarter meeting of the District Board of Directors. (OI Bylaws Article VII, Section 6 Paragraph D)
 - c. The Secretary-Treasurer Designate shall take office on 1 October following his or her confirmation. (OI Bylaws Article VII, Section 6, Paragraph D)
- D. VACANCY OF A DISTRICT OFFICE
- 1. 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 or her office, the incumbent District Executive Committee may declare said office vacant and select a successor to fill the remainder of any term of office. (OI Bylaws Article VII, Section 3, Paragraph D)
 - 2. Should either of the Immediate Past Governors be unable to serve as members of the District Executive Committee and Board of Directors, the next Immediate Past Governor shall automatically become a member of the District Executive Committee and Board of Directors in his or her place and stead. (OI Bylaws Article VII, Section 3, Paragraph D)
 - 3. 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 or her office. (OI Bylaws Article VII, Section 3, Paragraph D)
- E. INSTALLATIONS
- 1. DISTRICT EXECUTIVE COMMITTEE—The District Executive Committee, as defined in these District Policies, shall be duly installed by the official representative of Optimist International or his or her designee at the annual District Convention.
 - 2. DISTRICT BOARD OF DIRECTORS—The District Board of Directors, as defined in these District Policies, shall be duly installed by the official representative of Optimist International or his or her designee at the first opportunity after 1 October each year.
- F. MEETINGS
- 1. District Executive Committee—The District Executive Committee shall meet quarterly before meetings of the District Board of Directors or at the call of the Governor or a majority of the members of the District Executive Committee. (OI Bylaws Article VII, Section 3, Paragraph C)
 - 2. DISTRICT BOARD OF DIRECTORS
 - a. The Governor may call a meeting of the District Board of Directors each quarter or at such time and place as he or she may determine necessary, with the advice and consent of the District Executive Committee. (OI Bylaws Article VII, Section 3, Paragraph F)
 - b. The first quarter meeting shall be held no later than 30 November, the third quarter meeting shall be held no later than 31 May, and the fourth quarter meeting shall be held in conjunction with the annual District Convention.
 - c. A majority of the members of the District Board of Directors shall constitute a quorum for the transaction of business. A majority of those present and voting shall be necessary to give effect to any action of the District Board of Directors. (OI Bylaws Article VII, Section 3, Paragraph F)
 - 3. ZONE MEETINGS
 - a. Each Lieutenant Governor shall be responsible for the conduct of Zone meetings as needed to assist the Clubs and Club Officers in his or her.
 - b. Notice of Zone Meetings shall be sent to the President and Secretary of each Club in the Zone before the meeting in order to encourage attendance.
 - c. To avoid conflict, the dates for all Zone Meetings shall be established with the knowledge and approval of the Governor.
 - d. All Zone Meetings shall be conducted on a no-host, no registration fee basis. If fees for the use of facilities for Zone Meetings are anticipated or incurred, such expenses shall be budgeted and paid by the District Administration.
 - e. The Lieutenant Governor shall be responsible for preparation and distribution of each Zone Meeting program and the completion and filing of a report on any such meeting on the form provided by Optimist International.
- G. DUTIES
- 1. DISTRICT OFFICERS

- a. GOVERNOR—Under the general supervision of the Optimist International Board of Directors, the duties of the Governor shall be:
 - i. To further the mission and purposes of Optimist International, to promote the interest of the District and to coordinate the work of Clubs within the District;
 - ii. To at all times act on behalf of Optimist International in all relations with Clubs within the District;
 - iii. To attend the annual International Convention and any meetings or conferences conducted by Optimist International specifically for Governors;
 - iv. To function as the chief executive officer of the District presiding at all meetings of the District Executive Committee, the District Board of Directors and at the annual District Convention;
 - v. To serve as an ex-officio member of all District committees;
 - vi. To assist the District Secretary-Treasurer in compiling and maintaining the District's Historical Archive; and
 - vii. To exercise general supervision over the affairs of the District subject only to the District's Board of Directors, the delegates to the annual District Convention and to the International Board of Directors.
- b. GOVERNOR ELECT—The duties of the Governor Elect shall be:
 - i. To promote and plan, with the assistance of the Leadership Development Committee, the training, utilizing the Optimist International Faculty Guide, for Lieutenant Governors Elect, Club Presidents Elect and Club Secretary-Treasurer Designates at the annual District Convention preceding his or her year as Governor; and
 - ii. To attend the annual International Convention and any meetings conducted by Optimist International specifically for Governors Elect.
- c. DISTRICT SECRETARY-TREASURER—The duties of the District Secretary-Treasurer shall be:
 - i. To attend all meetings of the District Executive Committee, the District Board of Directors and the annual District Convention, and to act as Secretary of all such meetings;
 - ii. To keep true and correct minutes of the aforementioned meetings and to transmit a copy of such minutes to the International Office and to any others so designated by the District Board of Directors within thirty (30) days after the adjournment of any such meeting;
 - iii. To provide, at the first meeting within any administrative year, a copy of all District Policies to Optimist International and each member of the District Board of Directors;
 - iv. To issue and deliver to each member of the District Board of Directors notice of all board meetings at least thirty (30) days before any such meeting (OI Bylaws Article VII, Section 3, Paragraph F);
 - v. To issue and deliver to Clubs within the District an official call for the annual District Convention at least thirty (30) days before said convention, in which notice of the time and place of said convention shall be set forth (OI Bylaws Article VII, Section 4);
 - vi. To issue and deliver to each member Club, at least twenty (20) days before the date of any duly called special convention, a written notice of the time and place of said special convention along with a general statement of the proposed business to be transacted (OI Bylaws Article VII, Section 4);
 - vii. To issue and deliver to each member Club, at least thirty (30) days before the date of the annual District Convention, a written notice of the time and place of said convention along with a schedule and program of convention events and business (OI Bylaws Article VII, Section 4);
 - viii. To disburse monies within the limitations of the District Budget or by specific instructions of the District Executive Committee, the District Board of Directors or the accredited delegates to the annual District Convention;
 - ix. To receive and deposit all monies due the District;
 - x. To keep accurate and complete record of all financial transactions;
 - xi. To submit financial statements and records required by the District Board of Directors, as set forth in the International Bylaws and Policies;
 - xii. To keep books of account open at all times to the District and International Boards of Directors, with such books subject to an annual review, as of 30 September of each year, to be completed by 30 November;
 - xiii. To complete and file Form 990 with the Internal Revenue Service by the prescribed deadline;
 - xiv. To maintain, with the help of the governor, ~~an~~ a District historical archive containing the following:
 - A. A corrected and updated District Directory ~~for~~ from each administrative year;
 - B. An original program from each District Conference including Presidential Visitations if held separately from a District Conference;
 - C. Minutes of the District Executive Committee meetings, the District Board of Directors meetings, and the annual District Convention from the current year and the previous three (3) years;
 - D. Quarterly accountability statements, budget reconciliation statements and lists of checks written for the current year and the previous three (3) years;
 - E. Bank statements and cancelled checks from the current year and previous year; and

