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DAKOTAS MANITOBA MINNESOTA

DISTRICT POLICIES AND PROCEDURES

2023

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ARTICLE I: DISTRICT PURPOSES

66 GENERAL

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Policy: 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, the Bylaws, and Policies as established by the International Board of Directors.

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Procedures:

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

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ARTICLE II: DISTRICT POLICIES

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OPERATING POLICIES

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

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Procedures:

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- Any omission of required Optimist International Bylaws & District Required Policies will be automatically updated by the Governor and Policy Committee Chair,
- These policies shall be reviewed at least annually by a Policy Committee appointed by the Governor and may be revised as necessary.
- All revisions of the District policies shall be approved by at the Annual Convention or a specially called convention for that purpose.
- All current District Policies shall be posted on the DMM Website.
- Proposed revisions must be communicated to the Membership 30 days prior to annual Convention or 20 days prior to a specially called Convention for that purpose.
- All **Mandatory OI** wording will be **Bold** listed in the Policy, so everyone will know it is mandatory and needs to be included

101

NEW CLUB BUILDING POLICIES (Accounts 170 and 440)

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Policy: The District will promote the building of New Clubs in accordance with the Bylaws, Policies and Guidelines developed by the International Board of Directors.

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NEW CLUB ZONE ASSIGNMENT

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Policy: A new club shall be assigned to the zone in which it is geographically located or closely aligned.

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Procedures:

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- In the event a new club is officially sponsored by clubs from more than one zone or by a club outside the geographic zone, the Governor shall consult with the officers of the affected new club and sponsoring club(s), as well as any potentially affected Zone Lieutenant Governors.

- 114 • Following this consultation, the Governor will make a determination of zone affiliation that will be
- 115 in the best interest of the stability of the new club.
- 116 • For purposes of these actions, official club sponsorship shall be determined by those sponsoring
- 117 clubs identified on the New Club Organizational Paperwork completed at the organizational
- 118 meeting by the International Field Representative and filed by said with Optimist International.
- 119 • The District Secretary-Treasurer shall, no later than 30 days from such action, notify-Optimist
- 120 International of the assignment of a new club to a zone.

121

122 **GIFTS TO NEW CLUBS AND NEW CLUB CHARTER PRESENTATIONS**

123

124 **Policy:** The District shall pay the New Club Charter Fee.

125

126 **Procedures:**

- 127 • Dates and programs for the charter presentation events of new clubs shall be established by joint
- 128 action of the:
 - 129 ○ New club
 - 130 ○ New club's sponsor club(s)
 - 131 ○ Governor
 - 132 ○ Lieutenant Governor of the zone
- 133 • The Governor or his or her appointee shall present charters.
- 134 • In the event of a charter presentation occurring after the end of the administrative year in which
- 135 the new club was established, the Immediate Past Governor shall have the prerogative of
- 136 presenting the charter.

137

138 **ARTICLE III: DISTRICT OFFICERS, EXECUTIVE COMMITTEE**

139 **AND BOARD OF DIRECTORS**

140

141 **General Provisions**

142 **The business of the District shall be administrated by a District Board of Directors. The**

143 **Board of Directors shall consist of the Officers of the District, the most immediate and available**

144 **Past Two Governors (at the option of each District), the Lieutenant Governors (if any), the District**

145 **Secretary and/or Treasurer and the Presidents of each Club. Should the President of a member**

146 **Club be unable to attend, a delegate from the Club would be allowed to speak and act as a**

147 **President, in the conduct of business coming before the Board of Director. (Located at Addendum**

148 **4 and available on the DMM website)**

149

150 **DISTRICT OFFICERS**

151

152 **Policy:** The District officers shall be the:

- 153 • **Governor**
- 154 • **Governor-Elect**
- 155 • **Governor-Candidate**
- 156 • **District Secretary and/or Treasurer**

157 **EXECUTIVE COMMITTEE**

158

159 **Policy:** The Executive Committee shall consist of the:

- 160 • **District Officers**
- 161 • **Two most Immediate Past Governors**
- 162 • **Lieutenant Governors**
- 163 • **JOI Governor (if the JOI District is active) as a non-voting member. (OI Bylaws Article VII,**
- 164 **Section 3, Paragraphs C)**

165 **Procedure:**

- 166 • **The Executive Committee is authorized to make purchases and pay expenses, travel**
 167 **allowances, reimbursements and obligations as provided by and within the limitations of**
 168 **the budget, make plans and establish policy furthering the objectives of the District, and**
 169 **exercise general control over plans, budget, and programs of the District convention. (OI**
 170 **Bylaws Article VII, Section 3, Paragraph C).**

171

172 **BOARD OF DIRECTORS**

173

174 **Policy:** The business of the District shall be administered by a Board of Directors. The Board of Directors
 175 shall consist of the:

- 176 • Officers of the District
 177 • Two Immediate Past Governors
 178 • Lieutenant Governors
 179 • President of each Club

180 **Procedures:**

- 181 • **A District may delegate, subject to the limitations imposed by these Policies and**
 182 **Procedures, the powers of the District Board of Directors to the District Executive**
 183 **Committee.**
 184 • The District Board of Directors shall be installed by the Official Representative of Optimist
 185 International at the 1st Quarter Board of Directors meeting.

186

187 **ELECTIONS AND TERMS OF OFFICE**

188

189 **Policy:** No one shall be eligible for election or hold a District office unless:

- 190 • **He or she is duly enrolled on the international roster as a member of a Club in good**
 191 **standing in Optimist International.**
 192 • **The office of Governor, Governor-Elect, and Governor-Candidate should have served all of**
 193 **a term of Club President. (OI Bylaws Article VII, Section 6, Paragraph A)**
 194 • **Friend of Optimist Members shall be ineligible to serve as an officer of an Optimist Club**
 195 **and/or on the Club Board of Directors or vote at District Conventions. (OI Bylaws, Article III,**
 196 **Section 2)**

197

198 **Policy:** The Governor-Elect shall be elected at the annual or a specially called convention by a
 199 majority vote of the accredited delegates present at the time of the election.

200

201 **Procedures:**

- 202 • **The Governor-Elect shall not serve in any other elective office in the same year he or she**
 203 **is Governor-Elect. (OI Bylaws Article VII, Section 6, Paragraph B)**
 204 • **The Governor-Elect shall automatically become Governor on October 1 of the year**
 205 **following the year in which he or she was elected Governor-Elect.**
 206 • **Following the District convention, the Governor-Elect shall be known as the Governor-**
 207 **Designate. (OI Bylaws Article VII, Section 6, Paragraph B)**

208 **Policy:** The Governor-Candidate shall be elected for a term of one year at the annual or a specially called
 209 convention by a majority vote of the accredited delegates present at the time of the election. The
 210 Governor-Candidate may be nominated for the position of Governor-Elect at the end of the one-year
 211 term.

212

213 **Policy:** The District Secretary and/or Treasurer shall be appointed for a term of one year ending
 214 9/30 by the Governor-Elect. (OI Bylaws Article VII, Section 6, Paragraph D)

215

216 **Procedures:**

- 217 • **The appointment of the Secretary and/or Treasurer designate shall be confirmed at the 3rd**
 218 **quarter Board meeting by the District Board of Directors and shall take office October 1**
 219 **following confirmation.**
 220 • **A District Secretary and/or Treasurer shall not serve more than three consecutive years.**
 221 (OI Bylaws Article VII, Section 6 Paragraph D).

222 **Policy:** The Lieutenant Governors shall be appointed by the Governor-Elect no later than the 3rd Quarter
 223 Board Meeting, where they will be announced to the membership and published in all DMM
 224 Communications and on the DMM Website.

225

226 DUTIES OF THE DISTRICT OFFICERS

227

228 GOVERNOR

229

230 **Policy:** Under the general supervision of the International Board of Directors, it shall be the duty of the
 231 Governor to further the mission and purposes of Optimist International and promote the interest and
 232 coordinate the work of member Clubs within the District.

233

234 **Procedures:** The Governor shall:

- 235 • Function as the chief executive officer of the District
 236 • Preside at all meetings of the District Board of Directors, the Executive Committee, and the
 237 annual convention of the District
 238 • Be an ex-officio member of all committees
 239 • Exercise general supervision over affairs of the District subject only to:
 240 ○ The Board of Directors
 241 ○ The delegates to the annual District convention
 242 ○ The Board of Directors of Optimist International
 243 • Act on behalf of Optimist International in all relations with member Clubs within the District
 244 • Attend the annual convention of Optimist International and any special meetings or conferences
 245 conducted by Optimist International for Governors

246 **Policy:** The Governor shall not be required or expected to visit every club in the District.

247

248 Procedures:

- 249 • The Governor is encouraged to make club visitations, at his or her discretion, to
 250 ○ Charter presentations of new clubs
 251 ○ Zone meetings
 252 ○ Special events conducted by clubs to which he/she has been invited

253

254 GOVERNOR-ELECT

255

256 **Policy:** The Governor-Elect shall be responsible for promoting and planning of training at the District
 257 convention for Presidents-Elect, Secretary and/or Treasurers Designate and Lieutenant Governors-
 258 Designate, with the assistance of the Leadership Development Committee, Optimist International and
 259 DMM training materials.

260

261 GOVERNOR-CANDIDATE

262

263 **Policy:** The Governor-Candidate shall work closely with the Governor and Governor-Elect to gain
 264 knowledge and develop skills for their future role as the DMM Governor. The Governor-Candidate will
 265 also serve as a key committee chair prior to and during this term.

