

**DMM**

**DAKOTAS MANITOBA MINNESOTA**

**DISTRICT POLICIES**

**2008**

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## **DISTRICT POLICIES**

### **ARTICLE I: DISTRICT PURPOSES**

#### **GENERAL**

The sole purpose of the District shall be to function as an administrative division of Optimist International in furtherance of the purposes of Optimist International, these 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 Board of Directors. (OI Bylaws Article VII, Section 2)

### **ARTICLE II: DISTRICT POLICIES**

#### **DISTRICT POLICIES**

The District shall adopt a set of operating policies authorized by the International Board of Directors, which will cover the items necessary to administer the District. These policies shall be adopted by the District Board of Directors at the Annual Convention. (OI Bylaws Article VII, Section 3, Paragraph E)

These policies shall be reviewed at least annually by the District Executive Committee and revised as necessary, either at the Annual District Convention or at a Special Convention convened specifically for that purpose. The District Secretary-Treasurer shall provide each member of the District Board of Directors with a copy of all District Policies at the beginning of each administrative year. It will be acceptable to provide copies at the 1<sup>st</sup> Quarter Board Meeting. All current District Policies will be posted on the DMM Website.

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

#### **GENERAL PROVISIONS**

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, the District Secretary-Treasurer, and the President of each Club. Should the President of a member Club be unable to attend, a delegate from that Club would be allowed to speak and act as the President, in the conduct of the business coming before the Board of Directors. The JOOI Governor shall serve as a non-voting member on the District Board of Directors. (OI Bylaws Article VII, Section 3, Paragraph A)

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

The District officers shall be the Governor, Governor-Elect, and the Secretary-Treasurer.

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

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

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

No one shall be eligible for election or hold a District office unless: He or she is duly enrolled on the International roster as a member of a Club in good standing in Optimist International; and he or she has held or is currently holding the office of President of an Optimist Club. (OI Bylaws Article VII, Section 6, Paragraph A)

The Governor-Elect shall be elected at the annual or a special duly called convention by a majority vote of the accredited delegates present and voting at the time of the election. The Governor-Elect shall not serve in any other elective office in the same year he or she is Governor-Elect. (OI Bylaws Article VII, Section 6,

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Paragraph B) The Governor-Elect shall automatically become Governor on 1 October of the year following the year in which he or 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 C)

The District Secretary-Treasurer shall be appointed for a term of one year by the Governor- Elect. The appointment of the Secretary-Treasurer designate shall be confirmed at the third quarter Board meeting by the District's Board of Directors, and shall take office 1 October next following confirmation. (OI Bylaws Article VII, Section 6, Paragraph D). The term of office for Secretary-Treasurer shall be one year. (OI Bylaws Article VII, Section 6, Paragraph D)

The election of Lieutenant Governors for the following year will follow Article 15 Section 6 of Optimist International Bylaws and will be conducted at the 3rd quarter meeting. Any position remaining vacant will be appointed by the Governor-Elect and be approved by the Executive Committee.

## **DUTIES OF THE DISTRICT OFFICERS**

### **Governor**

Under the general supervision of the International Board of Directors, it shall be the duty of the Governor to further the mission and purposes of Optimist International and promote the interest and coordinate the work of member Clubs within the District. The Governor shall function as the chief executive officer of the District, preside at all meetings of the District Board of Directors, the Executive Committee and the annual convention of the District. He or she shall be an ex-officio member of all committees, and exercise general supervision over affairs of the District subject only to the Board of Directors, the delegates to the annual District convention, and the Board of Directors of Optimist International. He or she shall at all times act on behalf of Optimist International in all relations with member Clubs within the District. He or she shall also attend the annual convention of Optimist International and any special meetings or conferences conducted by Optimist International for Governors.

The Governor shall not be required or expected to visit every club in the District. The Governor's club visitations shall be limited, at his or her discretion, to 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 or her time and administrative responsibilities, the Governor may delegate or appoint an individual to appear in his or her place on such occasions.

### **District Governor-Elect**

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

### **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. Minute taking may be delegated but at no additional cost to the District. (iii) Receive and deposit all moneys due the District. (iv) Disburse moneys within the limitations of the District budget or by specific instructions of the District Board, the District Executive Committee, or the accredited delegates at the District convention, (v) keep an accurate and complete record of all financial transactions and submit financial statements and records required by the District Board of Directors and as set forth in the Bylaws & Policies of Optimist International, (vi) keep books of account open at all times to the District and International Board of Directors, with such books to be subject to annual review as of 30 September of each year, (vii) 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, and (x) perform such duties as prescribed in these policies.

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The district secretary-treasurer will be required to maintain and pass on to the succeeding administration the following documents: minutes of executive committee, minutes of district board of directors meetings, quarterly financial reports, official review report by an independent auditor, IRS Form 990.

The District financial records will be retained in accordance with the Internal Revenue Service requirements and a minimum of seven years subsequent. The District minutes and other documents that are submitted to Optimist International will be kept indefinitely. These records will be passed on to the succeeding Secretary-Treasurer.

### **Lieutenant Governor**

Each Lieutenant Governor shall function in his or her assigned Zone as a representative of Optimist International and the Governor, and generally conduct his or her 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 or her Zone during the administrative year. The Lieutenant Governor must make every attempt to visit each newly affiliated Club in his or her Zone within 90 days following its official organization. He or 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 or she shall make the prescribed report of each meeting within 30 days.

### **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 programs of the District convention. (OI Bylaws Article VII, Section 3, Paragraph C).