- F. An original copy of the annual District Financial Review from each year;
 - xv. To properly destroy all records no longer needed to be retained in the District's historical archive; and
 - xvi. To perform any other such duties as prescribed in these District Policies.
- d. LIEUTENANT GOVERNORS—the duties of the Lieutenant Governors shall be:
- i. To function as a representative of Optimist International and the Governor in his or her assigned Zone;
 - ii. To fulfill the duties of office in a manner contributory to the attainment of all objectives of Optimist International and the District within his or her assigned Zone;
 - iii. To make at least two (2) visitations to each Club within his or her assigned Zone during the administrative year;
 - iv. To make every attempt to visit each newly affiliated Club within his or her assigned Zone within the first ninety (90) days following its official organization;
 - v. To schedule and conduct meetings for all Clubs within the Zone, giving at least fifteen (15) days notice to all Club Presidents and Secretary-Treasurers of such meetings, as often as needed and necessary, providing said meetings do not conflict with any District meeting; and
 - vi. To file the prescribed reports for any such meetings or visitations with Optimist International and the District within thirty (30) days after said meeting or visitation.
2. DISTRICT EXECUTIVE COMMITTEE—the duties of the District Executive Committee shall be:
- a. To make purchases and pay expenses, travel allowances, reimbursements and obligations as provided by and within the limitations of the District Budget (OI Bylaws Article VII, Section 3, Paragraph C);
 - b. To make plans and establish policies furthering the objectives of the District (OI Bylaws Article VII, Section 3, Paragraph C);
 - c. To exercise general control over plans, budget and program of the annual District Convention (OI Bylaws Article VII, Section 3, Paragraph C); and
 - d. To annually review, and revise as necessary, these District Policies.
- H. GOVERNOR'S CLUB VISITATIONS
- 1. The Governor shall not be required or expected to visit every Club within the District.
 - 2. The Governor's Club visitations shall be limited, at his or her discretion, to charter presentations to a new club, zone meetings and other special events conducted by clubs to which he or she has been invited.
 - 3. In view of the demand upon the Governor's time and administrative responsibilities, the Governor may appoint an individual to appear in his or her place and stead on such occasions.
- I. NEW CLUB CHARTER PRESENTATIONS
- 1. Dates and programs for the charter presentation events of new Clubs shall be established by joint action of the new Club, the Sponsor Club or Clubs, and the Governor or the Lieutenant Governor of the Zone on the Governor's behalf.
 - 2. Charters shall be presented by the Governor or his or her appointee.
 - 3. In the event of a charter presentation occurring after the end of the administrative year in which the new Club was established, the Immediate Past Governor shall have the prerogative of presenting the charter.
- J. LAPEL INSIGNIA FOR DISTRICT OFFICERS
- 1. The District shall provide official lapel insignia for all District Officers to be presented at the time of their installation and such insignia shall be returned to the District Secretary-Treasurer at the end of the administrative year.
 - 2. The District shall purchase and present past officers' insignia to the retiring Governor, Lieutenant Governors and District Secretary-Treasurer. The recipients and identification of insignia shall be as follows:
 - a. Governor's insignia with diamond,
 - b. Past Governor's insignia with stone,
 - c. Governor Elect's insignia with stone,
 - d. Lieutenant Governors' insignia with stone,
 - e. Past Lieutenant Governor's insignia with stone,
 - f. Secretary-Treasurer's insignia with diamond, and
 - g. Past Secretary-Treasurer's insignia with stone.
- K. PAST GOVERNOR'S BLAZERS—The District shall present the Immediate Past Governor with a red blazer matching all the other Nebraska District Past Governors' blazers.
- L. ESTABLISHMENT OF ZONES
- 1. The number and boundaries of Zones, for any administrative year, if subject to revision, shall be presented by the Zone Alignment Committee to the District Board of Directors for approval before its meeting held in the third quarter to accommodate the election of Lieutenant Governors to serve during the next administrative year.
 - 2. No Zone shall be created with less than three (3) Clubs.

3. New Clubs shall automatically be assigned to Zones in which they are geographically located and services to the new Club shall be the responsibility of the Lieutenant Governor of such zone.

IV. DISTRICT COMMITTEES

A. GENERAL PROVISIONS

1. 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)
2. Except as otherwise stated in these District Policies, the Governor Elect shall appoint the Chairpersons and the required number of members of all Committees, and shall announce such appointments no later than 1 October of his or her year as Governor. (OI Bylaws Article VII, Section 5, Paragraph G)
3. It shall be the duty of all Committees, as advisors to the District Board of Directors, to study, originate and prepare programs and activities, as may be assigned by, or proposed to, the District Board of Directors, which contribute to accomplishing the purposes of Optimist International.
4. The Chairpersons of each respective Committee, with the approval or direction of the Governor, shall call all meetings of such Committees.
5. The following District Committees are established: Candidate Qualifications; Childhood Cancer Campaign; Conferences and Convention; Credentials; Finance; Junior Octagon Optimist International (JOOI) Clubs; Leadership Development; New Club Building; Optimist International Junior Golf Championship (OIJGC); Programs and Activities; Public Relations and Publicity; Resources, Retention and Renewal (Membership) and Zone Alignment.

