

**OPTIMIST INTERNATIONAL**  
**CENTRAL ONTARIO DISTRICT POLICIES**  
**Adopted on August 14, 2022**  
**Effective on October 1, 2022**

FOREWORD

The intent of this compilation of policies is to suggest acceptable, useful policies, conforming to Optimist Bylaws and Policies, which will promote efficient and effective District administration. It is recommended that all members of a District's Board of Directors be provided with a copy of all District policies at the beginning of each administrative year.

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 Board of Directors 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 Optimist International Board of Directors, 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.

***Districts have one year to submit all requirements in order to receive a District allotment for that period, after which time the allotment will be forfeited.***

***The documentation required for the November allotment must be submitted within one year from the end of that period or the allotment will be forfeited.***

***The documentation required for the May allotment must be submitted within one year from the end of that period or the allotment will be forfeited.***

***The most recent financial statements and minutes will be distributed two weeks in advance of any District meeting.***

***Effective November 1, 2013, any District found in violation of policies related to merchandise will forfeit any allotment.***

***The District may publish directory information on the District website. Such information shall be password protected and its use is restricted to Optimist International business by***

***authorized representatives of Optimist International. Directory information will not be shared with any party outside of Optimist International.***

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.

# **POLICIES**

**(Format Adopted by the International Board of Directors and/or Delegates November 2018)**

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.

**Mandatory wording, as dictated by Optimist International Bylaws, is shown in bold italics.**

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## **ARTICLE I**

### **DISTRICT PURPOSES**

#### **1. 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)***

#### **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).***

#### **3. 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 II**

### **DISTRICT POLICIES**

#### **1. DISTRICT POLICIES – GENERAL STATEMENT**

***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)***

Other than what is outlined in the by-laws of Optimist International and the approved policies of the Central Ontario District and included in the annual District Budget, the District Administration does not normally engage in providing financial aid to members or member clubs.

The Executive Committee, in consultation with the Past Governor's Committee, shall review these policies annually or at other times and revise as necessary. The District Secretary-

Treasurer shall ensure the policies are revised in accordance with those approved by the District Board of Directors, All policy revisions require the final approval of the full Board of Directors.

Immediately following the First Quarter Meeting of the Board, the District Secretary-Treasurer shall provide Optimist International with a copy of the District Policies and each member of the District's Board of Directors with reference to and/or a copy of the District Policies.

### **ARTICLE III**

#### **DISTRICT EXECUTIVE COMMITTEE & BOARD OF DIRECTORS**

##### **1. GENERAL PROVISIONS (OI Bylaws Article VII)**

*The business of the District shall be administered by a Board of Directors. The Board of Directors shall consist of the officers of the District, the two Immediate and available Past Governors, 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)*

##### **2. DISTRICT OFFICERS AND EXECUTIVE COMMITTEE (OI Bylaws Article VII)**

###### **a.) Officers:**

*The District officers shall be the Governor, Governor-Elect, Secretary-Treasurer, and the following officers: the Lieutenant Governors and the Assistant(s) to the Governor (if applicable).*

###### **b.) Executive Committee:**

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

##### **3. EXECUTIVE COMMITTEE - POWERS AND DUTIES (OI Bylaws Article VII)**

*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. The Executive Committee shall consist of the District officers and the two most Immediate and available Past Governors. The JOOI Governor shall serve as a nonvoting member on the District Executive-Committee. (OI Bylaws Article VII, Section 3, Paragraph C)*

##### **4. ELECTIONS AND TERMS OF OFFICE (OI Bylaws Article VII)**

###### **a.) Eligibility to Hold District Office:**

*No one shall be eligible for election or hold a District office unless: he/she is duly enrolled on the International roster as a member of a Club in good standing in Optimist International; and for the office of Governor or Governor-Elect they should*

***have served all of a term of Club President. (OI Bylaws Article VII, Section 6, Paragraph A)***

It is required that in addition to the basic eligibility requirements outlined by Optimist International Bylaws, that:

- He/She has held or is currently holding the office of Lieutenant Governor to be eligible for nomination or election to the office of Governor Elect.
- He/She has held or is currently holding the office of President of an Optimist Club to be eligible for nomination or election to the office of Lieutenant Governor.

***b. Friends of Optimists***

*Friends of Optimist shall be ineligible to serve as an officer of an Optimist Club and /or on the Board of Directors. (OI Bylaws Article III, Section 2)*

**c.) Terms of Office:**

- (i) Governor-Elect – one (1) year
- (ii) Governor - one (1) year.
- (iii) Secretary-Treasurer – one (1) year.
- (iv) Lieutenant Governor – normally one (1) year.
- (v) Assistant Governor – normally one (1) year.

**d.) Election/Appointment Procedures:**

**(i) Governor-Elect:**

***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. (OI Bylaws Article VII, Section 6, Paragraph C)***

***The Governor-Elect shall not serve in any other elective office in the same year he/she 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/she 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)***

**(ii) Secretary/Treasurer:**

***The District Secretary-Treasurer shall be appointed for a term of one year by the Governor- Elect. The appointment of the Secretary-Treasurer designate shall be confirmed at the third quarter Board meeting by the District Board of Directors, and shall take office 1 October next following confirmation. A District Secretary-Treasurer, District Secretary, District Treasurer, or any combination thereof, shall not serve more than three consecutive years (OI Bylaws Article VII, Section 6, Paragraph D)***

**(iii) Lieutenant Governor:**

An elected or appointed Lieutenant Governor will represent each Zone on the Executive Committee. Elections for Lieutenant Governor Elect will take place, within the Zone, under the supervision of the Lt. Governor, prior to the date of the Third Quarter District Board of Directors Meeting.



One vote per club will be used in either a show of hands or a secret ballot as decided by the presidents or their designates. The majority of votes received will determine the winner of the election. Should a tie vote ensue, a second vote will be conducted. If the vote remains tied, then the chair will conduct a coin toss to determine the winner of the election.

Immediately after the election, the Lieutenant Governor will transmit the election results to the Chair of the Candidate Qualifications Committee.

Election results will be confirmed by a motion of the District Board of Directors at the Third Quarter Meeting. Thereafter, the Lt. Governor Elect will be known as the Lt. Governor Designate and he/she will officially assume the office of Lt. Governor on the next October 1.

Lt. Governor Designate vacancies that exist after the Third Quarter Meeting will be filled, as soon as possible but no later than the Annual District Convention, by appointment of the Governor Elect and confirmation of the Executive Committee.

**(iv) Assistant Governor:**

Assistant Governor(s) may be appointed by and at the discretion of the Governor-Elect. The appointment of Assistant Governor(s) shall be confirmed at the Third Quarter Board meeting by the District Executive Committee, and he/she shall take office on October 1 following confirmation.

## **5. DUTIES OF THE DISTRICT OFFICERS**

**a.) 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.

The Governor 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.

The Governor shall at all times act on behalf of Optimist International in all relations with member Clubs within the District.

The Governor shall also attend the annual convention of Optimist International and any special meetings or conferences conducted by Optimist International for Governors.

**b.) Governor-Elect**

The District Governor-Elect will be responsible, with the assistance of the Leadership Development Committee, for promotion and planning of training at the District convention for Presidents-Elect and Lieutenant Governors-Elect. Such training will utilize, but not be restricted to, the Optimist International Faculty Guide.

**c.) District Secretary-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.

In addition, the District Secretary-Treasurer shall:

- (vii) 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) 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. **(OI Bylaws Article VII, Section 4)**
- (x). shall also perform other such duties as prescribed in these policies.
- (xi) *shall by the end of his or her term of office, deliver all District records to the incoming Secretary-Treasurer.*

#### **d.) Lieutenant Governor(s):**

Lieutenant Governors shall function as representatives of Optimist International and the Governor in his/her assigned Zone and generally conduct the 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/her Zone within 90 days following its official organization. He/she 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/she shall make the prescribed report of each meeting within 30 days.

A Lieutenant Governor may appoint an Assistant Lieutenant Governor to assist with the administration of a Zone. Such an appointment is subject to the approval of the District Governor.

**e.) Assistant(s) to the Governor:**

It shall be the duty of the Assistant(s) 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.

**6. 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).***

**7. 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/her office, the incumbent District Executive Committee may declare said office vacant and shall select a successor to fill the remainder of his/her term. Should either of the Immediate Past Governors 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/her office. (OI Bylaws Article VII, Section 3, Paragraph D)***

**8. INSTALLATION OF DISTRICT OFFICERS**

The District Officers, as described in the OI Bylaws, will normally be duly installed by the official representative of Optimist International/or a designee during the Annual District Convention. The official term of office will commence on the following October 1.

**9. INSTALLATION OF THE DISTRICT BOARD OF DIRECTORS**

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. This will normally be at the start of the First Quarter Meeting of the District Board of Directors.

**10. DISTRICT BOARD OF DIRECTORS MEETINGS AND NOTICE**

***The Governor may call a meeting of the Board of Directors each quarter, or at such time and place as he/she 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. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business, and a majority of those present and voting shall be necessary to give effect to any action of the Board. (OI Bylaws Article VII, Section 3, Paragraph F)***

If District Board of Directors Meetings are held quarterly, then the First Quarter Meeting shall be held in the month of October or November, and the Fourth Quarter Meeting shall be held in conjunction with the annual District Convention.

Such notice shall include an agenda prepared by the Governor and Secretary-Treasurer. Notice may be by either conventional mail or electronic means depending on the circumstances of those being notified.

## **11. DISTRICT 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)***

The District Executive Committee shall normally meet quarterly at the time, place and immediately prior to the meetings of the District Board of Directors.

## **12. MINUTES OF MEETINGS**

- a) It shall be the responsibility of the District Secretary-Treasurer to keep accurate minutes of all meetings of the District Executive Committee, the District Board of Directors, and the annual District convention.
- b) A copy of such minutes will be distributed to members of the District Board of Directors, Optimist International, and such others as the Board of Directors may indicate, no later than thirty days after adjournment of each such meeting or convention. Distribution of minutes will be by either conventional mail or electronic means.
- c) In addition to such minutes, Past Governors who are members of a club in the Central Ontario District will also be forwarded a copy of the District Directory and a copy of meeting agendas..