### **VACANCY OF DISTRICT OFFICE**

For good cause or upon death, resignation or incapacitation of any elected or appointed officer or any officer-designate of a District, or in the event of the failure of any officer to carry out the duties of his or her office, the incumbent District Executive Committee may declare said office vacant and shall select a successor to fill the remainder of his or 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 or her 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 or her office. (OI Bylaws Article VII, Section 3, Paragraph D)

### **DISTRICT BOARD OF DIRECTORS INSTALLATION**

The District Board of Directors, which shall consist of the Governor, Governor-Elect, the two most immediate Past Governors, all Lieutenant Governors, the District Secretary-Treasurer, the JOOI Governor and the President of each Club in the District, shall be installed by the Official Representative of Optimist International at the 1st Quarter Board of Directors Meeting.

### **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 or 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) Electronic mail shall serve as fulfilling the written notification requirement.

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 D) The district executive committee shall meet at the time, place and immediately prior to meetings of the district board of directors or at the call of the governor or a majority of the members of the executive committee. The Board may annually approve an electronic method of conducting brief or emergency board actions.

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At the Governor-Elect's discretion, the meeting in the 2nd Quarter may be waived. The 1st Quarter meeting shall be held no later than November 30<sup>th</sup>. The dates for the 2nd Quarter Combined Zone Meetings shall be set by the Governor-Elect and those Clubs who apply for an opportunity to host. The 3rd Quarter Meeting shall be held no later than June 1st, and may include the District Oratorical Competition and the District Communication Contest for the Deaf and Hard of Hearing (CCDHH). It will be the responsibility of the Governor-Designate to decide if any or all of the Communications contests will be canceled. If canceled, he or she will communicate this decision to the Committee chairs and Club Presidents by the 1<sup>st</sup> quarter meeting. The 4th Quarter meeting shall be held in conjunction with the annual District Convention, no later than the 3rd week in August.

Notice of all meetings of the District Board of Directors shall be sent by the District Governor to the District Secretary Treasurer and to all members of the Board, along with a prepared agenda, at least 30 days in advance of the scheduled meeting. Email shall be an acceptable method of agenda transmission for those Board Members who provide the Governor and District Secretary-Treasurer with Email addresses.

### **ESTABLISHMENT OF ZONES**

Pursuant to the Optimist International bylaws, the number and boundaries of zones for any administrative year, if subject to revision, shall be determined by the Board of Directors prior to its meeting held in the third quarter of the preceding year. All proposals shall be submitted to the Governor not less than 30 days prior to said meetings. New clubs shall automatically be assigned to the zones in which they are geographically located or closely aligned by sponsorship, and services thereto shall be the responsibility of the Lieutenant Governor of such zone. Any realignment of zones as voted on by the Board of Directors of the District will be forwarded to the Club Services and Leadership Development Departments of Optimist International within 30 days of such meeting.

## **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 chairperson and the required number of members of all committees, and shall announce such appointments not later than 1 October following his or her election. (OI Bylaws Article VII, Section 5, Paragraph G)

The following committees are established:

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

The finance committee, which consists of the incoming Governor & incoming Secretary Treasurer shall, in consultation with the current Governor and current Secretary Treasurer, prepare the proposed annual budget for submission to the Executive Committee. The Executive Committee shall recommend approval to the Board of Directors at the first Quarterly Board Meeting. The Board of Directors will approve the budget with possible revisions. All budgets shall employ the Standard Chart of Accounts as established by Optimist International. The Finance Committee shall exercise advisory supervision over all financial transactions, and reports as may be required by the District Board of Directors and Optimist International. The Finance committee shall 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 Board of Directors.

### **Candidate Qualifications**

The District Candidate Qualifications Committee as provided by Article 7, Section 6 (A. & B.) of Optimist International Bylaws shall seek, qualify and nominate, one or more candidates for the office of Governor-Elect and shall seek, qualify and nominate one or more candidates, per zone, for the office of Lieutenant Governor. It is recommended that the two most immediate past governors serve as the Candidate Qualifications Committee.

### **ACHIEVEMENT AND AWARDS PROGRAM**

The district may budget, maintain and conduct an annual Achievements and Awards Program which shall be prepared by the governor. The program shall be presented to the district board of directors for final

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approval at its first quarter meeting. It shall be the responsibility of the district administration to promote and encourage participation in both district and Optimist International achievements and awards programs. Pursuant to the Achievement and Awards Program and policies of Optimist International, the district administration shall refrain from offering or conducting any awards competition for any activity or performance embraced by Optimist International's Achievements and Awards Program. The district shall recognize the top five clubs within the district based on their Achievement and Awards ranking at the end of the year.

### **DISTRICT ACHIEVEMENTS AND AWARDS, APPEALS AND PROTESTS**

The end of the year Achievements and Awards standings will be announced no later than the second quarter board meeting. Any appeal for the final published standings of clubs or individuals in the district achievements and awards programs, to be considered, must be in the hands of the previous year's district secretary-treasurer not later than 30 days following publication of standings. The previous year's district executive committee shall have the power and authority to review and adjudicate any such appeal, and its decisions shall be final. To be eligible to receive any award or recognition, all financial obligations of the club to the district shall have been met by closing day of the administrative year.

### **DMM OPTIMIST OF THE YEAR**

Annually, an Optimist of the Year shall be selected from a list of candidates submitted by their clubs to be considered for the Roger L. Haas DMM Optimist of the Year Award. This recognition is intended to honor an optimist member for his or her efforts during the year, and will be presented during the first quarter meeting the year following. Submissions must be postmarked by September 15th.

