

TENNESSEE DISTRICT
OPTIMIST INTERNATIONAL



District Policies

Adopted
October 29, 1994

Revised
October 14, 1995

Additions
October 11, 1997

Revised
October 16, 1999

Adopted
October 19, 2002

Adopted
October 25, 2003

1. District Board of Directors Installation

The district board of directors, identified in the Optimist International Bylaws Article XII, Section 2, shall be officially installed by the official representative of Optimist International at the first quarterly district meeting.

2. District Board of Directors Meetings (Accounts 130 and 360)

The governor shall call a meeting of the board of directors each quarter at such time and place as he/she may determine with the advice and consent of the board of directors, provided that the first meeting shall be held prior to 30 November. Zone meetings may be held in lieu of a board meeting in the second quarter only if all zones hold meetings in this quarter. The fourth quarterly meeting of the board of directors shall be held in conjunction with the annual district convention. Notices of all regular and special meetings of the board of directors shall be issued and caused to be mailed to all members of the board of directors by the district secretary treasurer at least 30 days prior to said meetings. Such notices may be given via the district bulletin. Board meetings shall be budgeted under accounts 130 and 360 of the Standard District Chart of Accounts and operated on a break-even basis. Cost of any meals and gratuities will be collected by the secretary-treasurer or his/her designate. (Optimist International Bylaws, Article XIII, 1B).

- A. There shall be a roll call of all clubs by the District Secretary-Treasurer.
- B. The registration desk and hospitality rooms shall be closed during district business sessions.
- C. Smoking is not permitted in meeting rooms nor in adjoining hallways.

3. District Executive Committee Meetings (Accounts 130 and 360)

The district executive committee shall meet immediately prior to each meeting of the board of directors, or at the call of the governor or majority of the members of the executive committee. (Optimist International Bylaws, Article XIII, 2B) Each member of the executive committee shall be a current member of a club in good standing within the boundaries of the district.

4. District Executive Committee - Powers and Duties

Pursuant to the Optimist International Bylaws and limitations therein, and excepting those functions and responsibilities specifically assigned to the board of directors by the bylaws, the board of directors may, for purposes of expediency and efficiency, delegate its powers and authority to the district executive committee. (Optimist International Bylaws, Article XIII, 2A)

5. District Officer Lapel Insignia (Account 400)

The district administration shall provide official lapel insignia for all district officers to be presented at the time of their installation. Such insignia shall be returned to the district secretary-treasurer at the end of the administrative year. The district shall also purchase and present past officers' insignia to the retiring governor, lieutenant governors, and secretary-treasurer.

The recipients and identification of insignia shall be as follows:

- A. Governor's insignia with diamond
- B. Past governor's insignia with diamond
- C. Governor-elect's insignia with diamond
- D. Lieutenant governors' insignia
- E. Past lieutenant governors' insignia
- F. Secretary-treasurer's insignia with diamond
- G. Past secretary-treasurer's insignia with diamond

6. Minutes of Meetings

It shall be the responsibility of the district secretary-treasurer to keep true and accurate minutes of all meetings of the district executive committee, the district board of directors and the annual district convention, and to provide a copy of such minutes to members of the district board of directors, Optimist International, and such others as the board of directors may indicate, not later than 30 days after the close of any such meeting. (Optimist International Bylaws, Article XIV, 4)

7. Establishment of Zones

Solely for the purpose of more efficient administration, the district board of directors shall from time to time divide the district into geographical areas to be known as zones. Such zones, and the boundaries thereof, shall be established and changed only by authority of the district board of directors, giving due respect to the number of clubs in and around the area of each zone. All proposals for the realignment of zone boundaries shall be submitted in writing to the district board of directors not less than 30 days prior to the third quarterly meeting. New clubs shall be assigned to the same zone as the sponsoring club, and services thereto shall be the responsibility of the lieutenant governor of such zone. It is recommended that no zone have fewer than 5 clubs or more than 10 clubs. Any exception must be approved by the district board of directors, after recommendation by the district executive committee. (Optimist International Bylaws, Article IX, 1 C)

8. Zone Meetings

Each lieutenant governor shall schedule and conduct zone meetings at least once in each quarter. Notice shall be given to the zone club presidents and club secretary-treasurers at least 15 days prior to such meeting. He/she shall make the prescribed report of each meeting within 30 days, to avoid conflict, the dates for all zone meetings shall be established with the knowledge and approval of the governor. (Optimist International Bylaws, Article XIV, 3C)

Expenses for use of facilities for zone meetings are not included in the district budget.

