

**DISTRICT POLICIES
COLORADO/WYOMING DISTRICT
OPTIMIST INTERNATIONAL
REVISED August 30, 2009**

I. DISTRICT BOARD OF DIRECTORS INSTALLATION

The District Board of Directors, defined in OI Bylaws XII, Section 2, shall be officially installed by the official representative of Optimist International at the First Quarter District Meeting.

- II. DISTRICT BOARD OF DIRECTORS** (Account 130 and 360) The Governor may call a meeting of the Board of Directors each quarter or at such time and place as he may determine with the advice and consent of the Executive Committee. Notices of all meetings of the Board of Directors shall be issued and caused to be delivered to all members of the Board of Directors by the District Secretary-Treasurer at least 30 days prior to said meetings. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business.

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

The District Executive Committee shall meet quarterly at the time, place, and 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.

IV. DISTRICT OFFICERS AND EXECUTIVE COMMITTEE

The officers of the District shall consist of the Governor, the Governor-Elect, the Lieutenant Governors, and the Secretary-Treasurer.

- A.** Governor -- The Governor-Elect shall automatically become the Governor on October 1 of the year following the year in which he or she was elected and shall serve as Governor for one year. The Governor shall function as the chief executive officer of the District, preside over at all meetings of the Board of Directors, the Executive Committee, and the District Convention. The Governor shall generally supervise the work of the various District committees and the District in general subject to direction from the District's Board of Directors, the delegates at the annual District Convention, and the Board of Directors of Optimist International. The Governor shall attend the Optimist International Convention and all other meetings or conferences conducted by Optimist International for Governors.
- B.** Governor-Elect – The Governor-Elect shall be chosen by a vote of the majority of delegates at the District's annual convention. He or she will be responsible for training of Club Presidents-Elect and Lieutenant Governors-Elect at the District's annual convention. The Governor-Elect shall perform such other duties as may be assigned by the Governor from time to time. Upon selection of the next Governor-Elect at the District's annual convention, the current Governor-Elect shall become the Governor-Designate.
- C.** Lieutenant Governors shall serve on the District's Executive Committee, serve as liaisons between the District and the Clubs in their respective Zones and shall conduct the Zone Oratorical Contests. The number and composition of Zones for the following year and the appointment of Lieutenant Governors for the following year shall be determined in the discretion of the Governor-Elect, with the approval of a majority of the District's Board of Directors, no later than the end of the third Quarter. New Clubs organized after that time shall be assigned to Zones by the Governor, subject to realignment by the Governor-Elect for the following year.
- D.** Secretary-Treasurer – The District Secretary-Treasurer for the following year shall be appointed by the Governor-Elect, with the approval of a majority of the District's Board of Directors. The Secretary-Treasurer shall keep good and accurate minutes of meetings of the District's Board of Directors and Executive Committee and of the District Convention, receive and deposit all monies due to the District, disburse monies within the restrictions of the budget or specific directive from the District's Board of Directors, Executive Committee or Convention Delegates, keep an accurate record of all the District's financial transactions, submit all required reports by the District to Optimist International.

V. **EXECUTIVE COMMITTEE** The Executive Committee of the District shall consist of the District's officers (Governor, Governor-Elect, District Secretary Treasurer, Lt. Governors, and the two most immediate past Governors. The JOOI Governor shall serve as a non voting member of the Executive Committee. Should any past Governor be unable to serve, then the next most recent past Governor shall take his or her place on the Executive Committee? 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 the purpose of expediency and efficiency, delegate its powers and authority to the District Executive Committee.

VI. **DISTRICT OFFICERS LAPEL INSIGNIA** (Account 400)
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 shall also 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:

- Governor's insignia with diamond.*
- Past Governor's insignia with diamond.*
- Governor-Elect insignia with diamond.*
- Past Lieutenant Governor's insignia with diamond.*
- Lieutenant Governor's insignia with diamond.*
- Secretary-Treasurer's insignia with diamond.*
- Past Secretary-Treasurer's insignia with diamond.*

*(Diamond or available stone as per current Optimist International catalog.)

