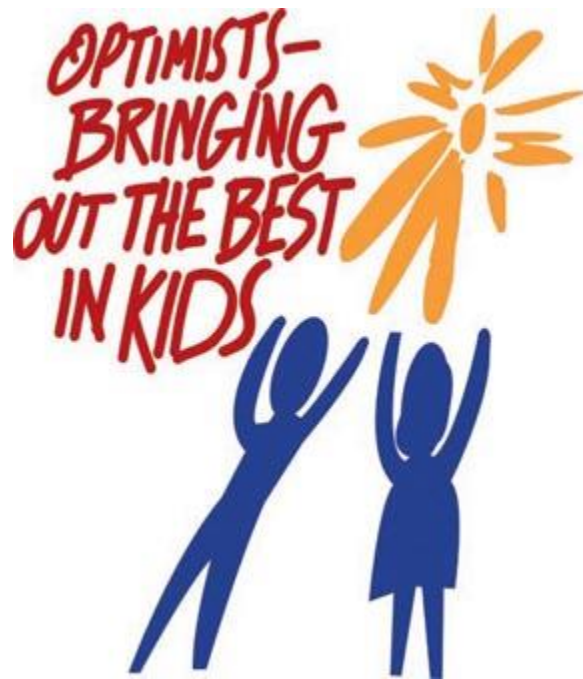


***Southern Wisconsin Optimist District  
Chartered October 1, 1993***



**District Policies**

*Adopted November 5, 2005  
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***The SWIS District exists to provide service and support to its clubs for the purpose of enhancing growth, participation, training, leadership development, personal growth, administration, and community and youth service.***

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

# **Southern Wisconsin Optimist District Policies**

## 1. International Bylaws

This district shall be governed by the bylaws of Optimist International. Any changes, additions, or deletions to the International Bylaws shall amend these policies on the effective date of the International changes without action being required on the part of the District.

## 2. District Board of Directors Installation

The District Board of Directors, defined by OI Bylaws VII, Section 3 (A), shall be officially installed by the official representative of Optimist International as soon as possible in the administrative year.

## 3. District Board of Directors Meetings

The District Board of Directors shall meet at the call of the Governor, at such time and place as may be determined by the Executive Committee. The Governor may call for quarterly meetings. Notice of all meetings of the District Board of Directors shall be sent (email or paper) by the District Secretary, or District Treasurer to all members of the Board, with an agenda prepared by the Governor and the District Secretary at least thirty days prior to said meetings. Board meetings shall be budgeted, conducted, and operated on a break-even basis. Cost of any meals and gratuities may be collected by the District Treasurer or designate. The District Board will administer the District.

## 4. District Officers

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

## 5. Duties of the Officers

Under the general supervision of the International Board of Directors, it shall be the duty of the Governor to further the purposes of Optimist International and the District to promote the interest and coordinate the work of the member clubs within the District. The Governor shall function as the chief executive officer of the district and shall have the usual and customary duties and responsibilities of such office. These include but are not limited to: preside at all Board and Executive Committee meetings and the annual convention; be an ex-officio member of all committees, and shall exercise general supervision of the affairs of the District, subject only to the Board of Directors. He shall at all times act on behalf of Optimist International in all relations with member clubs; attend the Optimist International Convention, and any other such meetings of Optimist International when requested by Optimist International to do so.

The District Secretary shall have the usual and customary duties and responsibilities of such office. These include but are not limited to Minutes of all Board and Executive Committee meetings.

The District Treasurer shall function as the chief financial officer of the district and shall have the usual and customary duties and responsibilities of such office. These include but are not limited to: receive and deposit all monies on behalf of the district; keep accurate records for all financial transactions; prepare or cause to be prepared all financial reports required by the Federal or State governments, Optimist International, the Governor, the Executive Committee, or the District Board. The District Board shall annually determine the District depository and signatories.

Should the positions of District Secretary and District Treasurer be restructured and combined in the future, the Governor shall appoint a person to the position of District Secretary-Treasurer. All duties described herein for District Secretary and District Treasurer shall be performed by the person in the position of District Secretary-Treasurer.

Lieutenant Governors shall function as a representative of Optimist International, and the Governor for the assigned zone, and generally conduct his office in a manner contributory to the attainment of the objectives and goals of the District and Optimist International. These include, but are not limited to, attendance at District Board and Executive Committee meetings, appropriate visits to the clubs in the assigned zone, completion of reports as required by the District or Optimist International, and specific tasks as assigned by the Governor or Executive Committee.

## 6. District Executive Committee Membership and Meetings

The members of the District Executive Committee shall be the officers of the District and the two most Immediate Past Governors. The District Executive Committee shall meet prior to meetings of the District Board of Directors or at the call of the Governor, or at the call of a majority of the members of the Executive Committee.

#### 7. District Executive Committee—Powers and Duties

Pursuant to the International Bylaws, and the limitations therein, and accepting those functions and responsibilities specifically assigned to the Board of Directors by the Bylaws, the Board of Directors shall, for the purpose of expediency, delegate its powers and authority to the District Executive Committee. The District Executive Committee fills any vacancy.