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267 DISTRICT SECRETARY and/or TREASURER

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Policy: The duties of the District Secretary and/or Treasurer shall be the following:

Procedures:

- Attend all meetings of the District Board of Directors, the District Executive Committee and the annual District convention, and to act as Secretary thereof
- Keep true and correct minutes of such meetings, submit a copy to Optimist International, the DMM Board of Directors, the DMM Committee Chairs and the DMM Webmaster (to post), within 30 days after the close of any such meeting
 - Minute taking may be delegated but at no additional cost to the District
 - The amounts collected through any Foundation Fund Raising for Spread Relief, Childhood Health & Wellness, the CCOF or the OIF is to be reported in the minutes of each District Meeting.
- Serve as a member of the Credentials Committee for District Conferences and Convention.
- Receive and deposit all moneys due the District
- Disburse monies within the limitations of each separate line item of the District budget or by prior approval of the District Board, the District Executive Committee, or the accredited delegates at the District convention
- Keep an accurate and complete record of all financial transactions and submit financial statements and records required by the District Board of Directors as set forth in the Bylaws & Policies of Optimist International, including the:
 - Approved budget
 - Financial Statement Review Report
 - IRS Form 990-send copy to Optimist International
 - 1st, 2nd, 3rd Quarter and year-end Financial Reports
 - District Policies
- At least 30 calendar days prior to the first meeting of the District Board of Directors, the District Secretary and/or Treasurer will electronically submit a copy of the proposed budget for the new fiscal year to the DMM Board of Directors and the District Webmaster will post the proposed budget on the DMM Website within the same 30-day timeline.
- Keep financial records available for the District and Optimist International Board of Directors, with such records to be subject to an annual review as of September 30 of each year.
- Communicate (email) to each Club in the District the agenda prepared by the Governor, financial reports as needed, past conference minutes and any other supporting documents for agenda items that will be discussed or voted on at the conferences/convention and a general state of the business at least 30 days prior to the conferences/convention date.
- Communicate (email) to each Club in the District an agenda for a specially called convention at least 20 days prior to the date, in which notice of the time and place of the specially called convention, including any other supporting documents for agenda items that will be discussed or voted upon a the specially called convention.
- Communicate (email) notice of all meetings to the members of the Board of Directors at least 30 days prior to said meetings. An agenda prepared by the Governor, financial reports as needed, past conference minutes and any other supporting documents for agenda items that will be discussed or voted on at the Board of Directors meeting shall be in the mail.
- Perform such duties as prescribed in these policies

Policy: The District Secretary and/or Treasurer shall, at the end of his or her term of office, deliver all District records to the incoming Secretary and/or Treasurer, including:

- Minutes of the Executive Committee meetings
- Minutes of the District Board of Directors' meetings
- Quarterly and year-end financial reports
- Financial Statement Review Report
- IRS Form 990

321 **Procedures:**

- 322 • The District financial records shall be retained in accordance with the Internal Revenue Service
- 323 requirements and for a minimum of seven years.
- 324 • The District minutes and other documents that are submitted to Optimist International shall be
- 325 kept indefinitely on the Cloud.

326

327 **LIEUTENANT GOVERNORS**

328

329 **Policy:** The Lieutenant Governors shall function in his or her assigned Zone as a representative of
 330 Optimist International and the Governor and conduct his or her office in a manner that contributes to the
 331 attainment of all objectives of the District and Optimist International.

332

333 **Procedures:**

- 334 • With the input from the club officer(s) in his or her assigned Zone, the Lieutenant Governor
- 335 should attempt to review the Honor Club Tracking Form by November 15.
- 336 • Each Lieutenant Governor should make a monthly contact with each Club in his or her Zone
- 337 • The Lieutenant Governor must make every attempt to visit each newly affiliated Club in his or her
- 338 Zone within 90 days following its official organization
 - 339 ○ The Lieutenant Governor: May schedule and conduct Zone meetings that do not conflict
 - 340 with a District meeting.
 - 341 ○ Notice shall be given to the Club Presidents and Club Secretary-Treasurers at least 30
 - 342 days prior to Zone meetings.
 - 343 ○ Shall make and send a report of each Zone meeting to the Governor within 30 days.

344 **VACANCY OF DISTRICT OFFICE**

345

346 **Policy:** For good cause or upon death, resignation, or incapacitation of any elected or appointed
 347 officer or any officer-designate of a District, or in the event of the failure of any officer to carry out
 348 the duties of his or her office, the incumbent District Executive Committee may declare said office
 349 vacant and shall select a successor to fill the remainder of his or her term.

350

351 **Procedures:**

- 352 • Should the Immediate Past Governor be unable to serve as members of the Executive
- 353 Committee and Board of Directors, the next Immediate Past Governor shall automatically
- 354 become a member of the Executive Committee and Board of Directors in his or her place.
- 355 • The foregoing shall apply to any individual who has been elected or appointed to office
- 356 but for any reason does not assume or carry out the duties of his or her office. (OI Bylaws
- 357 Article VII, Section 3, Paragraph D)

358 **EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETINGS AND NOTICES**

359

360 **Policy:** The Governor may call a meeting of the Board of Directors in the 1st, 2nd and 3rd quarters or
 361 at such time and place as he or she may determine with the advice and consent of the Executive
 362 Committee.

363

364 **Procedures:**

- 365 • Meetings of the Executive Committee may be called by a majority of its members or at the
- 366 call of the Governor. (OI Bylaws Article VII, Section 3, Paragraph D)
- 367 • Notices including previous minutes, current financial reports, and the budget, of all meetings of
- 368 the Board of Directors shall be communicated to all members of the Board of Directors by
- 369 the District Secretary and/or Treasurer along with an agenda prepared by the Governor
- 370 and any other supporting documents for agenda items that will be discussed or voted on at the

- 371 conferences/convention, **at least 30 days prior to the meetings.** Most recent financial
 372 statements and Minutes will be distributed two weeks in advanced of any District meeting.
 373 • **A quorum of any District meeting shall be established by the District Board of Directors**
 374 **and stated in the District policies.** (OI Bylaws Article VII, Section 3, Paragraph F)
 375 • Electronic mail shall serve as fulfilling the written notification requirement.
 376 • The Board Members present at the meeting shall constitutive a quorum for the transaction of
 377 business
 378 • The 1st Quarter (October – December) Board meeting shall be held no later than November 30.
 379 • The 2nd Quarter (January – March) Board meeting shall be held at a time and mode of choice by
 380 the Governor no later than the last day of February.
 381 • The 3rd Quarter (April – June) Board meeting shall be held no later than June 1 and may include
 382 the District Oratorical Competition, the District Communication Contest for the Deaf and Hard of
 383 Hearing (CCDHH) and the reading of the District’s winner of the Essay Contest.

384 **ZONE REALIGNMENT**

386 **Policy:** When the number of zones and/or the boundaries of one or more zones need to be adjusted due
 387 to gain or loss of clubs or for geographic factors, the

- 388 · Governor
- 389 · District Secretary and/or Treasurer
- 390 · Governor-Elect
- 391 · Governor-Candidate

392 shall collaboratively research the best options for any potential zone realignment.

393 **Procedures:**

- 394 • This research shall include consultation with the officers of all potentially affected clubs and the
 395 Lieutenant Governors of any potentially affected zones.
- 396 • The Governor shall, no later than 45 days prior to the 3rd Quarter Meeting, submit the officers’
 397 recommendation to the Board of Directors.
- 398 • The Board of Directors shall act on the proposal at the 3rd Quarter Meeting. Approved changes, if
 399 any, will take effect on October 1.
- 400 • The District Secretary and/or Treasurer shall forward results of any realignment of zones as voted
 401 on by the Board of Directors to Optimist International within 30 days of such action.

402 The District Secretary and/or Treasurer shall notify all Lieutenant Governors and club Presidents,
 403 Secretaries, and Treasurers of said realignments and effective dates within 30 days of such action.

404 **ARTICLE IV: DISTRICT COMMITTEES**

405 **Policy:** The District Board of Directors shall establish in its District policies, such committees as it
 406 deems appropriate to carry out the administration of the District. (OI Bylaws Article VII, Section 3,
 407 Paragraph G) **The Governor-Designate shall appoint the chairperson and the required number of**
 408 **members of all committees and shall announce such appointments not later than 1 October**
 409 **following his or her election and may call for quarterly meetings.** (OI Bylaws Article VII, Section 5,
 410 Paragraph G)

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

- 412 • Consists of the Governor & District Secretary and/or Treasurer, Governor Elect and District
 413 Secretary and/or Treasurer Designate
- 414 • The current Governor and current Secretary and/or Treasurer, shall prepare the proposed annual
 415 budget for submission to the Executive Committee.
- 416 • The Executive Committee shall recommend approval of the budget to the Board of Directors at
 417 the 1st Quarter Board Meeting.

- 423 • The Board of Directors shall approve the budget with possible revisions.
- 424 • The budget shall employ the Standard Chart of Accounts as established by Optimist International.
- 425 • The Finance Committee shall exercise advisory supervision over all financial transactions and
- 426 reports as may be required by the District Board of Directors and Optimist International.
- 427 • The Finance committee shall consider all proposals for expenditures that are not previously
- 428 budgeted or approved and shall make recommendations thereon to the Board of Directors.
- 429 • Approval to make expenditures, in the excess of any line-item expense with the budget shall be
- 430 documented within the Board of Directors minutes.
- 431 • Any DMM policy which includes a suggested dollar amount for an expenditure, is subject to the
- 432 expenditure amount (if any) which is included within the adopted or revised budget of the

433 **Candidate Qualifications Committee** (OI Bylaws Article 7, Section 6, Paragraphs A.& B)

- 434 • The-Candidate Qualifications (CQ) Committee shall seek, qualify, and nominate one or more
- 435 candidates for the office of Governor-Elect and Governor-Candidate.
- 436 • The CQ Committee shall identify members interested in serving as governor in the future, up to
- 437 five (5) years in advance.
- 438 • Once these members have reviewed the OI Governor Commitment Form and have agreed to
- 439 serve as a future Governor, they shall be introduced at the most immediate occurring District
- 440 Meeting and announced in the District Bulletin.
- 441 • The two most immediate past governors shall serve as members of the Candidate Qualifications
- 442 Committee.
- 443 • Nothing in this policy shall be interpreted to preclude nominations from the floor. The election
- 444 process is included in the Convention Rules of Article V.

