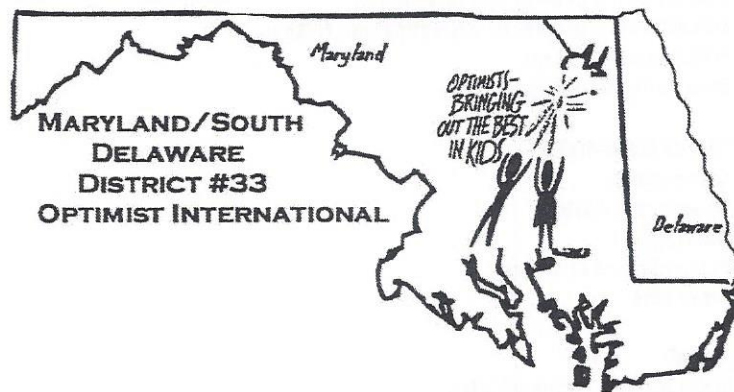


# Maryland South Delaware Optimist District #33 of Optimist International



## District Policies And Procedures

## **MARYLAND-SOUTH DELAWARE DISTRICT POLICIES**

(Adopted November 17, 2012)

<b>ARTICLE XI</b>	<b>DISTRICT FINANCES</b>	<b>8</b>
	A. General Provisions	8
	B. District Dues	8
	C. Finance Committee	9
	D. Quarterly Comprehensive Financial Statements	9
	E. Annual Review	9
	F. Depositories and signatories	9
	G. Fund Raising by the District	9
	H. Fund Raising by District Clubs	9
	I. District Meetings—Fund Raising Limitations	10
	J. District Officer Funding at International Convention	10
<b>ARTICLE XII</b>	<b>NEW CLUBS</b>	<b>10</b>
	A. New Club Charter Presentations	10
	B. Gifts to New Clubs	10
<b>ARTICLE XIII</b>	<b>ACHIEVEMENT AND AWARDS</b>	<b>10</b>
	A. District Achievement Program	11
	B. International Awards Program	11
	C. Maryland-South Delaware District Awards	11
	D. Community Project Awards Competition	11
<b>ARTICLE XIV</b>	<b>DISTRICT COMMUNICATIONS AND MAILINGS</b>	<b>11</b>
	A. District Directory	11
	B. Use of Membership Mailing Lists	11
	C. District Bulletin	12
	D. District Web Site	12
<b>ARTICLE XV</b>	<b>MISCELLANEOUS</b>	<b>12</b>
	A. Gifts – Mementos	12
	B. District Name Tags/Name Badges	12
	C. Club Officers – Installation	12
	D. Governor's Club visitations	12
	E. District-Wide Contests	12
	F. District Oratorical Contests	12
	G. Flags, Creed and Banners	13

## **MARYLAND-SOUTH DELAWARE DISTRICT POLICIES**

(Adopted November 17, 2012)

3, Paragraph F) and a majority of those present and voting shall be necessary to give effect to any action of the Board. Board meetings shall be budgeted and conducted on a break-even basis. Costs of any meals and gratuities may be collected by the District Secretary-Treasurer or designated person.

### **E. MINUTES OF MEETINGS**

The District Secretary-Treasurer shall keep accurate minutes of all meetings of the District Executive Committee, the District Board of Directors, and the annual District convention, to provide a copy of such minutes to members of the District Board of Directors, OI, and such others as the Board of directors may indicate, not later than 30 days after the adjournment of each meeting or convention.

### **F. DISTRICT CONFERENCES**

District conferences shall be planned and conducted by the District administration at the time and place of, and in conjunction with, meetings of the District Board of Directors.

The program for such conferences may include the introduction and promotion of Club and District goals and objectives, and leadership development activities including something for every level of volunteer. 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 all meal services and gratuities provided at such conference. Notice of such conference and programs thereof shall accompany the notice of District Board of Directors meetings.

Since conferences benefit all Clubs and members, the sum of \$0.25 per conference per member, shall be allocated from District dues paid by Clubs for each of the members enrolled in the office at OI, as of the last dues billing date, which allocation shall supplement conference registration fees for the financing of these conferences.

