

OKLAHOMA DISTRICT POLICIES

10/22/2008

FORWARD

[to the sample set provided by Optimist International]

The intent of this compilation of policies is to suggest acceptable, useful policies, conforming to Optimist International's Constitution, Bylaws and Policies, to contribute to the efficiency and effectiveness of district administrations. A paroled 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 by policy 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.

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.

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. Consultation on the creation of policies is always available from the International Office. 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.

The sole purpose of the district shall be to function as an administrative division of Optimist International in furtherance of the purposes Optimist International, OK by-laws, 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. **(Added 10-2006)**

Oklahoma DISTRICT POLICIES (continued)

CONFERENCE/CONVENTION HIGHLIGHTS

- FIRST QUARTER.....**Bylaw changes are adopted
Awards program Okayed
Budget approved
Optimist International official on hand
- SECOND QUARTER.....**Zone changes approved
CCDHH Contest
- THIRD QUARTER.....**Election of Lt. Governors
Oratorical Contest held
Essay winner reads winning essay
Approve Secretary/treasurer for next administrative year
- CONVENTION.....**New board of directors installed
Dates for next year's Conferences/convention set
Gift to outgoing governor
Credentials committee reports at first session
Nomination/election of governor for next year
Present official scholarship to oratorical winners
Present official scholarship to CCDHH winner
Optimist International President's representative on hand
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Oklahoma DISTRICT POLICIES (continued)

OKLAHOMA DISTRICT (07) **POLICIES**

1. DISTRICT BOARD OF DIRECTORS INSTALLATION.

The district board of directors, defined in OI Bylaws VII, Section 3-A, shall be officially installed by the official representative of Optimist International at the fourth quarter district meeting. (Rev-10-2005)

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

Pursuant to the International Bylaws, the district board of directors shall meet quarterly at such time and place as may be determined by the board of directors except at the board's discretion, the meeting in the second quarter may be waived if all zones hold zone meetings at that quarter. The first quarter meeting shall be held not later than 30 November, the third quarter meeting shall be held in the month of May, and the fourth quarter meeting shall be held in conjunction with the annual district convention.

Notice of all meetings of the district board of directors shall be sent by the district secretary-treasurer to all members of the board, with an agenda prepared by the governor and district secretary, at least thirty days prior to said meetings. Board meetings shall be budgeted and conducted under Accounts 130 and 360 and operated on a break-even basis. Costs of any meals and gratuities may be collected by the secretary-treasurer or his designate. OI Bylaws VII, 3-F. (Rev 10-2005)

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

The district executive committee shall meet quarterly immediately prior to meetings of the district board of directors or at the call of the governor or a majority of the members of the executive committee. OI Bylaws VII.3-E. (Rev 10-2005)

4. EXECUTIVE COMMITTEE - POWERS AND DUTIES

Pursuant to the International Bylaws, and limitations therein, and excepting those functions and responsibilities specifically assigned to the board of directors by the Bylaws, the board of directors shall, for purpose of expediency and efficiency, delegate its powers and authority to the district executive committee. OI Bylaws VII, 3-C. (Rev 10-2005)

5. DISTRICT OFFICERS LAPEL INSIGNIA

The district administration shall provide official lapel insignia for all district officers to be presented at the time of their installation and such insignia shall be returned to the district secretary-treasurer at the end of the administrative year. The district also shall purchase and present past officers insignia to the retiring governor, lieutenant governors and secretary-treasurer. The recipients and identification of insignia shall be as follows: (Rev 11-1996)

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1. Governor's insignia with Stone
2. Past governor's insignia with Stone
3. Governor's-elect insignia with Stone
4. Assistant governor insignia with Stone
5. Past Assistant governor insignia with Stone
6. Lieutenant governor's insignia
7. Past lieutenant governor's insignia
8. Secretary-treasurer's with Stone
9. Past Secretary-treasurer's with Stone

6. MINUTES OF MEETINGS

It shall be the responsibility of the district secretary-treasurer to keep accurate minutes of all meetings of the district executive committee, the district board of directors, and the annual district convention, and to provide a copy of such minutes to members of the district board of directors, Optimist International and such others as the board of directors may indicate, not later than thirty days after adjournment of each such meeting or convention. OI Bylaws VII 3-B The secretary-treasurer shall be responsible for maintaining a permanent and historical set of all minutes for all district meetings, which shall be passed from the out-going to the in-coming Secretary-treasurer every year. **(Rev 10-2005)**

7. ESTABLISHMENT OF ZONES

Pursuant to the International Bylaws, the number and boundaries of zones, for any administrative year, if subject to revision, shall be determined by the board of directors prior to its meeting held in the third quarter of the preceding year to accommodate selection of lieutenant governors to serve during the next administrative year. All proposals for a realignment of zone boundaries shall be submitted to the governor not less than 30 days prior to said meeting. No zone shall be created with less than two clubs. News clubs shall automatically be assigned to zones in which they are geographically located and services thereto shall be the responsibility of the lieutenant governor of such zone. OI Bylaws VII, 3-B. **(Rev. 10-2005)**