445 **ARTICLE V: DISTRICT CONVENTION AND CONFERENCES`**

446 **DISTRICT CONVENTION (Account 120 and 350)**

447 **Policy: A convention of the Clubs in the District shall be held annually between August 1 and**

448 **September 30 annually, The DMM convention will be held in August, preferably 2nd or 3rd weekend in**

449 **August, on such dates and at such location as shall be determined by the District Board of**

450 **Directors.**

451 **Procedures:**

- 452 • **The convention city shall be determined by a vote of the accredited delegates at the**
- 453 **District convention for as many years in advance not exceeding five years, as may be**
- 454 **deemed necessary.**
- 455 • **The District Board of Directors shall have power to substitute another city in the event**
- 456 **circumstances later make such action necessary or advisable.**
- 457 • **The Convention Committee shall have the Convention Registration available at the 3rd Quarter**
- 458 **Conference and post the registration form on the website.**
- 459 • **The District Secretary and/or Treasurer shall communicate(email) to each Club and**
- 460 **Webmaster (to post) in the District the agenda, prepared by the Governor, financial reports**
- 461 **as needed, past conference minutes and any other supporting documents for agenda**
- 462 **items that will be discussed or voted on at the conferences/convention to be transacted**
- 463 **for the annual convention at least 30 days prior to the date thereof in which notice the time**
- 464 **and place of the holding of said convention shall be set forth.**
- 465 • **In the event of an emergency, with the approval of the International Board of Directors and**
- 466 **the District Board of Directors, a District may hold a special District convention at any time**
- 467 **or place.**
- 468 • **The District Secretary and/or Treasurer shall communicate to each member Club in the**
- 469 **District, at least 20 days prior to the date of said special convention a written notice of the**
- 470
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- 473 **time and place of the holding of same together with a general statement of the proposed**
 474 **business to be transacted.**
- 475 • **The method and means of voting at convention shall be established by the District Board**
 476 **of Directors.**
 - 477 • **Convention rules shall be adopted by a majority vote during the first business session of**
 478 **each convention: but may be suspended, rescinded, or amended after their adoption by a**
 479 **two-third vote.**
 - 480 • **A quorum of any District convention shall be established by these District Policies.** (OI
 481 Bylaws Article VII, Section 4)
 - 482 • The Officers shall provide all member Clubs with the opportunity to enter a bid to host a
 483 convention in their respective locations.
 - 484 • Such bids must be submitted to the Executive committee, on the prescribed form not later than 30
 485 days prior to the convention at which the upcoming host club selections(s) will be made.

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

487
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 489 **Policy:** The DMM District will provide \$0.50 per member per year based on the October 1 Club
 490 membership (except Friends of Optimist FOO's) for the general expenses of the convention, including the
 491 children's program.

492 **Procedure:**

- 493 • These funds will be given to the Host Committee on January 1 of the convention year provided
 494 the Host Committee has complied with all the rules of hosting a District convention.

495 **CONVENTION BUDGET AND FINANCIAL REPORT**

496
 497
 498
 499 **Policy:** The convention budget shall be prepared and provided as information to the Officers and shall be
 500 based on statements of receipts and disbursements of previous conventions.

501 **Procedures:**

- 502 • A detailed record of number of participants, money received, and expenditures for each event
 503 shall be kept and forwarded to the District Secretary and/or Treasurer within 30 days of
 504 completion of the convention.
- 505 • Financial losses up to \$500 will be the responsibility of the host club(s).
- 506 • Any additional financial losses exceeding \$500 will be the District's responsibility.
- 507 • The host club(s) will retain profits up to \$500.
- 508 • Any additional profit in excess of \$500 will be remitted to the District.
- 509 • The Governor and District Secretary and/or Treasurer will have close supervision over the
 510 convention budget.

511
 512
 513 **Policy:** District Conventions held in Manitoba will be planned for and priced in Canadian funds.

514 **Procedure:**

- 515 • The convention chair will advise US registrants of the fee in US dollars, based on the current
 516 exchange rate (as quoted by their Canadian financial institution) at the time of their registration.

517 **CONVENTION - COMPLIMENTARY REGISTRATIONS (Account 571) (OPTIONAL)**

518
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 521 **Policy:** The DMM District shall be responsible for the registration fee (including meals) and
 522 accommodations for the

- 523 • Governor
- 524 • District Secretary and/or Treasurer
- 525 • Governor-Elect

- 526 • District Secretary and/or Treasurer Designate
- 527 • The Representative from Optimist International
- 528 • Along with each of their VIPs.

529 **Procedure:**

- 530 • All complimentary rooms negotiated with the hotel shall be used to assist with this obligation.

531

532 **CONVENTION DURATION**

533

534 **Policy:** The annual District convention shall be a two-day event beginning Friday and ending Saturday
 535 exclusive of social, recreational, or other extra-curricular activities, training sessions, Executive
 536 Committee meeting, and registration.

537

538 **CONVENTION PROGRAM**

539

540 **Policy:** The District Convention Committee shall prepare, through consultation with the Governor and
 541 Governor-Elect, the schedule of Convention events and meetings.

542

543 **Procedures:**

- 544 • The Governor, through consultation with the Governor-Elect, shall prepare the agenda for the
 545 Convention:
 - 546 ○ Business sessions
 - 547 ○ Leadership Development events
 - 548 ○ Meal-serving events
- 549 • The Convention schedule and program shall be distributed not less than 30 days prior to the
 550 Convention to:
 - 551 ○ All District Officers
 - 552 ○ District Chairpersons
 - 553 ○ Club Presidents
 - 554 ○ Club Secretary and/or Treasurers
- 555 • The Convention schedule shall include, as a minimum, the following events:
 - 556 ○ A Business Session necessary to accomplish the business of the District.
 - 557 ○ All Leadership Development events for Club and District officers as prescribed by
 558 Optimist International
 - 559 ○ The Annual Kick-Off Breakfast.
 - 560 ○ A meal service event to provide the official Optimist International President's
 561 Representative with an opportunity to address assembled delegates and guests.
 - 562 ○ An recognition event featuring the installation of the incoming District Executive
 563 Committee.
 - 564 ○ Children's Program: The District Convention Committee may cancel the Children's
 565 Program if fewer than four (4) children are registered by the Early Bird deadline.
 - 566 ○ Other events as may be proposed by the Governor.
 - 567 ○ All club hospitality rooms shall be closed during convention business sessions, training
 568 events and scheduled general social functions.

569

570 **CONVENTION RULES**

571

572 **Policy:** The method and means of voting at convention shall be established by the District Board
 573 of Directors.

574

575 **Procedures:**

576

- 577 • Convention rules shall be adopted by a majority vote during the first business session of
 578 each convention; but may be suspended, rescinded, or amended after their adoption by a

- 579 **two-thirds vote.**
 580 • **A quorum of any District convention shall consist of a majority of the accredited delegates.**
 581 (OI Bylaws Article VII, Section 4)
 582 • The Credentials Committee shall consist of the District Convention Chair and the District
 583 Secretary-Treasurer.
 584 • Design their record of registration to be able to accurately prepare the Optimist International
 585 District Attendance Report (Appendix 3).
 586 • The convention shall be composed of registered Optimist delegates as set forth in the
 587 International Bylaws.
 588 ○ **To be accredited by the Credentials Committee and eligible to vote on the**
 589 **convention business, delegates must have registered at the convention, paid the**
 590 **full registration fee, and produced such credentials as may be required by the**
 591 **Board of Directors. The number of accredited delegates of a Club shall not exceed**
 592 **the voting strength of the Club.** (Bylaws Article VII, Districts, Section 4, District
 593 Convention)
 594 ○ Each club in good standing as of 30 June (good standing being defined as all Club dues
 595 having been paid to the DMM and Optimist International) shall be entitled to one vote for
 596 each 10 Members or majority fraction thereof (6 or more) based on the numerical
 597 membership enrolled by the Club in the office of Optimist International as of 30 June.
 598 ○ Robert's Rules of Order (current edition) shall be used to govern the convention.
 599 • Voting
 600 ○ All voting shall be voice, hand or rising vote, at the discretion of the chair, unless a ballot
 601 or roll call vote is ordered by a majority vote of the accredited delegates. (In the event a
 602 vote by ballot is ordered, the chair shall appoint a committee of tellers and name its
 603 chairperson. At the conclusion of the balloting the tellers shall certify the tabulated results
 604 in writing, to the chair. If the balloting has been conducted for the purpose of electing an
 605 officer, the chair shall announce the name of the winner only, and then entertain a motion
 606 to destroy the ballots.) Accredited delegates from each Club shall select a chairperson
 607 who shall cast the votes of their delegation on any convention business requiring a vote
 608 by written ballot or roll call.
 609 ○ Roll call on any question may be requested in writing by accredited delegates
 610 representing not less than 10 percent of the Clubs represented at the convention.
 611 ○ Delegates are encouraged to register promptly upon arrival and attend all sessions of the
 612 convention.
 613 ○ The Credentials Committee report to the convention shall include only those clubs with
 614 properly accredited delegates. The report of the Credentials Committee may be amended
 615 by the committee before or between convention business sessions.
 616 ○ A member holding membership in more than one club may become an accredited
 617 delegate for such Clubs provided he or she has completed registration and paid a fee as
 618 a delegate from each club for which he or she intends to vote.
 619 ○ Any registered delegate may speak on any issue. To be entitled to the floor, said
 620 delegate must rise, address the presiding officer, give his or her name and club affiliation.
 621 ○ Only accredited delegates may make or second motions. Any accredited delegate may
 622 cast a voice, standing or hand vote.
 623 ○ Main motions shall be put in writing when the chairperson so directs.
 624 ○ No motion shall be entertained by the chairperson unless seconded and shall not be
 625 open to debate or amendment before the chairperson has repeated it.
 626 ○ Debate shall be limited to three minutes per speaker. A registered delegate shall not
 627 speak a second time to the same questions at the same business session if another
 628 registered delegate who has not spoken thereon rises and asks for the floor.

629 **Policy:** The Candidate Qualifications Committee shall report its nomination(s) of the Governor-Elect and
 630 the Governor-Candidate at the first business session of the District Convention.

631

632 **Procedures:** ·

- 633 • Following this report, the presiding officer shall call for other nominations for Governor-Elect.
- 634 • Nominations from the floor shall be limited to a statement providing the nominee's name, club,
- 635 and the office for which he or she is being nominated.
- 636 • Nominating speeches shall be given on the day of the election and shall be presented by persons
- 637 approved by the respective candidates.
- 638 • Nominating speeches shall be limited to two for each candidate one of five minutes duration and
- 639 one of two minutes duration.
- 640 • The election shall be conducted during the last business session.

641

642 **CONVENTION HOSTING**

643

644 **Policy:** A written application (Addendum 2) must be submitted to the Governor no later than the week
 645 prior to the 3rd quarter Executive Committee meeting, two years preceding the convention.