B. CANDIDATE QUALIFICATIONS COMMITTEE

1. The Candidate Qualifications Committee will be composed of the Governor Elect, the two (2) most immediate and available Past Governors and two (2) members each appointed for a one (1) year term by the Governor.
2. The duties of the Candidate Qualifications Committee shall be:
 - a. To proactively encourage, solicit, qualify, and nominate one (1) or more candidates for the office of Lieutenant Governor before 1 April and Governor Elect before 1 July and
 - b. To work with the Leadership Development Committee to cultivate future leaders.
3. The Candidate Qualifications Committee may prepare and make available a brief summary and description of each of the nominees' background and qualifications before any elections.

C. CHILDHOOD CANCER CAMPAIGN (CCC) COMMITTEE

1. The CCC Committee will be composed of three (3) members, a District Chairperson, a Past District Chairperson, and one (1) additional committee member appointed by the Governor, each serving a three (3) year staggered term.
2. The duties of the CCC Committee shall be:
 - a. To promote Club participation in the CCC;
 - b. To seek opportunities to interact with children with cancer and their families, providing positive reinforcement and support;
 - c. To meet with local providers, such as hospitals and clinics, to determine where member Clubs might be able to provide support;
 - d. To offer informative and motivational presentations to the members at the District Meetings;
 - e. To make regular reports to the members on forthcoming project opportunities utilizing the District Bulletin and District Website;
 - f. To disseminate CCC information from Optimist International to Clubs and District leadership;
 - g. To assist in the development, promotion and coordination of a District-wide CCC project related to service or fundraising; and
 - h. To administer any other details pertinent to the conduct of the District CCC.

D. CONFERENCES AND CONVENTIONS COMMITTEE

1. The Conferences and Convention Committee will be composed of five (5) members. Three (3) members will each serve a three (3) year staggered term. A representative of the Leadership Development Committee and the Governor Elect will complete the committee.
2. The duties of the Conferences and Convention Committee shall be:
 - a. To plan and supervise all arrangements, programs, budgets, entertainment, promotion, financing and fees for all District Conferences and the annual District Convention;
 - b. To prepare and make available registration forms and programs for all District Conferences and the annual District Convention;
 - d. To promote attendance at District Conferences, the annual District Convention and the International Convention to Club leaders and members utilizing the District Bulletin, District Web Site or other appropriate method; and

- e. To be responsible and oversee for all details pertinent to the conduct of all District Conferences and the annual District Convention.
- f. The committee shall establish guidelines for conference and convention requirements and budget restraints to facilitate the bidding process for clubs that wish to host such events.
- g. The committee will work with host clubs to insure that all the details for each visit are arranged for and carried out.

D. FINANCE COMMITTEE

1. The Finance Committee will be composed of at least five (5) members to include the Governor and Secretary-Treasurer, the Governor-Elect and Secretary-Treasurer Designate, and the Past Governor or Past Secretary-Treasurer or another qualified Optimist member appointed by the governor.
2. The Committee will meet at the call of the Governor.
3. The duties of the Finance Committee shall be as follows:
 - a. To assist the Governor Elect and his or her District Secretary-Treasurer in preparing the annual budget for submission to the incoming District Executive Committee for recommendation to the incoming District Board of Directors. The proposed budget will be presented at the annual District Convention.
 - b. To assist with a smooth transition from one (1) administrative year to the next;
 - c. To ensure the proper forms are submitted to the Internal Revenue Service on time each year;
 - d. To assist the District Secretary-Treasurer with the collection of both International and District dues and fees;
 - e. To review the District's investment accounts;
 - f. To review and recommend District fundraisers as needed;
 - g. To review the budget for each District Program or Activity; and
 - h. To review the fees charged for each District Program or Activity with input from the Program or Activity Committee Chairperson.
4. No fewer than three (3) names shall be kept on the accounts at all times. Two signatures will be required for all checks. Signators shall be selected from the Governor and Secretary-Treasurer, the Governor-Elect and Secretary-Treasurer Designate, the Past Governor and Past Secretary-Treasurer, or if in the event of the disqualification of any of those, another qualified Optimist member appointed by the Governor.
5. All budgets shall employ the Standard District Chart of Accounts, Account Numbers, Definitions, and Required Supplements established by Optimist International.

E. JUNIOR OCTAGON OPTIMIST INTERNATIONAL (JOOI) CLUBS COMMITTEE

1. The JOOI Clubs Committee will be composed of a District Chairperson, a Past District Chairperson, and at least one (1) additional committee member appointed by the Governor each serving a three (3) year staggered term.
2. The duties of the JOOI Clubs Committee shall be:
 - a. To mentor the JOOI Governor and District Officers;
 - b. To encourage growth through JOOI Club membership and new club building;
 - c. To promote the annual District JOOI Convention;
 - d. To promote attendance at the International JOOI Convention;
 - e. To facilitate communication between all JOOI clubs within the District;
 - f. To provide quarterly written reports to the Governor;
 - g. To coordinate JOOI members for a visible JOOI presence at District Meetings; and
 - h. To be responsible for any other details pertinent to JOOI Clubs.
3. A JOOI Clubs Convention Committee will be composed of the District JOOI Clubs Chairperson, the JOOI Governor, the JOOI Board of Directors and any or all JOOI Club advisors or chairpersons deemed necessary by the District JOOI Clubs Chairperson and JOOI Governor.
4. The JOOI Clubs Convention Committee shall be responsible for organizing all phases of the JOOI District Convention.
5. The Optimist District shall use all JOOI dues rebate funds to support District JOOI activities.
6. The District shall budget line items 373 to be used for such activities as the JOOI District Convention, the production and distribution of a JOOI District Newsletter, reimbursement of travel expenses and communication costs for JOOI District Officers, and any other District JOOI expenses approved by the District JOOI Committee. Any rebate funds not utilized by year-end shall be rolled over into the next year's JOOI budget.