9. Achievements and Awards Program (Account 410)

An achievement and awards program shall be adopted by each district administration for the purpose of generating competition to enhance growth at the club, zone, and district levels. The expenses incurred under the achievements and awards program, under account 410 of the district budget, shall be approved by the district board of directors at the first quarterly meeting. To be eligible to receive any award or recognition, a club must have fulfilled all financial obligations to the district by the last day of the administrative year.

10. District Achievements and Awards Appeals and Protests

Any appeal or protest of the final published standings of clubs or individuals in the district achievements and awards program must be received by the district secretary-treasurer not later than 30 days following the publication of the standings. In the event such appeal or protest results in a change of a club's or an individual's standing, it is the responsibility of the district administration to notify those affected prior to the final publication of the standing. The district executive committee shall have the authority to review and decide on any such appeal or protest.

11. District Bulletin (Account 330)

The district administration shall publish a district bulletin under the direction of the governor and edited by the district bulletin editor (or district publicity chair) appointed by the governor. Cost and publication frequency shall be established by the district administrator from year to year according to the budgetary provisions and available funds. The second class postage permit shall be continued by each administration. Each governor will select the entry point of his/her choice, according to the United States Postal Service regulations. Each member of the Tennessee District shall receive each issue of the district bulletin at the subscription rate of \$1.20 per year.

12. District Conferences (Accounts 130 and 360)

The Leadership Development Committee will be responsible for promotion and planning of training at district conferences. This committee will be responsible for distribution and use of training modules and for the implementation of Optimist International directed training programs. The Leadership Development Committee will provide liaison between district administration and clubs for training and will select the best faculty available for district training events. This committee will provide necessary continuity in training between the Optimist International Board, the district administration and the clubs. (Article XVI, Section 4B) District conferences shall be planned to strengthen local clubs and the district through leadership training and development. These 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. District leaders shall encourage the attendance of club officers and committee members, district officers and committee members, and any others who may benefit from attendance. Notice of such conferences and programs thereof shall accompany the notice of district board of directors meetings. The program for such conferences may include the introduction and promotion of club and district goals and objectives, buzz sessions, forums, round table discussions, and leadership development events.

13. District Conventions

ARTICLE X, SECTION 1. *Annual Convention.* A convention of the clubs in each district shall be held annually to convene not sooner than 1 August and to adjourn not later than 30 September. The date of the annual convention shall be determined by the district board of directors. The convention city shall be determined by a vote of the accredited delegates at the district convention for as many years in advance not exceeding five years, as may be deemed necessary. The district board of directors shall have power to substitute another city in the event circumstances later make such action necessary or advisable.

SECTION 2. *Notice of Annual Convention.* The district secretary-treasurer shall issue and cause to be mailed to each club member in the district an official call for the annual convention at least 60 days prior to the date thereof, in which notice the time and place of the holding of said annual convention shall be set forth.

14. Convention Allocation from District Dues

The sum of \$0.50 per member shall be allocated from district dues paid by clubs for each of their members as of the last dues billing date. This allocation shall supplement convention registration fees for the financing of the annual district convention.

15. Convention Budget and Finance Report (Accounts 120 and 350)

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

16. Convention - Complimentary Registrations

None, except as noted in policy 17, 44, 45, and 48.

17. International Representatives

The official Optimist International representative to the annual convention shall be provided with complimentary registrations and lodging for him/herself and spouse, and such shall be included in the convention budget.

18. Convention Duration

The annual district convention shall begin on Friday morning and end on Saturday evening. Any other social or recreational activities shall not conflict with the convention's business. The training activities for incoming lieutenant governors shall begin on Thursday prior to the convention.

19. Flag, Creed, and Banners

It is the policy of the district to display the flag of the United States of America, the district banner, and the Optimist creed banner in the place in which convention business is conducted.

20. Gifts and Mementos (Account 450)

It is the policy of the district to present a gift and/or memento to the official Optimist International representative at the first quarterly board meeting of the new administration. It is also the policy of the district to present a gift and/or memento to the official Optimist International representative at the annual district convention. The governor shall be responsible for the selection of such gifts or mementos. The retiring governor and secretary-treasurer shall be presented the appropriate Optimist International plaques at the first quarterly board meeting.

