

Kentucky-West Virginia District
Optimist International
District Policies

As Amended August 9, 2008

I: Purposes

The sole purpose of this District shall be to function as an administrative division of Optimist International in furtherance of the purposes of Optimist International, its bylaws, and policies as established by the International Board of Directors. The District shall provide service and support to Clubs for the purpose of enhancing growth, participation, administration and youth service. All Clubs located within the territorial boundaries of this District shall be members of the District, except as requested by the Club or Clubs involved, and in concurrence with the Districts involved and the International Board of Directors. (OI Bylaws Article VII, Section 2)

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II: District Policies

- A. The District shall adopt a set of operating policies authorized by the International Board of Directors, which will cover the items necessary to administer the District. These policies shall be adopted by the District Board of Directors (OI Bylaws Article VII, Section 3, Paragraph E). These policies shall be reviewed annually by the District Executive Committee and revised as necessary. All revisions in policies shall be approved by the full Board of Directors. Policies may be reviewed and revised by the Board of Directors or Executive Committee at other times as necessary.

- B. The District Secretary-Treasurer shall provide each member of the Board of Directors with a copy of all policies for review, adoption or reaffirmation at the first quarterly meeting of the Board. Publication on the District Web Site will fulfill this requirement. Policies shall be submitted to Optimist International annually for review. Such submission shall take place no later than January 31.

- C. Policies may be reviewed, as needed, by a committee appointed by the Governor. Proposals for change may be submitted by any member in good standing to the Governor for transmittal to the committee. Proposed revisions shall be submitted to the Executive Committee, which shall make recommendations to the Board of Directors for action.

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III: Board of Directors

A. General Provisions

The Board of Directors shall administer the business of the District. The Board of Directors shall consist of the officers of the District, the two Immediate Past Governors, and the President of each member Club. Should the President of a member Club be unable to attend, a delegate from that Club would be allowed to speak and act as the President in the conduct of business before the Board of Directors. The JOOI Governor shall serve as a non-voting member of the Board of Directors. (OI Bylaws Article VII, Section 3, Paragraph A)

B. District Officers and Executive Committee

1. The District officers shall be the Governor, Governor-Elect, District Secretary-Treasurer and the Assistants to the Governor.
2. The Executive Committee shall consist of the officers, the two most Immediate Past Governors, and the JOOI Governor as a non-voting member. (OI Bylaws Article VII, Section 3, Paragraphs B and C)
3. The Board of Directors, for purposes of expediency and efficiency, delegates its powers and authority to the Executive Committee. Excluded from that delegation are those functions and responsibilities specifically reserved to the Board by Optimist International Bylaws. (OI Bylaws, Article VII, Section 3, Paragraph C)

C. Elections and Terms of Office

1. No one shall be eligible for election or hold a District office unless he is duly enrolled on the International roster as a member of a Club in good standing in Optimist International and the District and he has held or is currently holding the office of President of an Optimist Club at the time of election or appointment. (OI Bylaws Article VII, Section 6, Paragraph A)
2. The term of office for Governor shall be one year.
3. The Governor-Elect shall be elected at the annual or a special duly called convention by a majority vote of the accredited delegates

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present and voting at the time of the election. The Governor-Elect shall not serve in any other elective office in the same year he is Governor-Elect. (OI Bylaws Article VII, Section 6, Paragraph C) The Governor-Elect shall automatically become Governor on 1 October of the year following the year in which he was elected Governor-Elect. Following the District Convention, the Governor-Elect shall be known as the Governor-Designate.

4. The District Secretary-Treasurer shall be appointed for a term of one year by the Governor-Elect. The appointment of the Secretary-Treasurer Designate shall be confirmed at the third quarter Board meeting by the District Board of Directors and shall take office 1 October next following confirmation (OI Bylaws Article VII, Section 6, Paragraph D). The term of office for the Secretary-Treasurer shall be one year (OI Bylaws Article VII, Section 6, Paragraph D).
5. One Assistant to the Governor shall be appointed by the Governor-Elect for each Region in the District. The term of office shall be one year. The appointment of Assistants to the Governor shall be confirmed by the Executive Committee at the third quarter Committee meeting, and those individuals shall take office 1 October next following their confirmation.

D. Duties of District Officers

1. Governor

Under the general supervision of the International Board of Directors and the District Board of Directors, it shall be the duty of the Governor to further the mission and purposes of Optimist International and promote the interest and coordinate the work of member Clubs within the District. The Governor shall function as the chief executive officer of the District, preside at all meetings of the District Board of Directors, the Executive Committee, and the annual convention of the District. He shall be an ex-officio member of all committees, and exercise general supervision over affairs of the District subject only to the Board of Directors, the delegates to the annual District convention, and the Board of Directors of Optimist International. He shall at all times act on behalf of Optimist International in all relations with member Clubs within the District. He shall also attend the annual convention of

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Optimist International and any special meetings or conferences conducted by Optimist International for Governors.

2. District Governor-Elect

The District Governor-Elect will be responsible for promotion and planning of training at the District convention for Club officers-elect and Assistants to the Governor, with the assistance of the Leadership Development Committee, utilizing the Optimist International Faculty Guide.

