

# DISTRICT POLICIES

ARIZONA DISTRICT  
OF  
OPTIMIST INTERNATIONAL  
( As Approved January 13, 2018 )

## FOREWORD

Optimist International Board Policy ID-13, Paragraph 5 states:

As part of the fiscal duties and responsibilities of District administration, each District shall adopt a set of District Policies at the District's annual convention, or at a specially called convention. All District Policies shall follow the Optimist International model district policies, and shall be delivered to the Executive Director of Optimist International in hard copy or electronically within 30 days following adoption by the District. After approval by Optimist International, a District should review its District Policies at least annually. If the District amends the District Policies, the amended policies shall be forwarded to Optimist International within 30 days following the amendment, with all changes highlighted. No policy adopted by a District shall be in conflict of the International Bylaws, or the operating policies of Optimist International.

The current International Vice President-Elect will review these Policies and notify the International Staff that compliance with Optimist International Bylaws has been met. Submission of these policies to Optimist International by December 31 of each year is a requirement of the November allotment. When the suggested District Policies are adopted by the District, any item mandated by the Optimist International Bylaws, and not included in the District Policies, shall default to the International Bylaws requirements. After review by the current Optimist International Vice President, all deficiencies shall be corrected by the District Board. Failure to bring District Policies into compliance with International Bylaws will lead to a possible withholding of the District Allotment until such deficiency is cured. Effective November 1, 2013, any District found in violation of policies related to merchandise will forfeit any allotment.

The language, phraseology and construction of these policies may be altered or rewritten to accommodate prevailing District procedures so long as they conform to existing Optimist International Bylaws and Policies. Under the Optimist International Bylaws, flexibility is afforded to Districts to adopt policies that best promote involved, effective, and efficient District administrations. Mandatory wording is shown in bold face type and must be included in your District's policies as dictated by the Bylaws of Optimist International.

Customarily, District policies are adopted by the District's Board of Directors unless that authority or power has been assigned to the Executive Committee. By International policy, all policies of the District shall be submitted annually to Optimist International. Suggested policies involving receipts and expenditures bear the account number and definition assigned in the Standard District Chart of Accounts.

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

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# **DISTRICT POLICIES**

## **ARTICLE I: DISTRICT PURPOSES**

### **GENERAL**

**The sole purpose of the District shall be to function as an administrative division of Optimist International in furtherance of the purposes Optimist International, the 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 a District shall be members of the District, except as requested by the Club or Clubs involved, and in concurrence with the District or Districts involved and the Optimist International Board of Directors. (OI Bylaws Article VII, Section 2)**

### **NEW CLUB BUILDING POLICIES**

**The District will promote the building of New Clubs in accordance with the Bylaws, Policies, and Guidelines developed by the International Board of Directors (in bold as mandatory wording).**

## **ARTICLE II: DISTRICT POLICIES**

### **DISTRICT POLICIES**

**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 annually by the District Board of Directors at the Annual Convention or a specially called convention. (OI Bylaws Article VII, Section 3, Paragraph E)**

These policies shall be reviewed annually, as necessary, by the District Executive Committee at the District Convention and revised as necessary. All revisions in policies shall be approved by the full District Board of Directors at the District Convention. Policies may be reviewed and revised by the District Board of Directors/Executive Committee at other times as necessary.

The district secretary-treasurer shall provide Optimist International and each member of the district's board of directors with a copy of all policies following the District Convention.

How Made: These policies may be revised by a majority vote of accredited delegates present and voting at an annual convention or another duly formed District Meeting.

Who May Propose and When: Revisions, which may be proposed only by a member of the District Board of Directors, or their delegate if the officer cannot attend in accordance with Arizona District Policies, Article III, and shall be reviewed by the Arizona District Executive Committee before it is submitted to the District Board.

Required Notice: Revisions shall be received by the district secretary at least 45 days prior to the date of the meeting. Each proposed revision shall be accompanied by a brief explanation of the intent and purpose of the proposed revision. The district secretary shall publish a copy of all proposed revisions and related explanations to all District officers and to the President and Secretary of each Club not later than 30 days prior to the date of the meeting. Notwithstanding the foregoing, by unanimous consent of the accredited delegates, revisions may be proposed for consideration if submitted to the district secretary not less than 24 hours prior to final action thereon.

Effective Date: Amendments or revisions of these policies shall be effective on the first day of the administrative year next following the annual convention unless otherwise specified at the time of adoption

### **GOALS TO ACCOMPLISH PURPOSES**

The goals of the District to accomplish the above purposes are:

- > Provide Opportunities for Personal Growth
- > Provide Leadership Training
- > Promote New Club Building
- > Promote Club Growth
- > Provide Service to Youth

### **ARTICLE III: DISTRICT BOARD OF DIRECTORS**

#### **GENERAL PROVISIONS**

**The business of the District shall be administered by a District Board of Directors. The Board of Directors shall consist of the officers of the District, the most Immediate and available Past Governors (at the option of each District), the Lieutenant Governors (if any), the District Secretary-Treasurer, and the President of each 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 the business coming before the Board of Directors. The JOOI Governor shall serve as a non-voting member on the District Board of Directors. (OI Bylaws Article VII, Section 3, Paragraph A)**

#### **DISTRICT OFFICERS AND EXECUTIVE COMMITTEE**

**The District officers shall be the Governor, Governor-Elect, Secretary-Treasurer, Immediate-Past Governor, Past Governor, Lieutenant Governors and the Assistant Governor(s) (if any).**

**The Executive Committee shall consist of the officers and the JOOI Governor (if any) as a non-voting member. (OI Bylaws Article VII, Section 3, Paragraphs B and C)**

**A District may delegate, subject to the limitations imposed by these Bylaws, the powers of the District Board of Directors to the District Executive Committee. ( OI Bylaws Article VII, Section 3, Paragraph C)**

### **ELECTIONS AND TERMS OF OFFICE**

**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 Arizona District; and he has held or is currently holding the office of President of an Optimist Club. (OI Bylaws Article VII, Section 6, Paragraph A)** The term of office for Governor shall be one year.

**The Governor-Elect shall be elected at the annual or a special duly called convention by a majority vote of the accredited delegates 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. (OI Bylaws Article VII, Section 6, Paragraph B) A member shall have served a full term as a Lieutenant Governor before assuming the office of Governor-Elect.**

**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's 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 Secretary-Treasurer shall be one year. (OI Bylaws Article VII, Section 6, Paragraph D)**

The term of office for Lieutenant Governor shall be for one year.

The term of office for Assistant Governor shall be one year.

### **DUTIES OF THE DISTRICT OFFICERS**

#### **Governor**

Under the general supervision of the International 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 Optimist International and any special meetings or conferences conducted by Optimist International for Governors.

### **District Governor-Elect**

The District Governor-Elect will be responsible for promotion and planning of training at the District convention for Presidents-Elect and Lieutenant Governors-Elect, with the assistance of the Leadership Development Committee, utilizing the Optimist International Faculty Guide and approval of the Past Governors Association.

The training of the Lieutenant Governors should take place apart from the District Convention.