## **13. ESTABLISHMENT OF ZONES**

- a) The District may choose to be divided into geographical areas known as Zones. Such a division, when it exists, is solely for the purpose of adequate administration.
- b) The number and boundaries of designated Zones shall be determined, with due respect to the number of clubs in and the area of each Zone, by the Executive Committee.
- c) If deemed necessary by the Executive Committee, the Governor will establish a Zone Alignment Committee.
  - (i) The Committee is comprised of the Governor-Elect, the immediate Past Governor and the Past Governor who is a member of the Executive Committee. The Governor-Elect is the Chairperson.
- d) All proposals for a realignment of Zone boundaries shall be submitted, in writing, to the Governor, not less than 30 days prior to the Second Quarter Executive Committee Meeting.
- e) Approval of Zone boundary changes would normally occur at the Third Quarter Executive Meeting and subsequently approved by the Board of Directors. Approval must be completed prior to the current year's International Convention. Such approval will ensure that Optimist International can accommodate administrative changes in time for the

succeeding administrative year and allow the District to accommodate selection of Lieutenant Governors to serve during the next administrative year.

- f) New clubs shall be assigned to a Zone by the Governor for the current administrative year and are the responsibility of the Lt. Governor of the Zone. These assignments will normally be within the Zones of the sponsoring clubs.

#### **14. ZONE MEETINGS**

Each Lieutenant Governor shall be responsible for conducting as many meetings in the Zone as needed to assist the Clubs, and Club officers in the Zone. Advance notice of such meetings shall be provided to the president and/or the secretary of each club in the Zone in order to encourage attendance.

The Lieutenant Governor shall be responsible for preparation and distribution of each Zone meeting program and the completion and filing of a report on each meeting

To avoid conflict, the dates for all Zone meetings shall be established with the knowledge and approval of the Governor and should not normally 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 chairpersons and the required number of members of all committees, and shall announce such appointments not later than 1 October following his/her election. (OI Bylaws Article VII, Section 5, Paragraph G)***

The following standing committees/positions may be established: The Finance Committee is mandated

#### **1. Finance (OI Bylaws Article VII, Section 5, Paragraph D)**

##### **a) Purpose**

- (i) To review financial operations of the District.
- (ii) To give interpretations and opinions of District financial health and status to the Executive Committee.
- (iii) To coordinate the annual District Review Engagement.

##### **b) Personnel**

The District Finance Committee shall consist of the two immediate Past Governors, Governor, District Secretary-Treasurer and the first Past Governor who is not a member of the Board of Directors. The Past Governor who is not a member of the Board of Directors shall be the Chairman. This is a "Rotating Committee". The staggered terms insure continuity in accordance with the Optimist International Bylaws.

The Chair should be knowledgeable about the District financial operations, standard accounting procedures and responsibilities of the Secretary-Treasurer. Honesty and non-political candor is essential.

### **c) Duties/Responsibilities**

The Finance Committee shall:

- (i) Exercise advisory supervision over all financial transactions including fiscal policies, banking practices, billing procedures and expense accounts.
- (ii) Arrange for such financial reports as may be required by the Board of Directors and Optimist International.
- 9iii Arrange for an annual review in accordance with Article VII, Section 4 of these Policies.
- (iv) Supervise the orderly transfer, before or at the first meeting of the Board of Directors, of all District records and funds from each administration to its successor.
- (iii) Prepare, in consultation with the incoming Governor and Secretary-Treasurer, the proposed annual budget for submission to the incoming Executive Committee for recommendation and approval of the incoming Board of Directors at the first meeting of the administrative year. All budgets shall employ, as much as practicable, the Standard District Chart of Accounts established by Optimist International.
- (iv) Ensure that the approved budget is adhered to during the fiscal year.
- (v) Consider all proposed budget revisions and proposals for expenditures not previously budgeted or approved and shall make recommendations thereon to the Executive Committee and/or the Board of Directors.

## **2. Club Services & Tracking**

### **a) Purpose**

- (i) To aid and assist member clubs, connecting them with resources that can build strength and stability.
- (ii) To identify and assist Clubs in danger of revocation or disbandment.

### **b) Personnel**

The Committee normally consists of three appointed members, each serving three-year, staggered terms to insure continuity, and geographic representation in the District. Committee members should be experienced Optimists who have served as Lieutenant Governors and can access a variety of Optimist resources.

The Committee Chair, who is normally the senior committee member, should have good listening skills and work with patience and understanding.

### **c) Duties and Responsibilities**

- (i) To promote strong Club administration
- (ii) To connect Clubs with resources:
- (iii) To urge Club leadership to develop an action plan to establish positive growth programs as part of sustaining strong Club operations
- (iv) To set up a Club assistance display/info table at District Conferences
- (v) To teach Clubs how to access Optimist information
- (vi) To provide District skits showing how small Clubs can become mighty
- (vii) To identify Clubs "at-risk" and coordinate District programs to strengthen them. (Renaissance, Re-building, etc.)
- (viii) To track and record progress toward Honor and Distinguished Club and Zone achievement (spreadsheet coordinate with A&A chair)

### **3. Leadership Development**

#### **a) Purpose**

- (i) To plan, promote and conduct the training of Club and District leaders in an effort to help them be effective leaders.
- (ii) To cultivate and encourage future Optimist leaders.

#### **b) Personnel**

- (i) The Committee shall consist of four members, one serving a three year term, one serving a two year term, one serving a one year term and one being the Governor-Elect.
- (ii) In addition, the Committee should consist of not more than two qualified past District leaders. (Past Governor or Past Lieutenant Governor) and at least one qualified Past President. (Good teaching skills are important for members of this Committee. A dedication to seeking quality presenters and a variety of topics is important.)

#### **c) Duties/Responsibilities**

- (i) To plan, promote and conduct the training at:
  - 1. District Convention for Presidents-Elect, Lieutenant Governors-Elect, and Club Secretary-Treasurers-Designate
  - 2. District Quarterly Conferences for leaders and members
- (ii) To promote forthcoming training events utilizing the District Bulletin, email, District Web site or other methods.
- (iii) To work closely with the District Candidate Qualification Committee to seek the best qualified candidates for District Offices.

### **4. Membership**

#### **a) Purpose**

To cause membership growth in the District by teaching programs, conducting promotions and encouraging recruitment by members and Clubs.

#### **b) Personnel**

The Committee should consist of from 3-6 members, representing a good geographical distribution of the District. Committee members should be highly motivated toward growing Optimism. They should be “go-getters” with good people skills.

#### **c) Duties/Responsibilities:**

- (i) To promote the active recruitment of new members by members and Clubs.
- (ii) To give effective membership presentations at District and Zone meetings.
  - Skits demonstrating the need for recruitment
  - Roundtables: “Recruitment, Induction, Maintenance and Attendance”
  - Promotional items to encourage members to “ask” others to join
- (iii) To make regular reports about membership utilizing the District Bulletin, District Web site, email or other methods.

## **5. New Club Building**

### **a) Purpose**

To encourage and assist in building new Optimist Clubs within the District.

### **b) Personnel:**

The Committee should consist of from 3-6 members having experience or an interest in learning how to build Clubs. If possible, members should represent a good geographical distribution throughout the District.

The Chair should be an experienced new Club builder. All committee members should be out-going proactive people who enjoy building.

### **c) Duties/Responsibilities:**

- (i) To develop and implement a New Club Building plan in conjunction with the Governor.
- (ii) To be personally involved in building at least one new Club during the first quarter.
- (iii) To work directly with Lieutenant Governors, Club Presidents, and other key builders in getting started, getting un-stuck and finishing new Club building efforts.
- (iv) To offer inspirational skits and presentations at District conferences. To offer educational workshops on how to build new Clubs.
- (v) To make regular reports about new Club building utilizing the District Bulletin, District Web site, email or other methods. Use lots of charts, graphs and visible tools.

## **6. Activities**

### **a) Purpose**

- (i) To promote the participation by member Clubs in all of the youth-serving and community-serving projects sponsored by Optimist International.
- (ii) To coordinate and report to the Governor on all of the efforts of the various District Activity Chairs such as CDDHH, Oratorical, OIJGC, etc.)

### **b) Personnel**

Committee members who have a working knowledge of the many diverse programs offered throughout the year. The Committee should consist of 3-6 members, representing geographical and operational needs.

### **c) Duties/Responsibilities**

- (i) To promote Club participation in the major areas of Optimist International Projects, namely Childhood Health & Wellness/Spread Relief, Oratorical, Essay, CCDHH (scholarship award) Contests and the Optimist International Junior Golf Competition.
- (ii) To share information with Clubs (web-site or newsletters)
- (iii) To promote the annual Youth Appreciation program.
- (iv) To promote the Respect for Law/Non-Violence programs (and to emphasize the participation of children and youth in those programs).
- (v) Encourage Clubs to become familiar with their own communities' needs, and focus on program activities that will help meet those needs.
- (vi) To provide activity display tables, informative roundtable discussions and motivational presentations/skits to the members and Club leadership at the quarterly District Conferences.



- (vii) To make regular reports to the members on forthcoming project opportunities utilizing the District Bulletin, District Web site, email or other methods.

## **7. Candidate Qualifications**

### **a) Purpose**

To encourage, qualify and nominate capable members to stand for the positions of Governor and Lieutenant Governor.

### **b) Personnel**

The committee is composed of the Governor Elect, the two most immediate available Past Governors and two members appointed for one-year terms by the Governor. Demographic and geographic representation is desirable.

This Committee shall be chaired by the Immediate Past Governor. If this person is unable to chair the Committee, then the Governor will appoint a Past Governor to chair the Committee.

### **c) Duties/Responsibilities**

The Candidate Qualifications Committee shall seek, qualify and nominate the best-qualified candidates for each elected office (Governor prior to July 1 and Lieutenant Governors prior to April 1) and shall require the following for the consideration and information of the committee:

- (i) A written presentation of the proposed candidate's background and qualifications for the office of Lieutenant Governor or Governor-Elect.
- (ii) A letter from the Club of which the proposed candidate is a member indicating that Club's support of his/her candidacy.
- (iii) In the case of Governor-Elect, a statement from the proposed candidate's employer indicating his understanding and approval of the proposed candidate's anticipated commitment to serve. If a candidate is self-employed, he shall submit such statement on his own behalf.
- (iv) If no Lieutenant Governor Candidate is brought forward by the Zone, the Candidate Qualifications Committee may assist/consult with the Lieutenant Governor and Clubs in finding a suitable Lieutenant Governor.
- (v) The Candidate Qualifications Committee may prepare a brief summary and a description of the background and qualifications of each of the nominees to be distributed to each Club president and/or Secretary-Treasurer not less than thirty days prior to the date of the elections.
- (vi) The Candidate Qualifications Chair shall be responsible for establishing the Mentoring Committee in consultation with the Governor Elect.
- (vii) Committee members can personally interview prospective candidates as to opportunities, job descriptions, experience and strengths.