3. District Secretary-Treasurer

It shall be the duty of the District Secretary-Treasurer to:

- a. attend all meetings of the District Board of Directors, the District Executive Committee and the annual District convention, and to act as Secretary thereof,
- b. keep true and correct minutes of such meetings and transmit a copy to the International Office and to others so designated by the District Board, within 30 days after the close of any such meeting,
- c. receive and deposit all moneys due the District.
- d. disburse moneys within the limitations of the District budget or by specific instructions of the District Board, the District Executive Committee, or the accredited delegates at the District convention,
- e. keep an accurate and complete record of all financial transactions and submit financial statements and records required by the District Board of Directors and as set forth in the Bylaws & Policies of Optimist International,
- f. keep books of account open at all times to the District and International Board of Directors, with such books to be subject to annual review as of 30 September of each year,

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g. perform such duties as prescribed in these policies.

4. Assistants to the Governor

Each Assistant to the Governor shall function as a representative of Optimist International and the Governor in his assigned Region, and generally conduct his office in a manner contributory to the attainment of all objectives of the District and Optimist International within each Region. The Assistant to the Governor must make every attempt to visit each newly affiliated Club in his Region within 90 days following its official organization. He shall make the prescribed report of each visitation within 30 days. Each Assistant to the Governor should schedule and conduct meetings in the Region at least quarterly. Notice shall be given to the Region Club Presidents and Club Secretary-Treasurers at least 15 days prior to such meeting. He shall make the prescribed report of each meeting within 30 days of the meeting date.

E. Duties of the Executive Committee

The Executive Committee is authorized to make purchases and pay expenses, travel allowances, reimbursements and obligations as provided by and within the limitations of the budget, make plans and establish policy furthering the objectives of the District, and exercise general control over plans, budget and program of the District convention (OI Bylaws Article VII, Section 3, Paragraph C).

F. Vacancy of District Office

1. For good cause, or upon death, resignation or incapacitation of any elected or appointed officer or any officer-designate of the District, or in the event of the failure of any officer to carry out the duties of his office, the incumbent District Executive Committee may declare said office vacant and shall select a successor to fill the remainder of his term. Should either of the Immediate Past Governors be unable to serve as members of the Executive Committee and the Board of Directors, the next available Immediate Past Governor who is willing to serve shall automatically become a member of the Executive Committee and Board of Directors in his place and stead. The foregoing shall apply to any individual who has been elected or appointed to office, but for any reason does not assume or carry out the duties of his office (OI Bylaws Article VII, Section 3, Paragraph D).

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2. In the absence of the Governor at any meeting of the Board of Directors, Executive Committee or District Convention, the next available Immediate Past Governor who is willing to serve will act as the presiding officer.
- G. District Board of Directors Meetings
1. The Governor shall 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. Publication of the notice in the District bulletin and/or on the District web site shall satisfy this requirement. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business, and a majority of those present and voting shall be necessary to give effect to any action of the Board (OI Bylaws Article VII, Section 3, Paragraph F).
 2. The first quarter meeting shall be held not later than November 30. The second quarter meeting shall be held in the month of February. The third quarter meeting shall be held in the month of May. The fourth quarter meeting shall be held in conjunction with the annual District convention.
 3. Quarterly Conferences
 - a. Quarterly conferences shall be planned and conducted by the District administration and held in conjunction with the quarterly Board of Directors meeting in the first, second and third quarters. Conferences shall be conducted for the benefit of all Optimist members and their guests.
 - b. All conferences shall be budgeted and conducted on a non-profit, break-even basis. Registration fees and fees for meal services may be collected. Notice of conferences shall accompany notice of District Board of Directors meetings.
 - c. Any hospitality room or other accommodations serving a like purpose shall be closed during business and training events, if such would interfere with those events.

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- d. Traditional courtesies shall be extended to any official representative of Optimist International including complimentary lodging, meals and registration. A gift, with a value not to exceed one hundred dollars (\$100.00), may be provided to any such representative.
- e. The Governor shall issue an invitation to the Optimist International President to visit the District during the third quarter conference, but shall provide alternate dates and locations. All plans and arrangements shall be made under the direct supervision of the Governor. Complimentary lodging, meals and registration shall be provided to the President and spouse. A gift, with a value not to exceed one hundred dollars (\$100.00), may also be provided. In the event that an alternate visit is scheduled, such conference shall be budgeted for and operated on a break-even basis. All Clubs shall be invited to attend at least thirty (30) days in advance. The Governor and spouse or person(s) as designated by the Governor shall serve as the official host.
- f. The District Board of Directors shall be officially installed by the Optimist International Representative at the first quarter Board meeting.

H. Executive Committee Meetings

Meetings of the Executive Committee shall be held quarterly at the location of the District Board of Directors meeting and prior to that meeting. Other meetings of the Executive Committee may be called by a majority of its members or at the call of the Governor (OI Bylaws Article VII, Section 3, Paragraph C).

I. Regions, Establishment/Meetings

1. Region Alignment/Realignment

- a. The number and boundaries of Regions within the District for any administrative year, if subject to revision, shall be determined by the Executive Committee
- b. All proposals for realignment of Regional boundaries must be submitted to the Governor not less than thirty (30) days

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prior to the Executive Committee meeting at which the proposal will be considered.

- c. New Clubs shall be assigned to the Region in which they are geographically most suited.