#### 8. District Officers Lapel Insignia

The District Administration may provide official lapel insignia for all District Officers to be presented at the time of their installation and such insignia should be returned to the District Secretary at the end of the administrative year. The District shall also purchase and present the following: Governor insignia with stone, Past Governor insignia with stone, Governor's elect insignia with stone, Lieutenant Governor insignia with stone, Past Lieutenant Governor insignia with stone, District Secretary insignia with stone, District Treasurer insignia with stone, Past District Secretary insignia with stone, and Past District Treasurer insignia with stone.

#### 9. Minutes of Meetings

It shall be the responsibility of the District Secretary to keep accurate minutes of all meetings of the District Executive Committee, the District Board of Directors, and the Annual District Annual Convention. The District Secretary shall further provide a copy of such minutes to members of the Board of Directors, Optimist International, and such other as the Board of Directors may indicate. Copies of the minutes shall be sent to the International Office within thirty days of each such meeting or convention.

#### 10. Establishment of Zones

Solely for the purpose of more adequate administration, the District Executive Committee shall from time to time divide the District into geographical areas called zones. The numbers and boundaries of zones, for any administrative year, if subject to revision, shall be determined by the Executive Committee at such time to permit the timely election of Lieutenant Governors for the next administrative year. All proposals for a realignment of zone boundaries shall be submitted to the Governor not less than thirty days prior to said meeting. No zone shall be created with less than four clubs, unless the Governor determines that the geographical separation of clubs make it prudent to create a new zone with no fewer than two clubs with approval of the Executive Committee. New clubs shall be assigned to the zone of the sponsor club and transferred to their respective geographical zone at the beginning of the next administrative year, and services thereto shall be the responsibility of the Lieutenant Governor of such zone.

#### 11. Zone Meetings

Each Lieutenant Governor should make every effort to conduct of a zone meeting in each quarter of the administrative year, and notice of such meetings shall be sent to the President and Secretary in each club in the Zone at least ten days prior to the meeting. To avoid conflicts, the dates for all zone meetings shall be established with the knowledge and approval of the Governor. To fulfill this responsibility, zone meetings must be held independent of other District events such as District Board Meetings, Conferences, and/or the Annual District Convention. All zone meetings shall be conducted on a no host, no registration fee basis. If fees for the use of facilities for zone meetings are anticipated or incurred, such expenses shall be borne by the members participating in the zone meetings. The Lieutenant Governor shall be responsible for preparation and distribution of each zone meeting program, and the completion and filing of a report on each meeting on the form provided by Optimist International. Because zone meetings are not legislative bodies, minutes are inappropriate and are not required.

#### 12. District Bulletin

The District Administration may publish a district bulletin under the direction of the Governor and edited by the District Bulletin Editor, District Publicity Chair, or other designate appointed by the Governor. Costs, publication frequency and distribution shall be established by the district administration from year to year based upon budgetary provisions and available funds. At a minimum, the bulletin shall be published and distributed to all district officers, district committee personnel, club presidents and secretary/treasurers, district and club officers-elect, the International Office, and others as directed by the Governor.

#### 13. District Website

The District Administration may maintain or contract for hire to maintain a District Website under the direction of the Governor and edited by the District Bulletin Editor, District Publicity Chair, District Webmaster(s) or other designate/committee appointed by the Governor. Publication and information shall be established by the district administration from year to year based upon budgetary provisions and available funds. Fees, maintenance, and expenses associated with the Website should be weighed in comparison to what a District Bulletin would cost to create, print, and distribute to Optimist Members in the SWIS District.

#### 14. District Conferences

District conferences shall be planned and conducted by the District Administration, at the time and place of and to coincide with meetings of the District Board of Directors. Such conferences shall invite and encourage the attendance of club officers, club board members, and committee chairs, 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, training, leadership development events, and, under the direction of lieutenant governors, brief zone meetings. A conference shall include the election of Lieutenant Governors for the ensuing year and, if not scheduled, the district oratorical finals. All such conferences will be budgeted and conducted by the District Administration on a non-profit basis. The district administration may collect fees for any meal service and gratuities provided at such conferences. Notice of such conferences and programs thereof shall accompany the notice of the District Board of Directors meetings.

##### 14.1 Conference Allocation from Dues

In keeping with the fact all clubs and members benefit from District Conferences, an amount shall be budgeted and shall be allocated from the district dues paid by clubs for each of their members enrolled in the office of Optimist International as of the last dues billing date. Said allocation shall supplement conference registration fees. The amount of the allocation shall be set and approved in the annual budget of the District.

##### 14.2 Conference Budget & Finance Report

The conference budgets shall be prepared and approved as a supplement to the District Administration's annual consolidated budget and shall be based on statements of receipts and expenditures and audits of previous conferences. The statement of conference receipts and expenditures shall be prepared by the Conference & Convention Committee Chair, the Governor and the District Secretary/Treasurer and shall be included in the District's Annual Financial Report.

##### 14.3 International Representative - District Conference

In keeping with the policy of Optimist International to provide an official International Representative to at least one District Board Meeting each year, the Governor shall issue an invitation, as early as possible, to such individuals as soon as their identities are established. Courtesies traditionally provided to the International President, including complementary accommodations and registration shall also be provided to such International representatives.

