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DISTRICT #35

DAKOTAS MANITOBA MINNESOTA

DMM DISTRICT POLICIES AND PROCEDURES

2026

Adopted on August 21, 2026

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ARTICLE I: DISTRICT PURPOSES

GENERAL

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.

Procedures:

- The District shall provide service and support to Clubs for the purpose of enhancing growth, participation, administration, and youth service. (OI Bylaw Article VIII, Section 2).
- 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 VIII, Section 2)
- Effective November 1, 2013, any District found in violation of policies related to merchandise will forfeit any allotment.

ARTICLE II: DISTRICT OPERATING POLICIES

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 Board. These policies shall be adopted annually by the District Board at the Annual Convention or a specially called convention. (OI Bylaws Article VIII, Section 3, Paragraph E).

Procedures:

- 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.

NEW CLUB BUILDING POLICIES

(Accounts 170 and 440)

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.

NEW CLUB ZONE ASSIGNMENT

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

Procedures:

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

GIFTS TO NEW CLUBS AND NEW CLUB CHARTER PRESENTATIONS

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

Procedures:

- Dates and programs for the charter presentation events of new clubs shall be established by joint action of the:
 - o New club

- 145 o New club's sponsor club(s)
- 146 o Governor
- 147 o Lieutenant Governor or Governor Assistant of the zone
- 148 • The Governor or his or her appointee shall present charters.
- 149 • In the event of a charter presentation occurring after the end of the
- 150 administrative year in which the new club was established, the Immediate Past
- 151 Governor shall have the prerogative of presenting the charter.

152 **ARTICLE III: DISTRICT OFFICERS, EXECUTIVE**

153 **COMMITTEE & BOARD OF DIRECTORS**

154 **General Provisions**

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

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

157 **available Past Governor(s) (at the option of each District), the Lieutenant Governors (if**

158 **any), the District Secretary and/or Treasurer and the Presidents of each Club. Should**

159 **the President of a Club be unable to attend, a delegate from the Club would be**

160 **allowed to speak and act as a President, in the conduct of business coming before the**

161 **Board of Director.**

162 **DISTRICT OFFICERS**

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

- 164 • **Governor**
- 165 • **Governor-Elect**
- 166 • **Governor-Candidate**
- 167 • **District Secretary and/or Treasurer**

168 **EXECUTIVE COMMITTEE**

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

- 170 • **District Officers**
- 171 • **The most Immediate and available Past Governors (at the option of each**
- 172 **District).**
- 173 • **Lieutenant Governors/Governor Assistants**

- **JOI Governor (if the JOI District is active) as a non-voting member.** (OI Bylaws Article VIII, Section 3, Paragraphs C)

Procedures:

- **The Executive Committee is authorized to make purchases and pay expenses, travel allowances, reimbursements and obligations as provided by and within the limitations of the budget, make plans and establish policy furthering the objectives of the District, and exercise general control over plans, budget, and programs of the District convention.** (OI Bylaws Article VIII, Section 3, Paragraph C).
- **A District may delegate, subject to the limitations imposed by the OI Bylaws, the powers of the District Board to the District Executive Committee, while retaining the OI Bylaws limitation.** (OI Bylaw Article VIII, Section 3.C.)

BOARD OF DIRECTORS

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

- District Officers
- The most Immediate and available Past Governors (at the option of each District)
- Lieutenant Governors/Governor Assistants
- President of each Club
- JOI Governor shall serve as a non-voting member on the District Board (OI Bylaw Article VIII, Section 3.B)

Procedures:

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

ELECTIONS AND TERMS OF OFFICE

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

- **Individual is duly enrolled on the International roster as a member of a Club in good standing; and for the office of Governor or Governor-Elect should**

207 **have served a full term of Club President.** (OI Bylaws Article VIII, Section 6,
208 Paragraph A).
209 • **Friend of Optimist Members shall be ineligible to serve as an officer of an**
210 **Optimist Club and/or on the Club Board of Directors or vote at International**
211 **and District Conventions or club meetings.** (OI Bylaws, Article VIII, Section
212 1.5)

213 **Policy:** **The Governor-Elect shall be elected at the annual or a specially called**
214 **convention by a majority vote of the votes cast of the accredited delegates present**
215 **and voting at the time of the election.**

216 **Procedures:**

- 217 • **The Governor-Elect shall not serve in any other elective office in the same**
218 **year he or she is Governor-Elect.** (OI Bylaws Article VIII, Section 6, Paragraph
219 C)
- 220 • **The Governor-Elect shall automatically become Governor on October 1 of**
221 **the year following the year in which he or she was elected Governor-Elect.**
- 222 • **Following the District convention, the Governor-Elect shall be known as the**
223 **Governor-Designate.** (OI Bylaws Article VIII, Section 6, Paragraph C)

224 **Policy:** **The Governor-Candidate(s) shall be elected for a term of one year at the annual**
225 **or a specially called convention by a majority vote of the accredited delegates present**
226 **at the time of the election. The Governor-Candidate may be nominated for the position**
227 **of Governor-Elect at the end of the one-year term.**

228 **Policy:**

229 **The District Secretary and/or Treasurer shall be appointed for a term of one year**
230 **ending 9/30 by the Governor Elect.** (OI Bylaws Article VIII, Section 6, Paragraph D).

231 **Procedures:**

- 232 • **The appointment of the Secretary and/or Treasurer designate shall be**
233 **confirmed at the 3rd quarter Board meeting by the District Board of Directors**
234 **and shall take office October 1 following confirmations.**
- 235 • **A District Secretary and/or Treasurer shall not serve more than three**
236 **consecutive years.** (OI Bylaws Article VIII, Section 6 Paragraph D).

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

DUTIES OF THE DISTRICT OFFICERS

GOVERNOR

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

Procedures:

The Governor shall:

- Function as the chief executive officer of the District
- Preside at all meetings of the District Board of Directors, the Executive Committee, and the annual convention of the District
- Be an ex-officio member of all committees
- Exercise general supervision over affairs of the District subject only to:
 - o The Board of Directors
 - o The delegates to the annual District convention
 - o The Board of Directors of Optimist International
- Act on behalf of Optimist International in all relations with member Clubs within the District
- The term of office for Governor shall be a one-year term in office to which they are elected or appointed.
- Attend the annual convention of Optimist International and any special meetings or conferences conducted by Optimist International for Governors

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

Procedures:

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

GOVERNOR-ELECT

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

GOVERNOR-CANDIDATE

Policy: The position of Governor Candidate(s) is unique to the DMM. The position is for one or more individuals who have an interest in learning about the Governor's position. This position is a learning opportunity and there is no guarantee by either the DMM or the Governor Candidate(s) that they will run for, or be elected to the position of Governor Elect. The Governor-Candidate(s) shall work closely with the Governor and Governor-Elect to gain knowledge and develop skills that are necessary if elected as Governor-Elect.

DISTRICT SECRETARY and/or TREASURER

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. Before disbursements are made, there needs to be an approved voucher for costs that have been incurred. No payments are allowed for costs that have not already been incurred.

- 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 at 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

- 340 ○ Quarterly and year-end financial reports
- 341 ○ Financial Statement Review Report
- 342 ○ IRS Form 990

343 **Procedures:**

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

348 **LIEUTENANT GOVERNORS/GOVERNOR ASSISTANTS**

349 **Policy:** The Lieutenant Governors/Governors Assistant shall function in his or her assigned
350 Zone as a representative of Optimist International and the Governor and conduct his or her
351 office in a manner that contributes to the attainment of all objectives of the District and
352 Optimist International. The term of office for Lieutenant Governors/Governor Assistants
353 will be established by the District Officers.