8. ZONE MEETINGS

Each lieutenant governor (if any) shall be responsible for the conduct of a zone meeting in each quarter of the administrative year and notice of such meetings shall be sent to the president and secretary of each club in the zone at least seven days prior to the meeting. To avoid, conflict the dates for all zone meetings shall be established with the knowledge and approval of the governor. To fulfill this responsibility, zone meetings may be held in conjunction with other district events such as district board meetings, conferences and/or district convention. **(Rev 10-2006)**

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. (Account 360) **(Rev 10-2005)**

The lieutenant governor shall be responsible for preparation and distribution of each zone meeting program and competition and filling of a report on each meeting on the form provided by Optimist International. Because zones are not legislative bodies, minutes are inappropriate

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and are not required.

9. ACHIEVEMENT AND AWARDS PROGRAM (Account 410)

The district may budget, maintain and conduct an annual Achievement and Awards Program which shall be prepared and evaluated by the chairman of achievement and awards with the collaboration of the governor, governor-elect, secretary-treasurer, and through consultation with their predecessors, shall be presented to the district board of directors for final approval at its first quarter meeting.

It shall be the responsibility of the district administration to promote and encourage participation in both district and International Achievement and Awards programs. Pursuant to the achievement and awards program and policies of Optimist International, the district administration shall refrain from offering or conducting any awards competition, person or club, for any activity or performance embraced by Optimist International's Achievement and Awards Programs. The district's achievement and awards program shall conform to the district program advocated by the International Board of Directors.

10. DISTRICT ACHIEVEMENT AND AWARDS APPEALS AND PROTESTS

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

11. DISTRICT BULLETIN (Account 330)

The district administration may publish a district bulletin under the direction of the governor and edited by the district bulletin editor (or district publicity chairmen) appointed by the governor. Costs, publication frequency and distribution shall be established by the district administrations from year to year according to budgetary provisions and available funds. As a minimum, the bulletin shall be published and distributed to all district officers, district committee personnel, club presidents and secretary-treasurers, and the International Office and officers.

12. DISTRICT CONFERENCES

District conferences shall be planned and conducted by the district administration, at the time and place of and to follow quarterly meetings of the district board of directors in the first, second, and third quarters. Such conferences shall invite and encourage the attendance of club officers and committee chairmen, district officers and district committee personnel, and such others as might benefit from the conduct of such conferences.

The programs for such conferences may include the introduction and promotion of club and district goals and objectives, buzz sessions, forums, round tables, leadership development events and, under the leadership of lieutenant governors, brief zone meetings. The third quarter conference shall include the election of lieutenant governors for the ensuing year and, if not otherwise scheduled, the district oratorical contests finals. All such conferences will be budgeted

Oklahoma DISTRICT POLICIES (continued)

and conducted by the district administration on a non-profit, break-even basis. The district administration may collect fees for any meal service and gratuities provided at such conferences. Notice of such conferences and programs thereof shall accompany the notice of district board of directors meetings. \$1 dollar per member shall be allocated from district dues paid by clubs for each of their members enrolled in the office of Optimist International as the last dues billing date, which allocation shall supplement conference registration fees for financing quarterly conferences. **(Rev 10-1998) (Rev 10-2006)**

JOOI District Leadership (Governor, Sec./Treas., Lt. Governors, and Elects of each) registration fees and luncheon meal cost will be paid by the Oklahoma District. Shall be budgeted and audited under account #374. **(New paragraph 10-2005)**

13. DISTRICT CONVENTION

The district convention shall be held annually between the dates of 1 August and 30 September, said dates to be established by the board of directors at the recommendation of the district convention committee. The convention city shall be determined by vote of accredited delegates to the annual convention following recommendations of the convention committee, for as many years in advance, not exceeding five years, as may be deemed necessary. OI Bylaws VII 4. **(Rev 8-1996) (Rev 10-2005)**

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

14. CONVENTION ALLOCATION FROM DISTRICT DUES

In keeping with the fact all clubs and members benefit from the annual district convention, the sum of \$1.00 per member shall be allocated from district dues paid by clubs(s) for each of their members enrolled in the office of Optimist International as the last dues billing date, which allocation shall supplement convention registration fees for financing the annual district convention. **(Rev 10-1994)**

15. CONVENTION BUDGET AND FINANCE REPORT (Accounts 120 and 350)

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

16. CONVENTION-COMPLIMENTARY REGISTRATIONS

The incumbent governor, governor-designate, secretary-treasurer, and the two past governors serving on the executive committee, as well as the official OI Representative (and spouse), shall receive complimentary convention registrations and hotel/motel lodging of suitable character and such shall be anticipated in the convention budget.