### **District Secretary and/or Treasurer**

It shall be the duty of the District Secretary-Treasurer to: (i) attend all meetings of the District Board of Directors, the District Executive Committee and the annual District convention, and to act as Secretary thereof, (ii) 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, (iii) receive and deposit all moneys due the District. (iv) 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, (v) 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, (vi) 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, (vii) shall issue and cause to be delivered to each member Club in the District an official call for the annual convention at least 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, (viii) shall issue and cause to be delivered to each member Club in the District, at least 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, (ix) issue and deliver notice of all meetings of the members of the Board of Directors at least 30 days prior to said meetings, and (x) perform such duties as prescribed in these policies. **A Secretary and/or Treasurer shall, at the end of his or her term of office, deliver all District records to the incoming Secretary and/or Treasurer.**

### **Lieutenant Governor:**

Each Lieutenant Governor shall function as a representative of Optimist International and the Governor in his assigned Zone, and generally conduct his office in a manner contributory to the attainment of all objectives of the District and Optimist International within each Zone. Each Lieutenant Governor should make at least two visitations to each Club in his Zone during the administrative year. The Lieutenant Governor must make every attempt to visit each newly affiliated Club in his Zone within 90 days following its official organization. He shall make the prescribed report of each visitation within 30 days. Each Lieutenant Governor should schedule and conduct meetings in the Zone as often as needed and necessary – they should not conflict with any District meeting. Notice shall be given to the Zone 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.

**Assistant to the Governor (if any):**

It shall be the duties of the Assistant to the Governor to: (i) cooperate with and act as representative for the Governor-Designate in preparation for the year, (ii) act as liaison between a certain number of Lieutenant-Governors and/or committee chairs and the Governor, and (iii) attend all District Board of Directors meetings and Executive Committee meetings as well as the annual convention.

**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).**

**VACANCY OF DISTRICT OFFICE**

**For good cause or upon death, resignation or incapacitation of any elected or appointed officers or any officer-designate of a District, or in the event of the failure of any officer to carry out the duties of his office, the incumbent District Executive Committee may declare said office vacant and shall select a successor to fill the remainder of his term. Should the Immediate Past Governor(s) be unable to serve as members of the Executive Committee and Board of Directors, the next Immediate Past Governor 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)**

**DISTRICT BOARD OF DIRECTORS and EXECUTIVE BOARD INSTALLATION**

The District Board of Directors, as described in OI Bylaws, shall be duly installed by the official representative of Optimist International/or designee at the first opportunity after October 1 each year.



The Executive Committee, as described in OI Bylaws, shall be duly installed by the official representative of Optimist International/or designee at the District Convention.

### **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 shall be returned to the District Secretary-Treasurer at the end of the administrative year. The District also may purchase and present past officers insignia to the retiring Governor, Lieutenant Governors and Secretary-Treasurer.

The recipients and identification of insignia shall be as follows

- A. Governor's insignia with stone
- B. Past Governor's insignia with stone
- C. Governor's elect insignia with stone
- D. Lieutenant governor's insignia with stone
- E. Past lieutenant governor's insignia with stone
- F. District Secretary-treasurer's insignia with stone
- G. Past District secretary-treasurer's insignia with stone
- H. Assistant Governor, if applicable
- I. Past Assistant Governor, if applicable

### **DISTRICT BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE MEETINGS AND NOTICE**

**The Governor may call a meeting of the Board of Directors each quarter, or at such time and place as he may determine with the advice and consent of the Executive Committee. Notices of all meetings of the Board of Directors shall be issued and caused to be delivered to all members of the Board of Directors by the District Secretary-Treasurer at least 30 days prior to said meetings. (OI Bylaws Article VII, Section 3, Paragraph F)**

**Meetings of the Executive Committee may called by a majority of its members or at the call of the Governor.** (OI Bylaws Article VII, Section 3, Paragraph C) Executive Committees shall meet quarterly prior to meeting of the District Board of Directors.

### **ESTABLISHMENT OF ZONES**

The number and boundaries of Zones, for any administrative year, shall be determined by the Board of Directors at the second (2<sup>nd</sup>) quarter meeting to accommodate selection of Lieutenant Governors to serve during the next administrative year.

All proposals for a realignment of Zone boundaries shall be submitted to the Governor not less than 30 days prior to said meeting. No Zone shall be created with less than three (3) Clubs. New Clubs may automatically be assigned to Zones in which they are geographically located and services to the new Club shall be the responsibility of the Lieutenant Governor of such Zone

The emergency need to realign Zone(s) may occur if a Zone decreases to less than three (3) clubs during the year. A written request to declare a Zone Realignment Emergency shall be made to the Executive Board at the next District Conference/Convention. The Board of Directors may consider and act upon such recommendations to become effective upon passage. Any Zone changes during the administrative year shall not affect the Lieutenant Governor continuing in the office to which elected.

### **ZONE MEETINGS**

Each Lieutenant Governor shall be responsible for the conduct of meetings in the Zone as needed to assist the Clubs, and Club officers in the Zone. Notice of such meetings should be sent to the President and Secretary of each Club in the Zone prior to the meeting in order to encourage attendance. The Lieutenant Governor shall be responsible for preparation and distribution of each Zone meeting program and completion and filing of a report on each meeting.

To avoid conflict the dates for all Zone meetings shall be established with the knowledge and approval of the Governor. All Zone meetings shall be conducted on a no-host, no-registration fee basis. If fees for the use of facilities for Zone meetings are anticipated or incurred, such expenses shall be budgeted and paid by the District administration.

To fulfill this responsibility, Zone meetings may be held in conjunction with other District events such as District Board meetings, conferences and/or District conventions.

#### **ARTICLE IV: DISTRICT COMMITTEES**

**The District Board of Directors shall establish in its District policies, such committees as it deems appropriate to carry out the administration of the District.** (OI Bylaws Article VII, Section 3, Paragraph G) **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 3, Paragraph G)

The following committees are generally established:

Achievement & Awards/Activities/CPA Books  
Bulletin Editor and Directory  
Candidate Qualifications  
Communications Contest For the Deaf and Hard of Hearing (CCDHH)  
Childhood Cancer Campaign  
Club Fitness Advisory  
District Conferences and Convention  
Essay Contest  
**Finance** (OI Bylaws Article VII, Section 5, Paragraph D)  
Optimist International Foundation Representative (DFR)  
Hospitality  
Hugh O'Brian Youth Leadership (HOBY)  
International Convention Ambassador  
Junior Optimist Octagon International (JOOI)  
Junior Golf (OIJGC)  
Leadership Development

Membership, Recruitment & Retention  
New Club Building  
Oratorical Contest  
Parliamentarian  
Past Governor's Association  
Photographer  
Personal Growth and Involvement (PGI)  
Sergeant At Arms  
Website and E-Communications

#### **ARTICLE V: DISTRICT PROGRAMS AND ACTIVITIES**

In order to protect Optimist members and the children they serve, the District will encourage Clubs to take steps to promote child safety by implementing effective risk management policies and programs.

#### **Achievement and Awards Program**

The District may budget, maintain and conduct an annual Achievement and Awards Program which shall be prepared and evaluated by the chairman of achievement and awards with the collaboration of the Governor, Governor-elect, Secretary-Treasurer, and through consultation with their predecessors, shall be presented to the District Board of Directors for final approval at the first (1<sup>st</sup>) quarter meeting, or at some other time as established in the District. If adopted by the District, it shall be the responsibility of the District administration to promote and encourage participation in both District and International achievement and awards programs.