##### 14.4 Club Hospitality At District Conferences

All club hospitality rooms, or other such accommodations serving a similar purpose shall be closed during conference business sessions, workshops, and training events.

##### 14.5 Conference Registration Refunds

All requests for refunds of prepaid conference registrations must be made in writing by the pre-registered individual. Such requests for refunds must be received by the Conference & Convention Committee Chair or the District Secretary/Treasurer on or before the last day of the conference. No refunds of partial registration shall be honored.

##### 14.6 Flags, Creed and Other Banners - District Conferences

The district administration shall display at all district conferences appropriate national flags, the District Banner, District Awards Banners, and the Optimist Creed Banner in the room in which the conference business is conducted.

#### 15. District Convention

The District Convention shall be held annually between the dates of 1 August and 30 September, said dates and location to be established by the District Board of Directors at the recommendation of the Executive Committee. The district administration shall provide all member clubs with an opportunity to bid for the conduct of conventions in their respective communities. Such bids or invitations shall be submitted to the Executive Committee on the prescribed form not later than 30 days prior to the convention at which the selection(s) shall be made. The District Board will choose the convention site.

##### 15.1 Convention Allocation of District Dues

In keeping with the fact that all clubs and members benefit from the Annual District Convention an amount shall be budgeted and shall be allocated from district dues paid by clubs for each of their members, enrolled in the office of Optimist International as of the last dues billing date, which allocation shall supplement convention registration fees for financing the Annual District Convention. The amount of the allocation shall be set and approved in the annual budget of the district.

#### 15.2 Convention Budget & Finance Report

The convention budgets shall be prepared and approved as a supplement to the district administration's annual consolidated budget and shall be based on statements of receipts and expenditures and audits of previous conventions. The statement of convention receipts and disbursements shall be prepared by the Conference & Conventions Committee Chair, Governor and District Treasurer, and shall be included in the district's annual financial report.

#### 15.3 District Convention - Complementary Registrations

The incumbent Governor, Governor-Designate, District Secretary, District Treasurer, and the two Past Governors serving on the Executive Committee may receive complementary convention registrations and such may need to be anticipated in the convention budget.

#### 15.4 Convention - International Representatives

The official Optimist International Representative (and spouse) shall receive complementary registration and hotel/motel lodging of suitable character and such shall be anticipated in the convention budget.

#### 15.5 Convention Duration

The Annual District Convention shall be a two day event, beginning Friday and ending Saturday, exclusive of social, recreational or other extra-curricular activities.

#### 15.6 Flags, Creed and Other Banners - District Convention

The district administration shall display at all district conventions appropriate national flags, the District Banner, District Awards Banners, and the Optimist Creed Banner in the room in which the conference business is conducted.

#### 15.7 Club Hospitality at The District Convention

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

#### 15.8 District Convention Program

The District Administration shall prepare, through consultation with the Governor, Governor-Elect and the Leadership Development Chair, the schedule of convention events and meetings for submission to the District Board of Directors not less than 90 days prior to the convention. The Governor, through consultation with the Governor-Elect and Leadership Development Chair, 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 chairs, club presidents and secretary/treasurers not less than 30 days prior to the convention. The convention schedule shall include, at a minimum, the following events:

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

#### 15.9 Convention Registration Refunds

All requests for refunds of prepaid convention registrations must be made in writing by the pre-registered individual. Such requests for refunds must be received by the Conference & Convention Committee Chair or the District Treasurer on or before the last day of the convention. No refunds of partial registration shall be honored.

#### 15.10 District Convention Rules

1. The convention shall be composed of registered delegates as set forth below.
2. 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 number of accredited delegates of a club shall not exceed the voting strength of the club. All voting and the vote count shall be determined by the actual votes cast.
3. "Robert's Rules of Order" shall govern the convention proceedings in all cases not governed by the Constitution and Bylaws of Optimist International, or these convention rules.
4. Delegates shall register promptly upon arrival and attend all sessions of the convention.
5. The Credentials Committee shall report at the first convention session thereof and periodically thereafter or when directed by the Governor to do so. The report shall include only those clubs with