VII. **MINUTES OF MEETINGS**
It shall be the responsibility of the District Secretary-Treasurer to keep true and correct minutes of all meetings of the District Executive Committee, the District Board of Directors, and the annual district convention. Copies of such minutes shall be provided to the members of the District Board of Directors. (OI Bylaws, VI, Section 7C).

VIII. **ESTABLISHMENT OF ZONES**
The number and boundaries of zones, for any administrative year, if subject to revision, shall be determined by the Board of Directors no later than the end of the third quarter of the preceding year to accommodate the selection of Lieutenant Governors to serve during the next administrative year. All proposals of the realignment of zone boundaries shall be submitted to the Governor. . New clubs shall automatically be assigned to the zone in which they are geographically located and services thereto shall be the responsibility of the Lieutenant Governor of such zone.

IX. **ZONE MEETINGS**
Each Lieutenant Governor shall be responsible for the conduct of a zone meeting in each quarter of the administrative year and notice of such meeting shall be sent to the President and Secretary-Treasurer of each club in the zone not less than 15 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 conventions.

The Lieutenant Governor shall be responsible for the preparation and distribution of each meeting program and the completion and filing of a report on each meeting on the form provided by Optimist International. Because zones are not legislative bodies, minutes are inappropriate and not required.

X. **ACHIEVEMENTS AND AWARDS PROGRAM**
The district may budget, maintain, and conduct an annual Achievements and Awards Program which shall be prepared and evaluated by the Chairperson of Achievements and Awards with the collaboration of the Governor, Governor-Elect, Secretary-Treasurer, and through consultation with their predecessors, and which shall be presented to the District Board of Directors for final approval at its first quarter meeting. It shall be the responsibility of the district administration to promote and encourage participation in both district and international achievements and awards programs.

XI. DISTRICT ACHIEVEMENTS AND AWARDS APPEALS AND PROTESTS

If any appeal or protest of the final published standings of clubs or individuals in the district achievements and awards programs is to be considered, it 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 the power and authority to review and adjudicate any such appeal or protest, and its decision shall be final. To be eligible to receive any award or recognition, all financial obligations of a club to Optimist International and the district shall have been met by the closing day of the administrative year.

XII. 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 Chairperson) appointed by the Governor. Costs, publication frequency and distribution shall be established by the district administration from year to year according to the budgetary provisions and available funds. 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.

XIII. DISTRICT CONFERENCES

District conferences shall be planned and conducted by the district administration at the time and place of, and in conjunction with, 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 chairpersons, district officers, and district committee personnel, and such others as may benefit from the conduct of such conferences. The program for such conferences may include the introduction and promotion of club and district goals and objectives, buzz sessions, forums, round tables, leadership development events and, under the leadership of lieutenant governors, zone briefings. A third quarter conference is optional and may be called by the Governor in his/her discretion. All such conferences will be budgeted and conducted by the district administration on a non-profit, break-even basis. The district administration may collect registration fees, and fees required 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.

XIV. ANNUAL DISTRICT CONVENTIONS

The district convention shall be held annually to convene not sooner than 1 August and to adjourn not later than 30 September. The date of the annual convention shall be determined by the District Board of Directors. The convention city shall be determined by a vote of the accredited delegates at the District Convention for as many years in advance not exceeding five years, as may be deemed necessary. The District Board of Directors shall have power to substitute another city in the event circumstances later make such action necessary or advisable. (OI Bylaws Article VII, Section 4).

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

The convention budget shall be prepared and approved as part of the district administration's annual consolidated budget, and shall be based on statements of receipts and expenditures and audits of previous conventions. The statement of convention receipts and disbursements shall be prepared by the Convention Chairperson, Governor, and District Secretary-Treasurer and shall be included in the district's annual financial statement.

XVI. CONVENTIONS - COMPLIMENTARY PACKAGE

The Convention Chairperson shall be the only person to receive complimentary lodging and meals at the district convention. The complimentary package shall include the following:

- A.** A room for the Chairperson and spouse for a maximum of four days, commencing the night previous to the commencement of official convention activities.
- B.** Complimentary meals for the Chairperson and spouse for those meals related to convention functions, which are included within the standard meal package, offered to members and not including optional type meals.