## **8. Conferences/Convention**

### **a) Purpose**

To plan, promote and conduct the District Conferences and the Annual Convention.

b) Personnel

The Committee should be good at foreseeing attendees' needs, taking care of details and having knowledge of meeting dynamics. This rotating Committee should consist of from 3-6 members serving three-year, staggered terms to ensure experience and continuity.

- Chair (arrangements)
- Registration Coordinator
- Entertainment Coordinator
- Host Area Liaison

A "Host Area Committee" may be established under the general supervision of the District Conference/Convention Committee.

c) Duties/Responsibilities

- (i) As a Committee, meet with the Governor at least nine months in advance of the convention and appoint necessary Sub-Committees or Sub-Chairs.
- (ii) To plan and supervise all arrangements, programs, budgets, entertainment, promotion, financing and fees for all conferences and annual convention.
- (iii) To prepare and publish registration forms and programs.
- (iv) To make recommendations to the District Board of Directors on the selection of future Conference and Convention sites and dates.
- (v) To promote attendance to leaders and members on conferences and convention utilizing the District Bulletin, District Web site, email or other methods.

## **9. Achievement & Awards Program**

a) Purpose

To conduct a fun, fair competition for Clubs that reflects quarterly achievement toward Optimist Organizational goals.

b) Personnel

This is normally a one-member committee. The Committee Chair should have a disposition for gathering detailed information from computer and Club reports. Use of electronic spreadsheet software is helpful. Quarterly reports should be given in a fun, enthusiastic, game-like format.

c) Duties/Responsibilities

- (i) To work with the District Governor to finalize the District A&A Plan for the year
- (ii) To promote an interest in the recognition programs to the Club's leadership.
- (iii) To inspire a spirit of competition and achievement to the Club membership.
- (iv) To work with the Governor and the established International A&A Program with extra points categories that can strengthen the District's objectives.
- (v) To make quarterly reports to the members on Club, Zone, and District Progress (District Web site, Newsletters, Email, etc).
- (vi) To be visible at District Conferences with information table, standings lists, games, etc.
- (vii) To ensure that final results are announced during the Second Quarter and published in the next issue of the District Bulletin.

## **10. Public Relations**

a) Purpose

- (i) To assist in spreading the word of Optimism as a positive-minded youth service organization.

- (ii) To enhance the image of Optimism.
- b) Personnel
  - (i) It is recommended the Committee consist of from 3 - 6 members, each serving three-year, staggered terms to ensure continuity at the District level.
  - (ii) Experience in news or public relations is beneficial. Access to electronic media is essential. Being a good photographer is also helpful.
- c) Duties/Responsibilities
  - (i) To continually contact District media outlets about ongoing District-wide service projects such as the Childhood Health and Wellness/Spread Relief, the Optimist Junior Golf Championships and Essay, Oratorical and CCDHH Contests
  - (ii) To be visible at District Conferences with information tables, roundtable discussions and sample public relations aids to assist Clubs with local publicity
  - (iii) To encourage member Clubs to submit news releases to their local news media, to the District newsletter and to The Optimist magazine
  - (iv) To promote and distribute public service announcements (audio PSAs available from Optimist International) to local radio stations in the District
  - (v) To write news releases about and arrange local media interviews with official Optimist representatives during District visits (i.e. President, Vice President, Governor, etc.)
  - (vi) To write and distribute news releases for Honor and Distinguished Clubs to their local newspapers (optional)

## **11. Webmaster**

### **a) Purpose**

To provide an effective communications tool for the membership of the District.

### **b) Personnel**

A webmaster should be able to provide helpful information to the District membership, portray District activities, and progress in a positive manner. Knowledge of website administration is essential.

### **c) Duties/Responsibilities**

- (i) Maintain the District website and update the website as needed.
- (ii) Keep an up-to-date listing of Club websites with links to the District website. Pass along to the International Office any changes to Club website addresses.
- (iii) Urge Club leadership to develop and publish a Club website.
- (iv) Promote and administer a Club website contest.
- (v) Be visible at District Conferences and pass out promotional items with the District website address clearly displayed.

## **12. Bulletin Editor**

### **a) Purpose**

To deliver communications to the membership of the District, as information is the lifeblood of any organization. Consider publications for three groups: Members, Club leaders and District leaders.

**b) Personnel:**

An editor should be positive in the way he or she writes, as well as being creative in style. Use of a lot of pictures is essential. Knowledge of publishing software is helpful.

**c) Duties/Responsibilities:**

- (i) Publish the District bulletins: consider Member, Club leaders and District leader's publications (monthly or quarterly).
- (ii) Urge Club leadership to develop and publish a Club bulletin
- (iii) Encourage Clubs to share their bulletins with their Members as well as other District and Club officers. Keep an up-to-date listing of Club websites with links to the District website, if applicable.
- (iv) Promote and administer a Club bulletin contest.
- (v) Be visible at District Conferences with samples of Club bulletins, additional copies of District bulletins, etc.

**13. JOI Club Liaison**

**a) Purpose**

To grow the District with more JOI members serving youth.

**b) Personnel**

Committee members who relate well with youth and can empower them, also have a sense of enthusiasm for dedication to growth. The Committee is made up of three adults with staggered terms who have experience with young people.

**c) Duties/Responsibilities**

- (i) To mentor the JOI Governor and officers (when applicable).
- (ii) To encourage growth and building new Clubs.
- (iii) To promote and conduct one District JOI Convention (when applicable).
- (iv) To promote and send JOOI kids to the International JOI Convention.
- (v) To assist in building rosters and communicate with District JOI Clubs.
- (vi) To be visible at District Conferences with members at info table, pledge, etc.
- (vii) To provide Quarterly written reports to Governor.

**14. International Convention Ambassadors**

The Optimist International Convention Ambassador shall promote the attendance at Optimist International's Annual Convention. Following is an overview of functions.

- a) Attend the International Convention.
- b) Give a presentation at the first, second and third quarter district meetings.
- c) Work several hours during the convention at the Registration Packet Pick-Up Desk.
- d) Submit monthly articles to District Bulletin Editor.

**15. District Foundation Representative (DFR)**

**a) Purpose**

To seek funds from members, Clubs and businesses for the Canadian Children's Optimist Foundation.

**b) Personnel**

The District Foundation Representative (DFR) should be someone who is comfortable raising money, supports the Foundation financially, and who is dedicated to the purposes of the Foundation. The District Governor may make a recommendation to the President-Elect for appointment; however, all final appointments are made by the President-Elect of the Foundation.

**c) Duties/Responsibilities**

- (i) To encourage Club Foundation Reps to actively participate in Foundation promotions and Club giving.
- (ii) To act as the facilitator in fund-raising activities at the District Level.
- (iii) To provide an information table and effective award presentations at the quarterly District Conferences and Club events.
- (iv) To work with tracking records of Club and individual Donor contributions and encourage contributions rising to the next highest level.
- (v) To make regular reports to the members on Club and District fund-raising efforts utilizing the District Bulletin, District web site, email or other methods.
- (vi) To educate members in the District through quarterly presentations. Make members aware of the purposes and functions of the Optimist International Foundations.

**16. PGI (Personal Growth and Involvement), PDP (Professional Development Program)**

**a) Purpose**

To promote Optimist International's Personal Growth and Involvement (PGI) program and (PDP) Professional Development Program

**b) Personnel**

The Committee should consist of 3-4 members including the Chair. Members of this Committee should be committed to both the PGI and PDP programs and willing to lead by example. If possible the members should represent a good geographical distribution of the District.

**c) Duties/Responsibilities**

- (i) To encourage Club and member participation in both PGI programs
- (ii) To make copies of the passport available to Club Directors of Personal Growth for further distribution.
- (iii) To offer periodic presentations of the Skills Development Modules to the attending membership at Quarterly meetings.
- (iv) To provide an information table for the quarterly District conferences.
- (v) To work with tracking records of Club and individual PGI levels.

17. Any other such committees or appointments that are deemed necessary for the proper administration of the District and/or its objectives.

## **ARTICLE V**

### **DISTRICT CONVENTION & CONFERENCES**

#### **1. GENERAL PROVISIONS (OI Bylaws Article VII, Section 4)**

##### **a) Convention Dates:**

***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.***

##### **b) Convention Location:**

***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.***

##### **c) Notification:**

***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.***

##### **d) Special Conventions:**

***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.***

##### **e) Voting & Adoption of 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. A quorum of any District convention shall consist of a majority of the accredited delegates. (OI Bylaws Article VII, Section 4)***

##### **f) Mandatory Convention Business:**

**The following business shall be conducted at every District Convention:**

- Election of Governor
- Changes to the District dues amount
- Selection of next convention site.

**g) Bidding to Host the Convention:**

The District administration shall provide all member Clubs with an opportunity to bid for the conduct of conventions in their respective locations. Such bids or invitations shall be submitted to the Convention Committee, on the prescribed form, not later than 30 days prior to the Convention at which the selection(s) will be made.

**h) District Training Conferences:**

District Training 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.

Such training 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 training conferences.

The program for such training conferences may include the introduction and promotion of Club and District goals and objectives, buzz sessions, forums, round tables and leadership development events.

All such conferences shall 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 shall accompany the notice of the District Board of Directors Meetings.

**2. REGISTRATION FEES - DISTRICT CONFERENCES/CONVENTION**

Registration fees for District Conferences are to be incorporated in the preparation of the Annual District budget.

Registration fees may be assessed only to Optimist members. Non-members are exempt from registration fees.

Registration for a District Conference/Convention is not finalized until the money is received.

It shall be the duty of the District Secretary-Treasurer to stipulate the monetary expenditures for the member registration fee, hotel and meal rates, to the District Board of Directors in the covering letter of notification for the First, Second and Third District Board Conferences.

**3. CONVENTION/CONFERENCE ALLOCATION FROM DISTRICT DUES**

In keeping with the fact that all Clubs and members benefit from the conduct of the annual District Convention and District Conferences, funds shall be allocated from District dues paid by Clubs on the basis of \$1.50 per member for District conferences and \$2.00 per member for the District Convention.

The allocation shall supplement Convention/Conference registration fees for the financing of the annual District Convention and Conferences in order to allow the Convention/Conference Committee to operate on a "break-even" basis.

The conduct & recording of all financial transactions associated with the District Convention and Conferences is the responsibility of the District Secretary-Treasurer.

**4. CONVENTION BUDGET AND FINANCE REPORT**

The Convention budget shall be prepared as a **supplement** to the District's proposed budget for the current administrative year and shall be rendered on statements of receipts and

expenditures of previous Conventions and approved by the District Board of Directors at the First Quarter Board Meeting.