646

647 **Procedures:**

648 **Requirements to Host a Convention**

- 649 • The host community must have hotel/motel accommodations available with a minimum of 60
- 650 rooms. These rooms should be in a single facility. If not, accommodations must be in close
- 651 proximity to the convention headquarters.
- 652 • Banquet facilities must accommodate a minimum of 125 people.
- 653 • Meeting rooms must accommodate a minimum of 125 for the general sessions and a minimum of
- 654 two additional rooms to accommodate 40 people each.

655

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

- 657 • Upon approval that the club has met the requirements, an agenda item will be added to the 3rd
- 658 quarter Executive Committee meeting giving the respective club the authority to submit a bid for
- 659 the convention.
- 660 • The club will be invited to make a formal presentation to the general membership at the next
- 661 annual convention. In the event there is more than one club bidding, the general membership in
- 662 attendance will vote to select the site.
- 663 • Promotion for the successful host club will not commence until the annual convention one year
- 664 prior to the event.

665

666 **Requirements of the Host Club**

- 667 • The host club will submit a preliminary budget to the Executive Committee by the 1st quarter
- 668 board meeting of the convention year with a final budget by the 3rd quarter board meeting.
- 669 • The host club, upon approval of the Governor, will secure all convention entertainment, rooms
- 670 that need to be blocked for convention attendees, and meal selections.
- 671 • Additional charges, if applicable, for training rooms and audio-visual equipment for Lt. Governor-
- 672 Elect, Club-President-Elect and Club Secretary and/or Treasurer-Designate training will be
- 673 charged to the District Leadership Development budget.
- 674 • The host club will include in the convention budget all required transportation for events away
- 675 from the convention hotel not within a reasonable walking distance.
- 676 • The host club will ensure that the convention costs to the members will be reasonably priced. To
- 677 ensure that the budget is met, the host club may need to fundraise.
- 678 • If it is necessary to fundraise to ensure that the budget is met, the host club will be responsible.
- 679 • The Convention Committee is permitted to fundraise at the Quarterly Conferences.
- 680 • The convention budget will include all printing, advertising, mailing, convention brochures, and
- 681 decorations.
- 682 • The host club will be responsible for registration and printing name badges.
- 683 • The host club must ensure that the registration table is adequately staffed paying particular
- 684 attention to proper accounting of registration fees and the count for the number of attendees.

- 685 • All registrations and any cancellations should be no later than two weeks prior to the convention.
- 686 Under no circumstances should the convention be obliged to refund registration fees after this
- 687 date.
- 688 • The convention committee may utilize a discount for those members willing to register early.
- 689 • Provisions must be made to offer certain individual event tickets.
- 690 • A separate bank account must be set up for registrations and expenses.

691

692 **DISTRICT CONFERENCES FOR 1st AND 3rd QUARTERS (ACCOUNTS 130 AND 360)**

693

694 **Policy:** District Conferences of the Clubs in the District shall be held during the 1st and 3rd Quarters.

695

696 **Procedures:**

- 697 • District conferences shall be planned and conducted by the Governor.
- 698 • Such conferences shall invite and encourage the attendance of all club members.
- 699 • All finances are the responsibility of the District.
- 700 • The Conferences shall be operated on a profit or break-even basis and registration fees shall be
- 701 collected by the Host Club Chair and remitted to the District Secretary and/or Treasurer. Any
- 702 financial losses incurred will not be the responsibility of the host club(s) and the District will retain
- 703 all profits.
- 704 • Any club holding a District Conference should have registration forms sent to all clubs at a
- 705 minimum of 60 days in advance.

706

707 **CONFERENCE HOSTING**

708

709 **Policy:** The Host Club(s) shall assist the Governor and District Secretary and/or Treasurer with the

710 planning, hosting, and recordkeeping of the District Conference.

711

712 **Procedures:**

- 713 • Design their record of registration to be able to accurately prepare the Optimist International
- 714 District Attendance Report (Appendix 3).
- 715 • Maintain an accurate record of registrations of all members, non-members, and club affiliations of
- 716 those in attendance along with office(s) held in the Club and/or District.
- 717 • The **District Secretary and/or Treasurer shall submit a detailed report of said information,**
- 718 **to the Governor, no later than 30 days following the conference.**
- 719 • This report shall be presented to the District Board of Directors at their next meeting.
- 720 • Any accounts receivable or payable following the thirty-day deadline will be handled by the
- 721 Governor and the District Secretary and/or Treasurer.

722

723 **Requirements to Host a Quarterly Conference**

- 724 • The host community must have hotel/motel accommodations available with a minimum of 40
- 725 guest rooms. These rooms should be in a single facility.
- 726 • Meeting and banquet facilities must accommodate a minimum of 125 people.

727

728 **Procedures to follow to Apply for a Quarterly Conference**

- 729 • Submit a written application (Addendum 1) to the Governor-Elect no later than 2 weeks before the
- 730 District Convention in the year preceding the Optimist year your club would like to host a
- 731 Quarterly Conference.
- 732 • The Governor-Elect shall forward the information to the Executive Committee for approval.

733 **Requirements of the Host Club:**

734 The host club is responsible for the following:

- 735 • Arrangement of all entertainment, if any.
- 736 • Printing of registration forms and agenda books.

- 737 • Decorations required for any events.
- 738 • Printing of name badges for all attendees.
- 739 • Development of budgets for approval by the Governor and District Secretary and/or Treasurer.
- 740 • All conference receipts and vendor invoices must be submitted to the District Secretary and/or
- 741 Treasurer.
- 742 • Booking of all equipment required such as televisions, audio/visual equipment, lighting, and
- 743 microphones
- 744 • The host club will ensure that the conference costs to the members will be reasonably priced. To
- 745 ensure that the budget is met, the host club may be required to fundraise.
- 746 • There may be other enhancements the committee may want to add, such as tours and shopping
- 747 trips that benefit individual tastes rather than the group. These items and events should be
- 748 individually priced and offered as an option to the Quarterly Conference package and paid by the
- 749 individual.
- 750 • The host club may be asked to secure Hospitality Rooms and rooms for meetings of small
- 751 groups.
- 752 • Ensure that the registration table is adequately staffed, paying particular attention to proper
- 753 accounting of registration fees and count for number of attendees.

COMPLIMENTARY REGISTRATIONS (Account 570) (Optional)

756
757 **Policy:** The DMM District shall be responsible for the registration fee (including meals) and
758 accommodations at Quarterly Conferences for the

- 759 • Governor,
- 760 • District Secretary and/or Treasurer,
- 761 • Governor-Elect,
- 762 • The Representative from Optimist International
- 763 • Along with each of their VIPs.

Procedure:

- 764 • All complimentary rooms negotiated with the hotel shall be used to assist with this obligation.

OTHER PROCEDURES:

- 765 • All checks for registration should be made payable to the "DMM District" and turned over to the
- 766 District Secretary and/or Treasurer.
- 767 • The District Secretary and/or Treasurer will pay all bills for services rendered for the Quarterly
- 768 Conference-
- 769 • In the event there are any outstanding accounts receivables following Quarterly Conference, the
- 770 host chairperson will make every effort to collect them and forward them to the District Secretary
- 771 and/or Treasurer within the allotted 30-day period for the final report.
- 772 • Any outstanding bills shall be forwarded to the District Secretary and/or Treasurer.
- 773 • After the 30-day period has lapsed, the host chairperson will advise the District Secretary and/or
- 774 Treasurer of any outstanding receivables and it will become the responsibility of the District to
- 775 collect the remaining accounts receivable from the respective club(s) and to contact the source
- 776 providing the services for which payment is due.

ARTICLE VI: DISTRICT PROGRAMS AND ACTIVITIES

780
781
782 **DMM Policies – Scholarship Programs: Oratorical (Accounts 140 &370), CCDHH (Accounts 141 &**
783 **371), and Essay (Accounts 147 & 390)**

784
785 **Policy:** The District may conduct any or all of the Optimist International scholarship programs. All levels
786 of the contests shall be conducted in strict compliance with the Optimist International contest official rules.

788 **Procedures:**

- 789 • The appointed DMM Committee Chair of each contest shall use the Optimist International
790 established application, club and district planning guides, and Official Rules to conduct the
791 contest. The forms, rules and instructions are available on the Optimist International website
792 under the scholarship tab.
- 793 • The Contest Committee Chairs shall update the OI Contest Rules and specific DMM contest
794 requirements on the DMM Website by October 1 and update this information as needed during
795 the year.
- 796 • Each Club Oratorical contestant and District CCDHH contestant shall submit a hard and
797 electronic copy in Microsoft Word format of their speech to the DMM Program Chair by the
798 deadline set by the Program Chair.
- 799 • Each Club Essay winner shall submit a hard and electronic copy in Microsoft Word format of their
800 essay to the Program Chair by the deadline set by the DMM Program Chair.
- 801 • All clubs sponsoring an entrant in the District Contest Finals shall pay an entry fee established by
802 the Finance Committee and approved by the Executive Committee.
- 803 • The Entrant's cost of food, lodging and transportation while in route to the District Contest Finals,
804 and lodging at the Finals, will be the responsibility of the sponsoring clubs.
- 805 • The District Chair shall provide all revenue and expense documents to the District Secretary-
806 Treasurer, who shall be responsible for all deposits, reimbursements, and payments.
- 807 • The costs of District trophies, Zone medals, certificates, and all other authorized receipts and
808 expenditures shall be supervised by the District Chair.
- 809 • The District Chair is responsible to submit required materials and information on contest winners
810 to the Optimist International Office to conform to the deadline OI establishes following the District
811 Contest Finals.
- 812 • The District Chair will review the contestant's work for undocumented non-original work or
813 plagiarism by using the service subscribed to by the DMM. If issues are found in the hard or
814 electronic versions, the contestant will be disqualified. A written notice of disqualification will be
815 provided to the contestant prior to their first competition. The sponsoring club and Lieutenant
816 Governor will also be notified.
- 817 • At the District Contest, if a verbal complaint is voiced concerning a problem with a contestant's
818 work (identification of non-original work) the complaint must be brought to the attention of the
819 contest chair or the Sergeant-At-Arms before the final judging is tabulated. Complaints will not be
820 considered after the judging has been tabulated.
- 821 • Verbal complaints must be followed up in a written form and submitted within 48 hours of the
822 contest to the contest chair. Written Complaints will detail the non-original work in question and
823 any other information significant to the work.
- 824 • The District Contest Chair and Governor will render a decision on the complaint within 5 working
825 days after the receipt of the written complaint. The contestant in question will be notified in writing
826 of the Chair and Governor's decision.
- 827 • In the event a complaint is voiced against a possible winning contestant, the top two will deliver
828 their speeches at the General Meeting Luncheon the following day.