21. Hospitality Rooms at District Conventions

All club and/or district hospitality rooms, or other accommodations serving a like purpose, shall be closed during convention business sessions and all other formal business sessions of the district, including meetings of the board of directors.

22. Convention Program

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

- A. A business session sufficient to accomplish the business of the convention
- B. The adoption of convention rules as the first order of business (Optimist International bylaws, Article X, 6)
- C. All leadership development events for club and district officers by Optimist International
- D. A meal-service event to provide the official international representative an opportunity to address the convention
- E. A recognition banquet featuring the installation of new district officers

23. Convention Registration Refunds

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

24. Convention Rules

- A. The convention shall be composed of delegates as set forth in the Optimist International Bylaws Article X, Sections 4 and 5.
- B. Delegates must be accredited by the credentials committee to be eligible to vote on convention business. Each delegate must register for the convention, pay the registration fee, and produce such credentials as may be required by the board of directors.
- C. Roberts Rules of Order shall govern the convention proceedings in all cases not governed by the Optimist International Constitution and Bylaws and these convention rules.
- D. The program as printed shall be the official program of the convention.
- E. No accredited delegate shall be entitled to the floor unless he/she rises, is recognized by the chair, and gives his/her name and club affiliation.
- F. The credentials committee shall report at the first session of the convention and periodically thereafter, or when directed to do so.
- G. Following the report of the candidate qualifications committee, the governor shall call for nominations from the floor, then call for the closing of nominations.
- H. If there are no nominations from the floor following the report of the chair of the candidate qualifications committee, there shall be no nominating speeches.
- I. If one or more nominations are made from the floor following the report of the chair of the candidate qualifications committee, there may be nomination speeches made on behalf of all candidates.
- J. Nominating speeches shall be limited to two for each candidate, one of no more than five minutes duration and one of no more than two minutes duration.
- K. All voting shall be by voice, hand, or rising vote, at the discretion of the chair, unless a ballot or roll call vote is ordered by a majority vote of the accredited delegates. In the event a vote by ballot is ordered, the chair shall appoint a committee of tellers and name its chair. At the conclusion of the balloting the tellers shall count the ballots and the chair of the tellers shall certify the tabulated results, in writing, to the chair. If the balloting has been conducted for the purpose of electing an officer, the chair shall announce the name of the winner only, then entertain a motion to destroy the ballots.

- L. Debate shall be limited to five minutes per speaker. No accredited delegate shall speak a second time to the same question, in the same sitting, if another accredited delegate, who has not spoken thereon, rises and requests the floor.
- M. No accredited delegate shall speak more than twice on the same question if any other accredited delegate objects.
- N. Main motions shall be put in writing when the chair so directs.
- O. No motion shall be entertained by the chair unless seconded, and none shall be open to debate or amendment before the chair has repeated it.
- P. The vote on a question, once commenced, shall not be interrupted except to request that the question be restated by the chair.
- Q. An accredited delegate may change his/her vote provided the delegate rises and requests the floor before the chair declares the final result.
- R. No appeal from a decision of the chair shall be in order unless based on a point of order, and unless seconded. The vote thereon shall be put not on sustaining the appeal, but on sustaining the decision of the chair. A majority vote in the negative reverses the decision of the chair.
- S. Not more than two amendments to any question shall be pending at one time, but after disposal of one or both, other amendments may be proposed.
- T. The convention may, to expedite the handling of business, limit the time or the number of speakers for each side on any question, or the total time for debate, by a two-thirds vote.
- U. Committee chairs may make partial reports during lull periods of the convention unless otherwise ordered.
- V. 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. (Optimist International Bylaws, Article X, 6)
- W. There shall be a roll call of all clubs by the District Secretary-Treasurer.
- X. The credentials desk and registration desk shall be closed during convention business sessions.

25. Optimist International Convention (Accounts 500, 510, 535, 540, and 550)

The governor, governor-designate, secretary-treasurer, and secretary-treasurer-designate shall receive a amount, to be budgeted annually, toward the expense of attending the Optimist International convention, excluding those expenses reimbursable by Optimist International. To qualify for these funds, each must attend and be registered at the full convention and show evidence thereof when submitting his/her expense voucher. If three or fewer lieutenant governors-elect attend the training conference of the Optimist International convention, each will be reimbursed a maximum of one-third of the budgeted amount under account 510 for the administrative year. If four or more lieutenant governors-elect attend the training conference, the budgeted amount will be divided equally among those attending.