The finalized itemized accounting of Convention receipts and disbursements shall be prepared by the Convention Chairperson, Governor and District Secretary-Treasurer. It shall be a supplement to the District's annual reviewed financial statement, and reported to the Executive Committee at the First District Quarter Executive Committee Meeting.

## **5. CONVENTIONS/CONFERENCES - COMPLIMENTARY REGISTRATIONS**

The incumbent Governor, official OI representative, Governor-Elect and Secretary-Treasurer shall receive complimentary Convention/Conference registrations, complementary meals and complimentary hotel accommodations. Any such cost shall be anticipated in the appropriate Convention/Conference budget.

If complimentary accommodation is provided by the hotel, such accommodation will be allocated in the following order of priority: Governor, O.I. Representative, Governor-Elect, and Secretary-Treasurer.

If any additional complimentary rooms are available, it shall be the Governor's decision for the allocation of such rooms.

## **6. INTERNATIONAL REPRESENTATIVES**

The official International Representative to an Annual Convention or District Conference shall be provided with complimentary registration and hotel/motel lodging of suitable character for him/herself and his/her spouse and such shall be anticipated in the Convention or Conference budget.

## **7. CONVENTION DURATION**

The annual District Convention shall be at least a two-day event, exclusive of social, recreational or other extra-curricular activities.

## **8. FLAGS, CREEDS AND BANNERS**

It shall be the policy of the District administration to display the appropriate national flags, the District Banner and the Optimist Creed Banner in the room in which business is conducted at the District Conventions and Conferences.

## **9. GIFTS – MEMENTOS**

It shall be the policy of this District to present a gift and/or memento to the retiring Governor, the cost of which shall not exceed \$300 (exclusive of taxes).

A gift shall be presented to the International Vice-President or Optimist International representative in attendance at a Quarterly Conference/District Convention and the cost shall not exceed \$125 (exclusive of taxes).

A gift shall be presented to the International President at his/her visit and the cost shall not exceed \$200 (exclusive of taxes).

The immediate current District Secretary-Treasurer shall be responsible for the selection of gifts or mementos to the retiring Governor and the Governor shall be responsible for the selection of gifts or mementos for the International Representatives.



## **10. CLUB HOSPITALITY ROOMS AT DISTRICT CONVENTION OR CONFERENCE**

All Club hospitality rooms, or other accommodations serving a like purpose, shall be closed during Convention business sessions, training events or Board of Directors meetings .

## **11. CONVENTION PROGRAM**

### **a) Schedule of Events:**

In consultation with the Governor and Governor-Elect, the Convention Committee shall prepare the schedule of Convention events and meetings for submission to the District Board of Directors not less than 90 days prior to the Convention.

### **b) Agenda:**

The Governor, through consultation with the Governor-Elect, shall prepare the agenda and/or curricula for all Convention business sessions, leadership development events, forums and meal service events.

### **c) Content & Distribution of Schedules & Programs:**

The Convention schedule and program shall be distributed to all District Officers, Chairpersons, Club Presidents and Secretary-Treasurers not less than 30 days prior to the Convention.

The Convention schedule shall include, as a minimum, the following events, some of which may be combined:

- (i) A business session necessary to accomplish the business of the convention.
- (ii) All leadership development events for Club and District Officers as prescribed by Optimist International.
- (iii) An event to provide the official International Representative with an opportunity to address the assembled delegates and guests.
- (iv) An event featuring the installation of the new District Officers.

## **12. CONVENTION REGISTRATION REFUNDS**

All requests for refunds of prepaid Convention registrations must be made in writing by the pre-registered individual. Such requests for refunds must be received by the Convention Chairperson or registration chairperson on or before the first day of the Convention. Extenuating circumstances will be considered.

## **13. 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. The quorum of any District convention shall consist of a majority of the accredited delegates. For voting purposes vote count shall be based on the actual number of votes cast (pending Board action of Governance Committee report). (OI Bylaws Article VII, Section 4)*

1. The convention shall be composed of registered Optimist delegates as set forth in the International Bylaws.
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, Section 4)*

Club voting strength will be based on the following: one vote for every 10 members or greater portion thereof.

3. The current edition of ROBERTS' RULES OF ORDER shall govern the Convention proceedings and provided it is not inconsistent with the Bylaws of OI and these Convention rules.
4. Adoption of convention rules shall be the first business in order. 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.
5. The following business shall be conducted at every District Convention:
  - a) Election of Governor.
  - b) Changes to the District dues amount.
  - c) Selection of next convention site.
6. Motions:
  - a) No motion shall be entertained by the Chair unless seconded, and it shall not be open to debate or amendment before the Chair has repeated it.
  - b) No accredited delegate shall be entitled to the floor unless he rises, addresses the presiding officer, and gives his name and Club affiliation.
  - c) Debate shall be limited to five minutes per speaker. No accredited delegate shall speak a second time to the same question at the same sitting if another accredited delegate who has not spoken thereon rises and asks for the floor.
  - d) No accredited delegate shall speak more than twice on the same question if anyone objects.
  - e) Not more than two amendments to any question shall be pending at any one time, but after disposal of one or both of them, other amendments may be proposed.

The Convention may, to expedite the handling of business, limit as it chooses, the time or number of speakers for each side of any question, or the total time for debate, by a two-thirds vote.

7. Voting:
  - a) All voting shall be 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.
  - b) In the event a vote by ballot is ordered, the chair shall appoint a committee of tellers and the OI Representative shall be chairperson. At the conclusion of the balloting, 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, and then entertain a motion to destroy the ballots.

Accredited delegates from each Club shall select a chairperson who shall cast the votes of his delegation on any convention business requiring a vote by written ballot or roll call.

If there are more than two candidates nominated for Governor-Elect, the low person shall drop out if there is not a clear majority for an individual on the first ballot.

- c) Roll call on any question may be requested in writing by accredited delegates representing not less than 10 per cent of the Clubs represented at the convention.
  - d) The vote on the question, once commenced, shall not be interrupted except only to ask that the question be restated by the Chair.
  - e) An accredited delegate may change his vote from one side to the other provided he/she rises and asks for the floor promptly and before the Chair declares the result final.
  - f) No appeal from a decision of the Chair shall be in order unless based on a point of order, and shall be 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.
- 8. Chairpersons of Committees may make partial reports during lull periods of the Convention unless otherwise ordered.
  - 9. A quorum of any District convention shall consist of a majority of the accredited delegates.
  - 10. The Credentials Committee shall report at the first session of the Convention periodically thereafter or whenever directed to do so.

#### **14. ELECTION RULES**

##### **a) Call for Nominations:**

Following the report of the District Candidate Qualifications Committee, the Governor shall call for other nominations from the floor and then call for the closing of nominations.

If nominations are made from the floor, the Convention Chairperson will call a short recess to convene the District Candidates Qualifications Committee who will verify the nominees' qualifications pursuant to Optimist International By-Laws.

The Chairperson shall bring the Convention back into session. If the Nominee(s) meet the qualifications for the office, there may be nominating speeches on behalf of all candidates.

##### **b) Nominating speeches:**

Nominating speeches shall be limited to two for each candidate, one of three-minute duration and one of two-minute duration.

If there are no nominations from the floor, there will be no nominating speeches.

##### **c) Candidate Speeches:**

Prior to the vote, each candidate shall speak on his/her own behalf for a maximum of three minutes.

## ARTICLE VI

### DISTRICT PROGRAMS AND ACTIVITIES

#### 1. GENERAL:

Several Optimist International sanctioned Committees such as Oratorical, CCDHH and Essay contests receive monies for scholarships from the Canadian Children's Optimist Foundation. All scholarship programs run by the Central Ontario District shall be in accordance with Optimist International policies, those funded by the Canadian Children's Optimist Foundation and all those additional scholarships which have been approved by the Board of Directors of the Central Ontario District. The District annually budgets monies to be used by the District Committees for the purpose of administration. It is recognized that there can be shortfalls in either the scholarship or administrative costs. In this event, responsible District Committees, **with prior Board of Directors approval**, may approach individuals and/or member Optimist Clubs to assist with additional funding. In all such cases, the **Central Ontario District Policies, Article VI** as outlined below, shall be followed:

The District may organize and coordinate the following programs and/or activities:

- Childhood Health & Wellness/Spread Relief
- Oratorical Contest
- Essay Contest
- CCDHH (Communications Contest for the Deaf and Hard of Hearing)
- Optimist Junior Golf
- Youth Clubs - JOI (Junior Optimist International)
- AWE Clubs (Adults With Exceptionalities)
- Any other programs and activities that are deemed beneficial to the District.

#### 2. REVENUE, DISBURSEMENTS AND REPORTING FOR YOUTH PROGRAMS

- a) Any club or individual who wishes to financially assist district-approved youth programs may do so by sending a cheque that specifies the particular program(s), payable to the Central Ontario District, to the District Secretary-Treasurer. The proceeds will be deposited in the District's General Account, recorded separately and used only for the purpose intended by the donor.
- b) The District Secretary-Treasurer will notify the District Activities Chairperson and the Program Chairperson of the name of the donor and the amount of the donation.
- c) All legitimate expenses related to the particular program will be paid by the District Secretary –Treasurer only to the amount of the approved District Allocation or the combined amount of the District Allocation and donation.
- d) An itemized accounting of receipts & disbursements shall be prepared, in concert with the District Activities Chairperson and the Project Chairperson, by the District Secretary - Treasurer. It will form part of the District Financial Statements.
- e) If requested by a donor, the District Secretary-Treasurer will forward a receipt.
- f) It is also recognized that occasionally, individual Optimists and/or member Optimist Clubs may wish to solicit donations from other Optimist Clubs to aid with an activity. **In no case, is this to be done without prior approval of the District Board of Directors.**

#### 3. REQUESTS FOR DONATIONS

District approval of a club(s) or individual's requests for donations from other Optimist clubs will be considered with the following guidelines in mind:

1. All requests seeking District approval must be in writing to the District Governor.
2. All such requests will be considered by the Board of Directors on their own merit.

3. If a Board of Directors member who is in attendance for a discussion or a vote has a conflict of interest regarding an approval request, this must be declared in advance.
4. The Committee should consider the value of the activity to the individual, or club and to the District.
5. In most cases, the applicant will be requested to provide proof of significant other sponsorship and/or self help.
6. Requests for money for travel will be low priority, unless the function is Optimist related, whether that is local, regional or national.
7. Approval requests should be a onetime only request. This does not preclude an applicant from returning in a subsequent year.
8. The Board of Directors may request post-event follow up by the applicant.
9. The Governor/Finance Chair will follow up when practical and report to the District Board of Directors.
10. All programs require Board of Directors approval to be included in the Achievements and Awards programs.