829 **Oratorical Zone Contests (Account 140 and 370)**

831 **Policy:** Zone Contests are to be conducted under the supervision of and coordinated with the District
832 Oratorical Contest. The organization and conduct of Zone Contests are the responsibility of the
833 Lieutenant Governors or their designates.

834 **Procedure:**

- 835 • The DMM Committee Chair and the Lt. Governor of the Zone shall use the Optimist International
836 established application, club and district planning guides, and Official Rules to conduct the
837 contest. The forms, rules and all instruction are available on the Optimist International web site
838 under the scholarship tab.

839 **REGIONAL AND WORLD ORATORICAL COMPETITION (Account 370.1)**

841

842 **Policy:** If the DMM budget allows funds up to the budgeted amount may be allocated to assist the
 843 Oratorical contestant and one parent or guardian or adult chaperone to attend the competition in St. Louis
 844 competition or the same funds may be used to cover the cost of organizing the special video/audio
 845 program for the competition. Only one option is permitted per year, and any funds that may remain
 846 following said competition will revert to the current year's general budget. Funds from this account are for
 847 the purpose of assisting the contestant's competition at the Regional and World Competition only and are
 848 not part of the Oratorical Budget, which is a separate line item.

849

850 **Procedures:**

- 851 • If the contestant and one parent or guardian or adult chaperone:
 - 852 ○ choose to travel to St Louis via air, two (2) round trip economy air fares, one (1) room for
 - 853 a maximum of three (3) nights at the OI designated hotel for the contestant will be
 - 854 reimbursed.
 - 855 ○ choose to drive to St. Louis, round trip mileage at the approved DMM mileage rate, one
 - 856 additional motel night will be covered.
 - 857 ○ choose to stay at a location that is not approved or contracted with OI, the reimbursement
 - 858 shall be equal to the OI approved housing.
- 859 • Reimbursement shall be paid when all receipts have been received and compliance to the
- 860 policy has been established.
- 861 • If the contestant chooses to compete remotely,
 - 862 ○ three (3) nights hotel,
 - 863 ○ round trip mileage at .25 a mile and
- 864 • If the remote competition site is in the contestant's area, no hotel or mileage fees will be paid.
- 865 • The total cost for the contestant's travel expenses and organizing the competition cannot exceed
- 866 the budgeted amount.

867

868 **DISTRICT ESSAY CONTEST (Account 147 and 390)**

869

870 **Policy:** The Club may invite the District's essay contest winner to attend the 3rd Quarter Conference for
 871 the purpose of allowing the winner to read his or her essay.

872

873 **Procedures**

- 874 • The club will be allowed to decide one of the following options:
 - 875 ○ Attend the Conference and read their essay.
 - 876 ○ Attend the Conference and request someone else to read his or her essay.
 - 877 ○ Do not attend the Conference but request someone else to read his or her essay.
 - 878 ○ Submit a video of the winner reading the essay to be shown at the Conference.
 - 879 ○ Do not participate at the Conference in any manner.
- 880
- 881 • The cost of meals, lodging and transportation while in route to and while at the District
- 882 Conference shall be the responsibility of the sponsoring club.

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

884

885 **Policy:** All phases of the District Qualifying Tournament of the Optimist International Junior Golf
 886 Championships (OIJGC) contest shall be conducted in strict compliance with OIJGC rules and guidelines
 887 as outlined in the District Manual of the Optimist International Junior Golf Contest Program.

888

889 **Procedures:**

- 890 • The District Qualifying Tournament Chairperson, shall prepare a District Qualifying Tournament
- 891 Budget and shall submit the budget to the District Officers at least 90 calendar days prior to the
- 892 District Qualifying Tournament
- 893 • All receipts and expenditures shall be authorized by the District's Qualifying Tournament
- 894 chairperson.

- 895 • A detailed record of number of participants, money received, and expenditures for each
- 896 Qualifying Tournament shall be kept and forwarded to the District Secretary and/or Treasurer
- 897 within 60 days of completion of the OIJCG Qualifying Tournament.
- 898 • Financial losses up to \$500 will be the responsibility of the host club(s).
- 899 • Any additional financial losses exceeding \$500 will be the District's responsibility.
- 900 • The host club(s) will retain profits up to \$500.
- 901 • Any additional profit in excess of \$500 will be remitted to the District for the next year's Qualifying
- 902 Tournament, within 60 days.
- 903 • The District's Qualifying Tournament shall be conducted with the intention of having youth
- 904 representation at the International Championship.
- 905 • The costs of transportation, competition entry fees, food and lodging for the contestants in
- 906 relation to the District's Qualifying Tournament shall be the responsibility of the sponsoring Clubs
- 907 or the contestants' families
- 908 • The District Qualifying Tournament registrations fee will be set at a level sufficient to pay all
- 909 participant expenses including the required \$10 participant fee, all green fees, meals and
- 910 beverages, etc.,
- 911 • The District will pay the registration fees for two District Qualifying Tournament winners, the first-
- 912 place boy age 16-18 and the first-place girl age 15-18, to participate in the OIJGC. Restricted
- 913 funds from previous District Junior Golf Tournaments may be used to fund these tow OI-required
- 914 registration fees.
- 915 • All other expenses will be covered by fundraising.
- 916 • If District finances are available in the Junior Golf Championship account from any previous
- 917 year(s) Qualifying Tournament profits, the DMM may provide funds, to assist the clubs hosting
- 918 the event.
- 919 • The Governor and District Secretary and/or Treasurer in cooperation with the District Qualifying
- 920 Tournament chairperson, will have close supervision over the District Qualifying Tournament
- 921 budget, the receipts, and expenditures.

922 **JUNIOR OPTIMIST CLUBS (Account 143 and 373)**

923 **Policy:** The District shall be encouraged to maintain a Junior Optimist International (JOI) District structure

924 and conduct an annual JOI District Conference for all official JOI Clubs in the District. The District JOI

925 Clubs chairperson shall be the official liaison between the Optimist District and the JOI District Board of

926 Directors.

927 **Procedures:**

- 928 • A special conference planning committee shall be responsible for all facets of the JOI District
- 929 Conference.
- 930 • The committee shall include the District JOI Clubs chairperson, the JOI Governor, the JOI District
- 931 Board of Directors and any/all JOI Club advisors and chairpersons deemed necessary by the
- 932 District JOI Clubs chairperson and JOI Governor.
- 933 • Elections for JOI District officers must be held in accordance with the guidelines established in
- 934 both the JOI District bylaws and the International JOI Constitution & Bylaws.
- 935 • Finances shall be managed by the District Secretary and/or Treasurer, the District JOI Clubs
- 936 chairperson, and the JOI District Secretary-Treasurer.
- 937 • A separate checking account for JOI District funds may be established as long as a dual
- 938 signature process is utilized.
- 939 • The District Secretary and/or Treasurer shall duplicate all account activity for Optimist District
- 940 financial reports.
- 941 • All dues rebate funds from Optimist International must be used to support District JOI Club
- 942 activities. Such activities may include the:
- 943
 - 944 ○ JOI District Conference
 - 945 ○ District newsletter production/distribution
 - 946 ○ District officer travel

- 949 • District officer communication
- 950 • Rebate funds not utilized by year-end must be rolled over to the next year's budget.

951

952

ARTICLE VII: DISTRICT FINANCES

953

GENERAL PROVISIONS

954

955 **Policy:** The conduct and administration of District business shall be financed by:

- 956 • District dues, payable by Clubs for each of their members enrolled in the office of Optimist International,

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976 **Policy:** The financial year is October 1 – September 30.

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Procedures:

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- 980 • Expenses paid after September 30 by the new administration relating to the previous administration shall be recorded as Previous Administration Expenses.
- 981 • Revenue earned by the previous administration but received after September 30 will be deposited by the new administration and recorded as Previous Administration Income.
- 982 • Each Club in the DMM District shall pay annual dues of \$16 per member for each member enrolled in the International Office, except Friends of Optimist (FOOs), payable quarterly, subject to the approval of the Board of Directors of Optimist International and in accordance with Optimist International Bylaws.
- 983 • Quarterly District dues are calculated by Optimist International based upon club membership numbers. **Clubs shall pay annual dues based upon members enrolled at Optimist International.**
 - 984 ○ October 1 - December 31 is based on October 1 membership
 - 985 ○ January 1 - March 31 is based on January 1 membership
 - 986 ○ April 1 - June 30 is based on April 1 membership
 - 987 ○ July 1 - September 30 is based on July 1 membership
- 988 • No assessments may be levied, and the District Board **may petition the Optimist International Board for dues increase.**
- 989 • Quarterly dues payable by a newly affiliated club shall commence on the first day of the second quarter following the quarter in which such club is officially organized (If organized Oct-Dec, first billing is April 1). Such payments are based on the number of members enrolled in the Optimist International Office on the first day of the quarter.
- 990 • **The District Secretary and/or Treasurer shall provide U.S. Clubs with an option to pay their dues via ACH.**

- 1003 • All clubs in the DMM must pay their district dues via ACH.
- 1004 • The District Secretary and/or Treasurer shall contact the officers of clubs with delinquent dues
- 1005 and inform the Governor and Lieutenant Governor.
- 1006 • The Lieutenant Governor shall contact the officers of the clubs with dues that are not paid within
- 1007 three months.
- 1008 • The Governor shall contact the officers of the clubs with dues that are not paid within four
- 1009 months.
- 1010 • Any proposed dues change shall be presented to the Executive Committee for action at the
- 1011 annual District convention.
- 1012 • Special Needs Club members shall pay five dollars (\$5) semi-annually for district dues.
- 1013 • College Dues
 - 1014 ○ College Dues shall be \$2 per member per year.
 - 1015 ○ College Clubs will be *for the 1st and 2nd quarters* of the Optimist fiscal year.
 - 1016 ○ The dues' structure will apply to Full-time College Students who are members of
 - 1017 traditional Adult Clubs, except those member's dues will be billed at \$0.50 per quarter for
 - 1018 four quarters
 - 1019 ○ Per Optimist International Membership criteria, a Full Time College Student of a
 - 1020 Traditional Adult Club shall carry a minimum of 12 credit hours.