## **ARTICLE V: DISTRICT CONVENTION**

### **GENERAL PROVISIONS**

A convention of the Clubs in each District shall be held annually during the month of August on such dates and at such location as shall be determined by the District Board of Directors. The convention city shall be determined by a vote of the accredited delegates at the District convention for as many years in advance not exceeding five years, as may be deemed necessary. The District Board of Directors shall have power to substitute another city in the event circumstances later make such action necessary or advisable. The District Secretary-Treasurer shall issue and cause to be delivered to each member Club in the District an official call for the annual convention at least 45 days prior to the date thereof, in which notice the time and place of the holding of said annual convention shall be set forth. In the event of an emergency, with the approval of the International Board of Directors and the District Board of Directors, a District may hold a special District convention at any time or place. The District Secretary-Treasurer shall issue and cause to be delivered to each member Club in the District, at least 20 days prior to the date of said special convention a written notice of the time and place of the holding of same together with a general statement of the proposed business to be transacted. The method and means of voting at convention shall be established by the District Board of Directors. Convention rules shall be adopted by a majority vote during the first business session of each convention; but may be suspended, rescinded or amended after their adoption by a two-thirds vote. A quorum of any District convention shall consist of a majority of the accredited delegates.

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

### **CONVENTION ALLOCATION FROM DISTRICT DUES (ACCOUNT 350.1)**

The host club will be responsible for planning and coordinating the children's program. The DMM district will provide up to \$0.30 per member per year for children's activities at the convention. The cost to the Optimist members for children should be minimal. A separate budget must be prepared for the children's program. Any monies not spent shall belong to the DMM District. A final report for the children's program must be submitted with the final convention report to the District Secretary-Treasurer within 30 days of the convention, to be presented at the first quarter executive board meeting following the convention.

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## **CONVENTION BUDGET AND FINANCE REPORT**

The convention budget shall be prepared and provided as information to the district's administration and shall be based on statements of receipts and disbursements and expenditures and reviews of previous conventions. A detailed record of number of participants, money received, and expenditures for each event shall be kept and forwarded to the district secretary-treasurer within 30 days of completion of the convention. Any financial losses up to \$500.00 will be the responsibility of the host club(s). The host club(s) will retain all profits up to \$500.00. Any additional financial losses exceeding \$500 will be the District's responsibility. Any additional profit in excess of \$500 will be remitted to the District. Such additional profits will be considered General Revenue. The Governor will have close supervision over the convention budget.

## **CONVENTION - COMPLIMENTARY REGISTRATIONS**

The Club hosting the District Convention shall anticipate in the Convention budget and shall be responsible for the registration fee (including meals) and accommodations for the District Governor, District Secretary-Treasurer, District Governor-Elect, District Secretary/Treasurer Designate, and the Representative from Optimist International, along with each of their respective spouses or VIPs. Host Clubs are encouraged to obtain complimentary rooms to assist with this obligation.

## **CONVENTION DURATION**

The annual district convention shall be a two-day event, beginning Friday morning and ending Saturday evening, exclusive of social, recreational, or other extra-curricular activities, training sessions, executive board meeting, and registration.

## **CONVENTION PROGRAM**

The District Convention Committee shall prepare, through consultation with the Governor and Governor-Elect, the schedule of Convention events and meetings. The Governor, through consultation with the Governor-Elect, shall prepare the agenda and/or curriculum for all Convention business sessions, Leadership Development events, forums, and meal-serving events. The Convention schedule and program shall be distributed to all District Officers, District Chairpersons, Club Presidents and Club Secretary-Treasurers not less than 30 days prior to the Convention.

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

- A Business Session necessary to accomplish the business of the District.
- All Leadership Development events for Club and District officers as prescribed by Optimist International.
- The Annual Old Timer's Breakfast.
- An additional meal service event to provide the Official Optimist International President's Representative with an opportunity to address assembled delegates and guests.
- A Recognition and Installation Banquet featuring the installation of the District Executive Committee.
- Children's Program
- Other events as may be required by the Governor, i.e. The Annual Governor's Reception.

## **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) The convention shall be composed of registered Optimist delegates as set forth in the International Bylaws.

1. 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.
2. Club voting strength will be based on 1 vote for every 10 Members.
3. Roberts' Rules of Order shall govern the convention proceedings in all cases not governed by the Constitution and Bylaws and these convention rules.

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4. 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. (In the event a vote by ballot is ordered, the chair shall appoint a committee of tellers and name its 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 their delegation on any convention business requiring a vote by written ballot or roll call.
- b. 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.
5. 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.
6. Delegates are encouraged to register promptly upon arrival and attend all sessions of the convention.
7. The credentials committee report to the convention shall include only those clubs with properly accredited delegates. The report of the credentials committee may be amended by the committee before or between convention business sessions.
8. A member holding membership in more than one club may become an accredited delegate for such clubs provided he or she has completed registration and paid a fee as a delegate from each club for which he or she intends to vote.
9. Any registered delegate may speak on any issue. To be entitled to the floor, said delegate must rise, address the presiding officer, give his or her name and club affiliation.
10. Only accredited delegates may make or second motions. Any accredited delegate may cast a voice, standing or hand vote.
11. Main motions shall be put in writing when the chairperson so directs.
12. No motion shall be entertained by the chairperson unless seconded, and shall not be open to debate or amendment before the chairperson has repeated it.
13. Debate shall be limited to five minutes per speaker. A registered delegate shall not speak a second time to the same questions at the same business session if another registered delegate who has not spoken thereon rises and asks for the floor.

The candidate qualifications committee shall report its nomination(s) of the district governor-elect at the first business session. Following this report, the presiding officer shall call for other nominations for Governor-Elect. Nominations from the floor shall be limited to a statement including the delegate's name, club, district, and the office for which he or she is being nominated. Nominating speeches shall be given on the day of the election. Speeches may be presented by persons approved by respective candidates. Nominating speeches shall be limited to two for each candidate, one of five minutes duration and one of two minutes duration. The election shall be conducted during the last business session.

### **DISTRICT CONVENTION - CLUB HOSPITALITY ROOM**

All club hospitality rooms or other accommodations serving a like purpose shall be closed during convention business sessions, training events or scheduled general social functions.