#### **4. CHILDHOOD HEALTH AND WELLNESS/SPREAD RELIEF**

**a) Purpose:**

To encourage involvement in projects focussed on assisting children and families dealing with mental and physical health issues, including childhood cancer, and promoting and raising awareness of the benefits of a healthy lifestyle to inspire entire communities.

**b) Personnel:**

The Committee should consist of a minimum of three members. If possible, they should represent a good geographical distribution of the District.

**c) Duties/Responsibilities:**

- (i) To promote participation in the above programs at a club, zone or district level.
- (ii) To meet with local providers like hospitals, clinics, etc., to determine where member Clubs might be able to provide support.
- (ii) To offer informative presentations to the members and Club leadership at the quarterly District Conferences.
- (iii) To make regular reports to the members on upcoming project opportunities utilizing the District Bulletin, at District Quarterly Conferences and in District Web site.
- (iv) To disseminate Spread Relief information from CCOF.

#### **5. ORATORICAL CONTEST**

- a) The District may conduct an oratorical contest each year. The District Finals may be held during the Third Quarter Conference or at another time as determined by the Governor. If preliminary contests are necessary, they will be held on a date and time appropriate to the clubs and contestants and prior to the District finals.
- b) Pursuant to the policies of Optimist International, all phases of the District contests shall be conducted in strict compliance with the International rules.
- c) A committee of three members, from clubs in the city where the District finals are to be held shall be appointed by the Governor to assist the District Contest Chairperson in the selection of facilities, equipment, judges, etc. and other details pertinent to the conduct of the contests.
- d) The duties and responsibilities of the Chairperson and Committee shall be:
  - (i) To promote Club involvement in the Oratorical Contest.
  - (ii) To promote the early planning of the Zone Contests and assist the Lieutenant Governors with their individual planning.

- (iii) To conduct the District Oratorical Contest in the manner established by Optimist International.
- (iv) To be responsible for ordering the official Contest awards for presentation at the District finals.
- (v) To make regular reports to the members and Clubs on the Oratorical Contest utilizing the District Bulletin, District Web site, email or other methods.
- (vi) To offer informative presentations and fliers about the Oratorical Contest to the members and Club leadership at quarterly District Conferences.
- (vii) To secure qualified judges, timekeepers, and moderators for the preliminary and final Contests at the District level.
- (viii) To submit the required information on all District winners to Optimist International by the published deadline.
- e) To avoid any conflict of religious beliefs, school holidays, civic holidays, etc., it shall be the responsibility of the Lieutenant Governor to ensure that the Zone Oratorical Contest be held on a day that is agreeable to all successful clubs participants. If possible, all participants shall be notified three weeks in advance of this contest.
- f) Zone contests are to be conducted under the supervision of and coordinated by the District Oratorical Contest Chairperson, with the responsibility for the actual conduct of the Zone contests assigned to the Lieutenant Governors or Zone Chairpersons.
- g) The cost of food, lodging and transportation while en route and at the District Contest Finals shall be the responsibility of the sponsoring clubs. Costs should be established in advance to maintain uniformity throughout the District. Costs of food and housing for participants in the District Finals may be funded by entry fees under Accounts 140 and 370.
- h) The District shall pay the travel costs for the District representative and chaperone to the International Competition up to the maximum budgeted amount.
- i) The sum of \$0.50 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 billing date under Receipts Account #140. The costs of all District trophies, Zone certificates and frames, and all authorized receipts and expenditures shall be budgeted and reviewed under Accounts 140 and 370. All such items shall be supervised by the District Contest Chairperson and accountable to the District Secretary-Treasurer who shall make all purchases, expenditures, and record all revenues and expenses.

## **6. COMMUNICATIONS CONTEST FOR THE DEAF AND HARD OF HEARING**

- a) The District may conduct a Communications Contest for the Deaf and Hard of Hearing in accordance with Optimist International Policies.
- b) The funding for the scholarship to be supplied by the Canadian Children's Optimist Foundation
- c) District contests shall be conducted under the supervision of and coordinated by the District CCDHH Chairperson. It is recommended that a Committee be established of 2-3 members, representing a good geographical distribution of the District. Chair should have an understanding of the program, and a passion for the work that is being done, as well as the need that exists with the youth that qualify for this Contest.
- d) The duties and responsibilities of the chairperson and committee shall be:
  - (i) To promote the CCDHH Contest at District Quarterly Conferences and in District publications and the District Web site.
  - (ii) To seek out deaf and hard of hearing students and promote the program directly to them.
  - (iii) To be visible at District Conferences with CCDHH information, topic, etc.
  - (iv) To seek out hearing students to learn rudimentary sign language to act as companions to the contestants during the Contest weekend.
  - (v) To submit the required documents to Optimist International by the published deadline.

- e) The sum of \$0.70 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 billing date under Receipts Account #140. The costs of all District trophies, Zone certificates and frames and all authorized receipts and expenditures shall be budgeted and reviewed under Accounts 141 and 371. 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 revenues and expenses

## **7. ESSAY CONTEST**

- a.) The District may conduct an essay contest each year.
- b) Pursuant to the policies of Optimist International, all phases of the District Contest shall be conducted in strict compliance with International Rules.
- c) District Contests shall be conducted under the supervision of and coordinated by the District Essay Contest Chairperson. A Committee may be established and should consist of members that have an interest in growing the contest by reaching out to those areas not currently being served by this contest. The Committee may consist of as many members as are interested. Members should represent a good geographical distribution of the district.
- d) The duties and responsibilities of the chairperson and committee shall be:
  - (i) To promote Club involvement in the Essay Contest through District bulletins, District Web site and email.
  - (ii) To offer information tables about the Essay Contest to the members and club leadership at the quarterly District Conferences.
  - (iii) To select and supervise the District jury and judging of the Essay Contest following the entry deadline.
  - (iv) To submit the required documents to Optimist International by the published deadline.
  - (v) To recognize the District winner and publicize the winning entry through email, bulletins and District website.
- e) The sum of \$0.25 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 billing date under Receipts Account #147.
- f) The cost of all District trophies, certificates and frames and all authorized receipts and expenditures shall be budgeted under Accounts #147 and #390. All such items shall be supervised by the District Contest Chairperson and be accountable to the District Secretary-Treasurer, who shall record all revenue and expenses.

## **8. OPTIMIST JUNIOR GOLF**

- a) The District may conduct an Optimist Junior Golf program each year.
- b) Pursuant to the policies of Optimist International, all phases of the District Contests shall be conducted in strict compliance with the International Contest Rules.
- c) District Contests shall be conducted under the supervision of and coordinated by the District Optimist Junior Golf Chairperson. A committee may be established and should consist of 3-6 members, representing a good geographical distribution of the District.
- d) The duties and responsibilities of the Chairperson and committee shall be:
  - (i) To promote Club participation in Optimist Junior Golf by holding qualifying tournaments and sending entrants to the District contest.
  - (ii) To act as the District's chaperone for the contestants representing the District at the international tournament.
  - (iii) To develop innovative and creative ideas to make the District qualifying tournament fun for the participants and successful as a fund-raising event to raise monies to send the contestants to the international tournament.

- (iv) To offer informative and motivational presentations to the members and Club leadership at the quarterly District Conferences.
- (v) To promote forthcoming junior golf opportunities utilizing the District Bulletin, District Web site, email or other methods.
- e) The sum of \$0.25 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 billing date under Receipts Account #145.
- f) The cost of all District trophies, certificates and frames and all authorized receipts and expenditures shall be budgeted and audited under Accounts #145 and #380. All such items shall be supervised by the District Contest Chairperson and be accountable to the District Secretary-Treasurer, who shall record all revenue and expenses.
- g) A financial statement shall be forwarded to the District Secretary-Treasurer after the completion of the annual District Golf Championship Qualifier.
- h) Any bank account associated with the District Golf Championship Qualifier must be in compliance with District signatory policies.

## **9. YOUTH CLUBS**

The District shall be encouraged to maintain a Junior Optimist International (JOI) District structure and conduct an annual JOI District Conference for all official Youth Clubs in the District. The District Youth Clubs chairperson shall be the official liaison between the Optimist District and the JOI District Board of Directors (if applicable).

A special conference planning committee shall be responsible for all facets of the JOI District Conference. The committee shall include the District Youth Clubs chairperson, the JOI Governor (if applicable), the JOI District Board of Directors (if applicable) and any/all Youth Club advisors and chairpersons deemed necessary by the District Youth Clubs chairperson and JOI Governor (if applicable).

Elections for JOI District officers (when required) must be held in accordance with the guidelines established in both the JOI District bylaws (if applicable) and the International JOI Bylaws.

Finances shall be managed by the Optimist District Secretary-Treasurer, the District Youth Clubs chairperson and the JOI District Secretary-Treasurer (if applicable). A separate checking account for JOI District funds may be established as long as a dual signature process is utilized. The Optimist District Secretary-Treasurer shall duplicate all account activity for Optimist District financial reports.

Optimist Districts, which hold JOI District conferences and elect JOI District officers, must use all dues rebate funds to support District Youth Club/JOI activities. Such activities may include the JOI District Conference, District newsletter production/distribution, District officer travel, District officer communication, etc. Rebate funds not utilized by year-end must be rolled over to the next year's budget.

## **10. AWE CLUBS**

AWE Clubs that exist in the District and must follow Optimist International By-Laws and Policies.



## ARTICLE VII

### DISTRICT FINANCES

#### **1. FISCAL YEAR (Bylaw VIII, Section1)**

*The fiscal year of Optimist International, its Districts and member Clubs, shall commence on 1 October in each year and close on 30 September next following.*

#### **2. REVENUE AND DUES (OI Bylaw Article VII)**

##### **a) 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, 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 vote **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, Paragraph A,B,C)*

*Each Club in the District shall pay for each member enrolled in the International Office as of 30 September and 31 March, annual dues of \$20.00 (effective October 1, 2008) per member, payable semi-annually, subject to the approval of the Board of Directors of Optimist International and in accordance with Optimist International Bylaws. Annual dues payable by a newly affiliated Club shall commence as provided in policies established by the OI Board of Directors*

*Clubs shall pay for each "College member" 50% of the annual District Dues. It is payable by a single payment on October 1 of each year.*

*Members of AWE Clubs and College Clubs will be billed 50 % of the annual District dues.*

*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 based on the numbers 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 it shall forfeit all rights and privileges of membership during the period of indebtedness.*

##### **b) Optimist International General Fund**

*In November and May of each year the Optimist International Secretary-Treasurer shall pay to a District fifty cents for each member (except Life Members and members in Associate Clubs) for whom a Club in such District has paid the current dues; provided that such District submits evidence of the performance of its duties, as required by the International Board of Directors.*

### **3. ANNUAL 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)*

### **4. 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 31 December of each year. (OI Bylaws Article VII, Section 5, Paragraph E)*

### **5. 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)*

*Signatories on District accounts shall not be members of the same family, household and/or business partners (Optimist International Policy ID-13)*

The establishment of bank accounts will be limited to those approved by the District Board of Directors. Receipts and Disbursements for all District activities & approved programs will be administered only by those District Officers approved by the Board of Directors to do so.