1021 **MINIMUM RESERVE FUNDS**

1022
 1023 **Policy:** The primary DMM bank account must maintain a minimum balance of \$5,000. These funds may
 1024 only be accessed in an emergency on the approval of the majority of the Executive Committee.

1025 **GOVERNOR-DESIGNATE FUNDS**

1026
 1027
 1028 **Policy:** \$2,500 must be available to the incoming Administration and turned over by September 1 of each
 1029 year.

1030 **ANNUAL BUDGET**

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 1032
 1033 **Policy:** At its first meeting the District Board of Directors shall review, amend, and approve the
 1034 annual budget submitted by the Finance Committee, 30 days prior to the 1st Quarter meeting,
 1035 ensuring that is done in a manner conforming to the standard District chart of accounts
 1036 established by the Board of Directors of Optimist International.

1037 **Procedures:**

- 1038
- 1039 • The recommended budget shall be submitted to the Board of Directors of Optimist
- 1040 International for final approval.
- 1041 • The budget shall include income only from authorized sources for the current fiscal year
- 1042 and any accumulated surplus.
- 1043 • The Budget Shall not authorize the expenditures of any money in excess of such income
- 1044 and surplus. (OI Bylaws Article VII Section 5, Paragraph D)

1045 **ANNUAL REVIEW (ACCOUNT 420)**

1046
 1047 **Policy:** An annual review of the accounts of the District as of September 30 shall be performed.

1048 **Procedures:**

- 1049
- 1050 • The annual review shall be performed by an independent Certified Public Accountant, a
- 1051 Certified Managerial Accountant, a Certified General Accountant, a Chartered Accountant,
- 1052 or a three-person Review Committee appointed by the Governor
- 1053 • The review shall be performed in accordance with generally accepted review standards.

- 1054 • **A Report shall be submitted to the Board of Directors not later than December 31 of each**
 1055 **year.**
 1056 • The Governor and District Secretary and/or Treasurer shall prepare a Response to the Review
 1057 Committee regarding any findings and recommendations in the Report.
 1058 • The Report and Response shall be submitted to the District Board of Directors at the 2nd
 1059 QuarterBoard Meeting.
 1060 • **The District's Form 990 will be forwarded to Optimist International** (OI Bylaws Article VII,
 1061 Section 5, Paragraph E) by February 15th.

1062 **DEPOSITORIES AND SIGNATORIES**

1063
 1064 **Policy:** The District Board of Directors shall annually determine the official depositories for the
 1065 District Funds and designate officers authorized to endorse, executive and sign checks or orders
 1066 for the payment of money and such shall be Co-Signed by two such officers (OI Bylaws Article VII,
 1067 Section 5, Paragraph F)

1068
 1069 **Procedures:**

- 1070 • **The two co-signers shall not be members of the same family, household and/or business**
 1071 **partners** (this is mandatory wording stated in OI Bylaws Article VII, Section 5, Paragraph F).
 1072 • The Governor and District Secretary and/or Treasurer shall review, approve and sign all expense
 1073 vouchers and/or invoices before the checks are issued.
 1074

1075 **EXPENSE REIMBURSEMENTS (optional)**

1076
 1077 **Policy:** Authorized individuals shall be reimbursed for expenses incurred on District administration
 1078 business upon receipt of a properly completed and signed expense voucher submitted to the District
 1079 Secretary and/or Treasurer.

1080
 1081 **Procedures:**

- 1082 • The following District leaders are authorized to submit expense vouchers for expenses incurred
 1083 when performing approved District business and attendance is authorized by the Governor:
 1084 ○ Governor (Account 200)
 1085 ○ District Secretary and/or Treasurer (Account 250)
 1086 ○ Governor-Elect (Designate) (Account 255)
 1087 ○ Secretary and/or Treasurer Designate (Account 257)
 1088 ○ Governor-Candidate
 1089 ○ Two Immediate Past Governors (Account 260)
 1090 ○ Lieutenant Governors (Account 210)
 1091 ○ Committee Chairs (Account 265)
 1092 • The expense voucher must be accompanied by a copy of any required report in writing, including:
 1093 ○ Visitation report
 1094 ○ Zone meeting report
 1095 ○ Committee chairperson report.
 1096 • The expense voucher must be submitted within 60 days of the occurrence of the expenses.
 1097 • All reimbursements will be in US funds.
 1098 • Travel reimbursement shall be at the rate of .25 cents per mile. Mileage will be verified using an
 1099 acceptable internet application.
 1100 • If more than one authorized individual shares a ride, only one will be reimbursed mileage.
 1101 • Authorized individuals are expected to secure lodging at the host motel at District conferences,
 1102 and District and Optimist International conventions. When performing other District administrative
 1103 business which requires lodging, authorized individuals are required to secure lodging at a
 1104 moderately priced motel.

1105

1106 **TRAVEL EXPENSES - COMMITTEE CHAIRS (ACCOUNT 265)**

1107

1108 **Policy:** District committee chairs shall be reimbursed for authorized travel expenses incurred in
 1109 attendance at District Conferences and the District Convention if the Governor, prior to the meeting,
 1110 notifies such persons that their attendance is encouraged to make a presentation.

1111

1112 **Procedures:**

- 1113 • Previous year's District committee chairs and incoming District committee chairs shall be
- 1114 reimbursed for authorized travel expenses incurred in attendance of Conferences and
- 1115 Conventions when authorized by the current Governor.
- 1116 • The Governor may appoint co-chairs for committees; however, travel will only be paid to one of
- 1117 the co-chairs.

1118

1119 **TRAVEL EXPENSES – LEADERSHIP DEVELOPMENT (ACCOUNT 355) (Optional)**

1120

1121 **Policy:** Certain District officials shall be reimbursed for authorized travel expenses to attend authorized
 1122 Leadership Development programs.

1123

1124 **Procedures:**

- 1125 • Travel will be reimbursed to the Lt. Governor-Designates and the incoming Leadership
- 1126 Development Chair to attend the Leadership Development program offered by the Governor-
- 1127 Elect. This training is generally offered at the District Convention.
- 1128 • The Governor and Governor-Elect will be reimbursed authorized travel expenses to attend the OI
- 1129 Governor's Conference and the OI Governor-Elect Conference, respectively, less any amount
- 1130 reimbursed by OI.

1131 **CONFLICT OF INTEREST**

1132

1133 **Policy:** Conflicts may arise between the interests of members of the Executive Committee and the
 1134 District.

1135

1136 **Procedures:**

- 1137 • A conflict of interest with respect to a transaction effected or proposed by the District exists if a
- 1138 member of the Executive Committee is known at the time of the commitment to be in a position to
- 1139 personally benefit financially from the transaction.
- 1140 • The transaction is brought before the Executive Committee or the Finance Committee for action,
- 1141 and the officer or member of the Board knows, at the time of the commitment, that any person
- 1142 has or may have control or unusual influence over a voting member of those committees.
- 1143 • If any conflict of interest arises, the officer or board member must disclose in writing to the
- 1144 Finance Committee the existence and nature of the conflict thirty days prior to the transaction.
- 1145 • A transaction that is not made in good faith or that is not fair to the District shall be null and void
- 1146 and may not be authorized or approved by any persons.

1147

1148

ARTICLE VIII: OTHER POLICIES

1149

1150 **DMM OPTIMIST OF THE YEAR**

1151

1152 **Policy:** An Optimist of the Year shall be selected from a list of candidates nominated by their clubs or
 1153 members to be considered for the Roger L. Haas DMM Optimist of the Year Award.

1154

1155 **Procedures:**

- 1156 • This award is meant to be a "grassroots" award presented to a common member for very
- 1157 uncommon efforts. It is not meant to be a lifetime achievement award.

- 1158 • The nomination should focus on the local club activities of the current optimist year.
 1159 • Members of the current Executive Committee and former winners of the Roger L. Haas Award
 1160 are not eligible to be nominated.
 1161 • Nominations shall be reviewed by the Governor and District Secretary and/or Treasurer to ensure
 1162 compliance with the rules.
 1163 • A committee of non-Optimist members, selected by the Governor, will select the winner.
 1164 • This recognition shall be presented during the first quarter meeting the year following.
 1165 • Submissions to the Governor must be received no later than September 15.

1166 **INTERNATIONAL REPRESENTATIVES TO DISTRICT CONFERENCES (ACCOUNT 361) (Optional)**
 1167

1168 **Policy:** In keeping with the policy of Optimist International, an official Optimist International
 1169 Representative should be invited to the District Conference held in the 1st quarter and to the annual
 1170 District Convention.

1171
 1172 **Procedures:**

- 1173 • The Governor shall issue an invitation to such individuals as soon as their identity is established.
 1174 • Courtesies traditionally provided to the Optimist International Representative include
 1175 complimentary accommodations and registration.
 1176 • A \$100 donation in their honor to the Optimist International Foundation or the Canadian
 1177 Children's Optimist Foundation.

1178 **DISTRICT OFFICERS LAPEL INSIGNIA (ACCOUNT 400) (Optional)**
 1179

1180 **Policy:** The Governor shall provide official lapel insignia for all Officers.
 1181

1182 **Procedures:**

- 1183 • Presented at the time of their installation
 1184 • Such insignia shall be returned to the District Secretary and/or Treasurer at the annual District
 1185 convention.
 1186 • The District shall purchase and present past officers' insignia to the
 1187 o Retiring Governor
 1188 o Lt. Governors
 1189 o District Secretary and/or Treasurer

1190 **DISTRICT DMM COMMUNICATION AND ON THE DMM WEBSITE**
 1191

1192 **Policy:** Under the direction of the Governor, the District may produce and edit a District Communications,
 1193 which will be electronically distributed and posted on the District Website under the direction of the District
 1194 Communications Chair.

1195
 1196 **Procedure:**

- 1197 • Content, publication frequency, and distribution shall annually be established by the District
 1198 Officers.

1199
 1200 **DISTRICT DIRECTORY**
 1201

1202 **Policy:** The District may publish Directory information on the District website. Such information
 1203 shall be password protected and its use is restricted to Optimist International business by
 1204 authorized representatives of Optimist International. Directory information will not be shared with
 1205 any party outside of Optimist International.
 1206

1207 **Procedures:**

- 1208
- The password protection shall be updated and reset with each new administration.

