

The following are changes to District Policies proposed by the Past Governors Committee for consideration and approval at the District Convention. All changes are highlighted in red. All references to the Optimist International Foundation have been changed to the **Canadian Children's Optimist Foundation** and all references to he have been changed to **he/she**.

Changes to the index will be made after approval by the District Board of Directors.



**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 by the District Board of Directors at the Annual 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 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 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 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)*

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**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 he/she has held or is currently holding the office of President of an Optimist Club. (OI Bylaws Article VII, Section 6, Paragraph A)*

It is **required** that in addition to the basic eligibility requirements outlined by 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.

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**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 are established:

- *Finance* **(OI Bylaws Article VII, Section 5, Paragraph D)**
- Club Services & Tracking
- Leadership Development
- Membership
- New Club Building
- Activities
- Candidate Qualifications
- Zone Alignment
- Conferences/Convention
- Achievement & Awards Program
- Public Relations
- Webmaster
- Bulletin Editor
- JOOI Club Liaison
- Optimist International Convention Ambassadors
- Optimist International Supply
- District Foundation Representative (DFR)
- PGI (Personal Growth and Involvement)
- **Mentoring**

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## 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 and limited to those funded by the Canadian Children's Optimist Foundation. 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 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:

- CCC (Childhood Cancer Campaign)
- Oratorical Contest
- Essay Contest
- CCDHH (Communications Contest for the Deaf and Hard of Hearing)
- JOOI (Junior Optimists & Octagon)
- OIJGC (Optimist International Junior Golf Championship)
- 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.

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### 5. 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.) 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

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**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.*

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**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.*

*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.

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**ARTICLE VIII**

**MISCELLANEOUS POLICIES**

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

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**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.

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## APPENDIX 1

### JOB DESCRIPTIONS

#### A. STANDING COMMITTEES

##### 2. Candidate Qualifications:

###### 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:

1. A written presentation of the proposed candidate's background and qualifications for the office of Lieutenant Governor or Governor-Elect.
2. A letter from the Club of which the proposed candidate is a member indicating that Club's support of his/her candidacy.
3. 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.
4. If no LG 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.
5. The Candidate Qualifications Chair shall be responsible for establishing the Mentoring Committee in consultation with the Governor Elect.

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#### 14. Optimist International Supply:

##### a.) Purpose:

- To provide a table for sales of Optimist supplies and Club administrative tools.
- To encourage the use of Optimist supplies as a marketing tool to members, member Clubs, and the public.
- To promote and host a District House of Optimism for the sale of supply items and administrative tools.

**ACTION PLANS:** The District will urge Club leadership to use official Optimist supplies in promoting Optimist Club projects, for items of recognition for the projects, and for use of official logo crested clothing to be worn by members.

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## **19. MENTORING COMMITTEE**

**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)

**Rationale:** As we are encouraging Optimists to take on roles at the District level we do not offer 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.

### **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.

### **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.

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



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

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**Appendix 4**

**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.

**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.

**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.

**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

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

a) Governor

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. 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.

### **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.

## 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.

**OTHER SOURCES OF INFORMATION FOR OPTIMIST CLUBS**

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

**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.

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