XVII. INTERNATIONAL REPRESENTATIVES

The official International Representative and spouse to the annual convention shall be provided with complimentary registrations, hotel/motel lodging of suitable character, and all meals. The cost for these expenditures shall be anticipated in the convention budget. The District Governor shall appoint a host for the Optimist International Representative and spouse to the annual district convention. In this connection, the host shall work in cooperation with and under the direction of the District Governor. The responsibility of the host will be to meet and pick up the representative at the airport and provide transportation to the convention site, to provide for the care and keeping of the representative including making arrangements for all meals not included within the convention agenda, and to provide transportation from the site to the airport following close of the convention.

XVIII. CONVENTION DURATION

The annual district convention shall be at the discretion of the governor and the convention committee. The convention program shall be in direct by Article XXII.

XIX. FLAGS, CREEDS AND BANNERS

It shall be the policy of the district administration to display the appropriate national flags; the district banner and the Optimist Creed banner in the room in which convention business is conducted at all district conventions.

XX. GIFTS - MEMENTOS (Account 450)

It shall be the policy of the district to present a gift and/or memento to the retiring Governor, to the International President, to the official International Representative to the first quarter board meeting and to the official International Representative to the annual district convention. The cost of which shall be up to \$150. The total cost of all gifts is not to exceed \$600. The immediate Past Governor shall be responsible for the selection of such gifts or mementos for the retiring Governor and the Governor shall be responsible for the selection of a gift or memento to the International representatives.

XXI. CLUB HOSPITALITY ROOMS AT DISTRICT CONVENTIONS

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

XXII. CONVENTION PROGRAM

The Governor, through consultation with the Governor-Elect, shall prepare the agenda and/or curriculum for all convention business sessions, leadership development events, forums, and meal service events. The convention schedule and program shall be distributed to all district officers and chairpersons, club presidents, and secretary-treasurers not less than 60 days prior to the convention.

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

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

XXIII. CONVENTION REGISTRATION REFUNDS

Any 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 Chairperson or District Secretary-Treasurer on or before the last day of the convention.

XXIV. CONVENTION RULES

Adoption of convention rules shall be the first order of business. The convention rules shall be adopted by a majority vote, but may be suspended, rescinded or amended after their adoption by a two-thirds vote of the delegates present. (OI Bylaws, Article IV, Section E). The convention rules shall include the following:

- A.** The convention shall be composed of accredited delegates. The number of votes in the transaction of convention business requiring a vote, each Club in good standing shall be entitled at a convention of the Colorado/Wyoming District to one vote for each 25 members or majority fraction thereof (13 or more) based on the numerical membership enrolled by the Club in the office of Optimist international prior to 30 days prior to the start of the session. Each Club in good standing shall be entitled to a minimum of one vote. A Club organized 30 days prior to the start of the session and prior to the first day on which the session/convention is held. Shall be entitled to cast its vote on the basis of the numerical charter membership enrolled by a Club in the office of Optimist International. A quorum of any convention shall consist of a majority of the accredited delegates. All voting shall be based on total number of votes cast by accredited delegates and, unless otherwise stated, any matter requiring a vote shall be approved by a majority of votes cast by accredited delegates.
- B.** To be accredited by the Credentials Committee and eligible to vote on convention business, delegates must have registered at the convention, paid the registration fee, and produced such credentials as may be required by the Board of Directors.
- C.** The Credentials Committee shall report at the first session thereof and periodically thereafter or when directed to do so.
- D.** The program as printed shall be the official program of the convention.
- E.** There shall be no nominating speeches if there are no nominations from the floor following the report of the Candidate Qualifications Committee.
- F.** Following the report of the Candidate Qualifications Committee, the Governor shall call for other nominations from the floor and then call for closing the nominations. All nominees must submit a letter of acceptance prior to standing for election.
- G.** If nominations are made from the floor following the report of the Candidate Qualifications Committee, there may be nominating speeches on behalf of all candidates.
- H.** Nominating speeches shall be limited to two for each candidate: one of five minutes duration and one of two minutes duration.
- I.** All voting shall be by voice, hand or standing 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 its chairperson. At the conclusion of the balloting, the tellers shall count the ballots and the chairperson of 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.
- J.** No accredited delegate shall be entitled to the floor unless the delegate stands, addresses the presiding officer, and states his/her name and club affiliation.
- K.** Debate shall be limited to five minutes per speaker. No accredited delegate shall speak a second time to the same question at the same sitting if another accredited delegate who has not spoken thereon stands and asks for the floor.
- L.** No accredited delegate shall speak more than twice on the same question if anyone objects.
- M.** No motion shall be entertained by the Chair unless seconded and shall not be open for debate or amendment before the Chair has repeated the motion.
- N.** The vote on a question, once commenced, shall not be interrupted except to ask that the question be restated by the Chair.
- O.** An accredited delegate may change a vote from one side to the other provided the delegate stands and asks for the floor promptly and before the Chair declares the results final.
- P.** Appeal of a decision by the Chair must be based on a point of order, and seconded. A vote thereon shall be made upon not sustaining the decision of the Chair.
- Q.** No 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.