2. Regional Meetings

- a. Each Assistant to the Governor should conduct at least one Regional meeting in each quarter of the administrative year. Notice of such meetings shall be provided to the President and Secretary of each Club within the Region not less than seven (7) days prior to the meeting. To avoid visitation conflicts, the Governor should be advised of all Regional meetings.
- b. Regional meetings may be held in conjunction with District meetings, but such meetings shall not be held during business or training sessions.
- c. Regional meetings shall be conducted on a no-host, no registration fee basis, at no cost to the District aside from those costs which may be budgeted to each Assistant to the Governor for the conduct of such meetings.
- d. The Assistant to the Governor shall be responsible for the advance preparation and distribution of the Regional meeting program and the filing of a report for each meeting on the appropriate Optimist International form. Minutes are inappropriate and not required as Regions are not legislative bodies.

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IV: District Committees

- A. The District Board of Directors shall establish in these District Policies such committees as it deems appropriate to carry out the administration of the District (OI Bylaws Article VII, Section 3, Paragraph G). The Governor-Designate shall appoint the chairmen and the required number of members of all committees, and shall announce such appointments not later than 1 October following his election (OI Bylaws Article VII, Section 5, Paragraph G).
- B. The following committees are established:
1. Finance:
 - a. The Finance Committee shall be composed of six members. The officers name here are as they are known on October 1 of the proposed budget year. The members are: the Governor, District Secretary-Treasurer, Governor-Elect and three members-at-large. Each at-large member shall serve a term of three years and serve as committee chair in the third year of the term. The Governor-Designate shall appoint one member to a three-year term each year, which term shall begin on 1 October of the proposed budget year.
 - b. The Governor shall appoint replacement members in the event that a vacancy occurs prior to a member's term expiring. However, if such a vacancy is the result of a member-at-large becoming a District officer, that person shall occupy both positions and no vacancy shall be deemed to exist. Otherwise, such appointments shall be for the remainder of the term.
 - c. The Finance Committee, between the District Convention in August and 1 October following, shall prepare a proposed budget for submission to the Executive Committee for its recommendation to the Board of Directors at the first quarter Board meeting.
 - d. The Finance Committee shall arrange for an annual review of the books of account as of 30 September, which shall be conducted by a certified public accountant. A report of the review shall be submitted to the members of the Board of Directors not later than 30 November.

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2. Candidate Qualifications:
 - a. The Candidate Qualifications Committee shall be composed of the Governor-Elect, the two next available Immediate Past Governors who are willing to serve and two at-large members as appointed by the Governor. The Governor shall appoint the Committee chair.
 - b. Nominations for Governor-Elect:
 1. Prior to 1 July, the Committee shall seek and receive the names and qualifications of prospective candidates for the office of Governor-Elect and shall publish such names prior to the date of the election. The Committee may consider candidates on its own motion.
 2. The following shall be required from any candidate for consideration by the Committee prior to the annual convention:
 - a. A written presentation on the background and qualifications for office.
 - b. A letter from the candidate's Club indicating its support of the candidacy.
 - c. A written statement from the candidate's employer indicating an understanding and approval of the commitment of time necessary while in office. Candidates who are self-employed shall submit this statement on their own behalf.
 3. The Committee shall prepare and distribute a summary of the qualifications and background of each nominee to each Club prior to the convention.
 4. In the event of a floor nomination, it shall be the responsibility of the Committee to verify that the nominee meets the qualifications for office as outlined in the Optimist International Bylaws.

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3. Achievement and Awards
 - a. The District may budget, conduct and promote an annual Achievement and Awards program which shall be prepared and evaluated by the A&A Committee with the collaboration of the Governor. The program shall be presented to the Executive Committee and the Board of Directors for approval at the first quarter Board meeting. The District program shall supplement that of Optimist International.
 - b. Appeals and/or protests of published point standings in the District program, to be considered, must be received by the District Secretary-Treasurer, with a copy to the Committee chair, not later than thirty (30) days following publication of the standings. The Executive Committee shall review and adjudicate all appeals and/or protests and its decision shall be final.
 - c. A Club must be in good standing to be eligible to participate in the program.
 - d. In the event that, through action or inaction on the part of the District or a District officer, a Club is unable to earn credit it would otherwise be entitled to (e.g. failure to hold a Regional meeting) the A&A Committee Chair may award that credit. This action must be reported to the Governor at the earliest opportunity.
4. Activities
 - a. Community Projects Award Competition: Entries to the Community Project Awards competition must be submitted at the time and place prescribed by the Committee, but in no event later than 30 September. The competition will be conducted in accordance with Optimist International guidelines and rules.
 - b. Club Scrapbook Competition: Entries to the Club Scrapbook competition must be submitted at the registration table during the first quarterly conference following the end of the year for which the entry is being

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submitted. The entry must be submitted no later than noon on the Saturday of the conference.

- c. Bulletin Competition: A District Bulletin competition may be conducted, following the guidelines of the International competition. Entries shall be submitted at the District convention.

5. Essay Contest

- a. The District shall conduct an annual essay contest in compliance with the Optimist International contest rules, and the winner's information will be forwarded to Optimist International by the established date. A District Essay chair shall be appointed by the Governor to administer the contest.
- b. An entry fee of thirty-five dollars (\$35.00) shall be paid by a sponsoring Club for entering its winner in the District contest. Club entry fees shall pay expenses for food and lodging at the third quarter District conference for the District winner. The second and/or third place finishers may also be invited to attend, based on financial restrictions. The sponsoring Club shall be responsible for necessary transportation, food and/or lodging for those contestants to and from the conference.
- c. The cost of District awards and authorized on-site expenses for contestants shall be funded by entry fees, unless the Executive Committee approves other arrangements. The District Secretary Treasurer shall make all purchases and expenditures required for the competition.