26. Hospitality Room at Optimist International Convention (Account 560)

The district administration may maintain a district headquarters or hospitality room at the Optimist International convention, only the rental of which shall be budgeted and charged to account 560. This room shall not be used for living quarters.

27. District Directory (Account 331)

The district administration shall publish, at the earliest possible date after the beginning of the administrative year, a district directory. The directory shall contain the names, addresses, and telephone numbers of district officers and committee members and of club presidents and secretary-treasurers; club meeting days and locations; past governors and international officers; and the district achievements and awards program. When feasible and practical, the directory may also include district policies, district history, and dates and locations of district meetings for the administrative year.

28. District Dues

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, board meeting and convention fees, and semiannual payments from the general fund of Optimist International as provided in the Optimist International Bylaws, Article V, 9C.

Each club in the district shall pay for each member enrolled in the International office as of **30 September and 31 March** annual dues payable semi-annually, subject to the approval of the board of directors of Optimist International and in accordance with Optimist International Bylaws.

Notice of discussion of the adjustment of the district dues shall be sent to the president and to the secretary-treasurer of each club in the district, thirty days prior to the district convention.

ARTICLE XI, SECTION 2. *Dues Amount and Date.* 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. A district, by resolution adopted by a two-thirds majority vote of 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.

SECTION 3. *Annual Dues, New Clubs.* 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, with such payments based on the number of members enrolled in the International Office on that date.

The secretary-treasurer of the current administration will make every effort possible to collect all indebtedness due the district, regardless of when the debt was incurred.

ARTICLE V, SECTION 8. *Failure to Pay Indebtedness.* Any club more than 60 days in arrears for any indebtedness to Optimist International or to the district of which it is a part, shall be considered not to be in good standing and may have its charter revoked by action of the

International Board of Directors. The Board of Directors may restore such a club to good standing upon payment of its indebtedness.

SECTION 9C. *General Fund.* In November and May of each year Optimist International shall pay to a district fifty cents for each member (except Life Members) for whom a club in such district has paid the current dues; provided that such district submits evidence, as required by the Board of Directors, of the performance of its function as an administrative division of Optimist International.

29. Finance Committee - Budget

ARTICLE XVI, SECTION 3A. The Finance Committee shall prepare the proposed annual budget to be submitted to the district board of directors for adoption at its first meeting, and shall exercise advisory supervision over financial transactions and deposits and make recommendations thereon to the district board of directors. The Finance Committee shall also arrange for quarterly, annual, and such other financial reports as may be required by the district board of directors from time to time, and arrange for an annual review as of 30 September by a certified accountant or a chartered accountant as soon as possible after the close of the administrative year, but not later than 30 November. The committee shall arrange for and supervise the orderly, efficient transfer, before or at the first meeting of the district board of directors, of all district records and funds from each administration to its successor as of the close of the administrative year.

Past governors and past district secretary-treasurers shall be eligible to serve on the finance committee, provided at least one year has lapsed following his/her term of office. It shall be the responsibility of the committee to see that expenditures do not exceed receipts in any given administrative year.

All budgets shall employ the Standard District Chart of Accounts, account numbers, definitions, and required schedules established by Optimist International. Use 171 & 481 to report "Advance Operation Funds" and do not use 150 & 480.

The finance committee shall consider all proposed budget revisions and proposals for expenditures not previously budgeted and shall make recommendation thereon to the executive committee and the board of directors.

Any bills incurred by the previous administration shall be the responsibility of the district, to be paid from accounts 650, 651 and 652. In the event of indebtedness from the previous administration, the finance committee, after a thorough review of the circumstances, will recommend to the board of directors a procedure for handling the indebtedness. Any revenue remaining in account 652 after paying all expenses from the previous administration is to be deposited in the savings account by June 1 of the current administrative year.