### **6. FINANCIAL STATEMENTS**

The Finance Chairperson, in concert with the District Secretary-Treasurer, shall be responsible for preparing and presenting the quarterly financial statements. The final accountant's report shall reflect the same format as the quarterly financial statements

### **7. CONTINGENCY FUND**

#### **a) Purpose**

The Central Ontario District shall have a Contingency Fund account to counterbalance any emergency financial deficits beyond the control of the Board of Directors.

#### **b) Administration**

The District Finance Committee will be authorized with full power to administer the Contingency Fund. Monies shall be deposited under the direction of the District Board of Directors.

#### **c) Signatories**

All disbursements from the said fund must bear a minimum of two signatures. The first signature is that of the Finance Committee Chairman. The second and/or third signatures shall be the District Governor and/or the District Secretary-Treasurer.

**d) Deposits and Withdrawals**

The monies in this fund are to be deposited in an interest bearing account and/or invested in short term Growth Income Certificate (GIC) maturing on September 30th of the current fiscal year. All interest from the said fund will be reinvested in the said fund. All monies not otherwise provided for in the current fiscal approved budget will be placed in the said fund to a maximum of twenty thousand dollars (\$20,000). Monies in excess of \$20,000 are to be transferred from the Contingency Fund to the District General Account. Disbursements for emergency financial deficits are limited to a maximum of ten thousand dollars (\$10,000).

**e) New District Qualifying Programs**

Only upon the Contingency Fund having a deposited balance in excess of ten thousand (\$10,000) may the excess be appropriated for the initial funding of new District qualifying programs.

**f) Requests for Disbursements**

All requests for disbursements from the said fund must be made in writing, stating the justification and signed by the Governor. The District Finance Committee must be in receipt of these requests no later than forty-five (45) days prior to a scheduled Quarter Conference or Convention, during which time said Committee shall meet to review the disbursement requests and formulate its recommendations to the District Board of Directors.

**g). Recording**

A separate account number shall be allocated to the District Financial Statements to cover all monies deposited or invested as well as interest received for the said fund. The account balance for the said fund shall be shown each Quarter on the District Financial Statements as a separate schedule.

**8. EXPENSE REIMBURSEMENTS**

**a) General (Accts. 200 to 265)**

Authorized individuals shall be reimbursed for expenses incurred in the conduct of District administrative 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 a Committee Chairperson's report.

Reimbursement for travel expenses shall be at the rate of 25 cents per kilometre except that no reimbursements shall be made for occasions within the city of the individual's residence. All reimbursements shall be made within the limitations of the budget and available funds.

**b) Governor (Acct. 200)**

The Governor shall be reimbursed for authorized expenses as set by the budget.

**c) Lieutenant Governors (Acct. 210)**

Lieutenant-Governors shall be reimbursed for authorized expenses, when engaged in the business of the District administration or Optimist International, incurred in required Club visitations, authorized Zone Meetings and Charter presentations within their Zones, meetings of the District Executive Committee, and the Board of Directors, and District

Conferences as set by the budget and within the limitations of available funds.  
Reimbursement for travel expenses shall be at the rate of 25 cents per kilometre.

**d) Secretary-Treasurer (Acct. 250)**

The District Secretary-Treasurer shall be reimbursed for authorized expenses incurred in the execution of the duties of his/her office, attendance at meetings of the District Board of Directors and Executive Committee, District Conferences and Conventions, and other such occasions and events specifically authorized by the Governor, as set by an allotment in the budget and within the limitations of available funds. Reimbursement for travel expenses shall be at the rate of 25 cents per kilometre.

**e) Governor-Elect or Designate (Acct. 255)**

The Governor-Elect (or Designate) shall be reimbursed for authorized expenses incurred in carrying out his/her responsibilities and for attendance at District Conferences, District Board and Executive Meetings, District Conventions and other such occasions and events specifically requested by the Governor. Reimbursement for travel expenses shall be at the rate of 25 cents per kilometre. All reimbursements shall be made within the limitations of the budget and available funds

**f) Past Governors (Acct. 260)**

The Past Governors serving as members of the District Board of Directors shall be reimbursed for authorized expenses incurred in attendance at meetings of the District Executive Committee and Board of Directors and the District Convention. Reimbursement for travel expenses shall be at the rate of 25 cents per kilometre. All reimbursements shall be made within the limitations of the budget and available funds

**g) Committee Chairs (Acct. 265)**

District Committee Chairs shall be reimbursed for expenses incurred in carrying out their responsibilities and for attendance at District Conferences, District Conventions, District Executive Committee and Board of Directors Meetings, when specifically requested by the Governor, to be present and report. Reimbursement for travel expenses shall be at the rate of 25 cents per kilometre. All reimbursements shall be made within the limitations of the budget and available funds.

Conferences as set by the budget and within the limitations of available funds.  
Reimbursement for travel expenses shall be at the rate of 25 cents per kilometre.

**9. EXPENSE CLAIM CUT-OFF DATE**

All authorized expenses and/or Zone and Committee expenses must be received by the District Secretary-Treasurer no later than five days after September 30 of the administrative year, and no expenses will be paid after that date.

**10. 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 Central Ontario 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 knows, 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 invalid and may not be authorized or approved by any persons.

## **ARTICLE VIII**

### **MISCELLANEOUS POLICIES**

#### **1. LT. GOVERNOR ELECT AND CLUB PRESIDENT ELECT TRAINING**

The Governor Elect, in concert with the Leadership Development Chairperson, shall plan, coordinate and conduct District training conferences for Lt. Governors-Elect and Club Presidents-Elect.

The sites and timetables for training conferences will be at the discretion of the Governor Elect, with adherence to International Policy 10-11, which stipulates a minimum of four hours training for Lt. Governors at the District Convention with the International Representative in attendance.

The Governor Elect will prepare a training budget for approval by the District Executive Committee.

The Governor-Elect's Training budget receives an allocation from District dues. The allocation is \$1.00 per member based on the October 1 enrollment.

#### **2. NEW CLUB BUILDING PERMISSION CLAIMS**

When the Governor receives a New Club Building claim from a club wishing to build in a Zone other than its own, the Lieutenant Governor of the Zone in which the Club is to be built shall be notified. In turn, the Lieutenant Governor shall notify all Clubs in his Zone.

If there is any substantial objection to the claim, it shall be put in writing within 7 days of notification to the Governor. The final decision shall be made by the Governor, New Club Building Chairman and the two Lieutenant Governors of the respective Zones.

#### **3. TERRITORIAL BOUNDARIES OF CENTRAL ONTARIO - DISTRICT 47**

The territorial boundaries of the Central Ontario District as outlined in the Optimist International Official Directory are:

Province of Ontario east of Highway 24 and west of Highways 62, 127 and north of 60 and 62 to Pembroke on the north and Belleville on the south, eastward from Belleville along Highway 2 east to and including Cornwall, and the area between Highway and the St. Lawrence River. Eastward from Pembroke along Highway 17 to and including Arnprior and Ottawa, and the area between Highway 17 and the Ottawa River.

These boundaries are detailed with the express understanding the Eastern Ontario District (French) is an OVERLAPPING District and that clubs formed within this area fall into Eastern Ontario if they are predominately French speaking and Central Ontario if predominately English speaking.

#### **4. 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 spouse, or a past International or District officer and spouse, shall be designated as official host to the International President.

#### **5. PAST GOVERNORS ADVISORY COMMITTEE (P.G.A.C.)**

The purpose of this Committee is, when called upon, to advise the Governor and the District Board. The Immediate Past Governor is the Chairperson. Any Past Governor who is a member of an Optimist Club of the Central Ontario District of Optimist International is eligible to sit as a member of the Past Governors Advisory Committee for Central Ontario.

#### **6. DISTRICT OFFICERS LAPEL INSIGNIA**

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 (stone)
- b) Past Governor's insignia with (stone)
- c) Governor-Elect insignia with (stone)
- d) Lieutenant-Governor's insignia with stone
- e) Past Lieutenant-Governor's insignia with stone
- f) Secretary-Treasurer with (stone)
- g) Past Secretary-Treasurer with (stone)

#### **7. DISTRICT BULLETIN**

The District Administration, under the direction of the Governor and edited by the District Bulletin Editor (or District Publicity Chairperson) appointed by the Governor, may publish a District Bulletin.

Costs, publication frequency and distribution shall be established by the District Administration from year to year according to the budgetary provisions and available funds.

As a minimum, the bulletin shall be distributed to all District Officers, District Committee personnel, Club Presidents, Secretary-Treasurers, Past Governors and Optimist International Office and Officers and may take the form of either a conventional written version and/or an electronic version as appropriate for each recipient.

#### **8. DISTRICT DIRECTORY**

The District administration may publish and distribute, at the earliest possible date after the beginning of the administrative year, a District Directory.

The Directory shall contain the names, addresses (both postal and e-mail) and telephone numbers of all District Officers, District Committee Chairpersons, Club Presidents and Secretary-Treasurers, club meeting days and locations, Past Governors, **Past District Secretary-Treasurers** and International Officers.

When feasible and practical, the Directory shall also include all District Policies and the dates and locations of all District meetings and conferences for the administrative year.

## **9. GIFTS TO NEW CLUBS**

The District Administration shall provide each new Club with a complimentary club banner, bell and striker and locally a "Canadian flag", if one is not otherwise supplied. The cost shall be budgeted annually as an estimated amount for such purposes. "District Gifts" are to be presented by "District Officers". (Policy may include sharing a gift expense with sponsor).

## **10. 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 on the Governor's behalf.

Charters shall be presented by the Governor or his/her appointee. In the event of a Charter Presentation occurring after the end of the administrative year in which the new club was established, the immediate Past Governor shall have the prerogative of presenting the Charter. In all cases, the current Governor, District Officers and Committee Chairpersons will prevail as the official representatives of the District.

## **11. INTERNATIONAL CONVENTION**

With due respect to the location and duration of the International convention, the Governor, the Secretary-Treasurer, Governor-Elect, Secretary-Treasurer Designate and JOI Governor 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 his expense voucher.