6. Junior Golf Championship

- a. The District may conduct an annual Optimist International Junior Golf Championship qualifying tournament in compliance with Optimist International rules and guidelines. Information for qualifying players shall be forwarded to Optimist International by the established date. A District Junior Golf chair shall be appointed by the Governor to administer the tournament.

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- b. An entry fee of fifty dollars (\$50.00) shall be required for entry into the District tournament and may be paid by a sponsoring Club or the participant. A sponsoring Club may, at its discretion, furnish funds for transportation, food and/or lodging to and from the District tournament.
 - c. Entry fees shall pay District tournament expenses, and transportation to and from and entry fees for the Optimist International tournament for the winning boy and girl in the 16-18 year old age division. Excess funds may be divided equally among winners in other age divisions who compete in the Optimist International tournament, then equally among other attending qualifiers. Any additional funds may be provided to the District Junior Golf chair to offset costs of attending the Optimist International tournament.
 - d. The District Junior Golf chair, under the supervision of the District Secretary-Treasurer shall be responsible for financial accounting relating to receipt of entry fees and/or donations and necessary expenditures.
 - e. Funds for the District Junior Golf Championship may be raised through entry fees as noted in item b. above, donations, sponsorships and/or other fundraisers as needed. Other fundraisers shall receive the approval of the District Board of Directors and the International Board of Directors prior to being conducted.
7. Oratorical Contest
- a. The District shall conduct a boy and girl Oratorical contest annually in full compliance with Optimist International rules, and will forward required winners information to Optimist International by the established date. A District Oratorical chair shall be appointed by the Governor to administer the contest.
 - b. Regional level contests shall be the responsibility of the Assistants to the Governor who may appoint a Regional Chair to administer the Regional contest.
 - c. An entry fee of thirty-five dollars (\$35.00) shall be paid by the sponsoring Club for each entry in a Regional contest.

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Such entry fees shall be used to defray the cost of the District contest, including food and lodging for the contestants. The District Secretary-Treasurer shall procure and distribute necessary awards and supplies for the Regional and District contests.

- d. Sponsor Clubs are responsible for the cost of transportation, food and/or lodging of contestants to and from the Regional and District contests.
8. Communications Contest For The Deaf And Hard Of Hearing (CCDHH)

The District may conduct a CCDHH contest. If such a contest is held, it shall be conducted in compliance with Optimist International guidelines. The Governor shall appoint a District CCDHH chair to administer the contest. An entry fee of thirty- five dollars (\$35.00) shall be paid by the sponsor Club for each entry in the District contest to offset the cost of the contest.

9. Tri-Star Basketball
- a. A Tri-Star Basketball contest may be conducted under the auspices of a Host Club who will publicize and conduct the contest.
 - b. Receipts and expenditures for the contest shall be under the control of the District Secretary-Treasurer.
 - c. An entry fee of twenty dollars (\$20.00) shall be paid by a Club for each entry in the District contest.
 - d. In order for a participant to be eligible for entry to the District contest the participant must have won a Regional contest.
 - e. Assistants to the Governor shall be responsible for conducting Regional contests. An Assistant to the Governor may appoint a Regional Chair to oversee the contest.
 - f. The contest will be conducted under the guidelines published by Optimist International, except that

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participants in the 12 and 13 year old boys division will compete using the “regular” or “boys” size basketball. All others will compete using the “small” or “girls” basketball.

10. Growth Team:

The Growth Team shall be composed of the Chair of each of the following described committees. Each committee will be responsible for achieving the goals noted below. The Growth Team, in conjunction with the Governor and Governor-Elect as appropriate, will coordinate their efforts and assist each other in meeting the goals outlined for each individual Committee.

a. New Club Building

1. The New Club Building (NCB) Committee shall be responsible for the organization of, at minimum, the number of new Clubs necessary to meet the Distinguished District status as established each year by the Optimist International Board of Directors.
2. The Committee, along with the Club Services and Tracking Committee, shall be responsible for verifying that the full follow-up process is correctly followed for each Club built.
3. The Committee may take advantage of Certified Club Builders (CCB) as assigned by Optimist International when it feels the assistance is necessary for a particular project. A dollar amount shall be budgeted to the Committee for this purpose in the annual District Budget.
4. Additional amounts may be budgeted to the Committee for use in the reimbursement of reasonable expenses incurred by individuals and/or Clubs in the building process.

b. Membership and Retention

1. The Membership and Retention Committee shall be responsible for a net increase of membership

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across the District of 5% or the increase required to achieve Distinguished District status according to the International awards program, whichever is higher, based on the October 1 starting membership. The Committee shall also be responsible for maintaining a member retention rate of at least 85% for the District.