- R. The convention may, to expedite the handling of business, limit the time or the number of speakers for each side of any question, or of the total time for debate, by a two-thirds vote.
- S. Chairpersons of committees may make partial reports during lull periods of the convention unless otherwise ordered.
- T. ROBERT'S RULES OF ORDER shall govern the convention proceedings, not inconsistent with the Constitution and Bylaws and these convention rules.

XXV. INTERNATIONAL CONVENTION

With due respect to the location and duration of the International Convention, the Governor, Secretary-Treasurer, Governor-Elect, and Secretary-Treasurer Designate shall receive an amount, to be budgeted annually, (Accounts 500, 540.1, 550, and 540) towards the expense of attendance at the International Convention excluding expenses reimbursed by Optimist International. To qualify for this amount, each must attend and be registered at the full convention and show evidence thereof submitting an expense. With due respect to the location and duration of the International Convention and available funds, each Lieutenant Governor-Elect who attends the full International Convention shall be recipient of available funds budgeted annually for the purpose of financial assistance to those Lieutenant Governors-Elect who attend and are registered for the full convention. (Account 510)

XXVI. HOSPITALITY ROOM AT THE INTERNATIONAL CONVENTION (Account 560) 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.

XXVII. DISTRICT PINS OR BUTTONS AT INTERNATIONAL CONVENTION
(Account 560.1) The district shall maintain account line items showing the receipts and disbursements related to the purchase and sale of pins and buttons.

XXVIII. DISTRICT DIRECTORY
The district administration shall publish, to be available at District Convention or at the earliest possible date after the beginning of the administrative year, a district directory. The directory shall contain for the coming year, the names, addresses and telephone numbers of all district officers, district committee chairpersons, club presidents and secretary-treasurers, club meeting days and locations, past Governors, and International Officers. When feasible and practical, the directory shall also include dates and locations of all district meetings and conferences of the administrative year.

XXIX. DISTRICT DUES
Each club in the district shall pay for each member enrolled at the International Office as of 30 September, 31 December, 31 March, and 30 June, quarterly dues of \$5.00 per member, payable 1 October, 1 January, 1 April, and 1 July of each year subject to approval of the Board of Directors of Optimist International and in accordance with the Bylaws thereof. Annual dues payable by a newly affiliated club shall commence on the first day of the third month following that in which such club is officially organized. Such payments shall be based on the number of members enrolled in the International office on that date. (OI Bylaws VII, Section 5A.) Any club more than 60 days in arrears for any indebtedness to the district or Optimist International shall be considered not in good standing and shall forfeit all rights and privileges of membership during the period of indebtedness.