Any appeals or protests of the final published standings of clubs or individuals in the District Achievement and Awards programs, to be considered, must be in the hands of the District Secretary/Treasurer not later than thirty (30) days following publication of the standings. The District Executive Committee shall have the power and authority to review and adjudicate any such appeal or protest and its decision shall be final. To be eligible to receive any award or recognition, all financial obligations of a club to the District shall have been met by the closing day of the administrative year.

#### **Candidate Qualifications**

The Candidate Qualifications Committee shall seek, qualify and nominate the best qualified candidates for each elected office, and shall require the following for the consideration and information of the committee:

1. A written presentation of the proposed candidate's background and qualifications for the office of Lieutenant Governor or Governor-elect.

2. A letter from the Club of which the proposed candidate is a member indicating that Club's support of his candidacy.

### **District Communications Contest For The Deaf & Hard Of Hearing (CCDHH)**

The District shall conduct a CCDHH Contest each year. The Required information regarding the District winner shall be forwarded to the International Office in compliance with deadlines set in the Optimist International CCDHH Contest rules. All phases of the contest shall be conducted in strict compliance with Optimist International CCDHH Contest rules.

A District chairman may be appointed by the Governor to administer all details pertinent to the conduct of the District contest.

If more than one club participates in the CCDHH Contest, all clubs sponsoring an entrant beyond the club level shall pay an entry fee of \$30.00. Entry fees shall be adequate to cover all expenses incurred by the District in the conduct of the contest.

The costs of all District awards and all authorized receipts and expenditures shall be budgeted and audited under the appropriate accounts. All such items shall be supervised by the District Secretary-Treasurer who shall make all purchases and expenditures.

The costs of food for the entrant only (the awards banquet and one other meal if applicable) and lodging (1 room with up to two double beds should entrant be accompanied by family for 1 night) at the district contest will be paid for by the district. Any additional food and lodging expenses will be the responsibility of the sponsoring clubs.

Transportation to the district contest finals shall be the responsibility of the sponsoring clubs.

### **Childhood Cancer Campaign**

A District Childhood Cancer Campaign committee shall be established for the purposes of generating funds and planning projects for the Childhood Cancer Campaign within the Arizona District; encouraging CCC participation through local Optimist clubs; providing appropriate CCC information to the District and clubs; propose CCC expenditures subject to District board approval; and maintain records of contributions and expenditures in coordination with the District Secretary/Treasurer of the Optimist International Foundation.

Membership on the CCC Committee shall consist of five members of the Arizona Optimist District. Committee membership terms shall be two (2) years, however, at inception two members shall be appointed for a one year term and three members shall be appointed for a two year term.

The members shall be appointed by the Governor with approval by the Executive District Board. Annually, from among the committee members the Governor shall appoint a Chair of the committee.

### **Essay Contest**

The district shall conduct an Essay Contest each year. The required information regarding the district winner shall be forwarded to the International Office in compliance with deadlines set in the Optimist International Essay Contest rules.

All phases of the contest shall be conducted in strict compliance with Optimist International Essay Contest rules.

A district chairman may be appointed by the governor to administer all details pertinent to the conduct of the district contest.

All clubs sponsoring an entrant beyond the club level shall pay an entry fee of \$15.00. Entry fees shall be adequate to cover all expenses incurred by the district in the conduct of the contest.

The costs of all district awards and all authorized receipts and expenditures shall be budgeted and audited under the appropriate accounts. All such items shall be supervised by the district secretary-treasurer who shall make all purchases and expenditures.

If the district Essay winner attends a district meeting for recognition the costs of food for the entrant only (the awards banquet and one other meal if applicable) and lodging (1 room with up to two double beds should entrant be accompanied by family for 1 night) will be paid for by the district. Any additional food and lodging expenses will be the responsibility of the sponsoring club. Transportation to the district meeting shall be the responsibility of the sponsoring clubs.

### **Oratorical Contests**

In accordance with Optimist International guidelines, the District may conduct either two separate contests for boys and girls, or one combined gender contest each year.

Arizona District has elected that the district shall conduct a boy's and a girl's oratorical contest each year. The district finals will be held at the time of the third quarter district conference.

Pursuant to the policies of Optimist International, all phases of the district contests shall be conducted in strict compliance with International Oratorical rules.

A committee of three members from clubs in the city where the district finals are held shall be appointed by the governor to assist the district contest chairman in the selection of facilities, equipment, judges, etc., and other details pertinent to the conduct of the contests.

Zone contests are to be conducted under the supervision of and coordinated by the district oratorical contest chairman, with responsibility for the actual conduct of zone contests assigned to lieutenant governors.

Each club shall pay an entry fee of \$50.00 for each participant sponsored beyond the club level.

Cost of refreshments for contestants shall be the responsibility of the District. The District shall provide one night's lodging at the conference hotel for contestants except for contestants residing in the Zone in which the contest is being held or who reside in Zones representing Optimist clubs in the Greater Phoenix or Tucson areas unless the contest is being held outside of these urban area Zones. The final decision concerning any special request for food or lodging shall be the responsibility of the Oratorical Chair and the District Governor. Any additional food and lodging expenses will be the responsibility of the sponsoring clubs. Transportation to the district contest finals shall be the responsibility of the sponsoring clubs.

The costs of all district trophies and zone certificates and frames, and all authorized receipts and expenditures, shall be budgeted and audited under the appropriate accounts. All such items shall be supervised by the district Contest Chairperson and accountable to the district secretary-treasurer who shall make all purchases and expenditures and record all revenue and expenses.

It shall be the responsibility of the District Oratorical Contest Chairperson to submit timely the required materials and information on contest winners to the Optimist International Office by the date as indicated by Optimist International.

The presentation of the official scholarship award provided by the Optimist International Foundation shall be made by the governor upon the conclusion of the contest and determination of winner(s) by the judges.

A winning District contestant who is declared eligible to compete in the Optimist World Regional/World competition shall be eligible for lodging for one night when competing in the Regional Contest and a second night, if necessary, should he/she be chosen to compete in the World contest finals. Necessary meals shall be provided to the contestant. A sponsoring club is encouraged to assist the District in providing support for the contestant.



## **ARTICLE VI: DISTRICT CONFERENCES AND CONVENTION**

### **GENERAL PROVISIONS:**

#### **Registration Charges at District Meetings**

The registration charges on all district meetings must be approved by the district governor and executive committee. The incumbent governor, governor-elect, and the secretary-treasurer serving on the executive committee, as well as official O.I. Representatives, shall receive complimentary registration at district meetings and conventions and such shall be anticipated in the convention budget.

There shall be a \$25.00 early bird registration charge for those members who register no later than one week in advance. Registration is to be received online or postmarked on or before the Friday preceding a District Conference or Convention. A registration fee of \$30.00 will be charged to members following the early bird registration deadline or at the door. A \$5.00 fee will be charged for all guests. This will help to defray the expenses of the meeting and guests.

#### **Registration Refunds**

All requests for refunds of prepaid registration must be presented by the pre-registered individual. Such requests for refunds must be received by the district secretary-treasurer on or before a date determined by the Executive Board and published as part of the registration form. No refunds of partial registration shall be honored.