F. LEADERSHIP DEVELOPMENT COMMITTEE

1. The Leadership Development Committee will be composed of four (4) members, three (3) members each serving staggered three (3) year terms and the fourth member being the Governor Elect. The Committee shall consist of not more than three (3) past members of the District Board of Directors.
2. The duties of the Leadership Development Committee shall be:

- a. To plan, promote and oversee the training at:
 - i. The District Conferences in the first, second and third quarters and the annual District Convention for District and Club leaders and Club members and
 - ii. The annual District Convention for Club Presidents Elect, Lieutenant Governors Elect and Club Secretary-Treasurer Designates;
 - b. To promote personal development to District and Club leaders and Club members through the Personal Growth and Involvement (PGI) Program;
 - c. To promote forthcoming training events utilizing the District Bulletin, District Website, and any other appropriate methods; and
 - d. To work with the District Candidate Qualifications Committee to cultivate future leaders.
- G. NEW CLUB BUILDING COMMITTEE
1. The New Club Building Committee will be composed of three (3) or more members, representing a geographical distribution throughout the District, with experience in or an interest in learning about building New Clubs.
 2. The duties of the New Club Building Committee shall be:
 - a. To develop and implement a New Club Building plan in conjunction with the Governor;
 - b. To be personally involved in building at least one (1) new Club during the first quarter;
 - c. To work directly with Lieutenant Governors, Club Presidents and other key builders in getting started, getting un-stuck and finishing New Club Building efforts;
 - d. To offer inspirational skits or presentations at District Meetings;
 - e. To offer educational workshops on how to build new Clubs; and
 - f. To make regular reports, including the use of charts, graphs or other visual tools, on New Club Building to the general membership utilizing the District Bulletin, District Website, or any other appropriate methods.
- H. OPTIMIST INTERNATIONAL JUNIOR GOLF CHAMPIONSHIP (OIJGC) COMMITTEE
1. The OIJGC Committee will be composed of at least three (3) members, a District Chairperson, ~~the~~ a Past District Chairperson, and one (1) additional committee member appointed by the Governor, each serving a three (3) year staggered term and the Chairperson of each of the Regional Qualifying Tournaments within the District.
 2. The duties of the OIJGC Committee shall be:
 - a. To promote Club participation in the OIJGC through sponsorship of one or more participants or holes in a Regional Qualifying Tournament or the District Finals Qualifying Tournament
 - b. To provide a member to act as the District's chaperone for the contestants representing the District at the OIJGC Tournament;
 - c. To develop innovative and creative ideas to make the Regional and District Qualifying Tournaments fun for the participants;
 - d. To develop innovative and creative ideas to make the Regional and District Qualifying Tournaments successful as fund-raising events in order to send more contestants to the OIJGC Tournament;
 - e. To offer informative and motivational presentations to the members at the District Meetings;
 - f. To promote forthcoming OIJGC opportunities to the members by utilizing the District Bulletin and District Website; and
 - g. To administer any other details pertinent to the conduct of the District OIJGC Tournaments.
- I. PUBLIC RELATIONS AND PUBLICITY COMMITTEE
1. A committee of at least five (5) Optimists from across the District shall be appointed by the Governor to promote District Optimist programs and to assist and advise clubs in publicizing their events and activities.
- J. RESOURCES, RETENTION AND RENEWAL (MEMBERSHIP) COMMITTEE
1. The Resources, Retention & Renewal Committee will be composed of three (3) or more members, representing a geographical distribution throughout the District, who are committed to the growth of Optimism. The Chairperson shall be knowledgeable about membership programs and incentives offered by Optimist International.
 2. The duties of the Resources, Retention & Renewal Committee shall be:
 - a. To develop, in conjunction with the Governor, a plan for membership growth within the District through programs, promotions and incentives;
 - b. To promote active recruitment of new Optimists by members and Clubs;
 - c. To personally sponsor at least one (1) new member between 1 October and 30 September;
 - d. To provide motivational presentations or skits demonstrating the need for new members at District and Zone Meetings;

- e. To facilitate roundtable discussions on membership recruitment, induction, maintenance and attendance at District Meetings; and
- f. To make regular reports about membership utilizing the District Bulletin, District Website, or any other appropriate method.

K. ZONE ALIGNMENT COMMITTEE

1. The Zone Alignment Committee will be composed of the Governor, the Governor Elect and the three (3) most immediate and available Past Governors. The Governor Elect will serve as the Chairperson of the Committee.
2. The primary duty of the Zone Alignment Committee shall be to review the current zone boundaries and to recommend to the District Board of Directors, at their meeting in the second quarter, any revisions in the number and/or boundaries of zones for the upcoming administrative year.

V. DISTRICT PROGRAMS AND ACTIVITIES

A. GENERAL PROVISIONS—The District may organize and coordinate any or all of the following programs and/or activities: Achievement and Awards (A & A) Program, Childhood Cancer Campaign (CCC), Communication Contest for the Deaf and Hard of Hearing (CCDHH), District Scrapbook Judging, Essay Contest, Junior Octagon Optimist International (JOOI), Optimist International Junior Golf Championship (OIJGC), Oratorical Contest, and Tri-Star Sports.

B. ACHIEVEMENT AND AWARDS (A & A) PROGRAM

1. The District may budget, maintain and conduct an annual Achievement and Awards Program which shall be prepared and evaluated by the Achievement and Awards Chairperson with the collaboration of the Governor, Governor Elect, District Secretary-Treasurer, through consultation with their predecessors.
2. The Achievement and Awards Program shall be presented to the District Board of Directors at the Annual Convention before the administrative year for which it will be employed, or at any other time established by the District.
3. If adopted by the District, it shall be the responsibility of the District administration to promote and encourage participation in both District and International Achievement and Awards Programs.
4. The District's Achievement and Awards Program shall conform to the District Program advocated by the International Board of Directors.

C. CHILDHOOD CANCER CAMPAIGN (CCC)

1. The District may conduct a CCC Project and Fundraiser each year. Funds received by September 30, will be allocated by October 15.
2. At least 25% of the monies received will be directed to the Optimist International Childhood Cancer Research Fellowship at Johns Hopkins University or other childhood cancer research programs. The remaining funds will be allocated by the CCC committee, the District Governor and the Immediate Past Governor to the area camps and grants for childhood cancer activities or families.
3. Clubs shall submit applications to the District CCC Committee to receive grants for local CCC activities or families. Those Clubs contributing to the District CCC fund will receive priority in grant approval.
4. Clubs will be encouraged to conduct fundraisers with a portion of the proceeds donated to the District's CCC fund. The District will make available assistance to those Clubs wishing to conduct a CCC fundraiser.
5. All grant approvals shall require a simple majority vote of the three members of the committee, the Immediate Past Governor and the Governor.
6. All authorized receipts and expenditures shall be budgeted and audited under Accounts 472 and (# to be determined by the District Secretary-Treasurer). All such items shall be supervised by the District CCC Committee and accountable to the District Secretary-Treasurer who shall make all purchases and expenditures.
7. All District CCC funds shall be held in financial accounts separate from all other District funds. Interest bearing accounts may be used with accrued interest available for CCC grants.