With due respect to the location and duration of the International convention and available funds, each Lieutenant Governor-elect, New Club Building and Membership Chairmen who attend 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 and Chairmen who attend and are registered for the full convention.

## **12. 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 chargeable to Account #560 of the Standard District Chart of Accounts. The room shall be open a maximum of three nights. If deemed appropriate, the effort may be shared with other Districts.

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

The Governor shall not be required or expected to visit every Club in the District. The Governor's club visitations shall be limited to, at his/her discretion, Charter presentations of new Clubs, Zone Meetings, and such special events as may be conducted by Clubs and to which he/she has been invited.

In view of the demand upon his/her time and administrative responsibilities, the Governor may delegate or appoint an individual to appear in his/her place and stead.

#### **14. ACHIEVEMENT & AWARDS PROGRAM**

The District may budget, maintain and conduct an annual Achievements and Awards Program. It shall be prepared and evaluated by a Chairperson of Achievements and Awards in collaboration with the Governor, Governor-Elect, Secretary-Treasurer, and through consultation with predecessors.

The program shall be presented to the District Board of Directors for final approval at the First Quarter Board of Directors Meeting. Any subsequent changes are to be made only with the approval of the Board of Directors.

It shall be the responsibility of the District administration to promote and encourage participation in both District and International Achievements and Awards Programs.

#### **15. ACHIEVEMENT & AWARDS APPEALS & PROTESTS**

To be considered, any appeal or protest of the final published standings of Clubs or individuals in the District Achievements and Awards Program must be in the hands of the Immediate Past Governor/Governor no later than 30 days following the 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.

#### **16. MENTORING**

##### **a) Description**

A leadership mentoring program that would bring together seasoned, knowledgeable and competent Optimists who have served at the District level with new Optimist leaders who are serving in a District position for the first or second time. The purpose would be for the seasoned Optimist to help the new leader navigate the district position they have taken on and to be a sounding board and point of contact with questions and concerns. The seasoned Optimist would also reach out to the new Optimist to offer support, suggestions and advice in a mentoring role. (ie. Not doing the job for them but rather offering support to set the new optimist up for success)

##### **b) Rationale**

As Optimists are encouraged to take on roles at the District level, a formalized support program to ensure they are successful. If someone is not successful the first time they try a position they may be scared away and choose not to come back at the District level. We could potentially be missing out on some fantastic leaders because we did not offer the right support to start them out.

##### **c) Process**

1. A Mentoring Committee is setup with seasoned Optimists who have been successful at District positions and have the desire, time and ability to mentor. Each committee member may specialize in specific roles.
2. The Mentoring Committee will meet with the Governor Elect as he/she selects his/her team to determine which Optimists would benefit from a mentoring relationship.



3. The new CENON Chairs are then paired up with a member of the Mentoring Committee.
4. The Mentoring Committee member would then reach out to the chair to do a brief introduction into the purpose and process of mentoring.
5. The mentoring relationship would continue throughout the Optimist year.

**d) Mentoring Explained**

Mentoring is most often defined as a professional relationship in which an experience person (the mentor) assist another (the mentoree) in developing specific skills and knowledge that will enhance the less-experienced person's professional and personal growth.

**e) What does a mentor do?**

- Teaches the mentoree about a specific issue
- Coaches the mentoree on a particular skill
- Facilitates the mentoree's growth by sharing resources and networks
- Challenges the mentoree to move beyond his or her comfort zone
- Create a safe learning environment for taking risks
- Focuses on the mentoree's total development

**f) Benefits of Mentoring:**

- Mentors gain insight from the mentoree's background and history that can be used in their own development
- Mentors gain satisfaction from sharing expertise
- Mentorees gain from the mentor's experience
- Mentorees learn new skills and knowledge that are relevant to personal goals
- Improved performance of the specific role
- Improved success of the district

## **Appendix 1**

### **CENTRAL ONTARIO DISTRICT**

#### **STRATEGIC PLAN**

**Revised July 4, 2015, Approved August 16, 2015**

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**Note: The Strategic Plan is included, as per resolution of the Board of Directors, as an appendix to the Policy Manual to serve as a guide to effective operation.**

#### **MISSION, VISION AND VALUES**

The Central Ontario District is dedicated providing leadership to the clubs in our district, to help them grow and continue being the “Friend of Youth” in their communities.

Our vision is to be the best in providing a comprehensive range of programs and services for our clubs and members.

Our actions should be based on respect for everyone and these values should be evident in every decision we make, every activity we undertake and in every interaction that we have with people.

#### **STRATEGIES**

##### **1.) Growth**

A growth plan will be developed by the incoming Governor at the beginning of each administrative year, with an overlap into the next year, setting new club building and membership growth goals that are communicated broadly. The District growth team will evaluate at the end of each year how effective this effort has been, and report the results at the 1<sup>st</sup> Quarter Conference.

The NOW (New Optimists Welcome) program will be promoted and the effectiveness of the program will be tracked.

Target communities for new club building will be identified and the District growth team will actively assist clubs who wish to start a new club building initiative.

##### **2.) Communication**

Good communication is a key to the success of the District in relation to the clubs we serve. Clubs also need to communicate to the citizens of their communities. To support these goals the District will:

- encourage and assist clubs to establish and maintain websites and link these to the District website. Our goal is to increase the number of clubs with club websites from 40% to 60% within 2 years.
- organize training sessions on the effective and appropriate use of social media tools to further a club's presence within their community.
- encourage all clubs to update their O.I. Roster with members' e-mail addresses so that communications such as District Bulletins and Conference and Convention information can be sent directly to the members from District officers.

### **3.) Leadership, Mentoring and Training.**

Leadership development begins at the club level. It is the responsibility of the District leadership, including the Past Governors, to ensure that potential leaders are identified, encouraged and provided with the necessary training and mentorship.

The District recognizes the importance of training our incoming leaders at all levels. In addition to training on specific topics that will be provided at all District Conferences, special emphasis will be placed on training at the District Convention and sufficient time will be allocated in the program.

**Mentoring:** The District Executive will support and promote the Mentoring Program adopted by the District.

**Lt. Governor Training** may be incorporated into other training sessions during the District Convention or the Governor Elect may opt for an independent training session(s) prior to the commencement of the administrative year, with a goal of accommodating as many of the incoming Lt. Governors, whether they be new or repeating, and ensure they have all the tools available to them to understand and perform their duties and assist the Clubs in their Zone to achieve International, District and Club goals.

#### **President and Secretary/Treasurer Designate Training at the District Convention:**

Attendance at the training provided at the District Convention has been waning in recent years. However it is important to continue to offer the training, and strategies such as ensuring that incoming club officers are specifically invited should be employed. In order to ensure maximum coverage across the District, the training of President and Secretary-Treasurer Designates may also be regionalized.

Training should be offered prior to the commencement of the administrative year and no later than the end of the first quarter. For those not attending, a summary of basic responsibilities and obligations to the district and International should be provided by either electronic or physical means directly (not via the Lt. Governor) in a manner that receipt can be confirmed. The documentation should not simply be a copy of lengthy documents offered by International but should be a relevant summary with links, bullets and user friendly formats.

### **4.) Conferences:**

Recognizing that the purposes of District Conferences are:

- to attend to District administrative business;
- to provide members with personal development opportunities;
- to provide education and training;
- to encourage fellowship;

the District will develop strategies to increase the representation from the clubs:

- by ensuring that Club Presidents are aware that they are a member of the District Board of Directors and attendance is expected.
- by providing interesting and meaningful training sessions to meet the needs of the clubs.
- by utilizing programs such as free conference registration offers to new members.
- by ensuring that business meetings are conducted in a professional and respectful manner.
- by providing adequate advance notice to all clubs and District officers of the activities taking place at District Conferences and Convention.
- by educating clubs on the benefits of the interactions at District Meetings and how to raise funds internally to offset “out-of- pocket” expenses for members to attend these meetings.

The goal is to have representation from 100% of the clubs during the year. We will report the actual attendance by club and zone and set an annual realistic goal to progress from our current actual to our proposed optimal attendance.

### **5.) Youth Clubs (JOI)**

Recognizing that as an organization dedicated to “Bringing Out The Best In Kids”, one of the most important projects we can undertake is to introduce young people to Optimism by increasing the number of Youth Clubs in the District. Our goal will be to add a minimum of four youth clubs each year.

The District will support a JOI/Youth District within CENON and will provide a framework and facilities for its leaders and members to be involved in our District Conferences and Convention.

### **6.) Programs**

Recognizing that strong, healthy clubs have a mix of youth and community programs as well as fund raising and donations to other organizations, the Central Ontario District will encourage more clubs to participate in the O.I. scholarship programs, and will provide the necessary training and support.

The District will provide opportunities for clubs to showcase club projects that could be adopted in other communities.

### **7.) Finances**

The District will manage its finances in a prudent manner according to its policies and limit the number of occasions where clubs are asked to provide additional funding for District programs and activities.

### **8.) Lt. Governor Reports:**

Lt. Governors will be requested to provide written reports to the Governor two weeks prior to any meeting. and any verbal reports will be held to a maximum of 2 minutes. The District will establish a standardized format and content guidelines for Lt. Governor Reports to ensure we are capturing the strengths, weaknesses and opportunities for growth and improvement in ALL Clubs.

## **MEASURES**

The District Executive will monitor and report to Club Presidents and Members on the following items:

- growth within the district and comparative results of goals to actual growth
- accomplishment of the Governor's goals and the communication of these goals to Clubs and members
- the District's financial situation.
- challenges faced, significant success and perceived shortfalls by our Clubs and the District in achieving International's initiatives and the District's goals

## **CONCLUSION**

The Strategic Plan is designed to enhance the image of the Central Ontario District so that the club membership is aware of the fact that the Central Ontario District serves them.

It provides for improved leadership, the development of procedures to improve communication and it promotes the sort of culture that members would like to see.

This Strategic Plan must be reviewed by the Past Governors Advisory Committee, and revisions suggested if necessary, at least every five years.

## **Appendix 2**

### **RENEWAL PLAN**

**(Adopted by the Executive Committee, April 14, 2007)**

#### **1. ROLE OF THE EXECUTIVE COMMITTEE**

The role of the Executive Committee is to promote growth and provide leadership within the Central Ontario District.

The Committee recognizes that success is dependent on demanding accountability and follow-up on all aspects of any project. The Committee further recognizes that serious problems require serious solutions. It is essential that the District always operate in a businesslike manner.