## **ARTICLE V – EXECUTIVE COMMITTEE**

A District may delegate, subject to the limitations imposed by the OI Bylaws, the powers of the District Board of Directors to the District Executive Committee.

### **A. EXECUTIVE COMMITTEE – COMPOSITION**

The Executive Committee shall consist of the officers, the two most immediate and available Past Governors, and the JOOI Governor (if any) as a non-voting member. (OI Bylaws Article VII, Section 3, Paragraph C)

### **B. EXECUTIVE COMMITTEE – POWERS AND DUTIES**

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)

### **C. EXECUTIVE COMMITTEE MEETINGS**

Meetings of the Executive Committee may be called by a majority of its members or at the call of the Governor. (OI Bylaws Article VII, Section 3, Paragraph C). Additional meetings may be scheduled by the Governor, or by a majority vote of the Executive Committee, with the requirement that at least fifteen (15) days' notice be given to the entire committee of the additionally scheduled meeting(s). In addition to the members of the committee itself, attendance at these meetings shall be at the invitation of the Governor.

### **D. EXECUTIVE COMMITTEE REVOCATION OF CHARTERS**

The executive committee may initiate revocation action on any Club within the District, in financial arrears to Optimist International or the District in excess of 120 days.



## **MARYLAND-SOUTH DELAWARE DISTRICT POLICIES**

(Adopted November 17, 2012)

### **ARTICLE VII - ZONE ADMINISTRATION**

#### **A. ESTABLISHMENT OF ZONES**

The number and boundaries of zones, for any administrative year, if subject to revision, shall be determined by the Board of Directors no later than 1 April of the preceding year to accommodate the selection of Lieutenant Governors to serve during the next administrative year.

All proposals for the realignment of zone boundaries shall be submitted to the Governor not less than 30 days prior to Board of Directors approval. No zone shall be created with less than three clubs. New clubs shall automatically be assigned to the zone in which they are geographically located at the beginning of the next administrative year, and services thereto shall be the responsibility of the Lieutenant Governor of such zone.

#### **B. ZONE MEETINGS**

Each Lieutenant Governor shall be responsible for the conduct of zone meetings during the administrative year, in accordance with the guidance issued by the Governor. Notice of such meetings shall be sent to the president and secretary of each Club in the zone not less than 20 days prior to the meeting. To avoid conflict, the dates of all zone meetings shall be established with the knowledge of the Governor.

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

### **ARTICLE VIII - 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. 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 the Governor's election.  
(OI Bylaws, Article VII, Section 3, Paragraph G)

The following committees shall be three-member rotating committees with one member appointed each year for three years: Convention, Club Services and Tracking, Finance, Public Relations, Childhood Cancer Campaign, and Oratorical. Additionally, the Governor-Designate shall also consider the following committees to be three-member rotating committees for the purpose of enhancing District administration: Board Meeting/Conference, and Essay. The District Essay Chair shall be appointed by the Governor-Elect during the month of July in order to begin preparation for making contact with schools in order for them to include the Optimist Essay Contest in their fall calendar of events. As a means of providing an opportunity for more people to serve, no member shall serve more than three (3) consecutive years on the same committee.

The Governor serving the district that year will appoint the Chair of each committee. The Governor is responsible for selecting a committee member replacement should any member of a committee become unable to serve. The Governor may replace any member of a committee. The Governor may also appoint additional members to any committee to better serve the District. Such appointments will be for the period specified by the Governor but no longer than the end of that administrative year, and will be subject to the approval of the District Executive Committee.

### **ARTICLE IX - DISTRICT CONVENTION**

#### **A. GENERAL PROVISIONS**

A convention of the Clubs in each District shall be held annually between the dates of 1 August and 30 September 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



## **MARYLAND-SOUTH DELAWARE DISTRICT POLICIES**

(Adopted November 17, 2012)

### **H. CONVENTION REGISTRATION REFUNDS**

All requests for refunds of prepaid conventions registrations must be made in writing by the pre-registered individual. Such requests for refunds must be received by the convention chairman or District Secretary-Treasurer on or before the day immediately preceding the convention.