17. CONVENTION DURATION

Oklahoma DISTRICT POLICIES (continued)

The annual district convention shall be a three-day event, beginning Friday and ending Sunday afternoon, exclusive of social, recreational or other extra-curricular activities. **(Rev 10-1994)**

18. FLAGS, CREED AND BANNERS

The district administration will display at all district conventions appropriate national flags, the district banner and the Optimist Creed banner in the room in which convention business is conducted.

19. GIFTS-MEMENTOS (Account 450)

This district will present a gift and/or memento to the retiring governor and to the official International Representative to the annual district convention, the cost of which shall not exceed \$100 each. The immediate past governor shall be responsible for the selection of such gifts or mementos to the retiring governor and a committee of three (3), comprised of the governor, secretary-treasurer, and one (1) appointee shall be responsible for the selection of a gift or memento to the International Representative. **(Rev 11-1996)**

20. CLUB HOSPITALITY ROOMS AT DISTRICT CONVENTION.

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

21. CONVENTION PROGRAM

The convention committee shall prepare, through consultation with the governor and governor elect, the schedule of convention events and meetings for submission to the district board of directors not less than 90 days prior to the convention. The governor, through consultations with the governor-elect, shall prepare the agenda and /or curriculum for all convention business sessions, leadership development events, forums, and meal service events. The convention schedule and program shall be distributed to all district officers and chairmen, club presidents and secretary-treasurers not less than 30 days prior to the convention. The convention schedule shall include, as a minimum the following events:

1. A business session necessary to accomplish the business of the convention.
2. All leadership development events for club and district officers as prescribed by Optimist International.
3. A meal service event to provide the official International Representative with an opportunity to address assembled delegates and guests.
4. A recognition banquet featuring the installation of new district officers.

22. CONVENTION REGISTRATION REFUNDS

All requests for refunds of prepaid convention registrations must be made in writing by the pre-registered individual. Such requests for refunds must be received by the convention chairman or district secretary-treasurer on or before the last day of the convention. No refunds of partial registrations shall be honored.

23. CONVENTION RULES

1. The convention shall be composed or registered Optimist delegates as set forth in the OI Bylaws, Article VII, Sec. 4. **(Rev 10-2005)**

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2. 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 number of accredited delegates of a club shall not exceed the voting strength of the club.
3. *Robert's' Rules of Order* shall govern the convention proceedings in all cases not governed by the Constitution and Bylaws and these convention rules. **(Rev 2-1997)**
4. Delegates shall register promptly upon arrival and shall attend all sessions of the convention.
5. The credentials committee shall report at the first session thereof and periodically thereafter, or when directed to do so. The report shall include only those clubs with properly accredited delegates and may be amended by the committee before or between convention business sessions.
6. A member holding membership in more than one club may become an accredited delegate for such clubs provided he has completed registration and paid a registration fee as a delegate from each club for which he intends to vote.
7. The program as printed shall be the official program of the convention.
8. The candidate qualifications committee shall report nominations at the first business session. Following this report, the presiding officer shall call for other nominations from the floor and then call for closing of nominations. In the event a nomination is entered from the floor, the candidate qualifications chairman will verify the qualifications of the floor nominee following the criteria outlined in Section 32, paragraphs 1, 2 and 3 of the Oklahoma District Policies and Procedures. If the candidate qualifications chairman is satisfied that the aforementioned criteria has been met by the nominee, the floor nomination will be accepted for candidacy. The election shall be conducted during the last business session. **(Rev 1-1995) (Rev 10-2005)**
9. Nominations from the floor shall be limited to a statement including the candidate's name, club and office for which he is being nominated.
10. There shall be no nominating speeches if there are no nominations from the floor. In the event there are, nominating speeches shall be given on the day of election by persons approved by the respective candidates, and shall be limited to two for each candidate, one of five minutes duration and one of two minutes duration.
11. Voting
 - a. All voting shall be voice, hand or rising vote, at the discretion of the chair, unless a ballot or roll call vote is ordered by a majority vote of the accredited delegates. In the event a vote by ballot is ordered, the chair shall appoint a committee of tellers and name it's chairman. At the conclusion of the balloting, the tellers shall certify the tabulated results in writing, to the chair. If the balloting has been conducted for the purpose of electing an officer, the chair shall announce the name of the winner only, and then entertain a motion to destroy the ballots.
 - b. Only accredited delegates may vote according to provisions of Optimist International Bylaws, Article VII Sec. 4.. Said delegates will be seated in a special section of convention business sessions. **(Rev 10-2005)**
 - c. Accredited delegates from each club shall select a chairman who shall cast the votes of his delegation on any convention business requiring a vote by written ballot or roll call.
 - d. Each delegation chairman shall present himself to the credentials committee,

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before the close of registration on the opening of the convention, to verify the accreditation of his club's delegates.