2. The Committee may develop and offer a variety of incentives and contests in order to meet the goals set in Item 1 above. Funds will be budgeted for the use of the Committee to fund these incentives and contests. Incentives and contests should be developed around and in addition to any incentive and/or contest offered by Optimist International.

c. Club Services and Tracking

1. The Club Services and Tracking Committee shall be responsible for identifying Clubs which may not be functioning in a way that ensures a strong, healthy, growing Club. The Committee shall be responsible for insuring that those Clubs which have been identified are offered the tools and services offered by the District and Optimist International. Funds shall be budgeted for the Committee's use in providing those services to the Clubs.
2. The Committee will also be responsible for tracking each Club's progress toward Honor and Distinguished Club status. Reports of that status and steps necessary to achieve those statuses should be communicated to each Club and to the Executive Committee on a regular basis.
3. The Committee may develop and implement incentives or contests to encourage Clubs to meet the requirements for each status. Funds will be budgeted for that purpose.

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4. The Committee shall be responsible for identifying Clubs eligible for assistance under the International Club Renovation program. The committee will seek out Clubs to participate with identified Clubs, and will oversee each step of the Renovation process, including all follow-up activities.
5. The Committee, along with the New Club Building Committee, shall be responsible for verifying that the full follow-up process is correctly followed for each New Club built in the District.

d. Leadership Development

1. The Leadership Development Committee shall be responsible for providing training sessions at each District conference and the District convention for Club officers, Club officer-elects and the general membership. The Committee will work with the Governor and Governor-Elect in selecting training topics appropriate to each conference.
2. The Committee is urged to make use of International Certified Trainers in planning and conducting training sessions. Funds will be budgeted each year for that purpose.
3. The Committee will be responsible for making training available to individual Clubs as requested, and to Assistants to the Governor within each Region as requested.
4. The Committee will be responsible for the development and implementation of a District Mentoring Program, which will be designed to assist in the identification of and preparation of potential future Club and District leaders.

e. Strategic Planning

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1. The Strategic Planning Committee will be made up of the Growth Team, along with the Governor, Governor-Elect and Immediate Past Governor, and shall be responsible for implementing and updating, on a regular basis, the District's Strategic Plan as approved by the Executive Committee.
 2. The Strategic Plan shall be reviewed by the Executive Committee prior to the beginning of each fiscal year for possible updates. Any updates will be presented to the Executive Committee for approval prior to implementation.
 3. The Committee will report to the Executive Committee each quarter as to the status of the District and progress toward meeting the goals of the Strategic Plan
- C. The designated entry fee for any of the activities in the section may be waived if a sponsor is found. The Executive Committee shall approve sponsors and waivers.

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V: District Convention

A. General Provisions

A convention of the Clubs in the District shall be held between 1 August and 30 September on such dates and at such location as shall be determined by the 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 Board of Directors shall have the power to substitute another city in the event circumstances later make such an action necessary or advisable. The District Secretary-Treasurer shall issue and cause to be delivered to each member Club in the District an official call for the annual convention at least thirty (30) days prior to the date thereof, in which notice the time and place of the holding of said annual convention shall be set forth. Publication in the District bulletin and/or on the District web site shall satisfy the requirements of this section. In the event of an emergency, and with the approval of the International Board of Directors and the District Board of Directors, a District may hold a special District Convention at any time and place. The District Secretary-Treasurer shall issue and cause to be delivered to each member Club in the District, at least twenty (20) days prior to the date of said special convention a written notice of the time and place of the holding of same together with a general statement of the proposed business to be transacted. Publication in the District bulletin and/or on the District web site shall satisfy the requirements of this section. The method and means of voting at the convention shall be established by the District Board of Directors. Convention rules shall be adopted by a majority vote during the first business session of each convention; but may be suspended, rescinded or amended after their adoption by a two-thirds (2/3) majority vote. A quorum of any District convention shall consist of a majority of the accredited delegates. (OI Bylaws Article VII, Section 4)

B. Allocation from District Dues

In keeping with the philosophy that all Clubs and members benefit from the District convention, the sum of fifty cents (\$0.50) per member shall be allocated from the dues paid by Clubs for each of their members. This sum shall supplement registration fees for the funding of the convention.

C. Budget

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The convention budget shall be prepared as a supplement to the annual budget and shall be based on statements of receipts and expenditures of previous conventions.

D. Complimentary Registrations

The Governor, Governor-Designate, Secretary-Treasurer, Secretary-Treasurer Designate and the official Optimist International Representative and their spouses shall receive complimentary registration, including all fees, scheduled meals and lodging.

E. Convention Program

1. The convention committee, with the consultation of the Governor and Governor-Designate, shall be responsible for the conduct of events and meetings. The Governor, in consultation with the Governor-Designate, shall prepare the agenda for all business sessions, forums, and meal service events. The Governor-Designate shall prepare the agenda for leadership development sessions within the time frames designated by the convention agenda.

2. Convention information, including the convention program, registration forms and preliminary agendas shall be distributed to all District officers and committee chairs, Club Presidents and Secretary-Treasurers, and all Past Governors not less than thirty (30) days prior to the convention. Publication in the District bulletin and/or on the District web site shall satisfy the requirements of this section. The convention agenda will include, at minimum, the following:

- a. At least one business session
- b. Leadership development sessions for Club and District officers elect
- c. An address by the Optimist International Representative to assembled delegates
- d. Installation of the incoming Executive Committee

F Refunds

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Requests for refunds of pre-paid registrations must be made in writing by the pre-registered individual and received by the convention chair or District Secretary- Treasurer on or before the final day of the convention. No partial refund requests will be honored. Refunds of meal costs shall not be honored after the pre-registration date.