#### **Complimentary Registrations**

The incumbent Governor, Governor-Elect, Secretary-Treasurer serving on the Executive Committee, as well as the official OI Representative (and spouse), shall receive complimentary registrations.

The incumbent Governor, Secretary-Treasurer, serving on the Executive Committee, as well as the official OI representative shall receive complimentary hotel/motel lodging of suitable character and such shall be anticipated in the budget.

#### **Flags, Creed and Banners**

It shall be the policy of the district administration to display at all district conventions and conferences the appropriate national flags, the district banner and the Optimist Creed banner in the room in which convention business is conducted. Clubs are encouraged to display banners at all district meetings.

### **Opening of District Meetings**

It shall be the policy of this district to open all district board of directors meetings with the pledge of allegiance and a non-sectarian invocation.

### **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 (1<sup>st</sup>) quarter of each year, and to the annual District convention, the Governor shall issue an invitation, at his earliest convenience, to such individuals as soon as their identities are established. Courtesies traditionally provided to the International President, including complimentary accommodations and registration, shall also be provided to such official International Representatives.

### **Club Hospitality Rooms at District Conventions and Conferences**

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

### **Quorum for District Meetings and Conventions**

**A quorum of any District convention shall be established by the District Board of Directors and stated in these policies.** (OI Bylaws Article VII, Section 4)

**All voting shall be based on total number of votes cast by accredited delegates and, unless otherwise stated, any matter requiring a vote shall be approved by a majority of votes cast by present and voting accredited delegates.** (OI Bylaws, Article VII, Section 4)

A quorum of any District meeting and Convention shall consist of a majority of the accredited delegates.

## **DISTRICT CONFERENCES**

A District Convention and Conference Site Selection and Arrangements Committee shall be appointed by the Governor in consultation with the Governor-Elect. The committee shall include at least three Past Governors as recommended by the Past Governors Association. Additional members may be appointed as deemed appropriate and necessary. A chair will be appointed by the Governor in consultation with the Governor-Elect. The committee shall recommend proposed meeting sites and contracts to the Governor-Elect who shall have the final authority of approval pursuant to the policies and procedures of the Arizona district. The committee shall assist with arrangements, in coordination with the Governor, in preparation for each District conference and convention.

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

The program for such conferences may include the introduction and promotion of club and district goals and objectives, buzz sessions, forums, round tables, leadership development events and, under the leadership of lieutenant governors, brief zone meetings.

The second-quarter conference shall include the awards to District clubs and individuals from the previous year. This conference shall also include the District finals of the Communications Contest for the Deaf and Hard of Hearing unless otherwise scheduled.

The third-quarter conference shall include the election of lieutenant governors for the ensuing year and, if not otherwise scheduled, the district oratorical contests finals. All such conferences will be budgeted and conducted by the district administration on a non-profit, break-even basis. The district administration may collect fees for any meal service and gratuities provided at such conferences. Notice of such conferences and programs thereof shall accompany the notice of district board of directors meetings.

When an interpreter for the deaf and hard of hearing is requested for a District conference or Convention apart from the CCDHH, or in conjunction with the CCDHH, and that position is filled by a volunteer interpreter, the District shall provide that interpreter with lodging and meals.

All requests for refunds of prepaid conference registration must be presented by the pre-registered individual. Such requests for refunds must be received by the convention chair or district secretary-treasurer on or before a date determined by the Executive Board and published as part of the registration form. No refunds or partial registration shall be honored.

## **DISTRICT CONVENTIONS**

## **GENERAL PROVISIONS**

**A convention of the Clubs in each District shall be held between August 1 and September 30 on such dates and at such location as shall be determined by the District Board of Directors. The convention city shall be determined by a vote of the accredited delegates at the District convention for as many years in advance not exceeding five years, as may be deemed necessary. The District Board of Directors shall have power to substitute another city in the event circumstances later make such action necessary or advisable. 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 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. In the event of an emergency, 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 or place. The District Secretary-Treasurer shall issue and cause to be delivered to each member Club in the District, at least 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. The method and means of voting at 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 vote. A quorum of any District convention shall be established by these District Policies (OI Bylaws Article VII, Section 4)**

## **CONVENTION ALLOCATION FROM DISTRICT DUES**

In keeping with the fact all Clubs and members benefit from the annual District convention, the sum of \$.50 per member 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.

## **CONVENTION BUDGET AND FINANCE REPORT**

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

### **CONVENTION DURATION**

The annual District convention shall be a two (2) day event, exclusive of social, recreational or other extra-curricular activities.

### **CONVENTION PROGRAM**

The Convention Committee shall prepare, through consultation with the Governor and Governor-Elect, and with the approval of the Past Governors Association, the schedule of convention events and meetings. The Governor, through consultation with the Governor-elect, shall prepare the agenda and/or curriculum for all convention business sessions, leadership development events, forums, and meal service events. The convention schedule and program shall be distributed to all District officers and chairmen, Club presidents and Secretary-Treasurers not less than 30 days prior to the convention. This distribution may include the use of the District Web Site.

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

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

### **CONVENTION RULES**

**The method and means of voting at 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 vote. (OI Bylaws Article VII, Section 4)**

1. The convention shall be composed of registered Optimist delegates representing the Clubs within the Arizona District.
2. **To be accredited by the credentials committee and eligible to vote on the convention business, delegates must have registered at the convention, paid the registration fee, and produced such credentials as may be required by the Board of Directors. The number of accredited delegates of a Club shall not exceed the voting strength of the Club. (OI Bylaws Article VII. Districts. Section 4. District Convention)**
3. Roberts' Rules of Order shall govern the convention proceedings in all cases not governed by the Constitution and Bylaws and these convention rules.
  - a. Delegates shall register promptly upon arrival and shall attend all sessions of the convention.
  - b. The credentials committee shall report at the first session thereof and periodically thereafter, or when directed to do so. The report shall include only those Clubs with properly accredited delegates and may be amended by the committee before or between convention business sessions.
  - c. A member holding membership in more than one Club may become an accredited delegate for such Clubs provided he has completed registration and paid a registration fee as a delegate from each Club for which he intends to vote.
  - d. The program as printed shall be the official program of the convention.
  - e. The candidate qualifications committee shall report its nomination at the first business session. Following this report, the presiding officer shall call for other nominations from the floor and then call for the closing of nominations. The election shall be conducted during the last business session.
  - f. Nominations from the floor shall be limited to a statement including the candidate's name, club, and office for which they are being nominated. There shall be time allotted for nominating speeches. In the event that more than one candidate is nominated, a drawing shall take place to determine the order of the nominating speeches.
  - g. Nominating speeches shall be given on the day of election by persons approved and introduced by the respective candidate, and shall be limited to two speeches for each candidate; a nominating speech and a seconding speech. One speech not to exceed five minutes duration and one speech not to exceed two minutes duration.

h. Campaign material, literature or signs soliciting support for a candidate for district office must be small enough to be placed on tables or handed to the delegates. No signs will be stuck to walls or around the meeting places.

h. Voting:

1. All voting shall be by voice or raising of hands, at the discretion of the chair, unless a ballot or roll call vote is ordered by a majority vote of the accredited delegates, with the exception of the election of Governor-Elect. The vote for the Governor-Elect shall be a ballot vote as prescribed in the remainder of this section. If there is only one candidate running, a motion to accept by acclamation and voice vote may be made, seconded and accepted.
2. Each club in the District shall have one official delegate and one vote for every ten (10) members, or major portion thereof, of the clubs official roster with Optimist International as of August 1<sup>st</sup>. Only clubs entitled to two or more votes may split their votes. No single vote may be fractionally apportioned.
3. In the event a vote by ballot is ordered, the chair shall appoint a committee of tellers and name its chairman. At the conclusion of the balloting the tellers shall count the ballots and the chairman of the tellers shall certify the tabulated results in writing, to the chair. If balloting has been conducted for the purpose of electing an officer, the chair shall announce the name of the winner only, and then entertain a motion to destroy the ballots.
4. Only accredited delegates may vote. Said delegates may be seated in a special section at convention business sessions.
5. Accredited delegates from each club shall select a chairman who shall cast the votes of his delegation on any convention business regarding a vote by written ballot or roll call.
6. Each delegation chairperson shall present themselves to the credentials committee, before the close of registration on the opening day of the convention, to verify the accreditation of his club's delegates and obtain official ballots for the use of his delegation throughout the convention.
  
7. Delegation chairmen unable to verify accreditation and obtain ballots within the hours of registration on the opening day of the convention may do so by presenting themselves to the credentials committee during the hour preceding the time the business meeting of any day is called to order. Ballots shall not be distributed during the conduct of business meetings. In the event of loss of blank ballots obtained in advance by a delegation chairman, he/she may appear before the credentials committee to request duplicate ballots.

8. Voting strength may be split by clubs with more than one vote. . Such clubs may caucus prior to voting to determine how voting strength shall be split (whole votes only, no half votes permitted).
9. The vote on any business or question before the convention except reports of the candidate qualifications, resolutions or constitution and bylaws committee shall be taken immediately following its presentation and debate.
10. 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 as provided earlier in Paragraph L (1).
  - c. To expedite the balloting process, multiple ballot boxes may be placed in convenient locations within the meeting room. Tellers shall be stationed at each ballot box.
  - d. Each delegation chairman shall deposit one ballot for his club only.
11. The vote on the question, once commenced, shall not be interrupted except to ask the chair to restate the question.
12. No delegate shall be entitled to the floor unless he rises, addresses the presiding officer, and gives his name and club affiliation. Any registered delegate may speak on any issue, however; only accredited delegates may make or second motions.
13. Main motions shall be put in writing when the Chair so directs.
14. No motion shall be entertained by the Chair unless seconded, and shall not be open to debate or amendment before the Chair has repeated it.
15. Debate shall be limited to five minutes a speaker. A delegate shall not speak a second time to the same question at the same setting if another registered delegate who has not spoken thereon rises and asks for the floor.
16. No accredited delegate shall speak more than twice on the same question if anyone objects.
17. An accredited delegate may change his vote provided he rises and asks for the floor promptly and before the chair declares the results final.
18. An appeal from a decision of the chair should be based on a point of order and shall be seconded. The vote thereon shall be put on sustaining the decision from the chair, not on sustaining the appeal. A majority vote in the negative reverses the decision of the chair.
  
19. Not more than two amendments to any question shall be pending at one time, but after disposal of one or both of them, other amendments may be proposed.
20. The convention may, to expedite the handling of business, limit as it chooses the time or the number of speakers for each side on any question, or the total time for debate, by a two-thirds vote.
21. Chairpersons of committees may make partial reports during lull periods of the convention unless otherwise ordered.



22. These convention rules shall be adopted by a majority vote but they may be suspended, rescinded or amended after their adoption by a two-thirds vote.

## **ARTICLE VII: DISTRICT FINANCES**

### **GENERAL PROVISIONS**

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

### **DISTRICT DUES**

Each club in the district shall pay for each member enrolled at Optimist International as of September 30, December 31, March 31, and June 30 quarterly dues of \$3.75 per member payable October 1, January 1, April 1, and July 1 of each year, subject to the approval of the Board of Directors of Optimist International and in accordance with O. I. Bylaws with the exception to waive District dues for two years for those members listed as a college member.

Annual dues payable by a newly affiliated club shall commence on the first day of the third month following that in which such club is officially organized, such payments to be passed on the number of members enrolled in the International Office on that date

Any club more than 90 days in arrears for any indebtedness to the district or Optimist International shall be considered not in good standing and shall forfeit all rights and privileges of membership during the period of indebtedness

### **FINANCE COMMITTEE – BUDGET**

**At its first meeting the District Board of Directors shall review, amend and approve the annual budget submitted by the finance committee, ensuring that is done in a manner conforming with the standard District chart of accounts established by the Board of Directors of Optimist International. Such budget shall be submitted to the Board of Directors of Optimist International for final approval. The budget shall include income only from authorized sources for the current fiscal year, any accumulated surplus, and shall not authorize the expenditures of any money in excess of such income and surplus. (OI Bylaws Article VII, Section 5, Paragraph D)**

## **ANNUAL REVIEW**

**An annual review of the books of account of each District as of 30 September shall be performed by an independent Certified Public Accountant, a Certified Managerial Accountant, a Certified General Accountant, a Chartered Accountant, or a review committee, and a report thereon shall be submitted to the District Board of Directors not later than 30 November of each year. The District's Form 990 will be forwarded to Optimist International. (OI Bylaws Article VII, Section 5, Paragraph E)**

## **DEPOSITORIES AND SIGNATORIES**

**The District Board of Directors shall annually determine the official depositories for District funds and designate officers authorized to endorse, execute and sign checks or orders for the payment of money and such shall be Co-signed by two such officers. (OI Bylaws Article VII, Section 5, Paragraph F) The co-signers shall not be members of the same family, household and/or business partners (mandatory wording).**

## **EXPENSE REIMBURSEMENTS**

Authorized individuals shall be reimbursed for expenses incurred on district administration business upon receipt, by the district secretary-treasurer, of a properly completed and signed voucher accompanied by a copy of any required report in writing, such as a visitation report, zone meeting report, or committee chairman report. Reimbursement for travel shall be made at the rate of \$.26 per mile except that no reimbursement shall be made for occasions within the city of the individual's residence. All reimbursements shall be made within the limitations of budget and available funds and must be submitted prior to December 31 of the ensuing Optimist Year to preserve the integrity of the District Funds or within 3 months of the individual leaving office.

## **ARTICLE VIII: MISCELLANEOUS**

### **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 Arizona District of Optimist International:

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

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 financially from the transaction; or

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 conflict 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 all persons.

### **INTERNATIONAL PRESIDENT'S VISITATION:**

The Governor, at the request of Optimist International, shall provide preferred and alternate locations for the International President's visitation.

All plans and arrangements for the International President's visit shall be under direct supervision of the Governor and District administration including the provisions of complimentary accommodations, customary courtesies, and a suitable gift or memento.

All Clubs in the District shall be invited, at least 30 days in advance, to send representatives to the event. Clubs in the city or area of the visitation, under the leadership of a Lieutenant Governor, may be invited to provide manpower for the conduct of the event. The Governor and partner, or a past International or District officer and partner, shall be designated as official host to the International President.