354 **Procedures:**

- 355 • With the input from the club officer(s) in his or her assigned Zone, the Lieutenant
- 356 Governors/Governor Assistants
- 357 • should attempt to review the Honor Club Tracking Form by November 15.
- 358 • Each Lieutenant Governor/Governor Assistant should make a monthly contact with
- 359 each Club in his or her Zone
- 360 • The Lieutenant Governor/Governor Assistant must make every attempt to visit each
- 361 newly affiliated Club in his or her Zone within 90 days following its official
- 362 organization
- 363 • The Lieutenant Governor/Governor Assistant: May schedule and conduct Zone
- 364 meetings that do not conflict with a District meeting.
- 365 • Notice shall be given to the Club Presidents and Club Secretary-Treasurers at least
- 366 30 days prior to Zone meetings.
- 367 • Shall make and send a report of each Zone meeting to the Governor within 30 days.

368 **VACANCY OF DISTRICT OFFICE**

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

Procedures:

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

EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETINGS AND NOTICES

Policy: The Governor may call a meeting of the Board of Directors each quarter or at such time and place as Governor may determine with the advice and consent of the Executive Committee. (OI Bylaws Article VIII, Section 3.F.)

Procedures:

- **Meetings of the Executive Committee may be called by a majority of its members or at the call of the Governor.** (OI Bylaws Article VIII, Section 3, Paragraph D)
- **Notices** including previous minutes, current financial reports, and the budget, **of all meetings of the Board of Directors shall be issued and caused to be delivered to all members of the District Board of Directors by the District Secretary and/or Treasurer along with an agenda prepared by the Governor** and any other supporting documents for agenda items that will be discussed or voted on at the conferences/convention, **at least 30 days prior to the meetings.** Most recent financial statements and Minutes will be distributed two weeks in advance of any District meeting.
- **A quorum of any District meeting shall be established by the District Board of Directors and stated in the District's policies.** (OI Bylaws Article VIII, Section 3, Paragraph F)
- Electronic mail shall serve as fulfilling the written notification requirement.
- The Board Members present at the meeting shall constitute a quorum for the transaction of business
- The 1st Quarter (October – December) Board meeting shall be held no later than November 30.
- The 2nd Quarter (January – March) Board meeting shall be held at a time and mode of choice by the Governor no later than the last day of February.

- The 3rd Quarter (April – June) Board meeting shall be held no later than June 1 and may include the District Oratorical Competition, the District Communication Contest for the Deaf and Hard of Hearing (CCDHH) and the reading of the District’s winner of the Essay Contest.

ZONE REALIGNMENT

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

- Governor
- District Secretary and/or Treasurer
- Governor-Elect
- Governor-Candidate(s)

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

Procedures:

- This research shall include consultation with the officers of all potentially affected clubs and the Lieutenant Governors/Governor Assistants of any potentially affected zones.
- The Governor shall, no later than 45 days prior to the 3rd Quarter Meeting, submit the officers’ recommendation to the Board of Directors.
- The Board of Directors shall act on the proposal at the 3rd Quarter Meeting. Approved changes, if any, will take effect on October 1.
- The District Secretary and/or Treasurer shall forward results of any realignment of zones as voted on by the Board of Directors to Optimist International within 30 days of such action.
- The District Secretary and/or Treasurer shall notify all Lieutenant Governors and club Presidents, Secretaries, and Treasurers of said realignments and effective dates within 30 days of such action.

ARTICLE IV: DISTRICT COMMITTEES

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

442 The following committees are established:

443 FINANCE COMMITTEE

444 **Finance Committee** (OI Bylaws Article VIII, Section 5, Paragraph D)

- 445 • Consists of the Governor & District Secretary and/or Treasurer, Governor Elect
446 and District Secretary and/or Treasurer Designate
- 447 • The current Governor and current Secretary and/or Treasurer, shall prepare the
448 proposed annual budget for submission to the Executive Committee.
- 449 • The Executive Committee shall recommend approval of the budget to the Board
450 of Directors at the 1st Quarter Board Meeting.
- 451 • The Board of Directors shall approve the budget with possible revisions.
- 452 • The budget shall employ the Standard Chart of Accounts as established by
453 Optimist International.
- 454 • The Finance Committee shall exercise advisory supervision over all financial
455 transactions and reports as may be required by the District Board of Directors
456 and Optimist International.
- 457 • The Finance committee shall consider all proposals for expenditures that are not
458 previously budgeted or approved and shall make recommendations thereon to
459 the Board of Directors.
- 460 • Approval to make expenditures, in the excess of any line-item expense with the
461 budget shall be documented within the Board of Directors minutes.
- 462 • Any DMM policy which includes a suggested dollar amount for an expenditure, is
463 subject to the expenditure amount (if any) which is included within the adopted or
464 revised budget of the

465 CANDIDATE QUALIFICATIONS COMMITTEE

466 (OI Bylaws Article VIII, Section 6, Paragraphs A.& B)

- 467 • The Candidate Qualifications (CQ) Committee shall seek, qualify, and nominate
468 one or more candidates for the office of Governor-Elect and Governor-
469 Candidate.
- 470 • The CQ Committee shall identify members interested in serving as governor in
471 the future, up to five (5) years in advance.
- 472 • Once these members have reviewed the OI Governor Commitment Form and
473 have agreed to serve as a future Governor, they shall be introduced at the most
474 immediate occurring District Meeting and announced in the District Bulletin.
- 475 • The two most immediate past governors shall serve as members of the
476 Candidate Qualifications Committee.

- Nothing in this policy shall be interpreted to preclude nominations from the floor. The election process is included in the Convention Rules of Article V.

ARTICLE V: DISTRICT CONVENTION AND CONFERENCES`

DISTRICT CONVENTION

(Account 120 and 350)

Policy: A convention of the Clubs in the District shall be held annually between August 1 and September 30 annually, The DMM convention will be held in August, preferably 2nd or 3rd weekend in August, on such dates and at such location as shall be determined by the District Board of Directors.

Procedures:

- The convention city shall be determined by a vote of the accredited delegates at the District convention for as many years in advance not exceeding five years, as may be deemed necessary.
- The District Board of Directors shall have power to substitute another city in the event circumstances later make such action necessary or advisable.
- The Convention Committee shall have the Convention Registration available at the 3rd Quarter Conference and post the registration form on the website.
- The District Secretary and/or Treasurer shall communicate(email) to each Club and Webmaster (to post) in the District the agenda, prepared by the Governor, financial reposts as needed, past conference minutes and any other supporting documents for agenda items that will be discussed or voted on at the conferences/convention to be transacted for the annual convention at least 30 days prior to the date thereof in which notice the time and place of the holding of said convention shall be set forth.
- In the event of an emergency, with the approval of the International Board of Directors and the District Board of Directors, a District may hold a special District convention at any time or place.
- The District Secretary and/or Treasurer shall communicate to each member Club in the District, at least 20 days prior to the date of said special convention a written notice of the time and place of the holding of same together with a general statement of the proposed business to be transacted.

- 510 • **The method and means of voting at convention shall be established by the**
511 **District Board of Directors.**
- 512 • **Convention rules shall be adopted by a majority vote during the first**
513 **business session of each convention: but may be suspended, rescinded, or**
514 **amended after their adoption by a two-third vote.**
- 515 • A quorum of any District convention shall be established by these District
516 Policies.
- 517 • The District Officers shall provide all member Clubs with the opportunity to enter
518 a bid to host a convention in their respective locations.
- 519 • Such bids must be submitted to the Executive committee, on the prescribed
520 form not later than 30 days prior to the convention at which the upcoming host
521 club selections(s) will be made.

522 CONVENTION ALLOCATION FROM DISTRICT DUES

523 (ACCOUNT 350.1)

524 **Policy:** The DMM District will provide \$0.75 per member per year based on the October 1
525 Club memberships (except Friends of Optimist FOO's) for the general expenses of the
526 convention, including any children's programs. This allocation will be recorded as an
527 expense within the DMM Convention line items within the DMM budget.