XXX. FINANCE COMMITTEE - BUDGET
The Finance Committee in consultation with the Governor and District Secretary-Treasurer shall prepare the proposed annual budget for submission to the incoming Executive Committee for recommendations and to the incoming Board of Directors for approval at the first meeting of the administrative year. Said budget shall also be submitted to the Board of Directors of Optimist International for final approval. All budgets shall employ the standard district chart of accounts, account numbers, definitions, and required supplements established by Optimist International. (OI Bylaws VII, Section 5D)

The Finance Committee shall exercise advisory supervision over all financial transactions, arrange for such financial reports as may be required by the District Board of Directors and Optimist International, arrange for an annual fiscal review as soon as possible after 30 September but not later than 30

November, and supervise the orderly transfer of all district records and funds from each administration to its successor, before or at the first meeting of the Board of Directors.

The Finance Committee shall consider all proposed budget revisions and proposals for expenditures not previously budgeted or approved, and shall make recommendations thereon to the Executive Committee and/or Board of Directors.

XXXI. NEW CLUB CHARTER PRESENTATIONS

Dates and programs for the charter presentation events of new clubs shall be established by joint action of the new club, the new club's sponsor club, and the Governor or the Lieutenant Governor of the zone, on the Governor's behalf. Charters shall be presented by the Governor or a designate. 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

XXXII. GIFTS TO THE NEW CLUB (Accounts and 440)

The district shall, provide each new club with a complimentary creed banner at the time of organization. Also, 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 purchases annually.

XXXIII. DISTRICT CANDIDATE QUALIFICATION COMMITTEE MEMBERS

The District Candidate Qualification Committee shall be composed of the Governor-Elect, the two most immediate and available Past Governors and two members appointed for one year by the Governor.

XXXIV. NOMINATING PROCEDURES

Functioning under the provisions of the International Bylaws, the District Candidate Qualification Committee shall seek, qualify, and nominate, one or more candidates for the office of Governor (or Governor-Elect) and Lieutenant Governor for each zone and shall require the following consideration and information of the committee:

- A. A written presentation of the proposed candidate's background and qualifications for the office of Governor, or (Governor-Elect), and Lieutenant Governor.
- B. A letter from the club of which the proposed candidate for the office of Governor (or Governor-Elect), and Lieutenant Governor, is a member indicating that club's support of the candidacy.
- C. For the office of Governor (or Governor-Elect), a statement from the proposed candidate's employer indicating the employer's understanding and approval of the proposed candidate's anticipated commitment to serve one year as Governor-Elect and one year as Governor must be procured. If a candidate be self-employed, such statement shall be submitted by the candidate.
- D. The Candidate Qualification Committee may prepare a brief summary and description of each nominee's background and qualifications to be mailed to each club president and secretary-treasurer not less than thirty days prior to the date of the election.

XXXV. INTERNATIONAL PRESIDENT'S VISITATION: (Account 365)

The Governor, at the earliest opportunity, shall invite the International President to visit the district and shall provide Optimist International headquarters with preferred alternate locations and dates for such a visit. The dates and location selected may enhance, but shall not conflict, with any other district dates or events.

All plans and arrangements for the International President's visit shall be under the direct supervision of the Governor and district administration including the provision of complimentary accommodations, customary courtesies, and a suitable gift or memento of the occasion, (cost up to \$150). The event shall be budgeted and conducted under accounts 135 and 365 and operated on a break-even basis. All clubs in the district shall be invited at least 30 days in advance to send representatives to the event. Clubs in the city or area of visitation, under the leadership of the Lieutenant Governor(s), may be invited to provide personnel to assist with the event.

The Governor shall designate official hosts for the International President and spouse during their visit to the district. The hosts may be the Governor and spouse, a past International officer and spouse, or a past district officer and spouse.

XXXVI. INTERNATIONAL REPRESENTATIVES TO DISTRICT MEETINGS

Upon being notified of the designated official Optimist International representatives to the annual district convention and the first quarter board meeting, the Governor shall issue an invitation to the said representatives and their spouses. Courtesies traditionally extended to the International President shall also be given to these representatives, including complimentary accommodations, registrations and gifts or mementos (cost up to \$150 each).