- e. Delegation chairmen unable to verify accreditation and obtain ballots within the hours of registration at the opening day of the convention may do so by presenting themselves to the credentials committee during the hour preceding the time the business meeting of any days called to order. Ballots shall not be distributed during the conduct of business meetings.
 - f. Voting strength may be split by clubs with more than one vote. Such clubs may caucus prior to voting to determine how voting strength shall be split (whole votes only, no half votes permitted).
 - g. The vote on any business or question before the convention except reports of the candidate qualifications, resolutions, or constitution and bylaws committees shall be taken immediately following its presentation and debate.
12. In the event a vote by ballot is ordered, balloting shall be conducted in the following manner:
 - a. The meeting shall be recessed.
 - b. Ballots shall be distributed by roll call to accredited delegates.
 - c. The presiding officer shall appoint a committee of tellers as provided earlier in 11a.
 - d. To expedite the balloting process, multiple ballot boxes may be placed in convenient locations within the meeting room. Tellers shall be stationed at each ballot box.
 - e. Each delegation chairman shall deposit one ballot for his club only.
 13. The vote on the question, once commenced, shall not be interrupted except to ask the chair to restate the question.
 14. No delegate shall be entitled to the floor unless he rises, addresses the presiding officer, and gives his name and club affiliation. Any registered delegate may speak on any issue, however, only accredited delegates may make or second motions.
 15. Main motions shall be put in writing when the chair so directs.
 16. 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.
 17. Debate shall be limited to five minutes a speaker. A delegate shall not speak a second time to the same setting if another registered delegate who has not spoken thereon rises and ask for the floor.
 18. No accredited delegate shall speak more than twice in the same question if anyone objects.
 19. An accredited delegate may change his vote provided he rises and asks for the floor promptly and before the chair declares the results final.
 20. An appeal from a decision of the chair should be based on a point of order and shall be seconded. The vote thereon shall be put on sustaining the decision from the chair, not on sustaining the appeal. a majority vote in the negative reverses the decision of the chair.
 21. 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.
 22. The convention may, to expedite the handling of business, limit as it chooses the time or the number of speakers for each side on any questions, or the total time for debate, by a two-thirds vote.
 23. Chairmen of committees may make partial reports during full periods of the convention unless otherwise ordered.

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24. These convention rules shall be adopted by a majority vote, but they may be suspended, rescinded or amended after their adoption by a two-thirds vote. OI Bylaws Article VII, Sec.4 **(Rev 10-1994) (Rev 10-2005)**

24. INTERNATIONAL CONVENTION

With due respect to the location and duration of the International convention the governor, governor-elect, lt. governor elects, and district secretary-treasurer-elect shall receive an amount, to be budgeted annually (Accounts 500, 510, 540, and 550) toward the expense of attendance at the International Convention, excluding those expenses reimbursable by Optimist International. To qualify for this amount, each must attend and be registered at the full convention and show evidence thereof when submitting his expense voucher. All reimbursements shall be made within the limitations of budget and available funds. **(Rev 10-1994)**

25. HOSPITALITY ROOM AT INTERNATIONAL CONVENTION

The district administration may maintain a district headquarters or hospitality room at International Conventions, the rental of which, only, shall be budgeted and chargeable to Account 560 of the Standard District Chart of Accounts. The hospitality room may be located in conjunction with another district or a part of a regional hospitality room. **(Rev. 10-2005)**

26. DISTRICT DIRECTORY

The district administration may publish, at the earliest possible date after the beginning of the administrative year, a district directory. The directory shall contain the names, addresses and telephone numbers of all district officers, district committee chairmen, club presidents and International officers. When feasible and practical, the directory shall also include all district policies and the dates and locations of all district meetings and conferences of the administrative year.

27. DISTRICT DUES

Each club in the district shall pay for each member enrolled in the International Office as of 31 December and 30 June, annual dues of \$14 per member **(Rev 8-2003)**, [except] College member's annual (academic year) District dues of \$5, payable per quarter or as an annual payment, subject to the approval of the Board of Directors of Optimist International and in accordance with Optimist International Bylaws, excluding Friend of Optimist members. Payment of dues selection made by a club will be the same as Optimist International dues option. Annual dues payable by a newly affiliated club shall commence on the first day of the third month following that in which such club is officially organized, such payments to be based on the number of members enrolled in the International Office on that date. OI Bylaws VII Sec. 5-a **(Rev 8-1995) (Rev 10-2005)(Rev. 8-2008)**