528 **Procedures:**

529 These funds will be given to the Host Committee on January 1 of the convention year
530 provided the Host Committee has complied with all the rules of hosting a District
531 convention and have submitted a preliminary budget to the District Officers.

532 CONVENTION BUDGET AND FINANCIAL REPORT

533 **Policy:** The convention budget shall be prepared and provided as information to the District
534 Officers and shall be based on statements of receipts and disbursements of previous
535 conventions.

536 **Procedures:**

- 537 • A detailed record of number of participants, money received, and expenditures
538 for each event shall be kept and forwarded to the District Secretary and/or
539 Treasurer within 30 days of completion of the convention.
- 540 • Financial losses up to \$500 will be the responsibility of the host club(s).
- 541 • Any additional financial losses exceeding \$500 will be the District's
542 responsibility.
- 543 • The host club(s) will retain profits up to \$500.

- 544 • Any additional profit in excess of \$500 will be remitted to the District.
- 545 • The Governor and District Secretary and/or Treasurer will have close supervision
- 546 over the convention budget.

547 **Policy:** District Conventions held in Manitoba will be planned for and priced in Canadian
548 funds.

549 **Procedures:**

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

553 **CONVENTION - COMPLIMENTARY REGISTRATIONS (Optional)**

554 (Account 571)

555 **Policy:** The DMM District shall be responsible for the registration fee (including meals) and
556 accommodations for the:

- 557 • Governor
- 558 • District Secretary and/or Treasurer
- 559 • Governor-Elect
- 560 • District Secretary and/or Treasurer Designate
- 561 • The authorized or approved Representative from Optimist International
- 562 • Along with one VIP for each position listed above.

563 **Procedures:**

- 564 • All complimentary rooms negotiated with the hotel shall be used to assist with
- 565 this obligation.
- 566 • The District will pay for the cost of meals and hotel room for the authorized or
- 567 approved representative from Optimist International that is attending the Annual
- 568 Convention.

569 **CONVENTION DURATION**

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

CONVENTION PROGRAM

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

Procedures:

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

CONVENTION RULES

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

Procedures:

- **Convention rules shall be adopted by a majority vote during the first business session of each convention; but may be suspended, rescinded, or amended after their adoption by a two-thirds vote.**
- **A quorum of any District convention shall consist of a *majority of the accredited delegates*.** (OI Bylaws Article VIII, Section 4)
- The Credentials Committee shall consist of the District Convention Chair and the District Secretary-Treasurer.
- Design their record of registration to be able to accurately prepare the Optimist International District Attendance Report (Appendix 3).
- The convention shall be composed of registered Optimist delegates as set forth in the International Bylaws.
- **To be accredited by the Credentials Committee and eligible to vote on the convention business, delegates must have registered at the convention, paid the full registration fee, and produced such credentials as may be required by the Board of Directors.** The number of accredited delegates of a Club shall not exceed the voting strength of the Club. (Bylaws Article VIII, Districts, Section 4, District Convention)
- **All voting shall be based on total number of votes cast by accredited delegates and, unless otherwise stated, any matter requiring a vote shall be approved by a majority of votes cast by present and voting accredited delegates.** (OI Bylaws Article VIII, Section 4)
- Each club in good standing as of 30 June (good standing being defined as all Club dues having been paid to the DMM and Optimist International) shall be entitled to one delegate for each 10 Members or majority fraction thereof (6 or more) based on the numerical membership enrolled by the Club in the office of Optimist International as of 30 June.
- Robert's Rules of Order (current edition) shall be used to govern the convention.

VOTING

- All voting shall be voice, hand or rising vote, at the discretion of the chair, unless a ballot or roll call vote is ordered by a majority vote of the accredited delegates. (In the event a vote by ballot is ordered, the chair shall appoint a committee of tellers and name its chairperson.
- At the conclusion of the balloting the tellers shall certify the tabulated results in writing, to the chair. If the balloting has been conducted for the purpose of electing an officer, the chair shall announce the name of the winner only, and then entertain a motion to destroy the ballots.)

- Accredited delegates from each Club shall select a chairperson who shall cast the votes of their delegation on any convention business requiring a vote by written ballot or roll call.
 - Roll call on any question may be requested in writing by accredited delegates representing not less than 10 percent of the Clubs represented at the convention.
 - Delegates are encouraged to register promptly upon arrival and attend all sessions of the convention.
 - The Credentials Committee report to the convention shall include only those clubs with properly accredited delegates. The report of the Credentials Committee may be amended by the committee before or between convention business sessions.
 - A member holding membership in more than one club may become an accredited delegate for such Clubs provided he or she has completed registration and paid a fee as a delegate from each club for which he or she intends to vote.
 - Any registered delegate may speak on any issue. To be entitled to the floor, said delegate must rise, address the presiding officer, give his or her name and club affiliation.
 - Only accredited delegates may make or second motions. Any accredited delegate may cast a voice, standing or hand vote.
 - Main motions shall be put in writing when the chairperson so directs.
 - No motion shall be entertained by the chairperson unless seconded and shall not be open to debate or amendment before the chairperson has repeated it.
 - Debate shall be limited to three minutes per speaker. A registered delegate shall not speak a second time to the same questions at the same business session if another registered delegate who has not spoken thereon rises and asks for the floor.

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

Procedures: ·

- Following this report, the presiding officer shall call for other nominations for Governor-Elect.

- 679 • Nominations from the floor shall be limited to a statement providing the
680 nominee's name, club, and the office for which he or she is being nominated.
- 681 • Nominating speeches shall be given on the day of the election and shall be
682 presented by persons approved by the respective candidates.
- 683 • Nominating speeches shall be limited to two for each candidate one of five
684 minutes duration and one of two minutes duration.
- 685 • The election shall be conducted during the last business session.

686 CONVENTION HOSTING

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

690 **Procedures:**

691 *Requirements to Host a Convention*

- 692 • The host club must have hotel/motel accommodation available with a minimum of
693 50 rooms. These rooms should be in a single facility. If not, accommodation must be
694 in close proximity to the convention headquarters.
- 695 • Banquet facilities must accommodate a minimum of 100 people.
- 696 • Meeting rooms must accommodate a minimum of 100 for the general sessions and
697 a minimum of one additional room to accommodate 40 people each.

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

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

707 *Requirements of the Host Club*

- 708 • The host club will submit a preliminary budget to the Executive Committee by the
709 1st quarter board meeting of the convention year with a final budget by the 3rd
710 quarter board meeting.

- The host club, upon approval of the Governor, will secure all convention entertainment, rooms that need to be blocked for convention attendees, and meal selections.
- Additional charges, if applicable, for training rooms and audio-visual equipment for Lt. Governor-Elect, Club-President-Elect and Club Secretary and/or Treasurer-Designate training will be charged to the District Leadership Development budget.
- The host club will include in the convention budget all required transportation for events away from the convention hotel not within reasonable walking distance.
- The host club will ensure that the convention costs for the members will be reasonably priced. To assure that the budget is met, the host club may need to fundraise.
- If it is necessary to fundraise to ensure that the budget is met, the host club will be responsible.
- The Convention Committee is permitted to fundraise at the Quarterly Conferences.
- The convention budget will include all printing, advertising, mailing, convention brochures, and decorations.
- The host club will be responsible for registration and printing name badges.
- The host club must ensure that the registration table is adequately staffed paying particular attention to proper accounting of registration fees and the count for the number of attendees.
- All registrations and any cancellations should be no later than two weeks prior to the convention.
- Under no circumstances should the convention be obliged to refund registration fees after this date.
- The convention committee may utilize a discount for those members willing to register early.
- Provisions must be made to offer certain individual event tickets.
- A separate bank account may be set up for registrations and expenses.

DISTRICT CONFERENCES FOR 1st AND 3rd QUARTERS

(ACCOUNTS 130 AND 360)

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

Procedures:

- District conferences shall be planned and conducted by the Governor.
- Such conferences shall invite and encourage the attendance of all club members.