D. COMMUNICATION CONTEST FOR THE DEAF AND HARD OF HEARING (CCDHH)

1. The District may conduct a contest open to boys and girls up to grade 12 who are recognized by their school as deaf or hard of hearing.
2. The Governor shall appoint a District CCDHH Contest Chairperson or Committee to administer all details pertinent to the conduct of the District Contest.
3. The District CCDHH Contest shall be held at a time and place as set by the District CCDHH Contest Chairperson or Committee.
4. Pursuant to the policies of Optimist International, all phases of the District Contest shall be conducted in strict compliance with International CCDHH Contest Rules.
5. Judges for the District CCHDD Contest are to be recognized authorities on deaf speaking and signing, as both forms of communication are accepted methods of presentation delivery.
6. An entry fee of \$50.00 shall be paid by all Clubs sponsoring an entrant in the District CCDHH Contest. The entry fees shall be adequate to cover all expenses incurred by the District in the conduct of the contest. The costs of all

transportation, food and lodging while at, or en route to or from the District Contest shall be the responsibility of the sponsoring Clubs.

7. The District shall recognize and award one (1) winner of the CCDHH Contest with a \$1,500.00 scholarship provided by Optimist International. A second winner may be recognized and awarded a \$1,500.00 scholarship if the District provides the funds to Optimist International.
8. The costs of all District awards and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 140 and 370. All such items shall be supervised by the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenue and expenses.
9. It shall be the responsibility of the District CCDHH Contest Chairperson to submit the required materials and information on the CCDHH Contest winners to the International Office within thirty (30) days following the contest.

E. ESSAY CONTEST

1. The District may conduct an Essay Contest each year.
2. Pursuant to the policies of Optimist International, all phases of the District Contest shall be conducted in strict compliance with International Essay Contest Rules.
3. The Governor shall appoint a District Essay Contest Chairperson to administer all details pertinent to the conduct of said District Contest.
4. An entry fee of \$10.00 shall be paid by all Clubs sponsoring an entrant in the District Contest. The entry fees shall be adequate to cover all expenses incurred by the District in the conduct of said contest.
5. The District shall recognize and award one (1) winner with a scholarship provided by Optimist International. The District may award a \$1,500.00 scholarship if the District provides the additional funds necessary to Optimist International.
6. The costs of all District awards and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 147 and 390. All such items shall be supervised by the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenue and expenses.
7. It shall be the responsibility of the District Essay Contest Chairperson to submit the required materials and information on the District Contest winner to the International Office no later than the required date for entry into the International Essay Contest.

F. JUNIOR OCTAGON OPTIMIST INTERNATIONAL (JOOI) CLUBS

1. The District may maintain a JOOI District structure and conduct an annual Convention for all JOOI Clubs in the District.
2. The District JOOI Clubs Chairperson shall be the official liaison between the Optimist District and the JOOI Board of Directors.
3. Elections for JOOI District Officers must be held in accordance with the guidelines established in both the JOOI District Policies and the International JOOI Bylaws.
4. The finances shall be managed by the Optimist District Secretary-Treasurer, the JOOI Chairperson and the JOOI District Secretary-Treasurer. A separate checking account for JOOI 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. The Optimist District shall use all dues rebate funds to support District JOOI activities.
6. **The District shall budget line items 373 to be used for** such activities ~~as may include~~ the JOOI District Convention, the production and distribution of a JOOI District Newsletter, reimbursement of travel expenses and communication costs for JOOI District Officers, and any other District JOOI expenses approved by the District JOOI Committee. Any rebate funds not utilized by year-end shall be rolled over into the next year's JOOI budget.

D. OPTIMIST INTERNATIONAL JUNIOR GOLF CHAMPIONSHIP (OIJGC)

1. The District may conduct an OIJGC Qualifying Tournament each year. Following the district finals, all reporting will be provided to the Optimist International office by the required date.
2. All phases of the contest shall be conducted in strict compliance with the OIJGC rules.
3. A one-time entry fee will be charged for each contestant. The entry fee will be determined by the District OIJGC Committee, and will be sufficient to cover the costs of the contest, taking into consideration any other fundraising programs for the OIJGC program. The costs of transportation, food and lodging in relation to the contest will be the responsibility of the contestant.
4. Contestants must meet eligibility requirements established in the OIJGC program.
7. Any Clubs or Regions in the District holding a pre-qualifying tournament will be required to submit a report and necessary fees for each participant to the District Chairperson.
8. 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 supervised by the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenue and expenses.

I. ORATORICAL CONTEST

1. The District may conduct either two (2) separate contests for boys and girls, or one (1) combined gender Oratorical Contest each year.

2. The District Finals may be held in conjunction with the third quarter District Conference or as a separate event at another place and date. If preliminary contests are necessary, they will be held on the same day at the same location.
3. Pursuant to the policies of Optimist International, all phases of the District Contests shall be conducted in strict compliance with International Oratorical Contest Rules.
4. The Governor shall appoint an Oratorical Contest Chairperson to be responsible for all details pertinent to the conduct of the Oratorical Contests.
5. Zone Contests are to be conducted under the supervision of and coordinated by the District Oratorical Contest Chairperson. The Lieutenant Governors or Zone Oratorical Contest Chairperson shall be responsible for conducting the Zone Contest.
6. An entry fee of \$30.00 shall be paid by all Clubs sponsoring an entrant in a Zone Contest. The entry fees shall be adequate to cover all expenses incurred by the District in the conduct of the contest. The costs of all transportation, food and lodging while at, or en route to or from a Zone Contest shall be the responsibility of the sponsoring Clubs.
7. No additional entry fee shall be paid by Clubs sponsoring an entrant in the District Finals. The costs of all transportation, food and lodging while en route to or from the District Finals shall be the responsibility of the sponsoring Clubs. The District will pay the cost of a contestant's room if shared with another contestant or 50% of the room fee to the motel for each contestant that chooses to lodge with a parent or guardian. All contestants are encouraged to share rooms in which case the District will pay for the room. All zone contestants, and their parents or guardians, are asked to attend the luncheon, again the District paying only for the contestants' meal.
8. The District shall recognize and award two (2) winners, one (1) boy and one (1) girl if separate gender contests are held, of the Oratorical Contest with \$1,500.00 scholarships provided by Optimist International.
9. The costs of all District awards, Zone Certificates and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 140 and 370. All such items shall be supervised by the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenue and expenses.
10. It shall be the responsibility of the District Oratorical Contest Chairperson to submit the required materials and information on the District Contest winners to the International Office within thirty (30) days following the contest.