28. FINANCE COMMITTEE-BUDGET

The Finance Committee, in consultation with the incoming governor and district secretary-treasurer shall prepare the proposed annual budget for submission to the incoming board of directors at the first meeting of the administrative year. All budgets shall employ the Standard District Chart of Accounts, account numbers, definitions and required supplements established by Optimist International. All expense vouchers should be submitted, and all awards

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should be ordered, prior to October 1. All funds should be turned over to the next administration by October 1, except for the cost of the review, and any other known expenses, of the outgoing administration. The review should be completed as soon after October 1 as possible, with any remaining funds turned over to the next administration, upon completion of the review. OI Bylaws, Article VII Sec 5-D (Rev 8-1997) (Rev 10-2002) (Rev. 10-2005)

29. GOVERNOR'S CLUB VISITATIONS

The governor shall not be required or expected to visit every club in the district. The governor's club visitations shall be limited, at his discretion, to charter presentations to new clubs, zone meetings and such special events as may be conducted by clubs and to which he has been invited. In view of the demand upon his time and administrative responsibilities, the governor may delegate or appoint an individual to appear in his place and stead on such occasions.

30. 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 clubs sponsor club, and the governor or the lieutenant governor of the zone in the governor's behalf. Charters shall be presented by the governor or his appointee. In the event of a charter presentation occurring after the end of the administrative year in which the new club was established, the then immediate past governor shall have the prerogative of presenting the charter.

31. GIFTS TO NEW CLUBS

The district administration 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. (Account 170) (Policy may include sharing of this expense by sponsor club.) (Rev 8-2005)

32. NOMINATING PROCEDURE

Functioning under the provisions of the International Bylaws, the candidate qualifications committee shall seek, qualify and nominate the best qualified candidate for each office of lieutenant governor and the office of governor-elect, 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 (if any) (Rev 10-2006) or governor-elect.
2. A letter from the club of which the proposed candidate is a member indicating that club's supportive 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.

The candidate qualifications committee shall prepare a brief summary and description of each of the nominee's background and qualifications to be mailed to each club president and secretary-treasurer not less than 15 days (Rev 10-2005) prior to the date of the elections.

33. INTERNATIONAL PRESIDENT'S VISITATION

The governor, at the request of Optimist International, shall provide preferred and

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alternate locations for the International President's visitation.

All plans and arrangements for the International President's visit 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. The event shall be budgeted and conducted under Accounts 130 and 360, and operated on a break-even basis. All clubs in the district shall be invited, at least 30 days in advance, to send representative to the event. Clubs in the city or area of the visitation, under the leadership of the lieutenant governor, may be invited to provide manpower for the conduct of the event. The governor and spouse, or a past International or district officer and spouse, shall be designated as official host to the International President.

34. INTERNATIONAL REPRESENTATIVE TO DISTRICT MEETINGS

In keeping with the policy of Optimist International to provide an official International Representative to the district board meeting held in the first quarter of each year, and to the annual district convention, the governor shall issue an invitation, at his earliest convenience, to such individuals as soon as their identities are established. Courtesies traditionally provided to the International President, including complimentary accommodations and registration, shall also be provided to such official International Representatives.

35. DISTRICT ORATORICAL CONTESTS

1. The district shall conduct both a boys and girls oratorical contest each year. The district finals will be held at the same time as the third quarter district conference. **(Rev 11-1996) (Rev 10-2005)**
2. Pursuant to the policies of Optimist International all phases of the district contests shall be conducted in strict compliance with International Oratorical Contest Rules. Announcement of type (Boy-girl separate or placement of 1 through 3 will be announced at the first District Conference). **(Rev. 10-2005)**
3. A committee of three members from clubs in the city where the district finals are held shall be appointed by the governor to assist the district contest chairman in the selection of facilities, equipment, judges, etc., and other details pertinent to the conduct of the contests.
4. Zone contests are to be conducted under the supervision of and coordinated by the district oratorical contest chairman, and responsibility for the actual conduct of zone contests assigned to lieutenant governors or zone chairman.
5. An entry fee of \$5 shall be paid by all clubs sponsoring each entrant in zone contests. The costs of all transportation, food and lodging while at, or en route to or from zone contests shall be the responsibility of the sponsoring clubs. Zone certificates will be awarded to each entrant. **(Rev 10-1998)**
6. An entry fee of \$30 shall be paid by all clubs sponsoring an entrant in district contest finals. The costs of food, lodging and transportation while en route to the district contest finals shall be the responsibility of the sponsoring clubs. (Costs will vary with each district, but they should be established in advance to maintain uniformity throughout the district. Costs of food and housing for participants in the district finals may be funded by entry fees under Accounts 140 and 370) **(Rev 11-1996)**
7. The costs of all district trophies, certificates, frames, and authorized receipts and expenditures, shall be budgeted and audited under Accounts 140 and 370) All such items