- All finances are the responsibility of the District.
- The Conferences shall be operated on a profit or break-even basis, and registration fees shall be collected by the Host Club Chairperson and remitted to the District Secretary and/or Treasurer.
- Any financial losses incurred will not be the responsibility of the host club(s) and the District will retain all profits.
- Any club holding a District Conference should have registration forms sent to all clubs at a minimum of 60 days in advance.

CONFERENCE HOSTING

Policy: The Host Club(s) shall assist the Governor and District Secretary and/or Treasurer with the planning, hosting, and recordkeeping of the District Conference.

Procedures:

- Design the record of registration to be able to accurately prepare the Optimist International
- District Attendance Report (Appendix 3).
- Maintain an accurate record of registrations of all members, non-members, and club affiliations of those in attendance along with office(s) held in the Club and/or District.
- The District Secretary and/or Treasurer shall submit a detailed report of said information, to the Governor, no later than 30 days following the conference.
- This report shall be presented to the District Board of Directors at their next meeting.
- Any accounts receivable or payable following the thirty-day deadline will be handled by the Governor and the District Secretary and/or Treasurer.
- Requirements to Host a Quarterly Conference
 - The host club must have hotel/motel accommodation available with a minimum of 40
 - guest rooms. These rooms should be in a single facility.
 - Meeting and banquet facilities must accommodate a minimum of 75 people.

Procedures to follow to Apply for a Quarterly Conference

- Submit a written application (Addendum 1) to the Governor-Elect no later than 3 weeks before the
- District Convention in the year preceding the Optimist year your club would like to host a

- 781 ○ Quarterly Conference.
- 782 ○ The Governor-Elect shall forward the information to the Executive
- 783 Committee for approval.

784 *Requirements of the Host Club: The host club is responsible for the following:*

- 785 ○ Arrangement of all entertainment, if any.
- 786 ○ Printing of registration forms and agenda books.
- 787 ○ Decorations required for any events.
- 788 ○ Printing of name badges for all attendees.
- 789 ○ Development of budgets for approval by the Governor and District
- 790 Secretary and/or Treasurer.
- 791 ○ All conference receipts and vendor invoices must be submitted to the
- 792 District Secretary and/or Treasurer.
- 793 ○ Booking of all equipment required such as televisions, audio/visual
- 794 equipment, lighting, and microphones
- 795 ○ The host club will ensure that the conference costs to the members will
- 796 be reasonably priced. To ensure that the budget is met, the host club may
- 797 be required to fundraise.
- 798 ○ There may be other enhancements the committee may want to add, such
- 799 as tours and shopping trips that benefit individual tastes rather than the
- 800 group. These items and events should be individually priced and offered
- 801 as an option to the Quarterly Conference package and paid by the
- 802 individual.
- 803 ○ The host club may be asked to secure Hospitality Rooms and rooms for
- 804 meetings of small groups.
- 805 ○ Ensure that the registration table is adequately staffed, paying particular
- 806 attention to proper
- 807 ○ accounting of registration fees and count for number of attendees.

808 **COMPLIMENTARY REGISTRATIONS**

809 (Account 570) (Optional)

810 **Policy:** The DMM District shall be responsible for the registration fee (including meals) and

811 accommodations at Quarterly Conferences for the

- 812 ○ Governor,
- 813 ○ District Secretary and/or Treasurer,
- 814 ○ Governor-Elect,
- 815 ○ The authorized or approved Representative from Optimist International

816 ○ Along with one VIP for each position listed above.

817 **Procedures:**

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

820 *OTHER PROCEDURES:*

- 821 • All checks for registration should be made payable to the “DMM District” and turned
822 over to the District Secretary and/or Treasurer.
- 823 • The District Secretary and/or Treasurer will pay all bills for services rendered for the
824 Quarterly Conference.
- 825 • In the event there are any outstanding accounts receivables following Quarterly
826 Conference, the host chairperson will make every effort to collect them and forward
827 them to the District Secretary and/or Treasurer within the allotted 30-day period for
828 the final report.
- 829 • Any outstanding bills shall be forwarded to the District Secretary and/or Treasurer.
- 830 • After the 30-day period has lapsed, the host chairperson will advise the District
831 Secretary and/or Treasurer of any outstanding receivables and it will become the
832 responsibility of the District to collect the remaining accounts receivable from the
833 respective club(s) and to contact the source providing the services for which
834 payment is due.

835 **ARTICLE VI: DISTRICT PROGRAMS AND ACTIVITIES**

836 **DMM Policies – Scholarship Programs: Oratorical (Accounts 140 &370), CCDHH**
837 **(Accounts 141 & 790, 371), and Essay (Accounts 147 & 390)**

838 **ORATORICAL PROGRAM**

839 **Policy:** The District may conduct any or all of the Optimist International scholarship
840 programs. All levels of the contests shall be conducted in strict compliance with the
841 Optimist International contest official rules. Obstacles and barriers will be overcome and
842 accommodated so that all youth can compete.

843 **Procedures:**

- 844 • The appointed DMM Committee Chairperson of each contest shall use the Optimist
845 International established application, club and district planning guides, and Official
846 Rules to conduct the contest. The forms, rules and instructions are available on the
847 Optimist International website under the scholarship tab.

- 848 • Remote participation and/or a remote contest may be used to overcome obstacles
849 and barriers expressed by contestants, clubs, and the District Chairperson.
- 850 • The Contest Committee Chairperson shall update the OI Contest Rules and specific
851 DMM contest requirements on the DMM Website by October 1 and update this
852 information as needed during the year.
- 853 • Each Club Oratorical contestant and District CCDHH contestant shall submit a hard
854 and electronic copy in Microsoft Word format of their speech to the DMM Program
855 Chairperson by the deadline set by the Program Chairperson.
- 856 • Each Club Essay winner shall submit a hard and electronic copy in Microsoft Word
857 format of their essay to the Program Chair by the deadline set by the DMM Program
858 Chairperson.
- 859 • All clubs sponsoring an entrant in the District Contest Finals shall pay an entry fee
860 established by the Board of Directors and approved
- 861 • The Entrant's cost of food, lodging and transportation while in route to the District
862 Contest Finals, and lodging at the Finals, will be the responsibility of the sponsoring
863 clubs.
- 864 • The District Chair shall provide all revenue and expense documents to the District
865 Secretary-Treasurer, who shall be responsible for all deposits, reimbursements, and
866 payments.
- 867 • The costs of District trophies, Zone medals, certificates, and all other authorized
868 receipts and expenditures shall be supervised by the District Chairperson.
- 869 • The District Chairperson is responsible to submit required materials and
870 information on contest winners to the Optimist International Office to conform to
871 the deadline OI establishes following the District Contest Finals.
- 872 • The District Chairperson will review the contestant's work for undocumented non-
873 original work or plagiarism. If issues are found in the hard or electronic versions, the
874 contestant will be disqualified. A written notice of disqualification will be provided
875 to the contestant prior to their first competition. The sponsoring club and Lieutenant
876 Governor will also be notified.
- 877 • At the District Contest, if a verbal complaint is voiced concerning a problem with a
878 contestant's work (identification of non-original work) the complaint must be
879 brought to the attention of the contest chairperson or the Sergeant-At-Arms before
880 the final judging is tabulated. Complaints will not be considered after the judging
881 has been tabulated.
- 882 • Verbal complaints must be followed up in a written form and submitted within 48
883 hours of the contest to the contest chair. Written Complaints will detail the non-
884 original work in question and any other information significant to the work.

- The District Contest Chair and Governor will render a decision on the complaint within 5 working days after the receipt of the written complaint. The contestant in question will be notified in writing of the Chair and Governor's decision.
- If a contestant is disqualified, then he or she will be deleted from the contestants' rankings and all other contestants' ranks will be adjusted by the contest chairperson.