XXXVII. DISTRICT ORATORICAL CONTESTS

The district shall conduct both a boys' and a girls' oratorical contest each year. The district finals may be held prior to or at the time of the third quarter district conference, if a third quarter conference is held. Pursuant to the policies of Optimist International, all phases of the district contest shall be conducted in the District compliance with the international contest rules.

The district committee as appointed by the Governor shall assist the district contest chairperson in the selection of facilities, equipment, judges, etc., and other details pertinent to the conduct of the contests.

Zone contests are to be conducted under the supervision of and coordinated by the district oratorical contest chairperson with responsibility for the actual conduct of zone contests assigned to the Lt Governors or their appointed Zone Oratorical Chairs.

An entry fee of \$20.00, per entrant, shall be paid to the district before or at the district finals by all clubs sponsoring a zone finalist. The cost of all transportation, food and lodging while at or en route to or from zone contests, shall be the responsibility of the sponsoring club.

Costs of housing and transportation for the participants traveling in excess of 100 miles one way to the contest, and costs of food for all participants in the district finals may be funded by entry fees under accounts 140 and 370.

The costs of all district trophies and zone certificates and frames, and all authorized receipts and expenditures, shall be budgeted and audited under accounts 140 and 370. All such items shall be supervised by the district oratorical contest chairperson and accountable to the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenue and expenses.

It shall be the responsibility of the District Oratorical Contest Chairperson to submit the required materials and information on contest winners to the Optimist 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.

XXXVIII. DISTRICT ESSAY CONTEST

- A. The district will conduct an essay contest each year. The district final judging shall be held prior to January 31 each year.
- B. Pursuant to policies of Optimist International, all phases of the district contest shall be conducted in strict compliance with the international contest rules.
- C. The district committee as appointed by the Governor shall assist the district chairperson in the selection of the facilities, equipment, judges, etc., and other details pertinent to the conduct of the contest.
- D. It shall be the responsibility of the District Essay Contest Chairperson to submit the required materials and information on contest winners to the Optimist International office within 30 days following the contest. The presentation of awards, medals and winning trip shall be made at the second quarter board meeting when possible.
- E. The sponsoring club before the district contest shall pay a fee of \$10 per entrant.

XXXIX. DISTRICT POLICIES

The District Secretary-Treasurer shall provide each member of the district's Board of Directors with a copy of all district policies at the beginning of each administrative year. These policies shall be reviewed at least annually, prior to the 1st quarter District Conference by the District Policy Committee and propose revisions as necessary. The Policy Committee shall be appointed by the Governor, and shall consist of the Governor-Elect (Chairperson), the Governor, a Past Governor, a past Secretary-

Treasurer, and a club president. All revisions in the policies shall be approved by the Board of Directors at the 1st quarter District Conference, or at other times as necessary. A copy of the current reviewed District Policies will be sent to Optimist International by the Governor Elect not more than 30 days after their approval.

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

Authorized individuals shall be reimbursed for expenses incurred during travel on district administration business subject to the following requirements: such requests shall be submitted to the District Secretary-Treasurer on a properly completed expense report accompanied by a copy of any required written report (such as a visitation report, zone meeting report, or committee chairperson report). Mileage will be reimbursed when travel is in excess of 50 miles one-way. All reimbursements shall be approved by the Governor and allotted within the limitations of the budget and available funds.

XLI. DISTRICT COMMITTEES

- A. Standing and Special: The Governor shall appoint such committees as are required by Optimist International and these Policies.
- B. Rotating: Rotating committees shall consist of three members whose terms of service shall be three years. At the inception of a rotating committee the Governor shall appoint one member for a term of three years, one member for a term of two years, and one member for a term of one year, and shall appoint one member of each committee to serve as chairman. The rotating committees shall be:
 - 1. Finance
 - 2. Convention
 - 3. Oratorical Contest
 - 4. Resources, Retention and Renewal
 - 5. Public Relations
 - 6. JOOI Clubs (Junior Optimist Octagon International)
 - 7. New Club Building