The finance committee is responsible for overseeing that the board of directors approve all depositories and designated officers authorized to endorse, execute and sign checks per Article XI, Section 7, at the fourth quarter meeting for the following year with signature cards to be changed effective on 1 October. Authorized signatures shall include the current Governor, District Secretary-Treasurer and members of, or eligible for, the finance committee. A two-thirds majority of the voting members of the board of directors is required to approve any withdrawal from the savings account with the exception of the interest earned during the administrative year. This withdrawal only requires a written request to the approved depositor for the given amount by the District Secretary-Treasurer signed by the designated officers to be attached to the minutes of the first quarter executive committee meeting.

30. Governor's Club Visitations

In view of the demand upon the governor's time and administrative duties, he/she shall not be required to attend club or zone meetings.

31. New Club Charter Presentations

The charter presentations of new clubs shall be planned jointly by the new club and its sponsoring club. New club charters shall be presented by the governor. To avoid conflicts, the dates of charter presentations shall be established with the knowledge and approval of the zone lieutenant governor and of the governor.

In the event of a charter presentation occurring after the end of the administrative year in which the club was established, the immediate past governor shall have the option of presenting the charter.

32. Gifts to New Clubs (Accounts 170 and 440)

The district shall provide each new club with its club banner, bell, and gavel, purchased from an Optimist International authorized supplier, and shall budget an estimated amount for such purchases annually (account 170).

All funds under the classification of "fines collected" shall be donated to the club or clubs most recently organized before the date of a district board meeting, and since the previous board meeting. In the event a new club has not been organized, the money will be deposited in the district account until the next board meeting. If two or more clubs have been organized in the same period, the collected funds will be divided equally among them.

33. Nomination - Election Procedures

A. Nomination procedure

Functioning under the provisions of the Optimist International Bylaws, the candidate qualifications committee shall consider all candidates for the office of governor-elect who submit the following not less than 30 days prior to the date of election:

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 indicating that the club supports his/her candidacy
3. A letter from the proposed candidate's employer indicating his/her understanding and approval of the proposed candidate's anticipated commitment to serve one year as governor-elect and one year as governor. If a candidate is self-employed, he/she shall submit such statement on his/her own behalf.

After due consideration, one or more candidates shall be nominated, and the candidate qualifications committee shall prepare a brief summary and description of each of the nominees' backgrounds and qualifications, to be mailed to each club president and secretary-treasurer not less than 30 days prior to the date of the election.

At the first business session of the annual district convention, the chair of the candidate qualifications committee will make a report of the committee's nomination(s) for governor-elect, after which the governor will call for any nominations from the floor, then call for the closing of nominations. The election will be held at the business session of the following day.

B. Election procedure

Election of governor-elect and lieutenant governors shall be conducted in accordance with procedures outlined in Optimist International Bylaws, Article XV, 5, 6.

34. International President's Visit (Account 130 and 360)

The governor, having consulted with Optimist International concerning available dates, shall invite the international president to visit the district and shall provide Optimist International with the location of the visit.

All plans and arrangements for the international president's visit will be under the direct supervision of the governor and the appointed chair. Complimentary accommodations, customary courtesies, and a suitable gift or memento of the occasion will be provided, and the event shall be budgeted and conducted under accounts 130 and 360, and operated on a break-even basis.

The governor and his/her spouse, or a past international or district officer and his/her spouse, shall be designated as official hosts to the international president and his/her spouse. All Optimists in the district shall receive notice at least 30 days in advance and be invited to attend.

35. International Representatives to District Meetings

In keeping with the policy of Optimist International to provide an official international representative to district board meetings held the first quarter of each year, and to the annual district convention, the governor shall communicate with the representative when notified of his/her planned visit. Courtesies traditionally provided to the international president, including complimentary accommodations and registration, shall also be provided to such official international representatives.