G. Convention Rules

1. Adoption of these convention rules shall be the first order of business. These rules shall be adopted by a majority vote of accredited delegates, but may be suspended, rescinded or amended after their adoption by a two-thirds (2/3) majority vote. A quorum of any District convention shall consist of a majority of the accredited delegates. For voting purposes, vote count shall be based on the actual number of votes cast.
2. The convention shall be composed of registered Optimist delegates as set forth in the International Bylaws.
3. 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. The Club must also be in good standing with Optimist International and the District. The number of accredited delegates of a Club shall not exceed the voting strength of the Club.
4. For a Club to be considered in good standing, the Club must have no outstanding balance due to Optimist International or the District, which is more than sixty (60) days in arrears.
5. A member holding membership in multiple Clubs may become an accredited delegate representing each Club by completing the registration process for each Club, provided that each Club is in good standing.
6. Club voting strength shall be based on the following:
 - a. A Club shall be entitled to one (1) vote for every ten (10) members or major fraction thereof (6 or more).
 - b. A Club with fewer than six (6) members shall be entitled to one (1) vote.

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- c. For purposes of determining the number of votes, the official Optimist International roster as of the last day of the previous quarter shall be used (December 31, March 31, June 30, September 30).
 - d. A new Club organized between the date noted above and the convention shall be entitled to the number of votes based on the official number of charter members of the Club.
- 7. The Credentials Committee shall report at the first convention business session and at each business session thereafter, or when directed to do so by the presiding officer. The report shall include only those Clubs in good standing with properly accredited delegates.
- 8. Any member in good standing may speak to any issue. To be entitled to the floor, an individual must rise, address the presiding officer, and give their name and Club affiliation.
- 9. Only accredited delegates may make or second motions. On direction of the presiding officer, main motions shall be put in writing.
- 10. No motion shall be entertained by the presiding officer unless seconded and shall not be open to debate or amendment before the presiding officer has repeated it.
- 11. Debate shall be limited to five (5) minutes per speaker with a limit of five (5) speakers in favor of and five (5) speakers opposed to the motion under discussion. A delegate shall not speak a second time to the same question if another delegate who has not spoken thereon rises and asks for the floor.
- 12. “Roberts Rules of Order” shall govern all convention proceedings not specifically addressed by the Optimist International Bylaws or these convention rules.
- 13. Voting Procedures:
 - a. Only accredited delegates may vote. Voting may be by voice, hand, rising, ballot or roll call at the discretion of the

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presiding officer unless a ballot vote is ordered by a majority of delegates, or a roll call vote is ordered, in writing, by not less than ten (10) percent of the Clubs represented. A separate seating area will be made available for accredited delegates.

- b. Each Club shall select a delegation chair who shall cast the Club's votes on any issue requiring a ballot or roll call vote.
- c. Votes may be split by Clubs entitled to more than one vote. Clubs may caucus prior to voting. Only whole votes may be cast.
- d. Club delegation chairs may obtain ballots from the Credentials committee during registration or during the hour preceding any business session. Ballots shall not be distributed during any business session. Lost ballot forms must be reported to and replaced by the Credentials committee prior to a business session.
- e. Ballot voting shall be conducted as follows: The presiding officer shall appoint a committee of tellers and select a chair. Multiple ballot boxes may be placed at convenient locations within the meeting room, each under the control of at least two (2) tellers. The presiding officer shall recess the business session for the purpose of marking and depositing ballots. Each Club delegation chair shall deposit their Club's ballots. Upon completion of voting, the tellers shall remove the ballot box(es), count the ballots and report their results to the teller chair. The teller chair will tabulate all results and report those results in writing to the presiding officer. If balloting is conducted to elect an officer, the presiding officer shall announce the winner only and will then request a motion to destroy the ballots.
- f. A vote on any business or question before the convention, with the exception of reports by the Candidate Qualifications committee or Resolutions committee, shall be taken immediately following its presentation and debate. Once commenced, a vote may not be interrupted except to ask the presiding officer to restate the question.

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- g. Any delegate may change their vote provided he rises promptly and asks for the floor before the presiding officer declares a final result.
 - h. Any appeal from a decision of the presiding officer shall be based on a point of order and shall be seconded. The vote thereon shall be on sustaining the decision of the presiding officer, not on sustaining the appeal.
14. Election of Officer(s)
- a. The Candidate Qualifications committee shall report during the first business session.
 - b. The presiding officer shall call three times for additional nominations. Floor nominations shall be limited to the candidate's name, Club affiliation and office sought.
 - c. In the event there are two (2) or more nominees for a position, each candidate shall be afforded two opportunities to address the convention. The first address shall be limited to five (5) minutes. The second address shall occur immediately prior to voting for the office, and shall be limited to two (2) minutes. A candidate may allow another individual to address the convention on their behalf.
 - d. Any election shall be the final order of business of the final business session of the convention. Each office shall be voted on separately and voting shall continue until one candidate has received a clear majority of all votes cast.