ORATORICAL ZONE CONTESTS

(Account 140 and 370)

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

Procedures:

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

REGIONAL AND WORLD ORATORICAL COMPETITION

(Account 370.1)

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

Procedures:

- If the contestant and one parent or guardian or adult chaperone:
 - choose to travel to St. Louis via air, two (2) round trip economy air fares, one (1) room for a maximum of three (3) nights at the OI designated hotel for the contestant will be reimbursed.
 - choose to drive to St. Louis, round trip mileage at the approved DMM mileage rate, one additional motel night will be covered.

- choose to stay at a location that is not approved or contracted with OI, the reimbursement shall be equal to the OI approved housing.
- Reimbursement shall be paid when all receipts have been received and compliance to the policy has been established.
- If the contestant chooses to compete remotely,
 - three (3) nights hotel, round trip mileage at .25 a mile and;
 - If the remote competition site is in the contestant's area, no hotel or mileage fees will be paid.
 - The total cost for the contestant's travel expenses and organizing the competition cannot exceed the budgeted amount.

DISTRICT ESSAY CONTEST

(Account 147 and 390)

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

Procedures:

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

OPTIMIST INTERNATIONAL JUNIOR GOLF CHAMPIONSHIPS

(Accounts 145 & 380)

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

Procedures:

- The District Qualifying Tournament Chairperson, shall prepare a District Qualifying Tournament Budget and shall submit the budget to the District Officers at least 90 calendar days prior to the District Qualifying Tournament
- All receipts and expenditures shall be authorized by the District's Qualifying Tournament chairperson.
- A detailed record of number of participants, money received, and expenditures for each Qualifying Tournament shall be kept and forwarded to the District Secretary and/or Treasurer within 60 days of completion of the OIJCG Qualifying Tournament.
- Financial losses up to \$500 will be the responsibility of the host club(s).
- Any additional financial losses exceeding \$500 will be the District's responsibility.
- The host club(s) will retain profits up to \$500.
- Any additional profit in excess of \$500 will be remitted to the District for the next year's Qualifying Tournament, within 60 days.
- The District's Qualifying Tournament shall be conducted with the intention of having youth representation at the International Championship.
- The costs of transportation, competition entry fees, food and lodging for the contestants in relation to the District's Qualifying Tournament shall be the responsibility of the sponsoring Clubs or the contestants' families.
- The District Qualifying Tournament registrations fee will be set at a level sufficient to pay all participant expenses including the required \$10 participant fee, all green fees, meals and beverages, etc.,
- The District will pay the registration fees for two District Qualifying Tournament winners, the first-place boy age 16-18 and the first-place girl age 15-18, to participate in the OIJGC. Restricted funds from previous District Junior Golf Tournaments may be used to fund these two OI-required registration fees.
- All other expenses will be covered by fundraising.
- If District finances are available in the Junior Golf Championship account from any previous year(s) Qualifying Tournament profits, the DMM may provide funds, to assist the clubs hosting the event.
- The Governor and District Secretary and/or Treasurer in cooperation with the District Qualifying Tournament chair, will have close supervision over the District Qualifying Tournament budget, the receipts, and expenditures.

JUNIOR OPTIMIST CLUBS

(Account 143 and 373)

Policy: The District shall be encouraged to maintain a Junior Optimist International (JOI) District structure and conduct an annual JOI District Conference for all official JOI Clubs in

the District. The District JOI Clubs chairperson shall be the official liaison between the Optimist District and the JOI District Board of Directors.

Procedures:

- A special conference planning committee shall be responsible for all facets of the JOI District Conference.
- The committee shall include the District JOI Clubs chairperson, the JOI Governor, the JOI District Board of Directors and any/all JOI Club advisors and chairpersons deemed necessary by the District JOI Clubs chairperson and JOI Governor.
- Elections for JOI District officers must be held in accordance with the guidelines established in both the JOI District bylaws and the International JOI Constitution & Bylaws.
- Finances shall be managed by the District Secretary and/or Treasurer, the District JOI Clubs chairperson, and the JOI District Secretary-Treasurer.
- A separate checking account for JOI District funds may be established as long as a dual signature process is utilized.

The District Secretary and/or Treasurer shall duplicate all account activity for Optimist District financial reports.

- All dues rebate funds from Optimist International must be used to support District JOI Club activities. Such activities may include the:
 - JOI District Conference
 - District newsletter production/distribution
 - District officer travel
 - District officer communication
 - Rebate funds not utilized by year-end must be rolled over to the next year's budget.

ARTICLE VII: DISTRICT FINANCES

GENERAL PROVISIONS

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

- **District dues, payable by Clubs for each of their members enrolled in the office of Optimist International, Convention fees**

- 1014 ○ Districts have one year to submit all requirements in order to receive a
- 1015 District allotment for that period, after which time the allotment will be
- 1016 forfeited.
- 1017 ○ Allotment from Optimist International-The documents required for the
- 1018 November allotment must be submitted within one year from the end of
- 1019 that period or the allotments will be forfeited. The documents required
- 1020 for the May allotment must be submitted within one year from the end of
- 1021 that period or the allotments will be forfeited. (OI Policy ID-27)
- 1022 ○ The amount of each District's dues, and dates on which such dues shall
- 1023 be payable, shall be established by the Board of Directors of Optimist
- 1024 International.
- 1025 ○ Districts may reduce or eliminate dues for a college member
- 1026 ○ A District, by resolution adopted by a two-thirds majority vote of the
- 1027 accredited delegates to its annual convention, may petition the Board of
- 1028 Directors of Optimist International, in the form and manner prescribed
- 1029 by that Board, for adjustment of the amount of its annual dues.
- 1030 ○ No financial obligation or assessment, of any kind, other than provided in
- 1031 these Bylaws, shall be placed upon or requested of the Clubs or their
- 1032 members by the District. (OI Bylaws Article VIII, Section 5, Paragraphs C.)

1033 FINANCIAL YEAR AND DUES STRUCTURE

1034 (Account 100)

1035 **Policy:** The financial year is October 1 – September 30.

1036 **Procedures:**

- 1037 • Expenses paid after September 30 by the new administration relating to the previous
- 1038 administration shall be recorded as Previous Administration Expenses.
- 1039 • Revenue earned by the previous administration but received after September 30 will
- 1040 be deposited by the new administration and recorded as Previous Administration
- 1041 Income.
- 1042 • Each Club in the DMM District shall pay annual dues of \$16 per member for each
- 1043 member enrolled in the International Office, except Friends of Optimist (FOOs),
- 1044 payable quarterly, subject to the approval of the Board of Directors of Optimist
- 1045 International and in accordance with Optimist International Bylaws.
- 1046 • Quarterly District dues are calculated by Optimist International based upon club
- 1047 membership numbers. Clubs shall pay annual dues based upon members enrolled
- 1048 at Optimist International:

- 1049 ○ October 1 - December 31 is based on October 1 membership
- 1050 ○ January 1 - March 31 is based on January 1 membership
- 1051 ○ April 1 - June 30 is based on April 1 membership
- 1052 ○ July 1 - September 30 is based on July 1 membership
- 1053 • Quarterly dues payable by a newly affiliated club shall commence on the first day of
- 1054 the second quarter following the quarter in which such club is officially organized (If
- 1055 organized Oct-Dec, first billing is April 1). Such payments are based on the number
- 1056 of members enrolled in the Optimist International Office on the first day of the
- 1057 quarter.
- 1058 • The District Secretary and/or Treasurer shall provide U.S. Clubs with an option to
- 1059 pay their dues via ACH.
- 1060 • All clubs in the DMM must pay their district dues via ACH.
- 1061 • The District Secretary and/or Treasurer shall contact the officers of clubs with
- 1062 delinquent dues and inform the Governor and Lieutenant Governor.
- 1063 • The Lieutenant Governor shall contact the officers of the clubs with dues that are
- 1064 not paid within three months.
- 1065 • The Governor shall contact the officers of the clubs with dues that are not paid
- 1066 within four months.
- 1067 • Any proposed dues change shall be presented to the Executive Committee for
- 1068 action at the annual District convention.
- 1069 • Special Needs Club members shall pay five dollars (\$5) semi-annually for district
- 1070 dues.
- 1071 • College Dues
- 1072 ○ College Dues shall be \$2 per member per year.
- 1073 ○ College Clubs will be for the 1st and 2nd quarters of the Optimist fiscal year.
- 1074 ○ The dues' structure will apply to Full-time College Students who are members of
- 1075 traditional Adult Clubs, except those member's dues will be billed at \$0.50 per
- 1076 quarter for four quarters
- 1077 ○ Per Optimist International Membership criteria, a Full Time College Student of a
- 1078 Traditional Adult Club shall carry a minimum of 12 credit hours.