1209 **FLAGS, CREED AND BANNERS**

1210

1211 **Policy:** The District Officers shall display

- 1212
- The district banner and optimist creed banner at all officially authorized and approved meetings.
 - The unauthorized removal of the district bell, gavel, and district and club banners shall be forbidden at all conventions and conferences.

1213

1214

1215

1216

GIFTS AND MEMENTOS (ACCOUNT 450) (Optional)

1217

1218 **Policy:** The Past Governor on the Executive Committee as of October 1 shall select gifts, not to exceed
1219 \$100 each, and present these gifts to the Immediate Past Governor and the Immediate Past District
1220 Secretary-Treasurer at the 1st Quarter Conference.

1221

1222

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

1223

1224 **Policy:** The District budget will include an amount toward the expense of attendance at the Optimist
1225 International convention for the:

1226

1227

1228

1229

Procedures:

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- The reimbursement will be reduced by the amount of the expenses reimbursable by Optimist International.
- The following items may be reimbursed for the Governor, Governor-Elect, Governor-Candidate and District Secretary and/or Treasurer designate:
 - Round-trip airline tickets, economy class, advance booking required for the officer and VIP.
 - Base Early Bird Registration for the officer and VIP.
 - If the officer elects to drive to the convention site, mileage reimbursement shall be at the rate of 25 cents per mile. Mileage will be verified using an acceptable internet application.
 - Tickets for the President's banquet will be covered for the current Governor
- 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 District Secretary and/or 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.

1247

1248

CURRENCY EXCHANGE

1249

1250

1251

1252

1253

1254

1255

1256

1257

REFRAIN FROM USING ALCOHOL AND TOBACCO AT YOUTH DESIGNATED AND ATTENDED EVENTS

1258 **Policy:** While attending any project, meeting, social event, or other gathering that is conducted for the
1259 benefit of the youth in attendance and is held as a specifically designated youth attended event, adults are
1260 expected to refrain from consumption of alcoholic beverages, tobacco, e-cigarettes, and marijuana products
1261 during any portion of the event.

1262 (Addendum 1)

1263

1264

DMM DISTRICT QUARTERLY CONFERENCE APPLICATION

1265

All Requests Must Be Submitted to the DMM District Executive Committee

1266

1267

NAME OF THE CLUB: _____

1268

1269

CLUB NUMBER: 35 _____

1270

1271

QUARTER BOARD MEETING APPLIED FOR (X ONE):

1272

1273

What Year? _____ 1st ___ 2nd ___ 3rd ___

1274

1275

HEADQUARTER HOTEL YOU WILL USE: _____

1276

1277

OF SLEEPING ROOMS _____ (minimum 40)

1278

1279

BANQUET FACILITIES TO ACCOMMODATE 125?

1280

YES ___ NO ___

1281

1282

IF NO, WHAT OTHER Arrangements? _____

1283

1284

WHO WILL BE THE DISTRICT CONFERENCE CHAIRPERSON? _____ -

1285

1286

Please provide a layout of the hotel meeting space.

1287

1288

1289

COMMENTS: _____

1290

1291

Date _____ Signed _____

1292

1293

Please refer to the DMM website for additional information on hosting a District Conference.

1294

1295

1296 (Addendum 2)

1297

DMM District Annual Convention Application

1298

All Requests Must Be Submitted to the DMM Executive Committee

1299

1300 Name of the Club: _____

1301 Club Number: 35-_____ Convention Year Requested _____

1302

1303 Convention Headquarters Hotel You Will Use: Name _____

1304 # of Rooms Available for Convention _____ (60 minimum)

1305 # of Meeting Rooms _____ (1 for 125 and 2 for 40 minimum)

1306

1307 Banquet Facilities to accommodate 125? Yes _____ No _____

1308 If No, what other arrangements? _____

1309

1310 Who will be the convention chair/co-chairs?

1311

1312 Phone number and email address of chair or co-chairs _____

1313

1314 _____

1315 Are you aware the DMM District will not cover any losses up to \$500? Yes _____

1316 Chair Initials _____ Club President (if applicable) initial _____

1317

1318 Are you aware that if you have more than one chair, the DMM District will only provide District
1319 meeting and mileage for one individual? YES _____

1320 Both Initial _____

1321

1322 Please Attach a Layout of Hotel Meeting Space and Hotel Brochure

1323

1324 Comments _____

1325

1326 _____

1327

1328 _____

1329 Date _____ Signed _____

1330

1331 Please refer to the DMM website for additional information on hosting a DMM Convention

1332

1333 (Addendum 3)

1334 **OPTIMIST INTERNATIONAL DISTRICT ATTENDANCE REPORT**

1335 DISTRICT NAME: Dakotas Manitoba Minnesota (DMM) No.35

1336 MEETING:

1337 DATE(S) OF MEETING:

1338

1339 CITY & STATE / PROVINCE: HOTEL / FACILITY:

1340

1341 REPORTED BY:

1342

1343 DATE REPORT FILED:

1344 **Attendance:**

1345 Governor	YES	NO	
1346 Governor-Elect	YES	NO	
1347 District S and/or T		YES	NO
1348 Foundation Rep	YES	NO	
1349 Past International President	YES	NO	
1350 Past International Vice Presidents	YES	NO	
1351 Past Gov's (how many?)			
1352 Lieutenant Governors	_____	of _____	
1353 Lieutenant Governors-Elect	_____	of _____	
1354 Committee Chairs	_____	of _____	
1355 Presidents	_____	of _____	
1356 Presidents-Elects	_____	of _____	
1357 Secretary and/or Treasurers	_____	_____ of _____	
1358 Secretary and/or Treasurers-Elect	_____	of _____	
1359 Clubs Represented	_____	of _____	
1360 JOI Lieutenant Governors	_____	of _____	
1361 JOI Presidents	_____	of _____	
1362 JOI Secretary-Treasurers	_____	of _____	
1363			
1364 Optimists:	Guests:	Youth:	
1365			
1366 DMM Conference (Board of Directors) Attendance Report			
1367 _____	Number of Board Members present (Executive Committee and Club Presidents)		
1368 _____	Number of Clubs present		
1369 _____	Total Number of Members present		
1370 _____	VIPs / Guests		
1371 _____	Youth		
1372			
1373 DMM Convention Credential Report			
1374 _____	Number of Clubs present (dues fully paid)		
1375 _____	Number of Members paying full registration		
1376 _____	Number of Members paying partial registration (single meal tickets for example)		
1377 _____	Total number of voting delegates		
1378 _____	VIPs / Guests		
1379 _____	Youth		
1380			

1381 (Addendum 4)

1382 **Club President Designate Form**

1383

1384 Club President,

1385

1386 As the President of a Club in the DMM District, you are a voting member of the District Board of
 1387 Directors and are afforded the opportunity to designate a Club member to carry your vote in your
 1388 absence. If you are unable to attend one of the District Quarterly Board meetings, please
 1389 designate a Club President Representative prior to the meeting. You may do this by emailing the
 1390 completed form to the District Secretary and/or Treasurer.

1391

1392 If you are not able to do this in advance of the meeting, a club member who is attending a District
 1393 Quarterly Board Meeting may fill out the form at the event registration table.

1394

1395 **Designation of Club President Representative**

1396

1397 _____ Optimist Club designates club member
 1398 _____ to be the Board of Directors

1399 Representative for our club at the _____ Quarter Board Meeting of the DMM District of Optimist
 1400 International and to participate fully in all venues of the meeting, to vote on all matters before the
 1401 assembly, and to be counted as the President's Designate in the Credentials report.

1402

1403 Signature of above-named Club President Designate

1404

1405 _____

1406

1407

1408 Club Number _____ Zone _____ Date _____

1409

1410 This form can be emailed or presented to the District Secretary and/or Treasurer on or before the
 1411 opening of the Board of Directors meeting. This form will also be available at the registration table
 1412 at all DMM meetings.

1413

1414

1415 **(Addendum 5) Code of Conduct at Dakotas Manitoba Minnesota (DMM) District Events**

1416 **Policy:** The DMM District of Optimist International has principles of equality and inclusiveness. Party A is
 1417 the person who is alleged to have conducted themselves improperly and Party B is the person who
 1418 asserts improper conduct.

1419
 1420 **Procedure:** The DMM membership and governing body wants to ensure that everyone can participate at
 1421 our conferences and conventions.

1422 1. The DMM Governor shall have a pool of members who self identifies and are willing to serve as the
 1423 Code of Conduct Mediators at each meeting and will select two members, one man and one woman, who
 1424 are registered for the conferences or the convention to serve in this role.

1425 2. This Code of Conduct is in effect from the time you leave home until you arrive home.

1426 3. This policy will be attached to all DMM conference or convention agendas.

1427

1428 **What is unacceptable?**

1429 1. Behaviors, verbal or nonverbal, that are not respectful, are unwanted and/or disruptive towards
 1430 others are unacceptable. This includes actions or comments that Party A knows, or should know, will
 1431 affect someone's participation, or make that person feel uncomfortable or unsafe.

1432

1433 **What to do if it happens to you?**

1434 If you believe you are Party B or if you observe a person who, in your opinion, has violated the DMM
 1435 Code of Conduct:

1436 1. If possible, talk to the person and tell them what they said or did was not acceptable and you want
 1437 them to stop.

1438 2. If you feel more action is needed, seek immediate assistance from a person who will securely walk
 1439 with you to a safe place. This person and you may seek out and report the incident in a timely manner to
 1440 the designated DMM Code of Conduct Mediators listed below.

1441

1442 **What action will be taken?**

1443 1. Two Code of Conduct Mediators will be assigned to the incident.

1444 2. If a Code of Conduct Mediator has been selected and if either Party A or B are a member of the same
 1445 club, a friend, or they feel they cannot be objective on the case or for other extenuating reason/s they
 1446 should recues themselves as a Conduct Mediator and the Governor will appoint a replacement.

1447 3. The Code of Conduct Mediators will interview both parties or others to gather information about the
 1448 incident.

1449 4. The Code of Conduct Mediators will, as soon as possible after the initial investigation, arrange a
 1450 meeting with the Party A.

1451 5. When the investigation is concluded, action will be communicated (no email) to Party A and Party B
 1452 and the Governor.

1453

1454 **This action may include, but shall not be limited to:**

1455 1. Suggesting both parties meet with the Code of Conduct Mediators to find an acceptable solution.

1456 2. Have Party A make an apology, in person or in writing.

1457 3. Ask Party A to leave the event.