- properly accredited delegates and may be amended by the committee before or between convention business sessions.
6. A member holding membership in more than one club may become an accredited delegate for such clubs provided there is a completed and paid registration for each club where the member intends to vote.
  7. The program as printed shall be the official program of the convention.
  8. The Candidate Qualifications Committee shall report the nomination(s) for Governor-Elect at the first business session. Following this report, the presiding officer shall call for other nominations from the floor, and will then call for the closing of nominations. The election shall be held during the last business session.
  9. The District may conduct the election for the next Governor-Elect at the Third Quarter Conference, following the same procedures and protocols that are in place for the Annual District Convention.
  10. To be eligible for election as Governor-Elect, a person must be a member in good standing and has served all of a term as Club President.
  11. Nomination from the floor shall be limited to a statement including a candidate's name, club affiliation, and the office being sought.
  12. There shall not be nominating speeches if there are no nominations from the floor or if there is only one candidate. In the event there are to be nominating speeches, the speeches shall be given on the day of the election by persons approved by the respective candidates. Nominating speeches shall be limited to two for each candidate: one of five-minute duration, and a seconding speech of a two-minute duration. It shall be permissible for the nominee to utilize the two-minute seconding speech to address the delegates.
  13. Voting: The District Board will establish voting procedures as listed below. In the transaction of convention business requiring a vote each club in the District in good standing with Optimist International and the SWIS District shall be entitled to one vote for each ten members or majority fraction thereof (six or more) enrolled by the Club in Optimist International as of June 30. Every club is entitled to a minimum of one vote. If a club is organized after June 30, the number of votes shall be based upon the charter enrollment as submitted to Optimist International.  
All voting shall be voice, hand, or rising vote, at the discretion of the Presiding Officer, unless a ballot or roll call vote is ordered by a majority of the accredited delegates. The position of Governor-Elect shall always be conducted by ballot vote, whenever there is more than one candidate, following the established balloting procedures:
    - a. In the event a vote by ballot is ordered, the Presiding Officer shall appoint a committee of tellers and name its chair. At the conclusion of the balloting, the tellers shall certify the tabulated results in writing to the Presiding Officer. If the balloting has been conducted for the purpose of electing an officer, the Presiding Officer shall announce the name of the winner, and then entertain a motion to destroy the ballots.
    - b. Only accredited delegates as defined in these rules may vote. Such delegates shall be seated in a special section at the convention business sessions.
    - c. Accredited delegates from each club shall select a delegation chair who shall cast the votes for the respective club on any convention business requiring a vote by written ballot or roll call.
    - d. Each delegation chair shall be presented to the credentials committee, before the close of registration on the opening day of the convention, to verify the accreditation of the club's delegates and to obtain official ballots for use throughout the convention.
    - e. Delegation chairs unable to verify accreditation and pick up ballots within the hours of registration of the opening day of the convention may do so by presenting themselves to the credentials committee during the hour preceding the time of the first business meeting of the day is called to order. Ballots for scheduled votes shall not be distributed during the conduct of business meetings. In the event of lost blank ballots obtained in advance by a delegation chair, the delegation chair may appear before the credential committee to request duplicate ballots.
    - f. Voting strength may be split by clubs with more than one vote. Such clubs may caucus prior to voting to determine how voting strength shall be split (whole votes only; fractional votes are not permitted).
    - g. The vote on any business or questions before the convention, except reports of the Candidate Qualifications Committee and the Resolutions/Constitution & Bylaws Committee, shall be taken immediately following its presentation or debate.
  13. In the event a vote by ballot is ordered, balloting shall be conducted in the following manner:
    - a. The meeting shall be recessed for marking and depositing ballots.
    - b. The presiding Officer shall appoint a committee of tellers per Paragraph 12(a).

- c. To expedite the balloting process, multiple boxes may be placed in convenient location within the meeting room. Tellers shall be stationed at each ballot box.
  - d. Only delegation chairs may deposit ballots for their respective clubs.
  - e. At the conclusion of the balloting period, tellers shall remove the boxes, count and record the ballots, and the chair shall report the written results to the presiding officer.
13. The vote on the question, once commenced, shall not be interrupted to ask the Presiding Officer to restate the question.
  14. No delegate shall be entitled to the floor, unless the delegate rises, addresses the Presiding Officer, and gives the individual name and the club affiliation. Any registered delegate may speak on any issue; however, only accredited delegates may make or second motions.
  15. Main motions shall be put in writing when the Presiding Officer so directs.
  16. 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 the motion.
  17. Debate shall be limited to five minutes per speaker. A delegate shall not speak a second time to the same question at the same session if another registered delegate who has not spoken thereon rises and asks for the floor.
  18. No accredited delegate shall speak more than twice on the same question if any registered delegate objects.
  19. An accredited delegate may change the way they have voted provided the accredited delegate rises and asks for the floor before the Presiding Officer declares the results final.
  20. An appeal from a decision of the Presiding Officer should be based on a point of order and shall be seconded. The vote thereon shall be put on sustaining the decision of the Presiding Officer, not on sustaining the appeal. A majority vote in the negative reverses the Presiding Officer.
  21. Not more than two amendments to any question shall be pending at any one time. After disposal of one or two of the outstanding amendments, additional amendments may be proposed.
  22. The convention may, to expedite that handling of business, limit as it chooses the time or number of speakers for each side on any question(s), or the total time for debate, by a two thirds majority vote.
  23. Chairs of committees may make partial reports during lull periods of the convention, unless otherwise ordered by the Presiding Officer.
  24. These convention rules shall be adopted by a majority vote, but they may be suspended, rescinded or amended after their adoption by a two thirds majority vote of the accredited delegates present and voting.