1079 MINIMUM RESERVE FUNDS

1080 **Policy:** The primary DMM Checking account must maintain a minimum balance of \$5,000,
1081 in unreserved assets. These funds may only be accessed in an emergency on the prior
1082 approval of the Board of Directors.

GOVERNOR-DESIGNATE FUNDS

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

ANNUAL BUDGET

Policy: At its first meeting the District Board of Directors shall review, amend, and approve the annual budget submitted by the Finance Committee, in advance of the 1st quarter meeting with adequate time to review, ensuring that is done in a manner conforming to the standard District chart of accounts established by the Board of Directors of Optimist International.

Procedures:

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

ANNUAL REVIEW

(ACCOUNT 420)

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

Procedures:

- The annual review shall be performed by an independent Certified Public Accountant, a Certified Managerial Accountant, a Certified General Accountant, a Chartered Accountant, or a three-person Review Committee appointed by the Governor.
- The review shall be performed in accordance with generally accepted review standards.
- A Report shall be submitted to the Board of Directors not later than December 31 of each year.
- The Governor and District Secretary and/or Treasurer shall prepare a Response to the Review Committee regarding any findings and recommendations in the Report.

- 1114 • The Report and Response shall be submitted to the District Board of Directors at the
1115 2nd Quarter Board Meeting.
- 1116 • The District's Form 990 will be forwarded to Optimist International (OI Bylaws Article
1117 VIII, Section 5, Paragraph E) by February 15th.

1118 DEPOSITORIES AND SIGNATORIES

1119 **Policy:** The District Board of Directors shall annually determine the official
1120 depositories for the District Funds and designate officers authorized to endorse,
1121 execute and sign checks or orders for the payment of money and such shall be Co-
1122 Signed by two such officers (OI Bylaws Article VIII, Section 5, Paragraph F)

1123 Procedures:

- 1124 • The two co-signers shall not be members of the same family, household and/or
1125 business partners (this is mandatory wording stated in OI Bylaws Article VII, Section
1126 5, Paragraph F).
- 1127 • The Governor and District Secretary and/or Treasurer shall review, approve and sign
1128 all expense vouchers and/or invoices before the checks are issued.

1129 EXPENSE REIMBURSEMENTS (optional)

1130 **Policy:** Authorized individuals shall be reimbursed for expenses incurred on District
1131 administration business upon receipt of a properly completed and signed expense voucher
1132 submitted to the District Secretary and/or Treasurer.

1133 Procedures:

1134 The following District leaders are authorized to submit expense vouchers for expenses
1135 incurred when performing approved District business and attendance is authorized by the
1136 Governor:

- 1137 ○ Governor (Account 200)
- 1138 ○ District Secretary and/or Treasurer (Account 250)
- 1139 ○ Governor-Elect (Designate) (Account 255)
- 1140 ○ Secretary and/or Treasurer Designate (Account 257)
- 1141 ○ Governor-Candidate
- 1142 ○ Two Immediate Past Governors (Account 260)
- 1143 ○ Lieutenant Governors/Governor Assistants (Account 210)
- 1144 ○ Committee Chairs (Account 265)
- 1145 • The expense voucher must be accompanied by a copy of any required report in
1146 writing, including:

- 1147 ○ Visitation report
- 1148 ○ Zone meeting report
- 1149 ○ Committee chairperson report.
- 1150 ○ The expense voucher must be submitted within 60 days of the occurrence of
- 1151 the expenses.
- 1152 ○ All reimbursements will be in US funds.
- 1153 ● Travel reimbursement shall be at the rate of .25 cents per mile. Mileage will be
- 1154 verified using an acceptable internet application.
- 1155 ● If more than one authorized individual shares a ride, only one will be reimbursed
- 1156 mileage.
- 1157 ● Authorized individuals are expected to secure lodging at the host motel at District
- 1158 conferences, and District and Optimist International conventions. When performing
- 1159 other District administrative business which requires lodging, authorized individuals
- 1160 are required to secure lodging at a moderately priced motel.
- 1161 ● The Governor Candidate(s), the two Immediate Past Governors, and the Lieutenant
- 1162 Governors/Governor Assistants will each receive a per diem of \$25 for each day
- 1163 official business is conducted at the District Conference(s) or Convention

1164 TRAVEL EXPENSES - COMMITTEE CHAIRS

1165 (ACCOUNT 265)

1166 **Policy:** District committee chairs shall be reimbursed for authorized travel expenses
1167 incurred in attendance at District Conferences and the District Convention if the Governor,
1168 prior to the meeting, notifies such persons that their attendance is encouraged to make a
1169 presentation.

1170 **Procedures:**

1171 Previous year's District committee chairs and incoming District committee chairs shall be
1172 reimbursed for authorized travel expenses incurred in attendance of Conferences and
1173 Conventions when authorized by the current Governor.

- 1174 ● The Governor may appoint co-chairs for committees; however, travel will only be
- 1175 paid to one of the co-chairs.
- 1176 ● Each authorized individual will receive a per diem of \$25 for each day official
- 1177 business is conducted when in attendance at the District Conference(s) or
- 1178 Convention. Two days per diem will be allowed for the District Conference. Three
- 1179 days per diem will be allowed for the District Convention.
- 1180 ● Authorization will be provided by the Governor. Lt Governors will receive a \$25 per
- 1181 diem for attendance at their zone meetings.

TRAVEL EXPENSES – LEADERSHIP DEVELOPMENT (Optional)

(ACCOUNT 355)

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

Procedures:

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

CONFLICT OF INTEREST

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

Procedures:

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

ARTICLE VIII: OTHER POLICIES

DMM OPTIMIST OF THE YEAR

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

Procedures:

Requirements for the Roger L Haas Award:

- This award is meant to be a “grassroots” award presented to a common member for very uncommon efforts. It is not meant to be a lifetime achievement award.
- The nomination should focus on the local club activities of the current optimist year.
- Members of the current Executive Committee and former winners of the Roger L. Haas Award are not eligible to be nominated.
- Nominations shall be reviewed by the Governor and District Secretary and/or Treasurer to ensure compliance with the rules. Submissions to the Governor must be received no later than September 15.
- A committee of non-Optimist members, selected by the Governor, will select the winner.
- This recognition shall be presented during the first quarter meeting the year following.

Requirements for the DMM Jack Dyvig Memorial Membership Award:

- The DMM Jack Dyvig Memorial Membership Award will be presented to the Optimist member that has sponsored the most adult Optimist Club members each fiscal year.
- It will be presented at the First Quarter DMM Meeting (when we present the Roger Haas Memorial Optimist of the Year Award.)

INTERNATIONAL REPRESENTATIVES TO DISTRICT CONVENTION

(Optional)

(ACCOUNT 361)

Policy: In keeping with the policy of Optimist International, an official Optimist International Representative should be invited to the District Convention held in the 4th quarter.