XLII. DUTIES OF ROTATING COMMITTEES

- A. The Finance Committee, in concert with the incoming Governor, shall prepare the proposed annual budget to be submitted to the District Board of Directors for adoption at its first meeting, and shall exercise advisory supervision over financial transactions and deposits and make recommendations thereon to the District Board of Directors. An annual review of the 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. An IRS Form 990 or its equivalent may be substituted in lieu of the annual review. The committee shall arrange for and supervise the orderly, efficient transfer, before or at the first meeting of the District Board of Directors, of all District records and funds from each administration to its successor as of the close of the administrative year.
- B. The Convention Committee shall plan and supervise all arrangements, programs, budgets, entertainment, promotion, financing and fees for the annual convention on behalf of and subject to the approval of the District Board of Directors. The committee shall submit a report on its progress and planning at the quarterly Board meeting preceding the convention and cause to be published, at least 30 days prior to the dates of the convention, the complete, official convention program. The committee shall also make recommendations to the convention on the selection of the time and place of future conventions.
- C. The Oratorical Contest Committee shall supervise, program and promote the Optimist International Oratorical Contest in the form and manner established by the International Board of Director.
- D. The Resources, Retention and Renewal Committee shall be responsible for emphasizing and strengthening Club administration, and membership maintenance and publicizing District level assistance programs for Clubs and promoting follow up and indoctrination for newly organized Optimist Clubs.

- E. The Public Relations Committee shall be responsible for overall promotion and publicity efforts of the District, including promotion of all programs and activities which occur at the District level, promotion of Club and District level contests, and, overall, promotional responsibility of the organization to both the Clubs in the District and the general public. The committee shall also be responsible for assisting the Clubs in the District with their local publicity efforts.
- F. The District JOOI Clubs Chair and Committee shall promote the development and growth of Junior Optimist, Octagon, and Alpha Clubs. It is recommended that the Chair serve a two year term in order to provide continuity; and that a committee of at least two additional people, to represent different areas of the District, is established to help the chair.
- G. The New Club Building Committee shall be responsible for the overall building efforts in the District; working closely with the Governor, Lt. Governors and Club committee chairs. They shall provide District and Zone training, hands on experience.
- H. The Leadership Development Committee shall be established composed of four members, one serving a three year term, one serving a two year term, one serving a one year term and one being the Governor-Elect. In its initial year, the Governor will appoint three members and appoint one of them as chairman. In subsequent years, the Governor-Designate will appoint someone to fill the vacated seat, which will be for a three year term, and will name the chairman from among any of the four members.
- I. The committee will be composed of Optimists who have been recognized by Optimist International as proven leaders in growth and service. In the initial year, the committee shall consist of a qualified past Club President, a qualified past Lieutenant Governor, and a qualified past Governor. In subsequent years, the committee shall consist of not more than two qualified past District leaders, i.e., Lieutenant Governor and/or Governor, and at least one qualified past Club President
- J. The Leadership Development Committee will be responsible for promotion and planning of training at District conferences. This committee will be responsible for distribution and use of training modules and for the implementation of Optimist International directed training programs. The Leadership Development Committee will provide liaison between District administration and Clubs for training and will select the best faculty available for District training events. This committee will provide necessary continuity in training between the Optimist International Board, the District administration and the clubs
- K. Other Committees and Chairpersons: The Governor-Designate shall appoint the chairpersons and the required number of members of all committees, and shall announce such appointments not later than 1 October following his or her election, except that the Governor-Designate shall appoint the Convention Committee member, who shall serve as next year's Convention Chairperson, no later than November 1. If a committee member cannot complete a term of office, the current Governor shall appoint someone to fill the position, not to exceed the normal term of office.
- L. The Governor shall make appointments no later than October 1 except that the Governor-Elect shall appoint the Convention Committee member, who shall serve as next year's Convention Chairperson, no later than November 1. If a committee member cannot complete a term of office, the current Governor shall fill the position, not to exceed the normal term of office.

END OF DISTRICT POLICIES