### **DISTRICT BULLETIN:**

The District administration may publish a District bulletin under the direction of the Governor and edited by the District bulletin editor (or District publicity chairman) appointed by the Governor. Costs, publication frequency and distribution shall be established by the District administration from year to year according to budgetary provisions and available funds. As a minimum, the bulletin shall be published and distributed to all District officers, District committee personnel, Club presidents and Secretary-Treasurers, and the International Office and officers.

**DISTRICT DIRECTORY:**

The District administration may publish, at the earliest possible date after the beginning of the administrative year, a District directory. The directory shall contain the names and contact information of all District officers, District committee chairmen, Club Presidents and Secretary-Treasurers, club meeting days and locations of all District meetings and conferences of the administrative year. The District directory may be in electronic format and placed on the District web site and downloadable for members' use.

**GIFTS-MEMENTOS:**

It shall be the policy of this district to present a gift and/or memento to the retiring governor and to an official International Representative to a district meeting, the cost of which shall not exceed \$100.00 each.

The Governor-Elect shall be responsible for the selection of such gifts or mementos to the retiring Governor and the Governor shall be responsible for the selection of a gift or memento to the International representative.

**GIFTS TO NEW CLUBS:**

The district administration shall provide each new club with a complimentary club banner. A bell and striker may be purchased by the district at the request of a new club within three (3) months from date of chartering. The district shall budget an estimated amount for such purposes annually. The sponsoring club(s) shall reimburse to the district the cost of the bell and striker if requested by the new club. Gifts of the Optimist Creed Banner, or the Purposes of Optimism Banner, and any other banners are the responsibility of the sponsoring club(s).

### **INTERNATIONAL CONVENTION:**

With due respect to the location and duration of the International convention the Governor, Governor- elect, Secretary-Treasurer and Secretary-Treasurer-designate shall receive an amount, to be budgeted annually toward the expense of attendance at the International convention, excluding those expenses reimbursable by Optimist International. To qualify for this amount, each must be registered and attend the full special training session at the full convention and show evidence thereof when submitting an expense voucher. Any funding provided by the District will be reduced by the amount of funding received from other sources.

With due respect to the location and duration of the International convention and available funds, each Lieutenant Governor-elect who attends the full International convention shall 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 special training session at the full convention and show evidence thereof when submitting an expense voucher. Any funding provided by the District will be reduced by the amount of funding received from other sources.

With due respect to the location and duration of the International Convention and available funds, the Leadership Development chair-designate, Membership chair-designate, Club Fitness Advisory chair-designate, New Club Building chair-designate, and District Foundation Representative-designate who are registered and attend the full special training session at the full convention and show evidence thereof when submitting an expense voucher. Any funding provided by the District will be reduced by the amount of funding received from other sources.

### **HOSPITALITY ROOM AT INTERNATIONAL CONVENTION:**

The district administration may maintain a district headquarters or hospitality room at International Conventions, the rental of which, only, shall be budgeted and charged to Account 560 of the Standard District Chart of Accounts.

Past Governors feel that at the International Convention, the Governor, Governor-Elect and District Secretary-Treasurer-Designate do not have the time to put on a hospitality room. The District policy allows the Secretary-Treasurer to take charge of this function.

### **NEW CLUB CHARTER PRESENTATIONS:**

Dates and programs for the charter presentation events of new Clubs shall be established by joint action of the new Club, the new Club's sponsor Club, and the Governor or the Lieutenant Governor of the Zone in the Governor's behalf. Charters shall be presented by the Governor or his appointee. In the event of a charter presentation occurring after the end of the administrative year in which the new Club was established, the then immediate past Governor shall have the prerogative of presenting the charter.

**GOVERNOR’S CLUB VISITATION:**

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

**SOLICITATIONS:**

Clubs, Zones, Junior Optimist Octagon International Clubs and other groups as approved by the Executive Committee may conduct raffles or engage in fund raising activities at district conferences and conventions. However, these activities are limited to a designated area, e.g. House of Optimism, and are not allowed to wander through out and solicit the membership. The only exceptions will be Optimist International Foundation, Childhood Cancer Campaign or any other Executive Committee approved cause.

**DISTRICT ADVERTISING:**

The District is permitted to sell advertising space in the Directory, Quarterly Newsletter, Quarterly Meetings, Convention, Web Site and any other such venues as appropriate. Any proceeds above costs will be distributed by the Executive Committee and Board of Directors.

The authorized receipts and expenditures shall be budgeted and audited under accounts as follows. All such items shall be supervised by the District Secretary-Treasurer who shall make all purchases and expenditures.

<b>Cash Receipts:</b>	<b>Account Number</b>
Convention	120
District Meeting and Conferences	130
District Directory	175
Other	180

<b>Revenue Cash Disbursements:</b>	<b>Account Number</b>
District Bulletin	330
District Convention	350
District Meetings and Conferences	360
District Directories	424
Miscellaneous	470

**CLUB BULLETIN:**

All club bulletins should be published in good taste, acceptable to spouses and youth.

## **INTERPRETATION:**

- A. THE DISTRICT POLICIES:** The construction and the interpretation of the District Policies by the District Board of Directors shall be final and binding, unless such construction and interpretation is rescinded at a subsequent meeting of the Board of Directors of the Arizona District.
- B. PARLIAMENTARY PROCEDURE:** In the absence of specific rules, Robert's Rules of Order shall govern the deliberation of this organization.
- C. LANGUAGE REFERENCE:** Any reference to the words "he", "his", "him", "man" or "men" is for descriptive purposes only and shall not, in any way, be construed to limit the application of the article or section in which they appear to the masculine gender.
- D. ELECTRONIC MAIL:** Any references contained within these policies to providing documents, notifications, or other types of communication to members and/or clubs within the District shall be construed to allow either the use of regular mail service or by means of electronic mail provided the recipient can receive electronic mail.



## **ADDENDUM 1 – ARIZONA DISTRICT FINANCIAL POLICIES**

### Financial Policies

#### **Cash Receipts**

100	District Dues	
110	Allotments from O.I.	
120	Convention	
130	District Meetings and Conferences	
131	Revenue From Leadership and Development Conferences	
135	Communications Contest for the Deaf and Hard of Hearing (CCDHH)	
140	Oratorical Contest	
143	Youth Clubs Conference	
145	Optimist International Junior Golf Championships (OIJGC)	
146	Optimist International Junior Bowling Championships (OIJBC)	
147	Essay Contest	
149	District Trading Pins	
160	Interest	
170	Complimentary Supplies-New Clubs	
175.	District Directory	
177.		Revenue From Sale of District Shirts
180	Other Revenue	
190	Redemption	

#### **Cash Disbursements**

200	Governor
210	Lieutenant Governors
220	Assistant Governors
250	Secretary-Treasurer
255	Governor-Elect (Designate)
260	Past Governors
265	Committee Chairpersons
270	Leadership Development

#### **District Operations**

300	Secretarial and Clerical
310	Postage
320	Stationary and Office Supplies
330	District Bulletin
350	District Convention
360	District Meetings and Conferences
365	Communication Contest for the Deaf and Hard of Hearing (CCDHH)
370	Oratorical Contest

- 373 Youth Clubs Conference
- 380 Optimist International Junior Golf Championships (OIJGC)
- 385 Optimist International Junior Bowling Championships (OIJBC)
- 390 District Essay Contest
- 400 Badges of Office
- 410 Awards
- 420 Review and Bank
- 424 District Directories
- 430 Telephone
- 431 District Web Site
- 440 Complimentary Supplies (New Clubs)

### **District Operations (Cont.)**

- 450 Gifts
- 460 Cash Transfer at Year End
- 470 Miscellaneous
- 477 District Shirts
- 480 Previous Administration Expenses
- 485 District Photographer

### **International Convention**

- 500 Governor
- 510 Lieutenant Governors (Elect)
- 540 Secretary-Treasurer (Designate)
- 550 Governor-Elect (Designate)
- 555 Secretary-Treasurer
  
- 560 District Headquarters
- 590 Investments
- 595 District Trading Pins
- 650 Cash Transferred From Prior Administration

Following Optimist International's district Chart of Accounts, the following shall be the policy of the Arizona District in the use of standard accounts for reporting cash receipts and disbursements.