36. District Oratorical Contests

A. Oratorical Contest (Accounts 140 and 370)

1. The district shall conduct a boys' and girls' oratorical contest each year. The district finals will be held at the time of the third quarterly district board meeting. Preliminary contests at the club, zone, and regional levels may be conducted as needed.
2. Pursuant to the policies of Optimist International, all phases of the district contest and of all preliminary contests shall be conducted in strict compliance with the international contest rules.
3. Three members from clubs in the city where the district finals are held shall be appointed by the governor to assist the district oratorical contest committee in the selection of facilities, equipment, judges, and other details pertinent to the conduct of the contests.
4. Zone and/or regional contests are to be conducted under the supervision of, and coordinated by, the district oratorical contest committee, with the responsibility for the actual conduct of the contests assigned to lieutenant governors or to zone or regional chairs.
5. The cost of all club awards, transportation, food, and lodging while at, or enroute to or from, preliminary contests shall be the responsibility of the sponsoring clubs.
6. All necessary arrangements (including food and lodging) for contestants at the district contest shall be the responsibility of the district oratorical contest committee, accountable to the district secretary-treasurer. The cost of transportation, food, and lodging for district finalists shall be the responsibility of the sponsoring clubs, except when such responsibility is assumed by the district as determined each administrative year.
7. The cost of all district trophies, zone and/or regional certificates and frames, and all authorized receipts and expenditures, shall be budgeted under accounts 140 and 370. All such items shall be supervised by the district contest chair, accountable to the district secretary-treasurer, who shall make all purchases and expenditures and record all revenue and expenses.
8. It shall be the responsibility of the district oratorical contest chair to submit required materials and information on contest winners to the Optimist International office within 30 days following the contest.

B. Communication Contest for the Deaf and Hard of Hearing (Accounts 135 and 365)

1. The district shall conduct a communication contest for the deaf and hard of hearing (CCDHH) each year. The district finals shall be held at the time of the second quarterly district board meeting at a site near the middle of the state and convenient to the interstate. Preliminary contests at the club, zone, and regional levels may be conducted as needed.
2. Pursuant to the policies of Optimist International, all phases of the district contest and of all preliminary contests shall be conducted in strict compliance with the international contest rules.
3. Three members from clubs in the city where the district finals are held shall be appointed by the governor to assist the district CCDHH contest committee in the selection of facilities, equipment, judges, and other details pertinent to the conduct of the contests.
4. Zone and/or regional contests are to be conducted under the supervision of, and coordinated by, the district CCDHH committee.
5. The cost of all club awards, transportation, food, and lodging while at, or enroute to or from, preliminary contests shall be the responsibility of the sponsoring clubs.

6. All necessary arrangements (including food and lodging) for contestants at the district contest shall be the responsibility of the district CCDHH committee, accountable to the district secretary-treasurer. The cost of transportation, food, and lodging for district finalists shall be the responsibility of the sponsoring clubs, except when such responsibility is assumed by the district as determined each administrative year.
7. The cost of all district trophies, zone and/or regional certificates and frames, and all authorized receipts and expenditures, shall be budgeted under accounts 135 and 365. All such items shall be supervised by the district contest chair, accountable to the district secretary-treasurer, who shall make all purchases and expenditures and record all revenue and expenses.
8. It shall be the responsibility of the district CCDHH chair to submit required materials and information on contest winners to the Optimist International office within 30 days following the contest.

37. District Essay Contest (Accounts 147 and 390)

1. The district shall conduct an essay contest each year. The district winners shall be announced at the third quarterly district board meeting. Preliminary contests at the club level may be conducted as needed.
2. Pursuant to the policies of Optimist International, all phases of the district contest and of all preliminary contests shall be conducted in strict compliance with the international contest rules.
3. The district shall recognize the first place winner of the district essay contest.
4. The cost of all expenses incurred during the preliminary contests shall be the responsibility of the sponsoring clubs.
5. The cost of food and lodging for the first place winner of the district essay contest shall be the responsibility of the district. This shall include one nights lodging and meals. The cost of trophies, judges' gifts, and miscellaneous related expenses shall be budgeted and audited under accounts 147 and 390. All such items shall be supervised by the district essay contest chair, accountable to the district secretary-treasurer, who shall make all purchases and expenditures and record all revenue and expenses.
6. It shall be the responsibility of the district essay contest chair to submit required materials and information on contest winners to the Optimist International office within 30 days following the contest.

38. Optimist Golf (Accounts 145 and 380)

The district may conduct an Optimist Golf tourney each year. The district finals shall be conducted and the number of contestants provided to the international office by the required date.

If funds collected for sponsorship of Optimist Golf exceed expenses for same within a given year, the balance shall be carried into the following year for use in the conduct of Optimist Golf.

39. Youth Clubs Conference

The district shall be encouraged to conduct a conference for Junior Optimist and Octagon clubs each year. A planning committee, selected by the governor from the district youth clubs chair, the youth clubs governor, board of directors, and sponsors and advisors, shall be responsible for organizing all phases of the conference. The district youth clubs chair, accountable to the district secretary treasurer, shall be responsible for all financial aspects of the conference.