## **ARTICLE X – INTERNATIONAL VISITORS**

### **A. INTERNATIONAL REPRESENTATIVES TO DISTRICT MEETINGS**

In keeping with the policy of Optimist International to provide an official International Representative to a District Board of Directors meeting, and to the annual District convention, the Governor shall issue an acknowledgment, at the earliest convenient time, 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. The District Governor, or designate, shall act as Host during such visits.

### **B. INTERNATIONAL PRESIDENT'S VISITATION**

In the appropriate years, and when requested by Optimist International, the Governor shall provide preferred and alternate locations, as well as preferred dates, for the visitation of the International President.

All plans and arrangements for the International President's Visit shall be under the direct supervision of the Governor and District administration including the provisions of complimentary accommodations, customary courtesies, and a suitable gift or memento of the occasion. The event shall be budgeted and conducted under the appropriate accounts, and operated on a break-even basis. All clubs in the district shall be invited, at least 30 days in advance, to send representatives to the event. Clubs in the city or area of the visitation, under the leadership of the Lieutenant Governor, may be invited to provide members to assist in the conduct of the event. The Governor and the Governor's spouse, or a past International or District officer or spouse, shall be designated as official hosts to the International President and spouse.

## **ARTICLE XI – DISTRICT FINANCES**

### **A. GENERAL PROVISIONS**

The conduct and administration of District business shall be financed by District dues, payable by Clubs for each of their members enrolled in the office of Optimist International, from convention fees, and as hereinafter 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. A District, by resolution adopted by a two-thirds majority 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. No financial obligation or assessment, of any kind, other than provided in the OI 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)

### **B. DISTRICT DUES**

Each club in the District shall pay for each (non-college) member enrolled in the OI Office as of midnight 30 September and 31 March annual dues of \$10.00 per member, payable semi-annually as of 1 October and 1 April of each year, subject to the approval of the Board of Directors of OI and in accordance with OI. College members shall pay no District dues. Annual dues for 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 based on the number of members enrolled in OI on that date.

Any club more than sixty (60) days in arrears for any indebtedness to the District or OI shall be considered not in good standing, and shall forfeit all rights and privileges of membership during the period of indebtedness.



## **MARYLAND-SOUTH DELAWARE DISTRICT POLICIES**

(Adopted November 17, 2012)

When complaints arise, in writing, against club fund raising activities, the club comes before a grievance committee of five past Governors appointed by the Governor and one of their Club's members, for the adjudication of this complaint. If, in the committee's findings, the complaint is justified, the club shall be advised in writing that their fund raising activity is not in conformance with Optimist International Fund Raising Policy. Unless the club's fund raising activities have ceased within 30 days of receipt of this notice, Optimist International will be asked to take appropriate action. Notice shall be sent by certified mail.

### **I. DISTRICT MEETINGS - FUND RAISING LIMITATIONS**

In accordance with sales programs conducted by OI and involving merchandise supplied by OI, OI Policy does not prohibit the display and sale of merchandise by the District at District Board Meetings and District Conventions.

### **J. DISTRICT OFFICER FUNDING AT INTERNATIONAL CONVENTION**

With due respect to the location and duration of the International Convention, the Governor, Secretary-Treasurer, Governor-elect and Secretary-Treasurer designate shall receive an amount, to be budgeted annually, toward the expense of attendance at the International Convention, excluding those expenses reimbursable by Optimist International. To qualify for this amount, each must attend and be registered at the full convention and show evidence thereof when submitting the proper expense voucher.

With due respect to the location and duration of the International Convention and available funds, each lieutenant governor-elect who attends the full International Convention shall participate in the distribution of available funds budgeted annually for the purpose of financial assistance to those lieutenant governors-elect who attend and are registered for the full convention.

## **ARTICLE XII - NEW CLUBS**

### **A. 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 Lieutenant Governor of the zone in the Governor's behalf. Charters shall be presented by the Governor, or the Governor's 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.

### **B. GIFTS TO NEW CLUBS**

The District administration shall provide each new Club with a complimentary Club banner, creed banner, bell and striker, purchased from Optimist International, and shall budget an estimated amount for such purposes annually.