### CASH RECEIPTS

<b>Account Number</b>	<b>Description</b>
<b>100</b>	<b>District Dues:</b> Covers revenue received through payment of district dues as billed by the Secretary-Treasurer to member compliance with the Bylaws of O. I. Figure shown on Statement of Cash Receipts and Disbursements will be less those per member amounts credited to Account 120.
<b>110</b>	<b>Allotments From O.I.:</b> Covers semi-annual allotment to district from general fund of Optimist International in compliance with requirements of O.I.
<b>120</b>	<b>Convention:</b> Covers all receipts generated by conduct of annual district convention such as registration fees, tickets and per member allocation. Must be thoroughly documented by statement of cash receipts and disbursements. (See Supplementary Schedule A).
<b>130</b>	<b>District Meetings &amp; Conferences:</b> Covers all receipts generated by collection of meal costs, gratuities, fees and special events at district meetings and conferences conducted by the district administration. Must be thoroughly documented by statements of cash receipts and disbursements. (See Supplementary Schedule B.)
<b>131</b>	<b>Revenue From Leadership and Development Conference:</b> Covers receipts from shared costs of leadership and development conferences. Must be thoroughly documented by statement of receipts and disbursements.
<b>135</b>	<b>C.C.D.H.H.:</b> To cover all revenue generated by entry fees involved in the conduct of zone and district Communication Contest for the Deaf and Hard of Hearing. Must be thoroughly documented by statement of cash receipts and disbursements.
<b>140</b>	<b>Oratorical Contest:</b> To cover all revenue generated by entry fees involved in the conduct of zone and district oratorical contests. Must be thoroughly documented by statement of cash receipts and disbursements. (See Supplementary Schedule C.)
<b>143</b>	<b>Youth Clubs Conference:</b> To cover all revenue relating to the conduct of Youth Club conferences by the district administration. Must be thoroughly documented by statements of receipts and cash disbursements.

- 145 Optimist International Junior Golf Championships (OIJCG):** To cover all revenue generated through dues allocation, entry fees needed to support district activities in the Optimist International Junior Golf Championships Program. Must be documented by statement of cash receipts and disbursements. (See Supplementary Schedule D.)
- 146 Optimist International Junior Bowling Championships (OIJBC):** To cover all revenue generated through dues allocation, entry fees needed to support district activities in the Optimist International Junior Bowling Championships Program. Must be documented by statement of cash receipts and disbursements. (See Supplementary Schedule D.)
- 147 Essay Contest:** To cover all revenue generated by entry fees involved in the conduct of zone and district essay contests. Must be thoroughly documented by statement of cash receipts<sup>34</sup> and disbursements. (See Supplementary Schedule E.)

## CASH RECEIPTS (Continued)

Account Number	Description
149	<b>District Trading Pins:</b> To cover all revenue generated by the sale of district trading pins to members for the annual Optimist International Convention. Must be thoroughly documented by statement of cash receipts and disbursements.
160	<b>Interest:</b> Covers interest received on all monies deposited or invested in interest-bearing accounts.
170	<b>Complimentary Supplies – New Clubs:</b> To cover reimbursement to district administration for gifts to new clubs, O. I. will send to the district both a banner and a bell and gavel for each new club chartered. The sponsor club is responsible for the bell and gavel costs. This is to be paid to the district.
175	<b>District Directories:</b> To cover all revenue generated by the sale of district directories to cover the cost of publication. Must be thoroughly documented by statement of cash receipts and s disbursements.
177	<b>Revenue From Sale of District Shirts:</b> Covers receipts from sale of district shirts. Must be thoroughly documented by statement of cash receipts and disbursements.
180	<b>Other Revenue:</b> To cover all authorized revenue not budgeted or specifically identified in other accounts.
190	<b>Redemption:</b> To cover cash receipts derived from redemption of certificates of deposit, passbook savings accounts, savings bonds and other interest bearing accounts. Applicable only if district administration elects to redeem or cash interest-bearing accounts or investments.

## CASH DISBURSEMENTS

### District Administration

#### Account

#### Number Description

- 200 Governor:** To cover reimbursement of the governor for authorized travel and expenses incurred in the execution of the responsibilities of the governor's office within the limitations of the budget and available funds and not properly chargeable to other accounts, excluding those items and occasions reimbursable by Optimist International such as governors' conferences.
- 210 Lieutenant Governors:** To cover reimbursement of lieutenant governors for authorized travel expenses when engaged in the business of the district administration or Optimist International, incurred in required visitations, authorized meetings and charter presentations within their zones, meetings of the district executive committee and board of directors, and district conferences.
- 220 Assistant Governors:** To cover reimbursement of assistant governors (if utilized) for authorized travel expenses when engaged in the business of the district administration or Optimist International, incurred in required visitations, authorized meetings and charter presentations, meetings of the district executive committee and board of directors, and district conferences.
- 250 Secretary-Treasurer:** To cover reimbursement of the secretary-treasurer for authorized travel and expense incurred in the execution of the duties of the secretary-treasurer's office and such of their expenses as may be specifically authorized by the governor and not properly chargeable to other accounts, and which are within the limitations of the budget and available funds.
- 255 Governor=Elect (Designate):** To cover reimbursement of the governor-elect (designate) for travel and expense incurred in attendance at meetings of the district board of directors, executive committee, district convention and such other occasions and events specifically authorized by the governor and not properly chargeable to other accounts, and which are within the limitations of the budget and available funds.
- 260 Past Governors:** To cover reimbursement of the two past governors serving as members of the district board of directors and executive committee for travel expense to meetings of the district board of directors and executive committee within limitations of the budget and available funds.
- 265 Committee Chairpersons:** To cover reimbursement of district chairman for authorized travel and expense incurred in pursuit of their responsibilities, including attendance at meetings of the board of directors, requested by the governor and within the limitations of budget, policy and available funds.

**270 Leadership & Development:** To cover costs related to leadership and development conferences separate from regular quarterly board meetings within limitations set by the governor, executive committee and available funds. Must be thoroughly documented by statement of cash receipts and disbursements.

**District Operation**

**300 Secretarial & Clerical:** To cover the cost of occasional part-time employment of secretarial, clerical or stenographic assistance for the preparation, duplication and distribution of minutes, reports, announcements, etc., but not including the official district bulletin.