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shall be supervised by the district contest chairman and accountable to the district secretary-treasurer who shall make all purchases and expenditures and record all revenue and expenses. **(Rev 11-1996)**

8. It shall be the responsibility of the district oratorical contest chairman to submit required materials and information on contest winners to the International Office within 30 days following the contest. The presentation of the official scholarship award provided by Optimist International shall be made by the governor at the district convention when possible. **(Rev 10-1994)**

36. DISTRICT ESSAY CONTEST

1. The district shall conduct an Essay contest each year. The required information regarding the district winner shall be forwarded to the International Office no later than April 15 of each year. **(Rev 10-2005)**
2. All phases of the contest shall be conducted in strict compliance with Optimist International Essay Contest Rules.
3. A district chairman may be appointed by the governor to administer all details pertinent to the conduct of the district contest.
4. An entry fee of \$30 shall be paid by all clubs sponsoring an entrant. Entry fees shall be adequate to cover all expenses incurred by the district in the conduct of the contest. **(Rev 11-1996)**
5. 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 purchase and expenditures.

37. DISTRICT COMMUNICATIONS CONTEST FOR THE DEAF AND HARD OF HEARING (CCDHH) (Rev 11-1996)

1. The district shall conduct a CCDHH contest each year. The contest will include each gender. The district finals will be held during the second quarter district conference. **(Rev 10-2005)**
2. Pursuant to the policies of Optimist International, all phases of the district contest shall be conducted in strict compliance with International CCDHH rules.
3. A committee of three members from clubs in the city where district finals are held shall be appointed by the governor to assist the district chairperson in selection of a facility, equipment, judges, interpreters, etc., and other details pertinent to the conduct of the contest.
4. Zone contestants are to be conducted under the supervision of and coordinated by the district CCDHH chairperson and responsibility for actual conduct of zone contest shall be assigned to the lieutenant governor or zone chairpersons.
5. The cost of all transportation, food and lodging, while at or enroute to or from a zone contest shall be the responsibility of sponsoring clubs.
6. An entry fee of \$30 shall be paid by all clubs sponsoring an entrant in the district contest finals. The cost of food, lodging and transportation while in-route to district finals shall be the responsibility of the sponsoring club.
7. The cost of all district trophies and zone certificates and frames and all authorized receipts and expenditures shall be budgeted and audited under the Accounts 141 and 371. All such items shall be supervised by the district CCDHH chairperson and accountable to

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the district secretary-treasurer who shall make all purchase and expenditures and record all revenues and expenses.

8. It shall be the responsibility of the district CCDHH chairperson to submit required material and information on district winners to the International office with 30 days following the contest, but prior to September 30. The presentation of the official scholarship award provided by Optimist International shall be made by the governor at the district convention when possible.

38. DISTRICT JUNIOR GOLF

1. The district may conduct a Junior Golf Tournament each year. The district finals shall be conducted and the number of contestants provided to the International Office by the required date. **(Rev. 10-2005)**
2. All phases of the contest shall be conducted in strict compliance with U.S. Golf Association Rules. **(Rev 10-2005)**
3. A chairman shall be appointed by the governor and shall be responsible for all details pertinent to the conduct of the contest.
4. A club sponsorship fee of \$40 shall be paid regardless of amount of entries the club has. An entry free of \$40 per entrant must be paid by clubs sponsoring entrants in the district contest or zone contest, if such contests are conducted. The costs of all transportation, food and lodging in relation to zone and/or district contest shall be the responsibility of the sponsoring clubs. If no club, then closest club pays for entrant. **(Rev 10-1998) (Rev 10-2005)**
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 supervised by the district secretary-treasurer. **(Rev 10-2005)**

39. YOUTH CLUB CONFERENCE

1. The district shall be encouraged to conduct a conference for Junior Optimist and Octagon clubs each year.
2. A planning committee comprised of the district youth clubs chairman, youth clubs governor, youth clubs board of directors and youth club sponsors and advisors, as the committee deems necessary, shall be responsible for organizing all phases of the conference.
3. Election for district youth club officers must be held in accordance with guidelines in district youth club bylaws. Finances shall be under the control of the district secretary-treasurer and youth club's chairman.