J. TRI-STAR SPORTS

1. The District shall be encouraged to conduct Tri-Star Sports Contests in any or all of the following sports each year: basketball, baseball, soccer, football and hockey.
2. The Governor may appoint a Tri-Star Sports Contest Chairperson to be responsible for all details pertinent to the conduct of said District Contests.
3. All phases of Tri-Star Sports Contests shall be conducted in strict compliance with the rules stated in the International Program Planning Guide
4. The Tri-Star Sports Contest Chairperson shall report the number of participants in the District Finals to the International Office on the Tri-Star Sports Program Evaluation Form.

VI. DISTRICT CONFERENCES AND CONVENTIONS

A. GENERAL PROVISIONS

1. REGISTRATION—Participation at all District Conferences and Conventions requires a registration by any non-member spouse or friend excluding special guests.
2. FUNDRAISING—Individuals, Clubs, or Zones are prohibited from offering merchandise for sale, conducting raffles, or engaging in any fund-raising activity during any District Executive Committee or District Board of Directors Meetings.
3. FLAGS AND BANNERS—The District Administration shall display at all District Meetings or Events appropriate national flags, the District Banner, and the Optimist Creed Banner in the room or rooms in which business is conducted.
4. HOSPITALITY ROOMS
 - a. A hotel room or suite shall be open and available to members for discussions and socializing during each conference or convention. During designated hours, when meetings are not in session, the room shall be used for adult hospitality purposes with appropriate refreshments.
 - b. International Conventions
 - i. The District may maintain a Headquarters or Hospitality Room at International Conventions, the rental of which, plus food and beverages shall be budgeted and audited under Account 560.
 - ii. All members, spouses and adult guests attending the International Convention shall pay a District Registration Fee to partially offset the hospitality expenses.
 - iii. The Governor shall determine the amount of the fee, not to exceed \$10.00 per person
5. COMPLIMENTARY REGISTRATIONS, MEALS AND LODGING
 - a. The District Executive Committee, as well as any official Optimist International Representatives and their spouses or significant others, shall receive complimentary registrations at all District Conferences and the annual District Convention.
 - b. The Governor, District Secretary-Treasurer and any official Optimist International Representatives and their spouses or significant others shall receive complimentary meals and lodging at all District Conferences and the annual District Convention.

- c. The aforementioned expenses shall be anticipated in the budgets for all District Conferences and the annual District Convention.

6. INTERNATIONAL REPRESENTATIVES

- a. In keeping with the policy of Optimist International to provide an official International Representative to the District Board of Directors meeting held in the first quarter of each year and to the annual District Convention, the Governor shall issue an invitation, at his or her earliest convenience, to such individuals as soon as their identities are established.
- b. The official International Representative and his or her spouse or significant other to any District Conference, International Presidential Visitation or the annual District Convention shall be provided with complimentary registrations, meals and lodging of suitable character for the representative and his or her spouse or significant other, and such shall be anticipated in the respective meeting's budget.

7. INTERNATIONAL PRESIDENT'S VISITATIONS

- a. All plans and arrangements for an International President's visitation shall be under direct supervision of the Governor and District Administration including the provisions of complimentary accommodations, customary courtesies and a suitable gift or memento.
- b. The Governor, at the request of Optimist International, shall provide preferred and alternate locations for the International President's visitation.
- c. The event shall be budgeted and conducted under Accounts 130 and 360, and operated on a break-even basis.
- d. All Clubs in the District shall be invited, at least 30 days in advance, to send representatives to the event.
- e. Clubs in the city or area of the visitation, under the leadership of the Lieutenant Governor, may be invited to provide manpower for the conduct of the event.
- f. The Governor and his or her spouse or significant other, or a past International or District Officer and his or her spouse or significant other, shall be designated as the official hosts to the International President and his or her spouse or significant other.

8. GIFTS AND MEMENTOS

- a. This District shall present a gift or memento to the retiring Governor, retiring District Secretary-Treasurer and the official International Representatives to all District Conferences, District Conventions or International Presidential Visitations, the cost of which shall not exceed \$100.00 each.
- b. The Immediate Past Governor shall be responsible for the selection of gifts or mementos to the retiring Governor.
- c. The Governor shall be responsible for the selection of gifts or mementos to the International President, International Representatives, and the retiring District Secretary-Treasurer.

B. DISTRICT CONFERENCES

- 1. District Conferences shall be planned and conducted by the District Administration in conjunction with the quarterly meetings of the District Board of Directors in the first, second and third quarters.
- 2. District Conferences shall invite and encourage the attendance of Club Officers and Committee Chairpersons, District Officers and Committee Members and such others as may benefit from the conduct of such conferences.
- 3. The program for District Conferences may include the introduction and promotion of Club and District goals and objectives, buzz sessions, forums, roundtable discussions, and leadership development events and training, and under the leadership of lieutenant governors, brief zone meetings.
- 4. The third quarter District Conference shall include the election of Lieutenant Governors for the ensuing year.
- 5. All District Conferences will be budgeted and conducted by the District Administration on a non-profit, break-even basis.
- 6. The District Administration may collect fees for any meal service and gratuities provided at District Conferences.
- 7. Notice of District Conferences and programs thereof shall accompany the notice of District Board of Directors meetings.