#### **Requirements to Host a Convention**

1. A Club must have previously hosted a quarter board meeting within the last five years, unless approved by the Executive Committee.
2. The host community must have hotel/motel accommodations available with a minimum of 100 rooms. It is preferable that these rooms are in a single facility. If not, accommodations must be in close proximity to the convention headquarters.
3. Banquet facilities must accommodate a minimum of 200 people.
4. Meeting rooms must accommodate a minimum of 150 for the general and a minimum of 2 rooms to accommodate 60 people each.

#### **Procedures to Follow to Apply to Host a Convention**

1. A written application (see attached Addendum 2) must be submitted to the District's Governor no later than the week prior to the 3<sup>rd</sup> quarter board meeting, a minimum of two years preceding the convention.
2. Proof must be submitted that the above listed requirements are met.

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3. Upon satisfactory approval that the club has met the requirements, an agenda item will be added to the 3<sup>rd</sup> quarter Executive board meeting giving the respective club the authority to submit a bid for the convention.
4. The club will be invited to make a formal presentation to the general membership at the next annual convention. In the event there is more than one club bidding, the general membership in attendance will vote to select the site.
5. Promotion for the successful host club will not commence until the annual convention one year prior to the event. A theme should be selected at this time and a price secured for the accommodations.

#### **Requirements of the Host Club**

1. The host club will submit a preliminary budget to the Executive board by the 1<sup>st</sup> quarter board meeting of the convention year with a final budget by the 3<sup>rd</sup> quarter board meeting. As a separate bank account must be set up for registrations and expenses.
2. The host club, upon approval of the Governor, will secure all convention entertainment, rooms that need to be blocked for convention attendees, and meal selections.
3. Additional charges, if applicable, for training rooms and audio-visual equipment for Lt. Governor-Elect, Club-President-Elect and Club Secretary-Treasurer-Designate training will be charged to the District Leadership Development budget.
4. The host club will include in the convention budget all required transportation for events away from the convention hotel not within a reasonable walking distance.
5. The host club will ensure that the convention costs to the members will be reasonably priced. If it is necessary to fundraise to ensure that all budgets are met, the host club will be responsible. The Convention Committee is permitted to fundraise at Quarter Board Meetings.
6. The convention budget will include all printing, advertising, mailing, convention brochures, and decorations.
7. The host club will be responsible for registration, printing name badges and providing ribbons required for the governor, secretary-treasurer, governor-elect, secretary-treasurer designate, club presidents, club secretary-treasurers and Lieutenant Governors.
8. The host club must insure that the registration table is properly run with adequate staff paying particular attention to proper accounting of registration fees and the count for the number of attendees. Efforts should be made to minimize charges for meals not needed. As an example, the Old Timers' breakfast is normally only attended by 75% of the registrants. Meal guarantees should always be estimated at 5 to 10% less than the number of registrants. Banquet charges will be minimized by having a meal ticket exchange for banquet seating.
9. All registrations and any cancellations should be no later than 1 week prior to the actual convention. Under no circumstances should the convention be obliged to refund registration fees after this date.
10. The convention committee will utilize a discount for those members willing to register early.
11. Provisions must be made to offer certain individual event tickets.

#### **DISTRICT CONFERENCES FOR 1ST, 2ND AND 3RD QUARTER MEETINGS (ACCOUNTS 130 AND 360)**

District conferences shall be planned and conducted by the Governor. Such conferences shall invite and encourage the attendance of club members. All finances are the responsibility of the District. Any financial losses incurred will not be the responsibility of the host area club(s). The district will retain all profits.

Any club holding a Quarterly District meeting should have registration forms sent to all clubs a minimum of 45 days in advance.

Board meetings shall be operated on a break-even or profit basis and registration fees collected by the secretary-treasurer or his or her designate (i.e. host club). The Host Club(s) shall maintain an accurate record of registrations of all members, non-members, and club affiliations of those in attendance along with office(s) held in the Club and/or District; shall keep a separate record of all receipts and disbursements; shall pay all bills received and relating to this meeting; and shall submit a detailed report of said information, along with a check for profit if any, to the District Secretary/Treasurer, as well as a copy to the District Governor, no later than 30 days following the meeting. This report will be presented to the District Board of Directors at their next meeting. Any accounts receivable or payable following the thirty-day deadline will be handled by the District Governor and the District Secretary-Treasurer.

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### **Requirements to Host a Quarterly Board Meeting**

1. A Club is not required to have hosted a 1st or 3rd Quarterly Board Meeting in the past.
2. The host community must have hotel/motel accommodations available with a minimum of 60 rooms. It is suggested that these rooms be in a single facility.
3. Banquet facilities must accommodate a minimum of 150 people.
4. Meeting rooms must accommodate 125 Optimists.

### **Procedures to follow to Apply for a Quarterly Board Meeting**

1. Submit a written application (see attached as Addendum 1) to the District's Governor-Elect no later than 2 weeks before the annual convention in the year preceding the Optimist year your club would like to host a Quarterly Board meeting.
2. Club must supply proof that the minimum requirements have been met.
3. The Governor-Elect will forward the information to the Executive Committee for approval.

### **Requirements of the Host Club & District:**

The purpose of this section is to lay out the financial responsibilities of both the club and the District so that each role is clear and to eliminate any excess expense and to cover all issues. As part of the Quarterly Board meeting budget, the host club is responsible for the following:

1. All entertainment, if any.
2. All accommodations and food if required for the following Executive members and VIP:
  - a) Present Governor & VIP
  - b) Present Secretary Treasurer & VIP
  - c) Optimist International Representative & VIP
  - d) Governor Elect & VIP
3. All printing and advertising costs as well as mailings, menus, photocopying, and any decorations required for any events.
4. Printing of name badges for all attendees.
5. Setting up all budgets for approval by the Governor and Secretary-Treasurer. The appointed Quarterly Board meeting chairperson will be responsible for submitting the actual financial results to the Secretary-Treasurer no later than 30 days following the Quarterly Board. Any profits made from the Quarterly Board meeting (excluding convention) become the property of the District and should be forwarded to the DMM Secretary -Treasurer along with the final report. Should any shortfall occur, the District will be responsible.
6. The Quarterly Board meeting committee shall be responsible for securing:
  - a) enough hotel/motel space and rooms as necessary at a reasonable cost,
  - b) large meeting rooms for general sessions and smaller rooms for various meetings as required (such as Executive Board, breakout sessions, etc.).
7. The booking and payment of all equipment required such as televisions, audio/visual equipment, lighting & microphones.
8. There may be other enhancements the committee may want to add, such as special interest items (tours and shopping trips, etc.) that benefit individual tastes rather than the group. These items and events should be individually priced and offered as an option to the Quarterly Board meeting package. In other words, these events will not be part of the package price. If individuals want to participate, they will do so at their cost.
9. You may be asked to secure the following as well, but the individuals who make the request should be informed to work directly with the hotel. (You can make the arrangements if you choose, but advise the hotel that the District is not responsible for any payment for these events). Following is a list of events that take place, but are not the host club's responsibility:
  - a) Hospitality rooms
  - b) Any meetings for small groups
10. Ensure that the registration table is properly run with adequate staff; pay particular attention to proper accounting of registration fees and count for number of Optimists, VIP's, and children. This is critical for meal counts to the hotel. Do not guarantee more than this number! It is better to be under than over. If more people show up, the hotel will find something for them to eat - it is not the responsibility of the host club to assure a meal for anyone that has not had the courtesy to pre-register.

All cheques for registration should be made payable to the "DMM District" and should be turned over to the District Secretary-Treasurer upon his or her arrival at the Quarterly Board meeting site. The District Secretary-Treasurer will pay all bills for services rendered for the Quarterly Board. The host chairperson should retain a copy of all bills so that a final accounting can be given to the District following the meeting. In the event there are any outstanding accounts receivable following the weekend of the Quarterly Board,

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the host chairperson will make every effort to collect them and forward them to the District Secretary-Treasurer for deposit within the allotted 30 day period for the final report. Any outstanding bills should be forwarded to the District Secretary-Treasurer immediately. After the time has lapsed, the host chairperson will advise the District Secretary-Treasurer of any outstanding amount and it will become the responsibility of the District to collect the remaining accounts receivable from the respective club(s) and to contact the source providing the services for which payment is due.

## **DISTRICT PROGRAMS AND ACTIVITIES**

### **DISTRICT ORATORICAL CONTESTS (ACCOUNTS 140 & 370)**

The District may conduct separate boys' and girls' oratorical contest each year; or may conduct a Combined Oratorical Contest each year if participant levels warrant. The District finals will be held at the time of the third quarter District Meeting. All phases of district contests shall be conducted in strict compliance with the Optimist International contest official rules and the additional requirements and rules to the DMM Policies - Scholarship Contest. The governor shall appoint a committee chairperson from a club in the city where the district finals are held, whenever possible. The chairperson may select a committee to assist him or her.

A committee chairperson, from a club in the city where the district finals are held, whenever possible, shall be appointed by the Governor. The chairperson may select a committee to assist him/her.

Zone contests are to be conducted under the supervision of and coordinated by the district oratorical contest chairperson, with responsibility for the actual conduct of zone contests assigned to Lieutenant Governors or their designates.

All clubs or zones sponsoring an entrant in district contest finals shall pay an entry fee. The cost of food, lodging and transportation while en route to the district contest finals, will be the responsibility of the sponsoring clubs.

The costs of all District trophies and Zone plaques or certificates, and all authorized receipts and expenditures, shall be budgeted and audited under Accounts 140 and 370. All such items shall be supervised by the District contest chairperson and accountable to the District Secretary-Treasurer for all purchases and expenditures and record all revenue and expenses.

It shall be the responsibility of the District oratorical contest chairperson to submit required materials and information on contest winners to the International Office within 30 days following the contest.

### **DMM Policies – Scholarship Programs CCDHH, Essay, Oratorical**

Additional requirements and rules

1. Each contestant will submit to the Program Chairperson a written and electronic copy of participants work by the District contest deadline.
2. The District chairperson will review the candidate's work for undocumented non-original work or plagiarism by using the service subscribed to by the DMM (see definition below). If found in the written or electronic versions the contestant will be disqualified. A written notice of disqualification will be sent to the contestant prior to the District contest. The District Chairperson will notify the Zone 2nd place winner that he or she will compete at the District level for their respective zone. The sponsoring clubs and Lieutenant Governor will also be notified.
3. At the District Contest: If a verbal complaint is voiced concerning a problem with a participant's work (i.e. identification of non-original work) the complaint must be brought to the attention of the contest chairperson or the Sergeant-At-Arms before the final judging is tabulated. Complaints will not be considered after the judging has been tabulated.
4. Verbal complaints must to be followed up in a written form and submitted within 48 hours of the contest to the contest chairperson. Written Complaints will detail the non-original work in question and any other information significant to the work.
5. District Contest Chairperson and District Governor will render a decision on the complaint within 5 working days after the receipt of the written complaint. The contestant in question will be notified in writing of the Chairperson and Governor's decision.
6. In the event a complaint is voiced against a possible winning contestant, the top two finalists in their

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category will deliver their speeches at the General meeting luncheon the following day.

7. Undocumented non-original work found in any contest materials will result in disqualification from the contest.

**COMMUNICATIONS CONTEST FOR THE DEAF AND HARD OF HEARING (CCDHH)  
(ACCOUNTS 141 & 371)**

The district may conduct a CCDHH contest each year during the time of the third quarter district meeting. All phases of district contests shall be conducted in strict compliance with the Optimist International contest official rules and the additional requirements and rules to the DMM Policies - Scholarship Contest. The governor shall appoint a committee chairperson from a club in the city where the district finals are held, whenever possible. The chairperson may select a committee to assist him or her.