40. District Policies

The district secretary-treasurer shall provide Optimist International and each member of the board of directors with a copy of the district policies at the beginning of each administrative year immediately following the first official meeting of that board.

41. Policy Revisions

Review, adoption or reaffirmation of district policies must occur at the first quarter meeting of the district board of directors and all policies submitted to Optimist International annually for review no later than 31 January. District policies remain in force until district policies are reviewed and adopted at the first quarter board meeting. ID-19

All proposals for policy changes shall be submitted in writing to the policy committee and district board of directors not less than 30 days prior to the board meeting.

42. Travel Expenses - General (Accounts 200 and 265)

Authorized individuals may be reimbursed for expenses incurred while conducting district administration business, as provided in the Standard District Chart of Accounts, upon the submission of properly completed vouchers and required reports to the district secretary-treasurer. Reimbursement will be made within the limitations of the budget and available funds.

Officers and committee persons of the district shall not receive payment of per diem or any other expenses unless he/she has fulfilled his/her total requirements. This includes attendance at all sessions.

No substitute shall be paid per diem or expenses by the district. Any eligible officer or committee member may decline reimbursement or per diem at his/her discretion.

43. Travel Expenses - Committee Chairs (Account 265)

District committee chairs may receive a per diem allowance as provided in the budget for attendance at district board meetings, annual conventions, and other occasions when specifically requested by the governor. No committee members other than chairs may receive per diem with the following exceptions:

- A. All members of the finance committee may receive a per diem allowance for all four quarterly meetings in consideration of their continuing duties.
- B. All members of the oratorical contest committee may receive a per diem allowance at the third quarterly meeting in consideration of their many duties; and the committee chair may also receive per diem for the first and second quarterly meetings.
- C. All members of the communication contest for the deaf and hard of hearing committee may receive a per diem allowance at the second quarterly meeting in consideration of their many duties; and the committee chair may also receive per diem for the first quarterly meeting.
- D. The chair of the essay contest committee may receive a per diem allowance for the first, second and third quarterly meetings in consideration of his/her duties.
- E. The chair of the activities committee may receive a per diem for the first quarterly meeting following his/her service in consideration of duties of judging and reporting on project books after September 30th.
- F. All members of the leadership development committee may receive a per diem allowance for all four quarterly meetings in consideration of their continuing duties.

44. Travel Expenses - Governor (Account 200)

The governor may be reimbursed for authorized travel expenses while engaged in the execution of the responsibilities of his/her office, as outlined in Optimist International Bylaws, Article XIV, 2, excluding those expenses reimbursable by Optimist International. The District shall budget for and provide lodging, meals and registration at all district board meetings and the annual convention and apply such expenses to Accounts 350 and 360 respectively.

45. Travel Expenses - Governor-elect (Designate) (Account 255)

The governor-elect (designate) may be reimbursed as provided in the budget for attendance at district board meetings, annual conventions, and other occasions when specifically requested by the governor. The District shall budget for and provide lodging, meals and registration at all district board meetings and the annual convention and apply such expenses to Accounts 350 and 360 respectively.

46. Travel Expenses - Lieutenant Governors (Account 210)

Lieutenant governors may be reimbursed as provided in the budget for attendance at district board meetings, annual conventions, and other occasions when specifically requested by the governor, and when fulfilling the duties of his/her office as outlined in Optimist International Bylaws, Article XIV, 3. They will be reimbursed under account 210 after the required reports are filed.

47. Travel Expenses - Past Governors (Account 260)

The two most immediate past governors may be reimbursed as provided in the budget for attendance at district board meetings, annual conventions, and other occasions when specifically requested by the governor.

48. Travel Expenses - District Secretary-Treasurer (Account 250)

The district secretary-treasurer may be reimbursed as provided in the budget for attendance at all district meetings during the administrative year in which he/she serves, at the meetings immediately preceding and immediately following his/her year of service, and other occasions when specifically requested by the governor, and for authorized travel expenses in the execution of the duties of his/her office within the limitations of account 250. The District shall budget for and provide lodging, meals and registration at all district board meetings and the annual convention during the administrative year in which he/she serves and apply such expenses to Accounts 350 and 360 respectively.