## **ARTICLE XIII - ACHIEVEMENT AND AWARDS**

### **A. DISTRICT ACHIEVEMENT PROGRAM**

The District may budget, maintain, and conduct an annual District Achievement Program which shall be prepared and evaluated by the chairman designate annually, with the collaboration of the Governor-Elect and the Secretary-Treasurer designate, after consultation with their predecessors, and which shall be presented to the District Board of Directors for final approval at the District Convention, to take effect on 1 October of the following administrative year for a period of one year.

There shall be three subdivisions, based on Club membership size, which will determine group leaders for purposes of awarding any form of District recognition, i.e. Certificates of Accomplishment. The overall winner will be the Club amassing the greatest number of points. The standardized size groupings used for all recognition programs shall be as follows: Group I (34 or fewer members), Group II (35 to 74 members) and Group III (75 or more members).

It shall be the responsibility of the District administration to promote and encourage participation in both District and Optimist International awards programs. Pursuant to the District achievement program and policies of Optimist International, the District administration shall refrain from offering or conducting any awards competition, personal or club, for any activity or



## **MARYLAND-SOUTH DELAWARE DISTRICT POLICIES**

(Adopted November 17, 2012)

### **D. DISTRICT WEB SITE**

The District web site, and all associated Club web sites, will be administered under, and will comply with any restrictions in OI policy. A copy of related OI policy will be included, in its entirety, on the MDSO web site, and where space permits, be included in the District Directory. The website will be password protected in order to ensure that privacy concerns are not violated.

## **ARTICLE XV - MISCELLANEOUS**

### **A. GIFTS - MEMENTOS**

The District will present a gift and/or memento to the retiring Governor and retiring Secretary-Treasurer, and to the official International Representative to the annual District convention, the cost of which shall not exceed \$100 for the International Representative and \$150 each for the Governor and Secretary-Treasurer. The Immediate Past Governor 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 for the International Representative and the District Secretary-Treasurer.

### **B. DISTRICT NAME TAGS/NAME BADGES**

The District shall make allowance in the annual budget for purchase of a distinctive set of name tags or name badges for use by District officers and chairpersons to allow them to be easily identified by the District membership. Choice of style and color will remain with the Governor or the Governor's designee, the only constraints being the budgeted allowance. Choice of recipients also shall rest with the Governor.

### **C. CLUB OFFICERS - INSTALLATION**

It is strongly recommended that all Club officers be installed in their respective offices by current or past District officers.

### **D. GOVERNOR'S CLUB VISITATIONS**

The Governor shall not be required, or expected, to visit every club in the District. The Governor's Club visitations should include charter presentations to new Clubs, zone meetings, installation dinners, and such other special events to which the Governor has been invited. In view of the demand upon the Governor's time and the associated administrative responsibilities, the Governor may delegate or temporarily appoint an individual to appear on occasions involving a schedule conflict.

### **E. DISTRICT-WIDE CONTESTS**

The District shall conduct the following Optimist International contests: Oratorical, Essay, and the Optimist International Junior Golf Championship.

### **F. DISTRICT ORATORICAL CONTESTS**

The District shall conduct both a boys and girls contest each year. The Zone preliminary contests will be held at a time and location determined by the Zone's Lieutenant Governor. The District finals will be held at a time and location determined by the Oratorical Committee, in conjunction with the District Governor, in order to ensure that the contest results are submitted to Optimist International headquarters, by the Oratorical Contest Chair, in compliance with the Optimist International Oratorical Contest rules.

A temporary committee of members from clubs in the area where the district finals are to be held may be appointed by the Governor to assist the District oratorical committee in the selection of facilities, equipment, judges, etc. and other details pertinent to the conduct of the district competition.

The costs of all District plaques and Zone certificates and frames, as well as food and housing for participants in the District contest, and all authorized receipts and expenditures, shall be budgeted and audited. All such items shall be supervised by the District Oratorical Contest Chair and accountable to the District Secretary-Treasurer who shall make all purchases and expenditures and record all revenues and expenses. The District oratorical winning boy and girl zone representatives will receive a plaque inscribed "District Finalist".