1243 **Procedures:**

- 1244 • The Governor shall issue an invitation to such individuals as soon as their identity is
1245 established.
- 1246 • Courtesies traditionally provided to the Optimist International Representative
1247 include complimentary accommodations and registration.
- 1248 • A \$100 donation in their honor to the Optimist International Foundation or the
1249 Canadian Children's Optimist Foundation.

1250 **DISTRICT DMM COMMUNICATION AND ON THE DMM WEBSITE**

1251 **Policy:** Under the direction of the Governor, the District may produce and edit a District
1252 Communications, which will be electronically distributed and posted on the District
1253 Website under the direction of the District Communications Chair.

1254 **Procedures:**

- 1255 • Content, publication frequency, and distribution shall annually be established by
1256 the District Officers.

1257 **DISTRICT DIRECTORY**

1258 **Policy:** The District may publish Directory information on the District website. Such
1259 information shall be password protected and its use is restricted to Optimist International
1260 business by authorized representatives of Optimist International. Directory information will
1261 not be shared with any party outside of Optimist International.

1262 **Procedures:**

- 1263 • The password protection shall be updated and reset with the password protection
1264 shall be updated and reset with each new administration.

1265 **FLAGS, CREED AND BANNERS**

1266 **Policy:** The District Officers shall display The district banner and optimist creed banner at
1267 all officially authorized and approved meetings. The unauthorized removal of the district
1268 bell, gavel, and district and club banners shall be forbidden at all conventions and
1269 conferences.

1270 **GIFTS AND MEMENTOS (Optional)**

1271 (ACCOUNT 450)

1272 **Policy:** The Past Governor on the Executive Committee as of October 1 shall select gifts,
1273 not to exceed \$100 each, and present these gifts to the Immediate Past Governor and the
1274 Immediate Past District Secretary-Treasurer at the 1st Quarter Conference.

1275 INTERNATIONAL CONVENTION (Optional)

1276 (ACCOUNT 500-550-551)

1277 **Policy:** The District budget will include an amount toward the expense of attendance at the
1278 Optimist International convention for the:

- 1279 ○ Governor
- 1280 ○ Governor-Elect
- 1281 ○ District Secretary and/or Treasurer Designate

1282 **Procedures:**

- 1283 • The reimbursement will be reduced by the amount of the expenses reimbursable by
1284 Optimist International.
- 1285 • The following items may be reimbursed for the Governor, Governor-Elect, and
1286 District Secretary and/or Treasurer designate:
- 1287 • Round-trip airline tickets, economy class, advance booking required for the officer
1288 and their VIP.
- 1289 • Base Early Bird Registration for the officer and their VIP.
- 1290 • If the officer elects to drive to the convention site, mileage reimbursement shall be
1291 at the rate of 25 cents per mile. Mileage will be verified using an acceptable internet
1292 application.
- 1293 • Tickets for the President's banquet will be covered for the current Governor
- 1294 • Remaining balance of individual budgeted funds, after above expenses, may be
1295 used towards approved allowances, if within budget. Governor approval is required
1296 as recommended by status of budget from District Secretary and/or Treasurer. To
1297 qualify for this amount, each must attend and be registered at the full convention
1298 and show evidence thereof when submitting his or her expense voucher.

1299 CURRENCY EXCHANGE

1300 **Policy:** All indebtedness to the District shall be paid in US Funds, with the exception of the
1301 District convention registration when the convention is held in Manitoba. All other
1302 reimbursable expenses submitted to the District in Canadian funds will be paid in US
1303 funds, at the appropriate rate of exchange, as provided by the financial institution where
1304 the District bank account is held.

1305 **REFRAIN FROM USING ALCOHOL AND TOBACCO AT YOUTH**
1306 **DESIGNATED AND ATTENDED EVENTS**

1307 **Policy:** While attending any project, meeting, social event, or other gathering that is
1308 conducted for the benefit of the youth in attendance and is held as a specifically
1309 designated youth attended event, adults are expected to refrain from consumption of
1310 alcoholic beverages, tobacco, e-cigarettes, and marijuana products during any portion of
1311 the event.

1312 **ADDENDUMS:**

1313 DMM Policy Addendums will be moved into DMM Operating Procedures. Current and future
1314 Policy Committees or authorized to recommend language that should be moved into the
1315 Operating Procedures.

1316 **I. DMM DISTRICT QUARTERLY CONFERENCE APPLICATION**

1317 All Requests Must Be Submitted to the DMM Governor

1318 NAME OF CLUB: _____

1319 CLUB NUMBER: 35-_____

1320 QUARTER BOARD MEETING APPLIED FOR (X ONE)

1321 What Year? _____ 1st _____ 2nd _____ 3rd _____

1322 HEADQUARTER HOTEL YOU WILL USE: _____

1323 # of Sleeping Rooms _____ (40 Minimum)

1324 Banquet Facility to Accommodate 75? Yes _____ No _____

1325 Of No, what other arrangements? _____

1327 Who will be the DISTRICT CONFERENCE CHAIRPERSON? _____

1329 Please attach a Layout of Hotel Meeting Space and Hotel Brochure

1331 Comments _____

1332 Date _____ Signed _____

1333 Please refer to the DMM Policy for additional information on hosting a DMM Convention

1334

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1343 **II. DMM DISTRICT ANNUAL CONVENTION APPLICATION**

1344 All Requests Must Be Submitted to the DMM Governor

1345 Name of the Club: _____

1346 Club Number: 35-_____Convention Year Requested_____

1347

1348 Convention Headquarters Hotel You Will Use: Name_____

1349 # of Rooms Available for Convention _____(60 Minimum)

1350 # of Meeting Rooms _____(1 for 100 and 1 for 40 Minimum)

1351 Banquet Facility to Accommodate 125? Yes _____ No_____

1352 Of No, what other arrangements? _____

1353

1354 Who will be the Convention Chair/Co-Chairs?

1355 _____

1356 Phone Number and email address of Chair and Co-Chairs _____

1357 _____

1358 _____

1359 Are you aware the DMM District will not cover any losses up to \$500? Yes _____

1360 Chair(s) Initials _____ Club President (if Applicable) Initial _____

1361

1362 Are you aware that if you have more than one chair, the DMM District will only provide District
1363 meeting and mileage for one individual? Yes _____

1364 Both Initial _____

1365

1366 Please attach a Layout of Hotel Meeting Space and Hotel Brochure

1367

1368 Comments _____

1369 Date _____ Signed _____

1370 Please refer to the DMM Policy for additional information on hosting a DMM Convention

1371 **III. OPTIMIST INTERNATIONAL DISTRICT ATTENDANCE REPORT**

1372 DISTRICT NAME: Dakotas Manitoba Minnesota (DMM) No. 35

1373 MEETING:

1374 DATE(S) OF MEETING:

1375 CITY & STATE/PROVINCE

HOTEL/FACILITY

1376

1377 REPORTED BY: _____

1378 DATE REPORT FILED: _____

1379 **Attendance:** YES NO

1380 Governor YES NO

1381 Governor-Elect YES NO

1382 Governor-Candidate(s) YES NO

1383 District S and/or T YES NO

1384 Foundation Rep YES NO

1385 Past International President YES NO

1386 Past International Vice Presidents YES NO

1387 Past Governors (How Many?) _____

1388 Lieutenant Governors/Governor Assistants _____ of _____

1389 Committee Chairs _____ of _____

1390 Presidents _____ of _____

1391 President Elects _____ of _____

1392 Secretary and/or Treasurers _____ of _____

1393 Secretary and/or Treasurers Elect _____ of _____

1394 Clubs Represented _____ of _____

1395 JOI Lieutenant Governors _____ of _____

1396 JOI Presidents _____ of _____

1397 JOI Secretary-Treasurers _____ of _____

1398 Total Optimists: _____ Total Guests _____ Youth _____

1399 DMM Conference (Board of Directors Attendance Report)

1400 _____ Number of Board Members present (Executive Committee and Club Presidents)

1401 _____ Number of Clubs Present

1402 _____ Total Number of Members present

1403 _____ VIPS/Guests

1404 _____ Youth

1405 _____

1406 DMM Convention Credentials Report

1407 _____ Number of Clubs Present (Dues Fully Paid)

1408 _____ Number of Members paying full registration

1409 _____ Number of Members paying partial registration (single meal tickets for example)

1410 _____ Total number of voting Delegates

1411 _____ VIPS/Guest

1412 _____ Youth

1413

IV. CLUB PRESIDENT DESIGNATE FORM

Club President,

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

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

Designation of Club President Representative

_____ Optimist Club designates Club Member
_____ to be the Board of Directors Representative

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

Signature of above-named Club President Designate

Club Number _____ Zone _____ Date _____

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

Code of Conduct at Dakotas Manitoba Minnesota (DMM) District Events

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

Procedure: The DMM membership and governing body wants to ensure that everyone can participate in our conferences and conventions.