#### **2. THE DISTRICT EXECUTIVE COMMITTEE IS COMMITTED TO:**

- ensuring growth within existing Optimist clubs and creating new Optimist clubs.
- aiding Optimist clubs to provide youth and community service activities.

#### **3. RENEWAL PLAN:**

1. The Executive Committee identifies clubs that are “at risk” and/or need revitalization.
2. Select an “Action Team” for each identified “at risk” club. The Action Team would consist of 4 – 5 members who are committed to attending all or most meetings and events of the target club during the period of renewal. The Action Team requires at least one member with current or past Club Services Committee experience, the Lt. Governor, and two or 3 enthusiastic Optimists from the area. The Action Team requires access to all appropriate materials and specific links to Optimist Leaders Online resources.
3. Select a “Mentor club”. This club should have close ties to the target club (either the sponsor club or a geographically close club) and be in a similar type of community. Members from the Mentor club would attend as many meetings and events as possible to provide a “boost”. This should help with spirit and morale when the program is successful.
4. Predetermine dates for completion of the various steps of the Renewal Plan. Appoint a committee member to track progress. Tracking will enable and ensure intervention if the Action Team is not fulfilling its mandate or falling behind schedule.
5. The Action Team should meet with “key members” of the “at risk” club so that a plan can be established.
6. The Action Team will assess the “at risk” club’s status – membership and involvement level, current activities, finances, meeting location, etc.
7. Because new members need a reason to join a club, community needs must be identified and a commitment to service must be made to attract new members.
8. Draw up a 6 to 9 month “calendar of events” consisting of existing programs, fund raising, OI programs, new (small-scale) youth/community events and social activities. The effectiveness of running an OI program such as Respect for Law, Youth Appreciation, and Safety on Wheels etc. should not be underestimated. Information on these programs is readily available and can usually be organized with little manpower. The “District Census”, “Activity Reports” etc. are excellent sources for creating a list of suggested projects.
9. Undertake a “community needs” assessment. This will require talking to “community leaders”.

10. Organize and schedule a “NOW” event. The Action Team will be instrumental in making the NOW event a success. With an “activities calendar” in place, new members will know what they will be involved with and will see a club that has a plan and a place in the community. Information from the “needs assessment” can be used to highlight activities that the club could do if it had more members.
11. Obtain as much publicity as possible for the “at risk” club and profile its past work in the community.
12. As new members are added, the club can add more projects. Encourage new members to participate in club activities and to bring in more new members.
13. Arrange a special “orientation” session for new members. This will enable them to assume leadership roles in the club. The original members may become excited with the club’s renewed enthusiasm.
14. Continue contact between the Mentor Club and the Target Club and make sure that “Interclub Meetings” and/or joint activities are scheduled (reference the New Club Follow-Up Program).

## Appendix 3

### PROTOCOLS

#### As developed by the Past Governors Committee Of the Central Ontario District

We, the Past Governors, dedicate the following information to all Optimists of the Central Ontario District, who have in the past or may be called upon in the future to arrange a function for your Optimist Club where invited guests will be in attendance from: the Zone, our District, Optimist International, or a guest from outside the Optimist organization, such as a guest speaker or the non member spouse of the visiting Optimist guest and you are faced with the question.

#### 1. **WHAT AM I EXPECTED TO DO?**

We sincerely hope that in the pages that follow, you as members of an Optimist Club find the answers to your questions regarding the proper protocol for your given situation.

#### 2. **WHAT IS A PROTOCOL?**

**PROTOCOL** is a form of planned organization that helps eliminate tension and chaos in our daily and official lives.

Just as parliamentary procedure helps smooth the progress of more formal proceedings, protocol helps make our business and our social relationships easier, more pleasant and more profitable.

**REMINDER:** Polite give and take between people is always in style. The cardinal rules of protocol are basically those inherent in good social conduct.

#### 3. **TOPICS COVERED ON THESE PAGES**

- 1) Protocol Governor Visitations
- 2) Protocol Lieutenant Governor Visitations
- 3) Protocol District Chair Visitations
- 4) Gifts for District Officers
- 5) Special Consideration for Any and All Invited Visitors
- 6) Non Member Guests of Attending Officials and Guests
- 7) Guest Speakers
- 8) Other Sources of Information for Optimist Clubs

#### 4. **OPTIMIST GUESTS** attending a function or a meeting of the Club:

- a) Protocol Governor Visitations

The Governor of a District will try to visit as many Clubs as possible within the year, but it is recognized that it is very difficult to get to them all. Invitations should be made to the Governor and followed up in writing to make certain that arrangements are confirmed. Clubs



should cover any meal costs involved and accommodation if possible. It is recognized that not all Clubs are in a financial position to cover all expenses but it is appreciated when this can be done,

b) Lt. Governor

The Lt. Governor is required to attend the Club on two official visits but usually many more visits are made. Only Mileage for these two visits are covered by any District funds and all other expenses related to the visits are not. Therefore, meals should be picked up at any time when the Lt. Governor is requested to attend, whether this is an official visit or not.

c) District or Optimist International Representatives

If District or Optimist International representatives are invited to an event and asked to be part of the agenda, the meal or ticket should be covered by the Club where possible and the representative should be advised of the type of meeting being attended. It is recognized that not all Clubs can afford to cover everyone, but those involved in speaking or performing an official function should be given consideration.

In all cases where Optimist visitors are in attendance at a Club meeting, they should be recognized and those on the program should be at the head table if this can be arranged.

Many Clubs assign a member(s) to act as host(s) and to make sure that the guest(s) are looked after and introduced to other members and guests in attendance. This is a practice that all Clubs should put into place.

d) Gifts

When Optimist guests are invited to speak at a Club or function, it is not necessary to present the individual with a gift. Having someone from the Club designated to thank the speaker(s) is quite sufficient. However, if a Club is in the practice of giving something to a District or International officer, this is appreciated and serves as a reminder of the visit to that Club.

e) Committee Chairs

Various Committee and District Chairs are requested to attend Club and Zone Meetings and in this situation, the meals should be covered by the Club. These individuals have a limited budget and these funds only help to conduct the events that they are responsible for during the year.

f) Ticket Sales

All Clubs and members should be informed that asking District and International officers to buy tickets for fund raising purposes should be done in good taste. Almost all Clubs have tickets to sell or some event to promote and when this happens at every meeting that someone attends, it can get very expensive.

g) Advance Notice

It is also recommended that plenty of advance notice be given when inviting someone to a meeting. Many of the District officers and Committee Chairs are quite busy and will require time to fit all meetings into their personal agendas.

## 5, NON MEMBER GUESTS OF ATTENDING OFFICIALS AND GUESTS

During the course of each administrative year an Optimist Club generally has programs where non member guests will be in attendance at official as well as social events. All your guests

should be treated as you would treat a guest in your home. Things that you should do as part of the planning for your event are listed below. Remember "things do not just happen" The way to successful projects and events in your club is a direct result of good planning.

- a) You should always tell your guest if it is appropriate to bring their spouse or partner or guest to your event.
- b) Always informs your guests as to the type of event you are planning e.g. dance, B.B.Q., regular meeting, awards presentation, installation, etc.
- c) What the majority of attendees will be wearing: long dress, short dress, slacks or shorts.
- d) Is there food going to be served at this event: snacks, sit down dinner, what time will the food be served: midnight, 7:30, 9:00?? Please Note: If tickets are required for this event they should be COMPLIMENTARY and if time permits, sent out ahead of time to the guests or if time is not sufficient, they should be handed to your guests when they arrive.
- e) Any corsages and/or favours being handed out, sufficient quantities should be on hand to include your guests.
- f) Appointing a Host and Hostess for your guests will go a long way toward achieving the success you are looking for at your event. Someone who can greet your guests at the door, hang their coats up show them the washrooms and introduce them to other attendees, to do this they must know most of the attendees and should have a good knowledge of your club and the area that is served by it.

## **6. PROGRAMS**

Good programs will go as long way to promoting good attendance. A major ingredient of good programming is attracting speakers to come to your Club and to address your members on current topics as well as general interest subjects.

Some suggestions for obtaining speakers are as follows:

- a) Ask the person early, up to four to six weeks. The speaker will be impressed with your planning, your chances are greater that he/she is not already booked. To help the speaker make up their mind advise them on the make up of the audience, number expected, approximate age of the group and if it is an all male or mixed audience. Believe it, this information is as important as to the make up of the talk.

Discuss at this first contact if there is a fee for his/her services, or if a small gift would be appropriate. Most speakers will not charge, but get the matter up front so there are no surprises.

- b) Contact the speaker a week before your meeting to remind them of the date, the place of the meeting and the time to be there. Enquire if they will need any props e.g. lectern, microphone, etc. Speakers like to know in advance the time allotted for their talk. Enquire as well at this time how the speaker wishes to be introduced.
- c) One of the Club members should be given the job to greet the speaker when he/she arrives and to look after their needs until the dinner is served. Example: where to hang your coat, washrooms and of course introductions.
- d) When the meal service is finished, the speaker should be the first item on the agenda. Have someone introduce the speaker from the information provided from the phone call and give the speaker's topic.
- e) After the talk, and if there is a question and answer period have someone thank the speaker and perhaps give them a framed copy of the Optimist Creed.

At this time the speaker should be given the opportunity to leave the meeting. This can be done by the President declaring a short break before starting with the business part of the agenda, or by the President advising the speaker what is going to take place, advising the speaker he/she is welcome to stay, or if he/she has to get away that this would be the appropriate time. This will allow the speaker to make the choice. It would be a nice gesture if the member mentioned in c) was to escort the speaker to the door.

- f) Have the secretary mail out a thank you note to the speaker for having given his/her time for the evening.
- g) Your Club bulletin should make reference to your last speaker and their topic. In the same paragraph, the bulletin should be highlighting the speaker and the topic for the next meeting.

The job of Speakers Chair can be handled by one person, but a committee of three would ensure a better mix by selecting a more varied group of speakers.

## **7. OTHER SOURCES OF INFORMATION FOR OPTIMIST CLUBS**

- a) The "Fellowship" Kit for Optimist Clubs  
Available from Optimist International
- b) Protocol Handbook  
Proper Etiquette for well planned, successful meetings and V.I.P. visitations

## **8. IN SUMMARY**

The future of our organization is largely dependent upon the on going development of leaders from within our own Clubs. People who are willing to step out of their own community to assist people in other communities. These are your "DISTRICT LEADERS". We, as an organization must make every effort to encourage new volunteers to take this important step. We ask that you as member clubs make every effort to support these volunteers who give so much to the betterment of YOUR COMMUNITIES. THANK YOU FOR YOUR CONTINUED SUPPORT.

The Past Governors Committee, Central Ontario District.