C. DISTRICT CONVENTIONS

1. GENERAL PROVISIONS

- a. A convention of the Clubs in each District shall be held annually between the dates of 1 August and 30 September on such dates and at such location as shall be determined by the District Board of Directors at the recommendation of the District Conferences and Convention Committee. (OI Bylaws, Article VII, Section 4)
- b. The convention site, and host club or clubs shall be determined by a vote of the accredited delegates at a District Convention, following the recommendations of the Conferences and Convention Committee, for as many years in advance, not exceeding five years, as may be deemed necessary. (OI Bylaws, Article VII, Section 4)
 - i. The District Administration shall provide all member Clubs with an opportunity to bid for hosting an annual convention in their respective locations.
 - ii. Such bids shall be submitted to the Conferences and Convention Committee within a timeline prescribed by that committee and published to the membership.
 - iii. The District Board of Directors shall have the power to substitute another site in the event that circumstances later make such action necessary or advisable. (OI Bylaws, Article VII, Section 4)

- c. In the event of an emergency, with the approval of the International Board of Directors and the District Board of Directors, the District may hold a special District Convention at any time or place. (OI Bylaws, Article VII, Section 4)
2. DURATION—The annual District Convention shall be no less than a two-day event.
3. PROGRAM
- a. The Conferences and Convention Committee shall prepare, through consultation with the Governor and Governor Elect, the schedule of convention events and meetings for submission to the District Board of Directors before the said convention.
 - b. The Governor, through consultation with the Governor Elect, shall prepare the agenda and curriculum for all convention business sessions, leadership development events, forums, and meals.
 - c. The convention schedule shall include, as a minimum, the following events:
 - i. Business session or sessions necessary to accomplish the business of the convention,
 - ii. All leadership development events for Club and District Officers as prescribed by Optimist International,
 - iii. A meal at which the official International Representative has an opportunity to address assembled delegates and guests, and
 - iv. A recognition banquet featuring the Installation of new District Officers.
4. RULES
- a. Parliamentary Procedure—The most recent issue of Roberts' Rules of Order shall govern the convention proceedings in all cases not governed by the Optimist International Bylaws, the District Policies and these Convention Rules. (OI Bylaws Article X, Section 2)
 - b. Adoption—The Convention Rules shall be adopted by a majority vote of the accredited delegates at the beginning of the first business session of each Convention; but may be suspended, rescinded or amended after their adoption by a two-thirds vote. (OI Bylaws Article VII, Section 4)
 - c. Reports—The Credentials Committee shall report at the beginning of any business sessions or when directed to do so. The report shall include only those Clubs with properly accredited delegates and may be amended by the Committee before or between business sessions.
 - d. Business—The following business shall be conducted at every District Convention:
 - i. The election of the next District Governor,
 - ii. Any changes to the District Dues amount, and
 - iii. The selection of future District Convention site or sites.
 - e. Delegates
 - i. A District Convention shall be composed of Accredited Delegates as set forth in the Optimist International Bylaws and these District Policies.
 - ii. To be accredited by the Credentials Committee and be eligible to vote on the convention business, delegates must have registered at the convention, paid the registration fee, be a member of a club in good standing and produced other such credentials as may be required by the Board of Directors.
 - A. The number of accredited delegates shall not exceed the voting strength of a Club.
 - B. Club voting strength shall be one (1) vote per ten (10) members or majority portion thereof.
 - iii. Delegates shall register promptly upon arrival, and shall attend all sessions of the convention and sit in the designated area.
 - iv. A member holding membership in more than one (1) Club may become an accredited delegate for each Club provided he or she has completed registration and paid a registration fee as a delegate from each Club for which he or she intends to vote.
 - v. Any accredited delegate may speak on any issue. To be entitled to the floor, said delegate must rise, be recognized by the presiding officer, and give his or her name and Club affiliation.
 - f. Motions
 - i. Only accredited delegates may make or second motions.
 - ii. Main motions shall be put in writing when the presiding officer so directs.
 - iii. Debate shall be limited to two (2) minutes per speaker with a maximum of five (5) speakers pro and con for a total of ten (10) speakers. A delegate shall not speak a second time to the same question at the same sitting if another delegate who has not spoken thereon rises and asks for the floor.
 - g. Voting
 - i. The method and means of voting at Convention shall be established by the District Board of Directors. (OI Bylaws Article VII, Section 4)
 - ii. A quorum of any District Convention shall consist of a majority of the accredited delegates. (OI Bylaws Article VII, Section 4)

- iii. All voting shall be by voice, hand or rising vote, at the discretion of the presiding officer, unless a ballot or roll call vote is ordered by a majority vote of the accredited delegates.
- iv. Accredited delegates from each Club shall select a chairperson who shall cast the votes of his or her delegation on any business requiring vote by written ballot or roll call vote.
- v. A roll call vote on any question may be requested in writing by accredited delegates representing not less than ten percent (10%) of the Clubs represented at the convention.
- vi. In the event a vote by ballot is ordered, balloting shall be conducted in the following manner:
 - A. The meeting shall be recessed for caucusing, marking and depositing ballots.
 - B. The presiding officer shall appoint a committee of tellers and name its chairperson.
 - C. The ballot box or boxes shall be placed in convenient locations within the meeting room. A teller shall be stationed at each ballot box.
 - D. Each delegation chairperson shall deposit one (1) ballot for his or 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. If the balloting is conducted for the purpose of electing an officer, the presiding officer shall announce the name of the winner only and then entertain a motion to destroy the ballots.
- h. Elections
 - i. The Candidate Qualifications Committee shall report its nomination or nominations during the first business session.
 - ii. Following the report of the Candidate Qualifications Committee, the presiding officer shall call for other nominations.
 - iii. Nominations from the floor shall be limited to a statement including the candidate's name and club. All nominees must be present to accept the nomination.
 - iv. Elections shall be conducted during the first business session.
- 5. ALLOCATION FROM DISTRICT BUDGET—In keeping with the fact that all Clubs and Members benefit from the annual District Convention, up to a sum of fifty cents (\$0.50) per member may be allocated from District Dues paid by Clubs for each of their members enrolled in the office of Optimist International as of the last dues billing date, said allocation shall supplement registration fees for financing the annual District Convention.
- 6. BUDGET AND FINANCE REPORT—The Convention Budget may 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 Conferences and Convention Committee Chairperson, Governor and District Secretary-Treasurer and shall be included in the District's annual Financial Statement.
- D. INTERNATIONAL CONVENTION—With due respect to the location and duration of the International Convention, the Governor, Governor Elect, District Secretary-Treasurer, District Secretary-Treasurer Elect and Lieutenant Governors Elect shall receive an amount, to be budgeted annually, toward the expense of attending the International Convention, excluding those expenses reimbursable by Optimist International. To be reimbursed, the individual must attend his or her respective training sessions, be registered at the full convention and show evidence thereof. No individual shall be reimbursed for more than a single position.