1458

1459 **Code of Conduct Mediators for this event: (Print names)**

1460 (1) _____

1461 (2) _____

1462

1463

1464

1465

1466

1467

1468

1469 **(Addendum 6) DMM Account Definitions and Cross Reference**1470 **DMM Receipt Recordkeeping**

Account #	Category	Definition	Page #
100	District Dues	<ul style="list-style-type: none"> Revenue or OI credits distributed via ACH from collection of district dues for DMM clubs 	20
110	Allotment from OI	<ul style="list-style-type: none"> Semi-annual allotment to district from general fund of OI 	
120	District Convention	<ul style="list-style-type: none"> Covers receipts from annual DMM convention (e.g., fees, tickets, per member allocation) 	10
130	District Meetings & Conferences	<ul style="list-style-type: none"> Covers all receipts from collection of meal costs, fees, gratuities. 	15
132	Boutique Sales	<ul style="list-style-type: none"> Receipts from any sales of OI merchandise at DMM meetings, conferences, or convention. Receipts are deposited into DMM accounts; as inventory is reconciled with vendor, the vendor sends an invoice for payment. Receipts and expenses may cross over different DMM fiscal years based upon timing of inventory. 	
140	Oratorical Contest	<ul style="list-style-type: none"> Revenue from fees, registration and per member allocation 	16-19
141	CCDHH	<ul style="list-style-type: none"> Revenue from fees, registration and per member allocation 	16-19
143	Youth Clubs	<ul style="list-style-type: none"> Revenue from Youth Club conference/rebate and district dues/allotment 	16-19
145	Junior Golf Championships	<ul style="list-style-type: none"> Covers revenue generated thru dues allocation, entry fees to support district activities 	16-19
147	Essay Contest	<ul style="list-style-type: none"> Revenue received via fees needed to conduct the contest 	16-19
160	Interest	<ul style="list-style-type: none"> Interest on all moneys deposited/invested in interest bearing accounts 	
170	Complimentary Supplies - New Clubs	<ul style="list-style-type: none"> Cover reimbursement to District by sponsor clubs for gifts to new clubs if gifts are wholly/partially borne by sponsor club 	3
180	Misc. Income/Surplus	<ul style="list-style-type: none"> Authorized revenue not budgeted or identified in other accounts 	

190	DMM Legacy Youth Program Fund	<ul style="list-style-type: none"> • Receipts from withdrawal from OI Legacy Club Campaign Fund. • Only initial credits are recorded in financials when received, and not included in future DMM annual budgets but should be reflected in the balance sheet. 	
195	Dakotas-Manitoba-Minnesota District OIJGC Fund	<ul style="list-style-type: none"> • Receipts from withdrawal from OI JGC Fund. Only initial credits are recorded when received, and not included in future DMM annual budget but should be reflected in the balance sheet. 	

1471 **DMM Disbursement or Expenses Recordkeeping**

Account #	Category	Definition	Page #
200	Governor	<ul style="list-style-type: none"> • Authorized travel and expenses in execution of responsibilities, excludes items reimbursed by OI 	
210	Lt Governors	<ul style="list-style-type: none"> • Authorized travel and expenses in execution of responsibilities, not chargeable to other accounts, within limitations of budget and available funds 	
250	District Secretary and/or Treasurer	<ul style="list-style-type: none"> • Authorized travel and expenses in execution of responsibilities, not chargeable to other accounts, within limitations of budget and available funds 	
255	Governor-Elect (Designate)	<ul style="list-style-type: none"> • Travel and expenses for meetings, in execution of responsibilities not chargeable to other accounts, within limitation of budget and available funds 	
257	Secretary and/or Treasurer Designate	<ul style="list-style-type: none"> • Authorized travel and expenses in execution of responsibilities, within limitations of budget and available funds 	
260	Two Immediate Past Governors	<ul style="list-style-type: none"> • Reimbursements to the 22 past Governors serving on the District Board and Executive Committee for travel expense to meetings 	
265	District Committee Chairs	<ul style="list-style-type: none"> • Reimbursements for authorized travel and expense based on responsibilities, including attendance at Board mtg. 	22
300	Secretarial and Clerical	<ul style="list-style-type: none"> • Cost of part-time employment of secretarial, clerical or stenographic assistance, including official district bulletin 	

310	Postage	<ul style="list-style-type: none"> Postage and shipping expenses of the District. Includes mailing and shipping of items required by OI. 	
320	Stationery & Office Supplies	<ul style="list-style-type: none"> Printing, stationery, envelopes, dues statements, supplies for DMM business, meetings, and events. 	
350	District Convention	<ul style="list-style-type: none"> Cost of promoting and conducting event, printing programs, courtesies to special guests, complementary registrations, Excludes travel expenses for district officers 	10
350.1	District Allocation-Convention	<ul style="list-style-type: none"> Allocation for entertaining children who are attending the convention 	11
355	Officer-Elect Leadership Development	<ul style="list-style-type: none"> Preparation, meeting expenses, travel expenses, and printing of materials for incoming leadership/training 	23
360	District Meetings & Conferences	<ul style="list-style-type: none"> Conduct of District Meetings and Conferences. Does not include travel costs or participation by attendees that may be authorized to submit expenses by travel policy 	15
361	Optimist International President's or Representatives Visits	<ul style="list-style-type: none"> Expenses related to requested attendance at DMM conferences and convention, that are not reimbursed by OI, and within limitations of budget and available funds. 	24
365	Boutique Supplies	<ul style="list-style-type: none"> Expenses paid for merchandise and related shipping expenses for items sold at events. Receipts and expenses may cross over different DMM fiscal years based upon timing of inventory. 	
370	Oratorical Contest	<ul style="list-style-type: none"> Costs of conducting the zone and district contests, trophies, authorized travel expenses, and judge appreciation expenses. 	17
370.1	Regional and World Oratorical	<ul style="list-style-type: none"> Authorized reimbursement of expenses incurred by DMM winner that advanced to the Regional/World Contest. 	17
371	CCDHH	<ul style="list-style-type: none"> Costs of conducting the zone and district contests, trophies, authorized travel expenses, including interpreter and skilled judges. 	18
373	JOOI - Youth Clubs	<ul style="list-style-type: none"> Costs to promote and conduct the J.O.O.I convention and program 	19

380	Junior Golf	<ul style="list-style-type: none"> • Cost of conducting all Junior Golf events sponsored by the districts including expenses to cover cost of winners and qualifiers 	18
390	Essay Contest	<ul style="list-style-type: none"> • Costs of conducting and promoting the district contests, trophies, authorized travel expenses, and judge appreciation expenses. 	18
400	District Officers Lapel Insignia	<ul style="list-style-type: none"> • Cover the costs of badges of office for all district officers 	24
410	Awards	<ul style="list-style-type: none"> • Cost of plaques, trophies and certificates 	
420	Banking Fees and Annual Review of Accounts	<ul style="list-style-type: none"> • Cost of annual review and bank service charges 	21
430	Telephone	<ul style="list-style-type: none"> • Cost of any long distance or telephony expense 	
440	New Club Building (NCB) & Club within a club (WCW)	<ul style="list-style-type: none"> • Cost of complimentary supplies to new clubs or club within a club 	3
445	Matching Grants-New Community Programs	<ul style="list-style-type: none"> • Expenses related to the disbursement of funds to DMM clubs related to authorized DMM incentives or matching grants. 	
450	Gifts-Past Gov & DST	<ul style="list-style-type: none"> • Cost of authorized gifts and mementos to special guests 	25
455	International Rep Gifts	<ul style="list-style-type: none"> • Cost of authorized gifts and mementos to special guests 	
460	Governor Designate funds and Cash Transfer	<ul style="list-style-type: none"> • Cost to cover the financial distributions from the prior account to the account of the administration during financial transition 	
470	Communications, Marketing & Technology	<ul style="list-style-type: none"> • DMM expenses and subscriptions for technologies used for District Operations • Includes (e.g, Website hosting, Domain Registration Renewals, Zoom or online meeting platforms, Email Mktg subscriptions) 	
475	Next Administration Expense	<ul style="list-style-type: none"> • Costs incurred to support incoming administration 	
480	Previous Administration Expense	<ul style="list-style-type: none"> • Costs incurred by prior administration but not paid by yr. end 	
500	Governor International Convention	<ul style="list-style-type: none"> • Authorized expenses for attendance of governor and VIP at OI International convention 	
510	Lieutenant Governors	<ul style="list-style-type: none"> • Cover reimbursed of authorized expenses to attend International Convention 	

540	Gov-Candidate Int'l Convention	<ul style="list-style-type: none"> Cover reimbursed of authorized expenses to attend International Convention 	
550	Governor-Elect or Designate Int'l Convention	<ul style="list-style-type: none"> Cover reimbursed of authorized expenses to attend International Convention 	
551	Secretary-and/or Treas Designate Int'l Convention	<ul style="list-style-type: none"> Cover reimbursed of authorized expenses to attend International Convention 	
560	District Headquarters Room at Int'l Convention	<ul style="list-style-type: none"> Cost of the rental of rooms to serve as DMM District headquarters/hospitality and not charged thru 500-550 	
561	OI Ambassador Int'l Convention	<ul style="list-style-type: none"> Typically the immediate past governor expense. Up to \$500 	26
563	Committee Chairs Int'l Convention	<ul style="list-style-type: none"> Convention expenses up to \$1500 not to exceed \$750 per authorized person based upon Governor Elect designation 	26
570	DMM Quarterly Meetings – Complimentary Registrations/Lodging	<ul style="list-style-type: none"> Waived registrations designated officers to attend DMM Conferences/Quarterly Meetings. Includes lodging expenses within limitations of budget and available funds 	16
571	DMM Convention Complimentary Registrations/Lodging	<ul style="list-style-type: none"> Waived registrations designated officers to attend DMM annual convention. Includes lodging expenses within limitations of budget and available funds 	11
690	DMM Legacy Youth Program Fund	<ul style="list-style-type: none"> Expenses related to disbursement of funds per authorized request from funds held at OI. Balance sheets should reflect reduction in restricted assets until all funds from each request are spent 	
695	Dakotas-Manitoba-Minnesota District OIJGC Fund	<ul style="list-style-type: none"> Expenses related to disbursement of funds per authorized request from funds held at OI. Balance sheets should reflect reduction in restricted assets until all funds from each request are spent 	