## 16. International Convention

With respect to the location and duration of the International Convention, the Governor, Governor-Designate, JOOI Governor-Elect, District Secretary, District Treasurer, and/or District Secretary Designate, District Treasurer Designate (The current District Secretary or District Treasurer may go if the District Secretary Designate or the District Treasurer Designate chooses not to), the New Club Building Chair, Membership Chair, Club Services Chair, and the Leadership Development Chair shall receive an amount, to be budgeted annually, toward the expenses of attendance at the International Convention, excluding those expenses reimbursable by Optimist International. To qualify for this amount, each must attend and be registered at the full convention, attend their respective training sessions, and show evidence thereof when submitting an expense voucher. 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 and their respective training sessions shall participate in the distribution of available funds budgeted annually for the purpose of financial assistance to those Lieutenant Governors-elect who are registered and attend the full convention.

### 16.1 District Promotion/Hospitality Room at the International Convention

The District may maintain a district headquarters or hospitality room at International Conventions, the expenses of which shall be budgeted for and reported on an annual basis.

## 17. District Dues

Each club in the District shall pay \$12.00 for each member on the membership roster at Optimist International as of September 30 and March 31. Said dues are payable semiannually on or before November 1 and May 1 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 on the first day of the third month following that in which such club was officially organized; such payments to be based upon the number of members enrolled in the International Office on the date of said club organization. District Dues shall be waived for members of a College Club and Friend of Optimist members. No assessments of any kind may be levied and the District Board may petition the Optimist International Board for a dues increase.



18. District Directory

The District Directory is located in the Leaderboard of the SWIS Website. It contains Optimist names, addresses, phone numbers, e-mail addresses in either the Club Directory or the SWIS Officer/Chair Directory and is updated quarterly from Optimist International.

19. District Committees

The Governor shall appoint committees as needed to insure the efficient and effective functioning of the SWIS District. All appointments are for a one-year term, for the current administrative year of the sitting governor. The Governor may appoint chairs for the following committees, if needed, and the named chair in consultation with and the approval of the Governor, may add committee members.

Except as defined below, the specific duties of all committees shall be to cooperate in making the District as effective as possible in meetings its goals (personal growth, education, training, and growth), those of Optimist International, and to encourage, aide, and assist member clubs as much and in any way possible.

Finance Committee

The Finance Committee shall be composed of four members; two Past Governors of the SWIS District, a Past District Secretary/Treasurer, and an Optimist experienced in the financial field. Initially, two of the four members shall have a three- year term; the other two shall have two-year terms. Subsequent appointees shall be for two year terms, keeping four members on the team continually for continuity. The Governor-elect shall be an ex-officio member. Additional members may be appointed by the Governor for his/her term of office. The chair shall be appointed by the Governor from the membership of the committee.

The committee will review, in consultation with the district administration, the district financial statements prior to each district conference and the chair will make any recommendations to the executive committee as warranted. The finance committee, in consultation with the incoming governor and district secretary/treasurer, shall assist in the preparation of the proposed annual budget for submission to the incoming executive committee for recommendation and to the incoming district board of directors for approval at the first meeting of the administrative year.

The Finance Committee shall perform a review of the prior fiscal year's end-of-the year records to determine that appropriate accounting procedures have been followed. Based on this review, the committee will make comments or recommendations to the executive committee as deemed appropriate. The committee will also consider, at least annually, the District's current financial policies and make recommendations to the executive committee and Past Governor's Association for financial policy changes as deemed necessary. Said review shall be completed and submitted to the District Board by December 31 each year.

Candidate Qualifications Committee – refer to Section 27 - Past Governor's Association (PGA)

Growth Committee – Membership & New Club Building

Leadership Development Committee

The LDC, in coordination with, and the approval of the Governor, shall be responsible for promotion and planning of training at all District conferences, meetings and conventions, including distribution and use of training modules, and suggested Optimist International training sessions. The LDC will coordinate all training efforts with the Governor, and will work with the Governor-Elect and future LDC for the annual district convention. The LDC will utilize Optimist International Certified Trainers whenever possible and practical and will seek to find the best faculty available for all District meetings. The LDC will also strive for continuity between district administrations.

Club Fitness Committee

The Club Fitness committee shall be responsible for: emphasizing and strengthening club administration, membership, and retention/maintenance; monitoring of clubs, with emphasis on District assistance programs for clubs, including but not limited to district conferences with further emphasis on training and personal development; and the follow-up and indoctrination of new clubs within the District. This committee shall work closely with Leadership Development and the Governor in planning District conferences, training, and education sessions.

JOOI

District Contests: Essay, Oratorical, CCDHH

District Youth Activities: Tri-Star, OIJGC, Bowling

District Bulletin/Webpage

District Meetings, Conferences, Convention

Ad Hoc

Other Committees as needed

#### 20. Balanced Budget Requirement

The district budget shall be a break even or "balanced" budget. If the budget proposal includes a provision to use a portion of the amount transferred in from previous administrations, specific justification shall be provided at the time the budget is presented for approval. Executive Committee approval shall be required for any expenditure exceeding the total budgeted expenses. All budgets shall employ the Optimist International Standard District Chart of Accounts, account numbers, definitions, and required supplements required from time to time by Optimist International. As part of the annual budget development process, a determination should be made of the amount to be transferred out. The amount should be set at a level that is reasonable to provide a contingency for unexpected financial occurrences, but not excessive. The determination to reduce the amount should consider over what period of time the reduction should occur so as not to negatively affect the long-term finances of the District.