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VI: District Finances

A. General Provisions

The conduct and administration of District business shall be financed by District dues payable by Clubs for each of their members enrolled in the office of Optimist International, from convention fees, by extraordinary fundraisers as approved by the District Board of Directors and International Board of Directors and as hereinbefore provided from the general fund of Optimist International. The amount of the District's dues, and dates on which such dues shall be payable shall be established by the Board of Directors of Optimist International. The District, by resolution adopted by a two-thirds (2/3) majority vote of the accredited delegates to the annual or duly called special convention, may petition the Board of Directors of Optimist International, in the form and manner prescribed by that Board, for adjustment of the amount of the annual dues. No financial obligation or assessment, of any kind, other than provided in these policies, shall be placed upon or requested of the Clubs or their members by the District. (OI Bylaws Article VII, Section 5, Paragraphs A, B and C)

B. Dues

1. Each Club in the District shall pay for each member enrolled in the International office as of 30 September and 31 March, the annual dues of twelve dollars (\$12.00) per member, payable semi-annually of each year, subject to the approval of the Board of Directors of Optimist International and in accordance with Optimist International Bylaws. Annual dues payable by a newly affiliated Club shall commence as provided in policies established by the Optimist International Board of Directors.
2. Any Club more than sixty (60) days in arrears to the District or Optimist International shall be considered not in good standing and shall forfeit all rights and privileges during the period of indebtedness.
3. The District Secretary-Treasurer may act as a receiving agent for Optimist International dues. Such payment, when made by check, shall be payable to Optimist International. When made with cash, the Secretary-Treasurer shall provide receipt to the Club, deposit the funds in the District account, and issue a check payable to Optimist International. Such funds must be forwarded to Optimist International immediately.

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4. Any member on active military duty shall be exempt from the payment of District dues by the Club, upon verification by the Club. Such dues shall be deducted from the District bill by the Club.

C. Depositories and Signatories

The District Board of Directors shall annually determine the official depositories for District funds and designate officers authorized to endorse, execute and sign checks or orders for the payment of money and such shall be co-signed by two such officers. (OI Bylaws Article VII, Section 5, Paragraph F)

D. Expense Reimbursements

1. Authorized individuals may be reimbursed for travel and expenses incurred while on District business only when the District Secretary-Treasurer receives a properly completed and signed voucher accompanied by receipts and/or reports where appropriate. The voucher must be signed by the Governor prior to payment. Reimbursement for mileage, when budgeted, shall be at the rate of thirty cents (\$0.30) per mile. All reimbursements shall be made within the limitations of the budget and available funds. The Governor may approve reasonable unbudgeted expenses by a District officer or committee chair, provided that contingency funding is available.
2. The Governor may be reimbursed for authorized travel and expenses when engaged in the execution of the responsibilities of office, excluding those expenses reimbursed by Optimist International.
3. The Governor-Elect may be reimbursed for authorized travel and expenses incurred while attending International conferences, District meetings and other such occasions or events as are specifically requested by the Governor, excluding those expenses reimbursed by Optimist International.
4. Assistants to the Governor may be reimbursed for authorized expenses incurred in communicating with Clubs (e.g. telephone calls, postage, etc.), authorized travel and expenses in required Club visitations, Regional meetings, District quarterly conferences,

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new Club organizational meetings within the Region and charter presentations within the Region.

5. Past Governors serving as members of the Executive Committee and Board of Directors may be reimbursed for authorized travel expenses incurred in attending such meetings.
6. The District Secretary-Treasurer may be reimbursed for travel and expenses incurred in the execution of the office, attendance at District quarterly conferences and other such events as specifically authorized by the Governor.
7. District Committee Chairs may be reimbursed up to twenty-five dollars (\$25.00) for attendance at a quarterly District conference when requested by the Governor to be present and report.
8. Multiple payments will not be allowed to those individuals who hold more than one position. Budgeted funds not used each quarter may be assigned by the Governor to special committee activities.

E. International Convention

1. With due respect to the location and duration of the International convention, the Governor, Governor-Elect and Secretary-Treasurer shall receive an amount, to be budgeted annually, toward the expense of attending, excluding any expenses reimbursable by Optimist International. To qualify, each must register, attend the full convention and show evidence thereof when submitting an expense voucher.
2. Each Secretary-Treasurer Designate, New Club Building, Membership, Leadership Development, Club Services and JOOI chairpersons who registers and attends the full convention including any scheduled training sessions for their respective position shall participate in available funds budgeted annually for that purpose. Duplicate payments will not be made to an individual who holds more than one incumbent and/or –elect position. Committee chairs named in this paragraph are those taking office on 1 October following the International Convention.
3. The District may maintain a headquarters or hospitality room, the cost of which shall be included in the annual budget.

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VII: Miscellaneous

A. JOOI and JOOI District Meeting

1. The District shall allocate ten cents (\$0.10) per member from District Dues to help defray the expenses of the JOOI District conferences and/or JOOI convention. The funds shall be budgeted under a separate account in the District budget and managed by the District Secretary-Treasurer.
2. Fund raising activities to generate income for the JOOI District may be conducted at District functions with the approval of the Governor. JOOI income shall be held in a “dedicated fund” and be available for use in subsequent administrative years by JOOI.

B. District Insignia

1. The District shall provide lapel pins (designating the appropriate office) for all members of the Executive Committee. Lapel pins shall be presented when an individual is installed in office, and are to be returned to the District Secretary-Treasurer when new officers are being installed or by the end of the administrative year. Appropriate past officer pins, with stone, shall be presented to retiring members of the Executive Committee.
2. Name badges may be provided to members of the Executive Committee and/or District committee chairs.
3. District lapel pins may be designed and purchased by the Governor. Distribution shall be at the discretion of the Governor.