All clubs or zones sponsoring an entrant in district contest finals shall pay an entry fee. The cost of food, lodging and transportation while en route to the district contest finals, shall be the responsibility of the sponsoring clubs.

The cost of all district trophies, certificates and frames, and all authorized receipts and expenditures, shall be supervised by the district contest chairperson and be made accountable to the district secretary-treasurer for all purchases and expenditures and record all revenue and expenses.

It shall be the responsibility of the District CCDHH contest chairperson to submit required materials and information on contest winners to the International Office within 30 days following the contest.

**DISTRICT ESSAY CONTEST (ACCOUNTS 147 & 390)**

The District shall conduct an Essay Contest each year. The required information regarding the district winner shall be forwarded to the Optimist International office as established by Optimist International. All phases of the contest shall be conducted in strict compliance with Optimist International Essay Contest Rules and the additional requirements and rules. A district chairperson may be appointed by the governor to administrator all details pertinent to the conduct of the district contest. All clubs sponsoring an entrant in the district contest shall pay an entry fee. The costs of all district awards and all authorized receipts and expenditures shall be supervised by the district secretary-treasurer for all purchases and expenditures and record all revenue and expenses. The district will invite the district essay contest winner to attend the third quarter board meeting for the purpose of allowing the winner to read his or her essay. The cost of food, lodging and transportation while en route to the district meeting while at the meeting, and on the return trip shall be the responsibility of the sponsoring club.

**OPTIMIST INTERNATIONAL JUNIOR GOLF CHAMPIONSHIPS (ACCOUNTS 145 & 380)**

The Optimist International Junior Golf Championships' budget shall be prepared and submitted as information to the district administration. All authorized receipts and expenditures shall be supervised by the district contest chairperson. The OIJGC district contest chairperson and their committee will be responsible for any losses and or profit. All phases of the contest shall be conducted in strict compliance with Optimist International Junior Golf Championships with the intention of having youth representation at the International competition. The costs of all transportation, food and lodging in relation to Zone and/or District contests shall be the responsibility of the sponsoring Clubs.

**YOUTH CLUBS**

The District shall be encouraged to maintain a Junior Optimist Octagon International (JOOI) District structure and conduct an annual JOOI 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 JOOI District Board of Directors.

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

Elections for JOOI District officers must be held in accordance with the guidelines established in both the JOOI District bylaws and the International JOOI Constitution & Bylaws.

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Finances shall be managed by the Optimist District Secretary-Treasurer, the District Youth Clubs chairperson and the JOOI District Secretary-Treasurer. A separate checking account for JOOI 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 JOOI District conferences and elect JOOI District officers must use all dues rebate funds to support District Youth Club/JOOI activities. Such activities may include the JOOI 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.

## **ARTICLE VI: DISTRICT FINANCES**

### **GENERAL PROVISIONS**

The conduct and administration of District business shall be financed by District dues, payable by Clubs for each of their members enrolled in the office of Optimist International, from convention fees, and as hereinbefore provided from the general fund of Optimist International. The amount of each District's dues, and dates on which such dues shall be payable, shall be established by the Board of Directors of Optimist International. A District, by resolution adopted by a two-thirds majority vote of the accredited delegates to its annual convention, may petition the Board of Directors of Optimist International, in the form and manner prescribed by that Board, for adjustment of the amount of its annual dues. 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.

Each Club in the DMM District shall pay for each member enrolled in the International Office (except Friends of Optimist FOOs), annual dues of \$16.00 per member, payable quarterly of each year, subject to the approval of the Board of Directors of Optimist International and in accordance with Optimist International Bylaws.

Quarterly district dues are calculated by Optimist International based upon club membership numbers as reported through roster adjustment forms sent to Optimist International under the following schedule:

- October 1 - December 31 based on October 1 Membership
- January 1 - March 31 based on January 1 Membership
- April 1 - June 30 based on April 1 Membership
- July 1 - September 30 based on July 1 Membership

Annual dues, payable by a newly affiliated club, shall commence on the first day of the first quarter following that in which such club is officially organized. Such payments are to be based on the number of members enrolled in the Optimist International Office on that date. Any discrepancies with regard to number of members for clubs must be resolved with Optimist International. Any club more than 90 days in arrears to the district shall be considered not in good standing and may have its charter suspended or revoked. Any proposed dues adjustment must be presented to the Executive Committee meeting for action at the annual District convention.

College Dues - \$2.00 per member per year billed twice a year. The billing will coincide with the billings for the 1<sup>st</sup> and 2<sup>nd</sup> quarter of the Optimist fiscal year. The \$2.00 dues structure will apply for Fulltime College Students who are members of traditional Adult Clubs, except those member's dues will be billed at \$0.50 per quarter for four quarters. Per Optimist International Membership criteria, a Full Time College Student of a Traditional Adult Club shall carry a minimum of 12 credit hours.

### **MINIMUM RESERVE FUNDS**

By September 30, 2010, the DMM bank account must maintain a minimum reserve of \$5,000 and these funds may only be accessed in an emergency on the approval of the majority of the Executive Committee.

### **GOVERNOR DESIGNATE FUNDS**

\$2500 must be available to the incoming Governor and turned over to the next administration by September 1 of each year.

### **FINANCE COMMITTEE – BUDGET**

At its first meeting the District Board of Directors shall review, amend and approve the annual budget submitted by the finance committee, ensuring that is done in a manner conforming with the standard

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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.

**ANNUAL REVIEW (ACCOUNT 420)**

An annual review of the books of account of each District as of 30 September shall be performed by an independent certified public accountant or a chartered accountant, and a report thereon shall be submitted to the District Board of Directors and Optimist International not later than 30 November of each year.