20.1 The district shall have one year to submit all requirements in order to receive a District allotment for the period, after which time the allotment shall be forfeited. The documentation required for the November allotment must be submitted within one year from the end of that period or the allotment will be forfeited. The documentation required for the May allotment must be submitted within one year from the end of that period or the allotment will be forfeited. The most recent financial statements and minutes will be distributed two weeks in advance of any District meeting.

#### 21. District Policies

The District Secretary shall ensure that the District Policies are available on the District web page, and available to all officers, board members and members of the District. Any changes shall be incorporated into the policies as soon as possible, but no more than 60 days after adoption. When the District Policies are adopted, Optimist International shall be sent a copy of the new policies.

##### 21.1 District Policy Revisions

These policies shall be reviewed annually in the first quarter of each administrative year by the Executive Committee and revised as necessary. It shall be the responsibility of the Past Governor's Association to review the current policies and make any such recommendations for changes to the Executive Committee. All revisions to these policies shall be approved by the full Board of Directors at the first conference of the current administrative year by a majority of the district board present and voting. Policies may be reviewed and revised by the Executive Committee at other times as necessary. The re-numbering or re-ordering of these policies shall not be considered a revision to these policies, and Board of Directors approval is not required for that purpose. Policy revisions, additions or changes as approved by the Board will be inserted where most appropriate, and policies re-numbered and/or re-ordered as necessary.

#### 22. Governor's Club Visitations

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

### 23. International President's Visit

The Governor, at the request of Optimist International, shall provide preferred and alternative locations for the International President's visitations. All plans and arrangements for the International President's visit shall be under the direct supervision of the Governor and District Administration, including provision of complimentary accommodations, customary courtesies, and a suitable gift or memento. Any events held in conjunction with the International President's visit shall be budgeted, conducted on a break-even basis. All clubs in the District shall be invited, at least 30 days in advance, to send representative to the event. Clubs in the city or area of the visitation, under the leadership of the Lieutenant Governor(s) may be invited to provide staffing for the conduct of the event. The Governor and spouse, or a Past International or District officer and spouse, shall be designated as official host to the International President and spouse.

#### 23.1 International Representatives To District Meetings

In keeping with the policy of Optimist International to provide an official International Representative to the District Board Meeting held in the first quarter of each administrative year, and to the Annual District Convention, the Governor shall issue an invitation as soon as possible to such individuals as soon as their identities are established. Courtesies traditionally provided to the International President, including complementary accommodations and registration, shall also be provided to such International Representatives.

### 24. New Club Charter Presentations

Dates and programs for the Charter presentations events of new clubs shall be established by joint action of the new club, the new club's sponsor club, and the Governor or Lieutenant Governor of the zone on the Governor's behalf. Charters shall be presented by the Governor, or by the Governor's appointee. In the event of a charter presentation occurring after the end of the administrative year in which the new clubs was established, the then Immediate Past Governor shall have the prerogative of presenting the Charter.

#### 24.1 District Gifts to New Clubs

The District Administration shall provide each new club with a complementary club banner, bell and striker purchased from Optimist International, and shall budget an estimated amount for such purchase annually. (Policy may include sharing gift expense with the sponsoring club).

### 25. Nominating Procedure

The candidate qualifications committee, which shall consist of the Past Governor's Association, shall seek, qualify and nominate one or more candidates for the office of Governor-elect, and shall require the following for the consideration and information of the committee:

1. A written presentation of the proposed candidate's background and qualifications for the office of Governor-elect.
2. A letter from the club of which the proposed candidate is a member in good standing, indicating the club's support for the candidacy of the individual.
3. A statement from the proposed candidate's employer indicating the employer's understanding, approval and support of the proposed candidate's anticipated commitment to serve. If the candidate is self-employed, the letter can be submitted by the candidate.

### 26. Travel Expenses - General

Authorized individuals shall be reimbursed for expenses incurred in travel on district administration business upon receipt, by the District Treasurer, of a properly completed and signed voucher accompanied by a copy of any required report in writing, such as a visitation report, zone meeting report, or committee chair report. Mileage reimbursement shall be at the rate established by the Board of Directors of Optimist International. Hotel reimbursement shall be at a rate recommended by the Executive Committee and approved by the Board of Directors at the first conference of the current administrative year by a majority of the District Board of Directors present and voting. All reimbursements shall be made within the limitations of the budget and available funds. Travel and other expense reimbursements shall be submitted to the District Treasurer by the 15<sup>th</sup> of the month after the end of the quarter when the expense was incurred. If vouchers are not submitted in this timely fashion, they may be held until the 15<sup>th</sup> of October and will then be paid only if funds are available.

#### 26.1 Travel Expense - Governor

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

#### 26.2 Travel Expense - Governor-elect (Designate)

The Governor-elect (Designate) shall be reimbursed for authorized travel expenses incurred in attendance at district conferences, district board and executive committee meetings, district conventions, and other such occasions and events specifically requested by the Governor, or when required to facilitate plans for the next administrative year.