C. Flag, Creed and Banner Display

The District shall display the national flag, Kentucky and West Virginia state flags, District banner and the Optimist Creed banner at the convention and any conferences in the room in which business is conducted.

D. Gifts and Mementos

1. The District shall present a gift/memento to the retiring Governor and spouse and to the retiring Secretary-Treasurer and spouse with

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a cost not to exceed two hundred fifty dollars (\$250.00) and one hundred dollars (\$100.00) respectively.

2. The District may present a gift/memento with a cost not to exceed one hundred dollars (\$100) each to any official Optimist International representative attending District meetings and/or convention.
3. The Immediate Past Governor shall be responsible for the selection of such gifts for the retiring Governor. The Governor or designee shall select any gifts for Optimist International representatives and the retiring Secretary-Treasurer.

E. New Clubs – Charter Presentation and Expenses

1. The date and agenda for the charter presentation program of a new Club shall be established by joint action of the new Club, sponsor Club(s), Governor and Assistant to the Governor of the sponsor Club's Region. The Governor or his appointee shall present the charter certificates. In the event a charter presentation occurs after the end of the administrative year in which the new Club was organized, the Immediate Past Governor shall have the prerogative of presenting the charter certificates.
2. The cost of the Club banner for a new Club shall be paid by the District. The cost of the bell and gavel shall be paid by the sponsor Club(s) when billed by the District Secretary-Treasurer.

F. Visitations by the Governor

The Governor shall not be required to visit every Club within the District. Club visitations will be limited, at the Governor's discretion, to organizational meetings of new Clubs, charter presentations, Regional meetings and/or special events. In view of the administrative responsibilities and time demands on the Governor, the Governor may delegate a representative on such occasions.

G. Youth Activities at District Conferences

Suitable arrangements shall be made for youth attending District meetings and conferences.

H. Bulletin

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A District bulletin shall be published by the District Bulletin Editor under the supervision of the Governor. Publication frequency and distribution shall be established by the administration according to budgetary provisions and available funds. At minimum, the bulletin should be published quarterly and distributed to the members of the Executive Committee, District committee chairs, Club Presidents, Club Secretary-Treasurers, Past Governors, the Optimist International Vice President and Optimist International headquarters.

I. Directory

The District shall publish a directory for distribution at the beginning of the administrative year. Contents shall include the name, address, telephone numbers and email addresses of all District officers, Chairs, Past Governors, Club Presidents and Club Secretaries. Club names, numbers, meeting dates, times and locations shall be included. Publication on the District web site shall satisfy the requirements of this section.

J. Web Site

The District may maintain an internet web site under the administration of a District Web Master, appointed by the Governor. The site will include up-to-date District Directory information, current District Policies and information on District competitions, including the Essay Contest, Oratorical Contest and Junior Golf Championship. Information about District Conferences and registration forms shall also be included. Links to the Optimist International, Optimist Leaders and Optimist International Foundation sites will also be included. Other content included will be at the discretion of the Governor and the Web Master.

K. Gender References

Any reference to the words “he”, “his”, “him”, “man”, or “men” are 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.

L. Memorial Club Awards and Scholarships

Over a period of years, various funds have been provided to the District in order to establish specific Club awards. These funds are held in a separate investment fund known as the Bryan-McCardwell-McCoy Memorial Campaign Fund. Investment income from that fund shall be expended as follows:

1. S. Phil McCardwell Early Club Builder Award: At the first quarterly District conference each year, the first Club built in the preceding year shall be

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awarded two hundred dollars (\$200.00) toward the purchase of a life membership for a member of the Club. The recipient Club's Board of Directors shall determine the individual who will receive the benefit of the award. The Club and/or the individual recipient shall be responsible for the remaining balance of the life membership fee.

2. Steve and Ruth McCoy Membership Award: During the third quarter District Conference, the Club which has added the most new members during the first six months of the current year (number added, not net gain), shall be awarded one hundred dollars (\$100.00). In the event of any tie, the Club with the highest percentage of new members added, based on the October 1 beginning membership, shall receive the award.
3. Dr. James Bryan Youth Service Award: At the first quarterly District conference each year, entries for the award shall be judged by the Activities Committee, and the winning Club will receive and award of one hundred dollars (\$100.00) and a traveling trophy. The entries will be judged based on the projects conducted by the Club using the following criteria: 1) number of youth served; 2) quality of service to youth; 3) number of man-hours devoted to the projects; 4) funds expended on the project. Project information must be verifiable through the Club's President's Pride report (due to Optimist International by September 30). Club entries will include, at minimum, the Club name, Club number, President's and Secretary's name, address, telephone number and email address, a brief resume of each project including the number of youth served, man-hours devoted to the project and funds expended and totals for all youth served, man-hours devoted to all projects and funds expended.
4. District Scholarship: Any remaining income from the fund may be used to fund a District scholarship, to be offered to high school seniors who reside within the District. Applications for the scholarship must be sponsored by a Club, and must include a letter from the Club President recommending the student for the scholarship and a resume from the student outlining academic achievements and community service work performed. Applications shall be judged by the Activities Committee based on the value of community service work performed by the student and the student's academic achievements. The amount of the scholarship to be awarded, if any, will be announced no later than the third quarter District conference.