40. DISTRICT POLICIES

The district secretary-treasurer shall provide Optimist International and each member of the district's board of directors with a copy of all district policies within 30 days of approval at the first district meeting or at such time as any policies are revised. OI by-laws VII sec. 3-E **(Rev 11-1996) (Rev 10-2006)**

41. POLICY REVISIONS

Clubs should submit, in writing, all policy revisions, prior to the first quarter executive committee meeting. The policies and requested revisions shall be reviewed in the first quarter by

Oklahoma DISTRICT POLICIES (continued)

the district executive committee. All revisions in policies shall be approved by the full board of directors in the first quarter. Policies may be reviewed and revised by the board of directors at other times as necessary. **(Rev 11-1996) (Rev10-1998)**

42. TRAVEL EXPENSES-GENERAL (Accounts 200 through 265)

Authorized individuals shall be reimbursed for expenses incurred in travel on district administration business upon receipt, by the district secretary-treasurer, of a properly completed and signed voucher accompanied by a copy of any required report in writing, such as a visitation report, zone meeting report, or committee chairman report. Reimbursement shall be made at the rate currently allowed by the I.R.S. except that no reimbursement shall be made for occasions within the city of the individual's residence. All reimbursements shall be made within the limitations of budget and available funds. Mileage only. **(Rev 10-1998) (Rev 10-1999)**

43. TRAVEL EXPENSES-COMMITTEE CHAIRMEN (Account 265)

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

44. TRAVEL EXPENSE-GOVERNOR (Account 200)

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

45. TRAVEL EXPENSE-GOVERNOR-ELECT (DESIGNATE) (Account 255)

The governor-elect (designate) shall be reimbursed for authorized travel expenses incurred in attendance at district conferences, district board and executive committee meetings, district conventions, and such other occasions and events specifically requested by the governor.

46. TRAVEL EXPENSE- LIEUTENANT GOVERNORS (if any) (Account 210)

Lieutenant governors shall be reimbursed for authorized travel expenses, when engaged in the business of the district administration or Optimist International incurred in required visitation authorized zone meetings and charter presentations with their zones, meetings of the district executive committee and board of directors, and district conferences. **(Rev 10-2006)**

47. TRAVEL EXPENSE-PAST GOVERNORS (Account 260)

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

48. TRAVEL EXPENSE-SECRETARY-TREASURER (Account 250)

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

49. TRAVEL EXPENSE-SECRETARY-TREASURER-ELECT (Designate) (Adopted 11-1996)

Oklahoma DISTRICT POLICIES (continued)

(Account 253)

The district secretary-treasurer-elect (designate) shall be reimbursed for authorized travel expenses incurred in attendance at district convention, district board and executive committee meetings, district conferences, and such other occasions and events specifically requested by the governor or governor-elect (designate).

50. TRAVEL EXPENSE-ASSISTANT GOVERNOR(s) (Adopted 11-1996) (Account 203)

The district assistant governor(s) shall be reimbursed for authorized travel expenses incurred in the execution of the duties of his office, attendance at meetings of the district board of directors and executive committee, district conferences and conventions, and such other occasions and events specifically authorized by the governor.

51. DISTRICT RECORDS AND FORMS

The outgoing District officers and appointees shall give to the incoming governor and secretary-treasurer all records and forms that pertain to the district. These records shall also include committee reports or any other materials not specifically mentioned above to be a part of the official records of the district deemed necessary by the board of directors to administer the district. **(Rev 11-1996)**

52. HALL-OF-FAME NOMINATION CRITERIA (Adopted 11-1996)

- A. A nominee must have been a member of the Oklahoma District for a minimum of 10 years.
- B. A nominee will have made significant contributions to the advancement and/or betterment of the Oklahoma District of Optimist International over an extended period of time.
- C. A nominee will have conducted himself at all times, whether acting in an official or independent capacity, in a manner that would never reflect negatively on his club, district, or Optimist International.
- D. Nominations must be submitted, in writing, to the district achievement and awards chairman, prior to September 30. The nomination should contain a narrative outlining the accomplishments and achievements of the individual, and how the nominee has contributed to the advancement and/or betterment of the Oklahoma District of OI.
- E. Letters of affirmation or obstruction may be submitted on any applicant, and will be considered by the panel of judges, giving appropriate consideration to all. All consideration of the panel of judges will be strictly confidential.
- F. Nominees will be judged by a panel made up of the district achievement and awards chairman, a minimum of two (2) current executive committee members and a minimum of two (2) past governors, who shall all be appointed by the governor.
- G. Awards will be limited to not more than two (2) per year.

53. FINANCIAL RECORDS (Adopted 11-1996)

The district shall maintain financial records for the immediate past 5 years to include, but not limited to: all receipts, invoices, statements, check registers, canceled checks, quarterly reports, tax reporting forms, & CPA reviews. The records over five (5) years old shall be destroyed by the secretary-treasurer. **(Rev 10-2002)**

Oklahoma DISTRICT POLICIES (continued)

54. QUORUM

A quorum will consist of a majority of the Club Presidents (or their club-member designee) of clubs in good standing as of the date of a meeting. A club and club president may designate as proxy the Lt. Governor for the zone assigned. Provided such proxy is in writing, signed and submitted to the District Secretary at, or before the meeting(s) for which they are secured, and may be recalled if the president is in attendance. The proxy shall follow the procedures for casting all votes authorized by the club. **(Rev 5-2007)**