**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.

**TRAVEL EXPENSES - GENERAL (ACCOUNTS 200 – 265)**

Authorized individuals shall be reimbursed for expenses incurred in travel on district administration business upon receipt, by the district secretary treasurer, of a properly completed and signed voucher, accompanied by a copy of any required report in writing, such as a visitation report, zone meeting report or committee chairperson report. Reimbursement shall be at the rate of 20 cents per mile in US funds. If more than one of the officers or a committee chair shares a ride, only one will be reimbursed mileage, each officer or committee chair will receive \$15.00 per day per diem expenditures in US funds. If an individual attends the district quarter meetings, per diem will be allowed for two days for the first, second and third quarter. Three days of per diem will be allowed for the convention.

**TRAVEL EXPENSES - GOVERNOR (ACCOUNT 200)**

The Governor shall be reimbursed for all actual travel expenses when engaged in the execution of the responsibilities of the office excluding those occasions reimbursable by Optimist International.

**TRAVEL EXPENSES – LIEUTENANT GOVERNORS (ACCOUNT 210)**

Lt. Governors shall be reimbursed for authorized travel expenses, when engaged in the business of the district administration. Lt. Governors-elect shall be reimbursed for authorized travel expenses for their attendance at the district convention.

**TRAVEL EXPENSES - GOVERNOR-ELECT (DESIGNATE) (ACCOUNT 255)**

The governor-elect (designate) shall be reimbursed for authorized travel expenses incurred in attendance at district conferences, district board and executive committee meetings, district conventions and such other occasions and events specifically requested by the governor. The governor-elect will be reimbursed for expenses incurred and not reimbursed by Optimist International for training requested by the Optimist International President or the Optimist International President Elect/Designate.

**TRAVEL EXPENSES - SECRETARY TREASURER & SECRETARY-TREASURER-DESIGNATE (ACCOUNTS 250 & 257)**

The District Secretary Treasurer and Secretary-Treasurer designate shall be reimbursed for authorized travel expenses incurred in the execution of the duties of their office.

**TRAVEL EXPENSE - PAST GOVERNORS (ACCOUNT 260)**

The two Immediate Past Governors, who are serving as members of the District Board of Directors, shall be reimbursed for authorized travel expenses incurred in attendance at meetings of the District Executive committee, Board of Directors and the District Convention.

**TRAVEL EXPENSE - COMMITTEE CHAIRPERSONS (ACCOUNT 265)**

District committee chairpersons shall be reimbursed for authorized travel and per diem expenses incurred in attendance of Quarterly District board of Directors' meetings unless the governor, prior to the meeting, notifies such persons that their attendance is not required. Previous year's District committee chairpersons and incoming District committee chairpersons shall be reimbursed for authorized travel and per diem expenses incurred in attendance of quarterly district board of directors meetings when invited by the current District Governor.

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**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 DMM District of Optimist International:

A conflict of interest with respect to a transaction effected or proposed to be effected by the District exists if a member of the Executive Committee or the finance committee is known at the time of the commitment to be in a position to personally benefit financially from the transaction; or

The transaction is brought before the Executive Committee or the finance committee for action, and the officer or member of the board know, at the time of the commitment, that any person has or may have control or unusual influence over a voting member of those committees.

If any conflict of interest arises, the officer or board member must disclose in writing to the finance committee the existence and nature of the conflict thirty days prior to the transaction.

A transaction that is not made in good faith or that is not fair to the District shall be null and void and may not be authorized or approved by any persons.

**ARTICLE VII MISCELLANEOUS**

**INTERNATIONAL PRESIDENT'S VISITATION (ACCOUNT 361)**

The Governor, at his or her earliest opportunity, shall invite the Optimist International President to visit the District and shall provide Optimist International with preferred and alternate locations and dates for such visitation, which date and locations, once established may enhance but shall not conflict with any other district date or event. All plans and arrangements for the Optimist International President's visit shall be under the direct supervision of the Governor and District Administration including provisions of complimentary accommodation, customary courtesies, and a suitable gift for the occasion. All clubs in the district shall be invited, at least 30 days in advance, to send representatives to the event. Clubs in the city or area of the visitation, under the leadership of the Lieutenant Governor, may be invited to provide assistance for the event. The Governor and his or her VIP, or a past Optimist International or District Officer and his or her VIP, shall be designated as Official Host to the Optimist International President and his or her VIP.

**INTERNATIONAL REPRESENTATIVES TO DISTRICT MEETINGS (ACCOUNT 361)**

In keeping with the policy of Optimist International to provide an official Optimist International Representative to District Board Meetings, Conferences and Conventions held in the first quarter of each year and to the annual District Convention, the Governor shall issue an invitation, at his or her earliest convenience, to such individuals as soon as their identity is established. Courtesies traditionally provided to the Optimist International President, including complimentary accommodations and registration, and a suitable gift for the occasion shall be provided to such official Optimist International representatives.

**DISTRICT OFFICERS LAPEL INSIGNIA (ACCOUNT 400)**

The district administration shall provide official lapel insignia for all district officers to be presented at the time of their installation and such insignia shall be returned to the district secretary-treasurer at the annual district convention. The district shall purchase and present past officers' insignia to the retiring governor, Lt. governors and secretary-treasurer.

**DISTRICT BULLETIN**

The district administration may publish a district bulletin under the direction of the governor. Costs, publication frequency and distribution shall be established by the district administration from year to year according to the budgetary provisions and available funds.

**DISTRICT DIRECTORY**

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

**FLAGS, CREED AND BANNERS**

It shall be the policy of the district administration to display the appropriate national flags, the district banner and Optimist Creed banner at all officially authorized and approved meetings. The unauthorized

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removal of the convention district bell, gavel, district and club banners shall be forbidden at all convention and district meetings.