**310 Postage:** To cover the cost of postage and mailing expenses of the district administration excluding the mailing of the official district bulletin.



## CASH DISBURSEMENTS (Continued)

Account Number	Description
320	<b>Stationary &amp; Office Supplies:</b> To cover cost of printing stationary, envelopes, dues statements and purchase of other supplies required by district officers.
330	<b>District Bulletin:</b> To cover the costs of publishing and mailing the official district bulletin, including postage.
350	<b>District Convention:</b> To cover costs of promoting and conducting the annual district convention including authorized, budgeted expenses such as printing of programs and tickets, courtesies to special guests and the official International Representative, publication of convention proceedings, necessary complimentary registrations, meals, gratuities, etc., within the limitations of the budget, and chairpersons. Must be thoroughly documented by statement of cash receipts and disbursements. (Offset by receipts under Account 120). (See Supplementary Schedule A.)
360	<b>District Meetings &amp; Conferences:</b> To cover all expenditures related to the conduct of district meetings and conferences by the district administration. (Offset by receipts under Account 130. Must be thoroughly documented by statement of cash receipts and disbursements for each event. (See Supplementary Schedule B.)
365	<b>C.C.D.H.H.:</b> To cover all expenses relating to the conduct of zone and district Communication Contest for the Deaf and Hard of Hearing, trophies, certificates or other costs that may arise. (Offset by receipts under Account 135) Must be thoroughly documented by statements of receipts and cash disbursements.
370	<b>District Oratorical Contest:</b> To cover cost of conducting all zone and district oratorical Contests, trophies and costs relative to care and feeding of Contestants. Each event must be thoroughly documented by statement of cash receipts and disbursements. (Offset by receipts under Account 140.) (See Supplement Schedule C)
373	<b>Youth Clubs Conference:</b> To cover all expenditures relating to the conduct of Youth Club conferences by the district administration, excluding travel costs and expenses of participants. (Offset by receipts under Account 143.) Must be thoroughly documented by statements of receipts and cash disbursements for each event.
380	<b>Optimist International Junior Golf Championships (OIJGC):</b> To cover the cost of conducting the Optimist International Junior Golf Championships events sponsored by the district, including expenses necessary. To cover the costs of the qualifiers to

participate in the Optimist International Jr. Golf Tournament. (Must be documented by statements of cash disbursements and receipts. (See Supplementary Schedule D.)

- 385 Optimist International Junior Bowling Championships (OIJBC):** To cover the cost of conducting the Optimist International Junior Bowling Championships events sponsored by the district, including expenses necessary. To cover the costs of the winners and qualifiers to the finals. (Must be documented by statements of cash disbursements and receipts. (See Supplementary Schedule D.)
- 390 District Essay Contest:** To cover cost of conducting district essay Contests, trophies, certificates, or other costs that may arise. (Offset by receipts under Account 147.) Must be thoroughly documented by statement of cash receipts and disbursements for each event. (See Supplementary Schedule E.)

## CASH DISBURSEMENTS (Continued)

Account Number	Description
400	<b>Badges of Office:</b> To cover the cost of badges of office for all district officers.
410	<b>Awards:</b> To cover cost of authorized awards, such as plaques, trophies and certificates, presented to clubs and members within the framework of the official district awards programs. Does not include oratorical Contest awards or gifts to other individuals. Includes awards provided to outgoing district officers.
420	<b>Review &amp; Bank:</b> To cover costs of annual review and bank service charges. The bonding of those charged with the responsibility of handling district funds is covered by a blanket bond furnished by O. I.
424	<b>District Directories:</b> To cover costs generated by the publication of district directories. (Offset by receipts in Account 175). Must be thoroughly documented by statement of cash receipts and disbursements.
430	<b>Telephone:</b> To cover authorized costs of long distance communication required in the conduct of district administration business.
431.	<b>District Web Site:</b> To cover the cost of maintaining the District Web Site.
440	<b>Complimentary Supplies:</b> To cover cost of complimentary supplies to new clubs for which the district administration may be reimbursed if cost is wholly or particularly borne by sponsor clubs. (Usually, partially offset by receipts in Account 170.)
450	<b>Gifts:</b> To cover the cost of authorized gifts and mementos to special guests.
460	<b>Cash Transfer – Year-End:</b> To cover the cost (including amounts invested at interest) transferred to the new administration at year-end.
470	<b>Miscellaneous:</b> To cover all expense items not properly chargeable to other accounts. Must be documented by itemized schedule of such expenditures.
477	<b>District Shirts:</b> To cover cost of design and production of the district shirts. Must be thoroughly documented by statement of cash receipts and disbursements. (Partially offset by receipts in Account 177.)
480	<b>Previous Administration Expenses:</b> To cover authorized expenses incurred by previous administration, which will be paid by the new administration.

**485 District Photographer:** To cover authorized expenses of the district for film, developing, expendable supplies and travel or other expenses not properly charged to other accounts.

## CASH DISBURSEMENTS (Continued)

### International Convention

#### Account

#### Number Description

- 500 Governor:** To cover reimbursement for authorized expenses of the governor incurred in attending the annual convention of Optimist International within the limitations of the budget and available funds.
- 510 Lieutenant Governors-Elect:** To cover reimbursement for authorized expenses of the lieutenant governors-elect incurred in attending the annual convention of Optimist International within the limitations of the budget and available funds. (See also 511 and NOTE below.) (Rev10/25/03.)
- 511 Committee Chairs:** To cover reimbursement for authorized expenses of the committee chairs Leadership & Development, New Club Building, Club Fitness Advisory, District Foundation Rep-designate and Membership incurred in attending the annual convention of Optimist International within the limitations of the budget and available funds (See also 510 and NOTE below) (Added 10/25/03.)
- NOTE: All allocated funds for Accounts 510 and 511 are to be split among the Lieutenant Governors and Committee Chairs that qualify for reimbursement with a per person maximum as set in the budget process. (Added10/25/03.)
- 540 Secretary-Treasurer-Designate:** To cover reimbursement for authorized expenses of secretary-treasurer-designate incurred in attending the annual convention of Optimist International within the limitations of budget and policy.
- 550 Governor-Elect (Designate):** To cover reimbursement for authorized expenses of the governor-elect (designate) incurred in attending the annual convention of Optimist International within the limitations of budget and policy.
- 555 Secretary-Treasurer:** To cover reimbursement for authorized expenses of secretary-treasurer incurred in attending the annual convention of Optimist International within the limitations of budget and policy.
- 560 District Headquarters Room:** To cover cost of rental of room to serve as district headquarters and hospitality room at the annual Optimist International Convention not chargeable to Accounts 500 through 550.

- 590 Investments:** To cover cash disbursements for investment in certificates of deposit, savings bonds and other interest bearing accounts or investments. Applicable only if district administration elects to invest funds for interest bearing purposes.
- 595 District Trading Pins:** To cover cost of design and production of the district trading pin used by members at the annual Optimist International Convention. Must be thoroughly documented by cash receipts and disbursements. (Partially offset by receipts in account 149.)
- 650 Cash Transferred From Previous Administration:** To cover cash received from previous administration at the beginning of the new administrative year, including all funds invested at interest.