#### 26.3 Travel Expense - District Secretary

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

#### 26.35 Travel Expense - District Treasurer

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

#### 26.4 Travel Expense - Past Governors

The Past Governors serving as members of the district board of directors shall be reimbursed for authorized travel expenses incurred in attendance at meeting of the district executive committee, the board of directors, and the district convention.

#### 26.5 Travel Expense - Lieutenant Governors

Lieutenant Governors shall be reimbursed for authorized travel expenses, when engaged in the business of the district administration or Optimist International, incurred in required visitations, authorized zone meetings and charter presentations within their respective zones, meetings of the district executive committee and board of directors, and district conferences and district conventions. Lieutenant Governors will receive reimbursement of one night for two day qualified district conferences, and up to two nights for a three day convention, if authorized. A Lieutenant Governor-elect will receive reimbursement for the Annual District and International Conventions at an amount determined by the District Finance Committee, and approved in the annual budget.

#### 26.6 Travel Expense - Committee Chairs & Others

District Committee Chairs shall be reimbursed for authorized travel expenses incurred in attendance at district conferences, district conventions, district executive committee and board of directors meetings, when specifically requested by the Governor to be present and report. Other individuals, who are requested to attend at any of the above by the governor for a specific function or purpose, may be reimbursed for authorized travel expenses.

#### 27. Past Governors Association (PGA)

The past governors shall serve as the Policy Committee to review and recommend changes to the District Executive Committee and to assist the District Executive Committee and the district, as requested by the Governor. The Past Governors Association will meet at the district conferences and the district convention. The Past Governor who served prior to the Immediate Past Governor shall serve as chair. The past governors shall select a member to be the secretary, who will keep minutes and forward them to the Executive Committee. The chair or PGA Secretary shall arrange the time and place for meetings and notify the members of such meetings; cost of said meetings to be borne by the District.

The Past Governors Association will also act as a SWIS District long range planning committee; and will function as the candidate qualification committee for the governor-elect position. In addition, the PGA shall ensure that the PGA Jacket and past governor's gift will be available for presentation at appropriate times. The membership of the Past Governors Association shall consist of all Past Governors who have served the Southern Wisconsin Optimist District or its predecessor, the Wisconsin Upper Michigan District, provided they are still members in good standing of an Optimist Club.

#### 28. Gifts - Mementos

It shall be the policy of this district to present a gift and/or memento, in addition to the Past Governor's Jacket, to the retiring Governor; and an appropriate gift to official Optimist International Representative to District Board meetings and the Annual Convention. The costs of such gifts/mementos should generally not exceed \$150. It shall also be the policy of this district to present a gift or memento to the retiring District Secretary and District Treasurer; the cost of such gift/memento should generally not exceed \$100. It shall further be the policy of this District to present an appropriate gift and/or memento to the International President upon an official visit to the District. The Governor shall be responsible for the selection of gifts and/or mementos for the District Secretary, the District Treasurer, the Optimist International Representative, and the International President. It shall be the policy of this District to make a memorial

contribution in the amount of \$100 to the Optimist International Foundation upon the death of anyone who has served this district, or its predecessor, the Wisconsin Upper Michigan District as its governor. Proper notification of the memorial contribution shall be sent to the family of the deceased by the District Foundation Representative.

## 29. District Contests

The district shall conduct annual contests as approved in these policies, authorized by the District Board of Directors, or permitted by Optimist International.

### 29.1 District Oratorical Contest

The district shall conduct an Oratorical Contest each year within the guidelines of Optimist International. The district finals will be held on the Saturday of the third district conference. If preliminary contests are deemed necessary, they will be held as determined by the District Oratorical Chair, and approved by the Governor. Pursuant to the policies of Optimist International, all phases of the district contest shall be conducted in strict compliance with International Oratorical Contest Rules. A committee of three members from any club(s) in the district shall be appointed by the Governor, or by the District Oratorical Chair with the consent of the Governor. Said committee shall assist the district oratorical chair in the selection of the facilities, equipment, and judges, etc., and other details pertinent to the conduct of the contests. Zone contests are to be conducted under the supervision of and in coordination with the district oratorical contest chair, with the responsibility for the actual zone contests assigned to the respective lieutenant governor or zone oratorical chair. The costs of all transportation, food and lodging while at or en route to or from zone contests shall be the responsibility of the sponsoring clubs. The cost of food, lodging and transportation while en route to or from the district contest (semi-finals and finals) shall be the responsibility of the sponsoring clubs. (Costs will vary in each zone, and they should be established in advance to maintain uniformity throughout the district. Costs of food and housing for participants in the district semi-finals and finals may be funded by entry fees.) The costs of all district trophies, zone certificates and frames, and all pre-authorized receipts and expenditures, shall be budgeted by the district, with input from the district oratorical chair. All such items shall be supervised by the district oratorical chair, and shall be accountable to the district secretary/treasurer who shall make all purchases, record all revenues and expenses, and make all expenditures. It shall be the responsibility of the District Oratorical Chair to submit all required materials and information on the District contest winners to Optimist International within 30 days of the District Contest, or sooner if required by the International Office. The presentation of the official scholarship award provided by Optimist International shall be made by the Governor at the District Convention, or whenever possible. Executive Committee approval shall be required for any expenditure exceeding the total budgeted expenses. Optimist International has expanded its guidelines for the Oratorical Contest to include a World Oratorical Contest. In order to ensure SWIS District competitors are on a level playing field with contestants from other Districts, the District Contest shall be open to all contestants who meet the qualifications for the World Oratorical Contest, including but not limited to age qualifications.