55. RESERVE FUND (Adopted 11-1996) (renumbered 10-14-2000) (Rev 8-2001) (Rev 8-2003)

1. The district finance committee will have the authority to: deposit funds, or portions thereof in an Optimist International Foundation Campaign Fund to transfer funds, or portions thereof, to be re-deposited, as needed.
2. The district secretary-treasurer will: be kept informed of the status of the accounts at all times by the district finance committee; will keep on file all records associated with the account(s), to include, but not limited to, status of the reserve funds in the regular financial reports.
3. The district executive committee will oversee the actions of the finance committee.
4. The district board of directors must approve any withdrawal, other than described above, or use of funds.
5. At the beginning of each administrative year, all funds and records shall be turned over to the new administration. Any funds in excess of \$2,500 transferred from the previous administration to the current administration, shall be deposited in an Optimist International Foundation Campaign Fund. **(Rev 8/2003) (Rev 10-2005)**

56. SUDDEN VACANCY OF THE GOVERNOR (Adopted 10-1997)

1. The executive board of directors, called by the district secretary-treasurer, for a special session, will appoint a committee of 3 to 5 past district governors to nominate a Past governor to fill the vacant position for the remainder of the current Optimist year.
2. The executive board will be polled for a vote within 30 days by the district sec/treas.

57. CLUB CHARTER REVOCATIONS (Adopted 8-1997)

At any district board of directors meeting the Governor may initiate the revocation procedure for any club for non-payment of financial obligations or any other violation of the Articles of Incorporation, by-laws, or other applicable rules of Optimist International, by providing the executive committee with a Charter Revocation Report stating the reasons for the recommendations. The district Secretary will forward the report to Optimist International with the minutes of the District Executive Committee meeting. **(Rev 10-2006)**

58. TRANSITION TEAM (Adopted 10-1998)

A transition team [may be] approved by the board of directors at the district convention to help make a smooth transition from one administration to the next. The committee will include the outgoing governor, outgoing secretary/treasurer, governor designate, incoming secretary/treasurer, assistant governor, past secretary/treasurer and governor-elect. This committee will report to the board of directors at the first district conference and be disbanded if no other action is needed. They shall oversee all matters relating to both administrations during the transfer.

Oklahoma DISTRICT POLICIES (continued)

59. DISTRICT FUND RAISING (Adopted 10-1999)

All proceeds from approved district fund raising activities may be used to supplement regular and special programs during the administrative year. These fund raising activities will be announced at the District Convention by the Governor Designate and approved by the Board of Directors at the first quarter conference following the convention.

60. ALCOHOLIC BEVERAGES (Adopted 10-2000)

The District forbids the serving of alcoholic beverages by cash bar or allowing alcohol at any District meeting or convention in the State of Oklahoma.

61. SMOKING (Adopted 10-2000)

The Oklahoma District bans all smoking at District functions.

62. JOOI CLUBS (Adopted 8/2003)

Youth under the age of 18 and members of an Alpha, Junior Optimist, or Octagon club shall be included in membership in the Oklahoma District, subject to the Optimist International Constitution and by-laws. The Governor of the Oklahoma District JOOI shall be an ex-officio member of the Oklahoma District Board of Directors and Executive Committee. Member dues to the district shall be set by the Oklahoma District JOOI Board of Directors to be no less than \$1 per year per member payable by JOOI members or sponsor clubs.

63. COLLEGE CLUBS (Adopted 8/2003)

Any member in a post-secondary educational institution who is enrolled as a full-time student may be classified as a college member and be able to form and/or join an Optimist College Club. They shall have the same rights, privileges, and obligations as any member of an Oklahoma District Optimist Club. The President of such club will be a member of the Oklahoma District Board of Directors. **(Rev. 8-2008)**

64. SUPPLIES-COMMITTEE CHAIRS (Adopted 10-2005)

The District shall pay for preparation or production of materials for distribution to Oklahoma District clubs or members (including copied materials, display boards, published literature and such other activities and events specifically within the scope of the committee duties or as authorized by the governor.) Participation by committee chairs through impute' with the budget committee will determine budgeted and available reimbursements of expenditures.

65. FRIEND OF OPTIMIST MEMBER (Adopted 10-2006)

Any member, due to relocations or potential members to areas where there are no Optimist Clubs convenient for them to join, may remain as member or become members of the organization. The Friend of Optimist Member shall pay annual dues set forth in these by-laws and shall have the same privileges as any member of a club, except that such Friend of Optimist member shall be ineligible to vote at International or District conventions. Article 2 sec. 3 OI by-laws

Editor's note: This compilation re-formats previous editions; it is current through the 2008 District Convention. Approval of changes is pending with OI Board as of 10/1/08. Minor insertions by brackets show probable intent and better style.