**GIFTS-MEMENTOS (ACCOUNT 440)**

The retiring governor will select gifts (not to exceed \$100 each) and present these gifts to the Immediate Past Governor and the Immediate Past Secretary-Treasurer at the First Quarterly Meeting immediately following the end of their terms of office.

**GIFTS TO NEW CLUBS**

The district administration shall provide each new club with a complimentary club banner, bell and gavel, purchased from Optimist International.

**INTERNATIONAL CONVENTION (ACCOUNT 500-550-551)**

The district budget will include an amount toward the expense of attendance at the Optimist International convention for the governor, governor-designate, secretary-treasurer and secretary-treasurer designate, and their Very Important Person (VIPs) excluding those expenses reimbursable by Optimist International. The following items may be reimbursed for the above-mentioned individuals:

- Two round-trip airplane tickets, coach class, advance booking required.
- Base Early Bird Registration for the officer and his or her VIP. Tickets for the President's banquet will be covered for the current Governor, District Secretary-Treasurer and their respective VIP's.
- Per diem allowance of \$50 per day for the convention business days only, with additional day per diem, to be paid if delegate must stay an additional day to obtain less expensive Airfare.
- Remaining balance of individual budgeted funds, after above expenses, may be used towards approved allowances, if within budget. Governor approval is required as recommended by status of budget from secretary treasurer. To qualify for this amount, each must attend and be registered at the full convention and show evidence thereof when submitting his or her expense voucher.

**OPTIMIST INTERNATIONAL AMBASSADOR (ACCOUNT 561 - INTERNATIONAL CONVENTION)**

Convention expenses up to \$500, as approved within the Governor's budget, will be reimbursed to the Convention Ambassador provided he/she submits an expense voucher, excluding expenses reimbursed by Optimist International. The Immediate Past Governor shall normally serve as the Optimist International Convention Ambassador. If they are unable to serve, the Governor shall appoint another Past Governor or Past District Secretary-Treasurer as the Optimist International Ambassador.

**DISTRICT NEW CLUB BUILDING, LEADERSHIP DEVELOPMENT AND THE MEMBERSHIP CHAIR (ACCOUNT 563, 564, 566 – INTERNATIONAL CONVENTION)**

Convention expenses up to \$250 will be reimbursed to the above incoming Chairpersons as approved within the governor's budget, provided he/she submits an expense voucher, excluding expenses reimbursed by Optimist International.

**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, the Governor and the Lieutenant Governor of the zone. The Governor or his or her appointee shall present charters. 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.

**CURRENCY EXCHANGE**

- a All indebtedness to the district shall be paid in US Funds.
- b Other reimbursable expenses submitted in Canadian funds such as telephone, postage, awards, etc. will be paid in US funds, at the appropriate rate of exchange, as provided by the financial institution where the district bank account is held.

**DISTRICT PINS**

- a Complimentary district pins will be supplied for the following purposes: Governors Conference – 75 pins for the Governor, as requested by Optimist International; Optimist International Convention – 25 pins each attendee, (Governor, Governor-Elect, Secretary-Treasurer, Secretary- Treasurer Designate.)
- b The District Governor will determine the number of district pins to be purchased.

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(Addendum 1)

**DMM DISTRICT QUARTERLY BOARD MEETING APPLICATION**  
**All Requests Must Be Submitted to DMM District Executive Committee**

NAME OF THE CLUB: \_\_\_\_\_

CLUB NUMBER: \_\_\_\_\_

PREVIOUSLY HOSTED BOARD MEETINGS (IF ANY):

1<sup>ST</sup> QUARTER \_\_\_\_\_ DATE: \_\_\_\_\_

2<sup>ND</sup> QUARTER \_\_\_\_\_ DATE: \_\_\_\_\_

3<sup>RD</sup> QUARTER \_\_\_\_\_ DATE: \_\_\_\_\_

QUARTERLY BOARD MEETING APPLIED FOR ('X' ONE):

What Year? \_\_\_\_\_ 1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_ 3<sup>RD</sup>

HEADQUARTER HOTEL YOU WILL USE:

\_\_\_\_\_ # OF SLEEPING ROOMS \_\_\_\_\_

BANQUET FACILITIES TO ACCOMMODATE 150?

YES \_\_\_ NO \_\_\_

IF NO, WHAT OTHER Arrangements? \_\_\_\_\_

---

Please provide a layout of the hotel meeting space.

WHO WILL BE THE QUARTERLY BOARD MEETING  
CHAIRPERSON? \_\_\_\_\_

COMMENTS: \_\_\_\_\_

---

Date \_\_\_\_\_ Signed \_\_\_\_\_

(Addendum 2)

**DMM District Annual Convention Application**  
**All Requests Must Be Submitted to the DMM Executive Committee**

Name of the Club: \_\_\_\_\_

Club Number: 35-\_\_\_\_\_ Convention Year Requested \_\_\_\_\_

DMM District Meetings Previously Hosted (If Any):

1<sup>st</sup> quarter \_\_\_\_\_ Date \_\_\_\_\_

2nd quarter \_\_\_\_\_ Date \_\_\_\_\_

3rd quarter \_\_\_\_\_ Date \_\_\_\_\_

Convention \_\_\_\_\_ Date \_\_\_\_\_

Convention Headquarters Hotel You Will Use:

Name \_\_\_\_\_

# of Rooms Available for Convention \_\_\_\_\_ (100 minimum)

# of Meeting Rooms \_\_\_\_\_ (1 for 150 and 2 for 60 minimum)

Banquet Facilities to accommodate 200? Yes \_\_\_\_\_ No \_\_\_\_\_

If No, what other arrangements? \_\_\_\_\_

Who will be the convention chair? \_\_\_\_\_

Are you aware DMM District will not cover any losses up to \$500?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please Attach a Layout of Hotel Meeting Space and Hotel Brochure

Do you need an advance (up to \$1000) for advance expenses?

Yes \_\_\_\_\_ No \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_