### 29.2 District Essay Contest

The District shall conduct an Essay Contest each year, as authorized and sanctioned by Optimist International. The required information regarding the district winner shall be forwarded to the Optimist International Office in the time frame required by the current contest rules. All phases of the contest shall be conducted in strict compliance with the Optimist International Essay Contest Rules. A District Chair shall be appointed by the Governor to administer all details pertinent to the conduct of the district contest. The costs of all District Awards and all authorized receipts and expenditures shall be budgeted annually by the District. All such items shall be supervised by the district secretary/treasurer who shall make all purchases, record all revenues and expenses, and make all expenditures. Executive Committee approval shall be required for any expenditure exceeding the total budgeted expenses.

### 29.3 District Communication Contest for the Deaf and Hard of Hearing

The District shall conduct a Communication Contest For the Deaf and Hard of Hearing each year, as authorized and sanctioned by Optimist International. The required information regarding the district winner shall be forwarded to the Optimist International Office in the time frame required by the current contest rules. All phases of the contest shall be conducted in strict compliance with the Optimist International Communication for the Deaf and Hard of Hearing Contest Rules. The Governor shall appoint a district chair to administer all details pertinent to the conduct of the contest. The costs of all District Awards and all authorized receipts and expenditures shall be budgeted annually by the District. All such items shall be supervised by the district secretary/treasurer who shall make all purchases, record all revenues and expenses, and make all expenditures. Executive Committee approval shall be required for any expenditure exceeding the total budgeted expenses.

### 29.4 Optimist International Jr. Golf Championship

The District may conduct an OIJGC Golf Tournament each year. All phases of the contest shall be conducted in strict compliance with official OIJGC Golf Rules. The district finals shall be conducted and the number of contestants provided to Optimist International by the date required in current contest rules. A District Chair may be appointed by the Governor, and the chair will be responsible for all details pertinent to the conduct of the contest. The costs of all transportation, food and lodging, green fees, etc. in relation to zone and/or district contests shall be the sole responsibility of the sponsoring club(s). The costs of all awards, as well as all receipts and expenses, shall be the responsibility of the sponsoring club(s) and/or golf committee. District funds may be allocated if they have been budgeted in the current administrative year.

30. JOOI - Youth Clubs Conference

The District shall be encouraged to conduct a conference for Junior Optimist Clubs each year. A planning committee comprised of the district youth clubs chair, Youth Clubs Governor, youth clubs board of directors, and youth clubs advisors and sponsors, as the committee deems necessary, shall be responsible for organizing all phases of the conference. Elections for district youth club officers must be held in accordance with the guidelines of District and International Youth Club Bylaws and applicable policies. All finances shall be under the control of the district secretary/treasurer and youth club chair. No district funds shall be used unless pre-authorized by the Governor.

31. Club Fund Raising

Clubs shall refrain from conducting or lending their names to any fund raising campaign, project or activity which is detrimental to the best interests of the public image of Optimist International and its member clubs, such as professional fund raising schemes, deceiving or misleading telephone solicitations, and other unethical or similar schemes. No club shall permit any telephone solicitation campaign for fund raising purposes which is not planned, managed, supervised and conducted by regular, active members of the Optimist club engaged in the fund raising effort. Clubs considering a fund raising activity should refer to and abide by the Fund Raising Guide published by Optimist International.

32. Conflict of Interest

The following provisions govern conflicts that may arise between the interests of any District Officer or members of the Executive Committee and the SWIS District of Optimist International:

A conflict of interest with respect to a transaction effected or proposed to be effected by the District exists if:

1. A member of the executive committee or the finance committee is known at the time of the commitment to be in a position to personally benefit from the transaction; or
2. The transaction is brought before the executive committee or the finance committee for action, and the officer or member of the board know, at the time of the commitment, that any person has or may have control or unusual influence over a voting member of those committees.

If any conflict of interest arises, the officer or board member must disclose in writing to the finance committee the existence and nature of the potential conflict at least thirty days prior to the transaction. A transaction that is not made in good faith or that is not fair to the district shall be null and void and may not be authorized or approved by any persons.

## ***The Optimist Creed***

Promise Yourself-

To be so strong that nothing can disturb your peace of mind.

To talk health, happiness and prosperity to every person you meet.

To make all your friends feel that there is something in them.

To look at the sunny side of everything and make your optimism come true.

To think only of the best, to work only for the best, and to expect only the best.

To be just as enthusiastic about the success of others as you are about your own.

To forget the mistakes of the past and press on to the greater achievements of the future.

To wear a cheerful countenance at all times and give every living creature you meet a smile.

To give so much time to the improvement of yourself that you have no time to criticize others.

To be too large for worry, too noble for anger, too strong for fear, and too happy to permit the presence of trouble.