VII. DISTRICT FINANCES

- A. GENERAL PROVISIONS—The conduct and administration of District business shall be financed by District dues, payable by Clubs for each of their members enrolled in the office of Optimist International, from convention fees, and as hereinbefore provided from the general fund of Optimist International. (OI Bylaws Article VII, Section 5, Paragraph A)
- B. DISTRICT DUES
 - 1. The amount of each District's dues and dates on which such dues shall be payable, shall be established by the Optimist International Board of Directors. (OI Bylaws Article VII, Section 5, Paragraph B)
 - a. Each Club in the District shall pay for each member enrolled in the International Office as of 30 September, 31 December, 31 March and 30 June, annual dues of \$11.00 per member, payable quarterly each year, subject to the approval of the Optimist International Board of Directors and in accordance with the International Bylaws. (OI Bylaws Article VII, Section 5, Paragraph A)
 - b. Each Club in the District shall pay for each college member enrolled in the International Office as of 30 September, annual dues of \$5.00 per member, payable annually in the first quarter of each year, subject to the approval of the Optimist International Board of Directors and in accordance with the International Bylaws. (OI Bylaws Article VII, Section 5, Paragraph A)
 - c. Annual dues payable by a newly affiliated Club shall commence as provided in policies established by the Optimist International Board of Directors.

2. A District, by resolution adopted by a two-thirds (2/3) 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. (OI Bylaws Article VII, Section 5, Paragraph B)
 3. 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, Paragraph C)
- C. BUDGET
1. At its meeting in the first quarter the District Board of Directors shall review, amend and approve the annual District Budget submitted by the Finance Committee, ensuring that it is done in a manner conforming with the standard District chart of accounts established by the Optimist International Board of Directors. (OI Bylaws Article VII, Section 5, Paragraph D)
 2. The approved District Budget shall then be submitted to the Optimist International Board of Directors for final approval. (OI Bylaws Article VII, Section 5, Paragraph D)
 3. 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)
- D. ANNUAL REVIEW—An annual review of the District Books of Account as of 30 September shall be performed by an independent certified public accountant or a chartered accountant, and a report thereon shall be submitted to the District Board of Directors not later than 30 November of each year. (OI Bylaws Article VII, Section 5, Paragraph E)
- E. DEPOSITORIES AND SIGNATORIES—The District Board of Directors shall annually determine the official depositories for District funds and designate officers authorized to endorse, execute and sign checks or orders for the payment of money and such shall be co-signed by two such designated officers. (OI Bylaws Article VII, Section 5, Paragraph F)
- F. EXPENSE REIMBURSEMENTS
1. GENERAL PROVISIONS
 - a. Authorized individuals shall be reimbursed for expenses incurred in travel on District Administration business upon receipt, by the District Secretary-Treasurer, of a properly completed and signed voucher accompanied by a copy of any required report, such as a Visitation Report, Zone Meeting Report, or District Committee Chairperson's Report.
 - b. Reimbursement shall be made at a rate established annually by the District Administration according to budgetary provisions and available funds.
 - c. No reimbursement shall be made for occasions within the city of the individual's residence.
 - d. All reimbursements shall be made within the limitations of budget and available funds.
 2. GOVERNOR—The Governor shall be reimbursed for authorized travel expenses when engaged in the execution of the responsibilities of his or her office excluding those occasions reimbursable by Optimist International.
 3. GOVERNOR ELECT/DESIGNATE—The Governor Elect/Designate shall be reimbursed for authorized travel expenses incurred in attendance at District Conferences and Conventions, District Executive Committee and Board of Directors Meetings and such other occasions and events specifically requested by the Governor.
 4. LIEUTENANT GOVERNORS—The Lieutenant Governors shall be reimbursed for authorized travel expenses, when engaged in the business of the District Administration of Optimist International, incurred in attendance at District Conferences and Conventions, District Executive Committee and Board of Directors Meetings, required visitations, authorized zone meetings and charter presentations within their zones.
 5. DISTRICT SECRETARY-TREASURER—The District Secretary-Treasurer shall be reimbursed for authorized travel expenses incurred in the execution of the duties of his or her office, attendance at District Conferences and Conventions, District Executive Committee and Board of Directors Meetings, and other such occasions and events specifically authorized by the Governor.
- G. GIFTS TO NEW CLUBS—The District shall provide each new Club with a complimentary Club Banner, Bell and Striker, purchased from Optimist International, and shall budget an estimated amount for such purposes annually.
- H. DISTRICT DIRECTORY
1. The District may publish and make available a District Directory, at the earliest possible date after the beginning of an administrative year.
 2. The District Directory shall contain:
 - a. The names, addresses, telephone numbers and email addresses, when applicable, of all International Officers, District Officers, District Committee Chairpersons, Club Presidents and Secretary-Treasurers;
 - b. The meeting days, times and locations for all Clubs in the District; and
 - c. A listing of past governors.
 3. When feasible and practical, the District Directory shall also include all District Policies as well as the dates and locations of all District Events, Conferences and the annual Convention for the administrative year.
- I. CONFLICT OF INTEREST
1. The following provisions govern conflicts that may arise between the interest of any District Officer or members of the District Executive Committee and the Nebraska District of Optimist International:

2. A conflict of interest with respect to a transaction effected or proposed to be effected by the District exists if
 - a. A member of the District Executive Committee or the District Finance Committee is known at the time of the commitment to be in a position to personally benefit financially from the transaction; or
 - b. The transaction is brought before the District Executive Committee or the District Finance Committee for action, and an Officer or member of the District Board of Directors knows, at the time of the commitment, that any person has or may have control or unusual influence over a voting member of those committees.
3. If any conflict of interest arises, the Officer or Board Member must disclose in writing to the District Finance Committee the existence and nature of the conflict thirty (30) days before the transaction.
4. A transaction that is not made in good faith or that is not fair to the District shall be null and void and may not be authorized or approved by any person.