1. The DMM Governor shall have a pool of members who self identifies and are willing to serve as the Code of Conduct Mediators at each meeting and will select two members, one man and one woman, who are registered for the conferences or the convention to serve in this role.
2. This Code of Conduct is in effect from the time you leave home until you arrive home.
3. This policy will be attached to all DMM conference or convention agendas.

What is unacceptable?

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

What to do if it happens to you?

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

1. If possible, talk to the person and tell them what they said or did was not acceptable and you want them to stop.
2. If you feel more action is needed, seek immediate assistance from a person who will securely walk with you to a safe place. This person and you may seek out and report the incident in a timely manner to the designated DMM Code of Conduct Mediators listed below.

What action will be taken?

1. Two Code of Conduct Mediators will be assigned to the incident.
2. If a Code of Conduct Mediator has been selected and if either Party A or B are a member of the same club, a friend, or they feel they cannot be objective on the case or for other extenuating reason/s they should recuse themselves as a Conduct Mediator and the Governor will appoint a replacement.
3. The Code of Conduct Mediators will interview both parties and others to gather information about the incident.
4. The Code of Conduct Mediators will, as soon as possible after the initial investigation, arrange a meeting with Party A.
5. When the investigation is concluded, action will be communicated (no email) to Party A and Party B and the Governor.

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

1. Suggesting both parties meet with the Code of Conduct Mediators to find an acceptable solution.
2. Have Party A make an apology, in person or in writing.
3. Ask Party A to leave the event.

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

(1) _____ (2) _____

1487 VI. DMM ACCOUNT DEFINITIONS AND CROSS REFERENCE

1488

1489 DMM Receipt Recordkeeping

Account #	Category	Definition
100	District Dues	Revenue or OI credits distributed via ACH from collection of district dues for DMM clubs
110	Allotment from OI	Semi-annual allotment to district from general fund of OI
120	District Convention	Covers receipts from annual DMM convention (e.g., fees, tickets, per member allocation)
130	District Meetings & Conferences	Covers all receipts from collection of meal costs, fees, gratuities.
132	Boutique Sales	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	Revenue from fees, registration and per member allocation
141	CCDHH	Revenue from fees, registration and per member allocation
143	Youth Clubs	Revenue from Youth Club conference/rebate and district dues/allotment
145	Junior Golf Championships	Covers revenue generated through dues allocation, entry fees to support district activities
147	Essay Contest	Revenue received via fees needed to conduct the contest
160	Interest	Interest on all money deposited/invested in interest bearing accounts

170	Complimentary Supplies - New Clubs	Cover reimbursement to District by sponsor clubs for gifts to new clubs if gifts are wholly/partially borne by sponsor club
180	Misc. Income/Surplus	Authorized revenue not budgeted or identified in other accounts
190	DMM Legacy Youth Program Fund	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	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.

1490

1491 DMM Disbursement or Expense Recordkeeping

1492

Account #	Category	Definition
200	Governor	Authorized travel and expenses in execution of responsibilities, excludes items reimbursed by OI
210	Lt Governors/Governor Assistants	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	Authorized travel and expenses in execution of responsibilities, not chargeable to other accounts, within limitations of budget and available funds
255	Governor-Elect (Designate)	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	Authorized travel and expenses in execution of responsibilities, within limitations of budget and available funds

260	Two Immediate Past Governors	Reimbursements to the 2 past Governors serving on the District Board and Executive Committee for travel expenses to meetings
265	District Committee Chairs	Reimbursements for authorized travel and expense based on responsibilities, including attendance at Board mtg.
310		
310	Postage	Postage and shipping expenses of the District. Includes mailing and shipping of items required by OI.
320	Stationery & Office Supplies	Printing, stationery, envelopes, dues statements, supplies for DMM business, meetings, and events.
350	District Convention	Cost of promoting and conducting event, printing programs, courtesies to special guests, complementary registrations, Excludes travel expenses for district officers
350.1	District Allocation-Convention	Allocation for entertaining children who are attending the convention
355	Officer-Elect Leadership Development	Preparation, meeting expenses, travel expenses, and printing materials for incoming leadership/training
360	District Meetings & Conferences	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
361	Optimist International President's or Representatives Visits	Expenses related to requested attendance at DMM conferences and convention, which are not reimbursed by OI, and within limitations of budget and available funds.
365	Boutique Supplies	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	Costs of conducting the zone and district contests, trophies, authorized travel expenses, and judge appreciation

		expenses.
370.1	Regional and World Oratorical	Authorized reimbursement of expenses incurred by DMM winner that advanced to the Regional/World Contest.
371	CCDHH	Costs of conducting the zone and district contests, trophies, authorized travel expenses, including interpreter and skilled judges.
373	JOI - Youth Clubs	Costs to promote and conduct the J.O.I convention and program
380	Junior Golf	Cost of conducting all Junior Golf events sponsored by the districts including expenses to cover cost of winners and qualifiers
390	Essay Contest	Costs of conducting and promoting the district contests, trophies, authorized travel expenses, and judge appreciation expenses.
410	Awards	Cost of plaques, trophies and certificates
420	Banking Fees and Annual Review of Accounts	Cost of annual review and bank service charges
440	New Club Building (NCB) & Club within a club (WCW)	Cost of complimentary supplies to new clubs or club within a club
445	Matching Grants- New Community Programs	Expenses related to the disbursement of funds to DMM clubs related to authorized DMM incentives or matching grants.
450	Gifts-Past Gov & DST	Cost of authorized gifts and mementos to special guests
455	International Rep Gifts	Cost of authorized gifts and mementos to special guests
460	Governor Designate funds and Cash Transfer	Cost to cover the financial distributions from the prior account to the account of the administration during financial transition
470	Communications, Marketing & Technology	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	Costs incurred to support incoming administration
480	Previous Administration Expense	Costs incurred by prior administration but not paid by yr. end
500	Governor International Convention	Authorized expenses for attendance of governor and VIP at OI International convention
550	Governor-Elect or Designate Int'l Convention	Cover reimbursed of authorized expenses to attend International Convention
551	Secretary-and/or Treas Designate Int'l Convention	Cover reimbursed of authorized expenses to attend International Convention
570	DMM Quarterly Meetings – Complimentary Registrations/Lodging	Waived registrations designated officers to attend DMM Conferences/Quarterly Meetings. Includes lodging expenses within limitations of budget and available funds
571	DMM Convention Complimentary Registrations/Lodging	Waived registrations designated officers to attend DMM annual convention. Includes lodging expenses within limitations of budget and available funds
690	DMM Legacy Youth Program Fund	Expenses related to disbursement of funds by 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	Expenses related to disbursement of funds by authorized request from funds held at OI. Balance sheets should reflect reduction in restricted assets until all funds from each request is spent

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1493

Version History

Year	Month	Scope of Change
2026	August	Updated and adopted at DMM Convention August 21, 2026
2026	July	Amended to comply with OI District Policy checklist
2026	May	Amended to comply with OI District Policy checklist