

**NEW MEXICO/WEST TEXAS DISTRICT  
OPTIMIST INTERNATIONAL**

**POLICIES  
&  
PROCEDURES**

Revisions adopted and approved 6 August 2011

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NOTES

1. Notations entered after a paragraph, i.e. (XII,2) denote their derivative from Optimist International constitution and by-laws. They are presented in these Policies and Procedures for ease of facilitation. Any changes/interpretations and Optimist International will govern.
2. The terms “He” and “His” noted in this document are gender neutral.

# POLICIES AND PROCEDURES

## ARTICLE 1 – NAME

- Section 1. District Territory and Structure:** The districts shall be designated by name by the International Board. (IX,1)
- Section 2. Name:** This District shall be known as the NEW MEXICO – WEST TEXAS DISTRICT (NM/WT).

## ARTICLE II – PURPOSES

- Section 1. General:** The purposes of this District shall be to develop Optimism as a philosophy of life, utilizing the tenets of the Optimist Creed; to promote an active interest in good government and civic affairs; to inspire respect for the law; to promote patriotism and development of youth, in the belief that the giving of one's self in service to others will advance the well-being of humankind, community life, and the world.
- Section 2. Administrative:** The purpose of the District shall be (1) to function as an administrative division of Optimist International in the attainment of the purposes set forth in the Constitution of Optimist International (2) to make effective in the District the policies, programs and purposes of Optimist International (3) to give direction to and stimulate the leadership, administration and growth of member clubs (4) to encourage their participation in the purposes, programs and policies of Optimist International to the benefit of their communities and nations. (IX, 3A & 3B)

## ARTICLE III – DISTRICT ORGANIZATION

- Section 1. District Boundaries:** For the purpose of more efficient administration, the Board of Directors shall create districts comprised of member clubs and shall establish the boundaries thereof. The Board of Directors shall be authorized to change said boundaries of districts provided that (1) action to initiate any changes shall take place annually at a regular meeting of said Board of Directors to be held not later than March 31 and (2) notice of the proposed change shall be sent by certified mail to the governor or governors of the affected district or districts within ten days following the adjournment of said Board of Directors meeting. Appeal from such proposed action may be made by majority vote of the District Board of Directors by any affected district or districts and shall be acted upon at the next regular meeting of the Board of Directors. In the absence of an appeal to such next regular meeting of the Board of Directors, the change shall become effective as hereinafter provided. In the event of an appeal, the change shall become effective only by a 2/3 vote of the Board of Directors. All changes shall become effective on the first day of the next succeeding fiscal year or on such later date as may be determined by the Board of Directors. (IX, 1B)
- Section 2. Membership:** All clubs located within the territorial boundaries of a district shall be members of that district. (IX, 2)

**Section 3. Establishment of Zones:** Solely for the purpose of more adequate administration, the District Board of Directors shall from time to time divide the districts into geographical areas to be known as zones. Such zones and the boundaries thereof, shall be established and changed only by authority of the District Board of Directors, giving due respect to the number of clubs in and the area of each zone. (IX, 1C)

**Section 4. Zone Boundaries:** The Board of Directors shall divide the District into geographical areas to be known as zones. The numbers and boundaries of the zones, for the next administrative year, shall be determined by the Board of Directors at the second quarterly Board of Directors meeting. All proposals for the realignment of zone boundaries shall be submitted to the governor not less than 30 days prior to the said meeting. No zone shall be created with less than three or more than eight clubs. A new club shall automatically be assigned to the zone in which the sponsoring club is located for the remainder of the administrative year and thereafter can be reassigned geographically.

#### **ARTICLE IV – DISTRICT ADMINISTRATION**

**Section 1. Administration:** The Board of Directors shall administer the business of the District. (XIII, 1)

**Section 2. Board of Directors:** The Board of Directors of this District shall consist of the governor, the governor-elect, the two most available immediate past governors, the lieutenant governors, the district secretary/treasurer and the president of each club in the District. (XII, 2)

**Section 3. Officers:** The officers of the District shall be the governor, the lieutenant governors and the secretary/treasurer. (XII, 3)

**Section 4. Executive Committee:** The Executive Committee shall consist of the district officers, the governor-elect and the most available immediate past governor. (XII, 4)

**Section 5. Vacancy:** For good cause or upon death, resignation or incapacitation of any elected or appointed officer or any officer-designate of the District or in the event of the failure of any officer to carry out the duties of his office, the incumbent District Executive Committee may declare said office vacant and shall select a successor to fill the remainder of the term. Should either of the immediate past governors be unable to serve as members of the Executive Committee and Board of Directors the next immediate past governor shall automatically become a member of the Executive Committee and Board of Directors in his place and stead. The foregoing shall apply to any individual who has been elected or appointed to office but for any reason does not assume or carry out the duties of his office. (XII, 5)

#### **ARTICLE V – DISTRICT BOARD OF DIRECTORS**

**Section 1. Responsibilities:** The Board of Directors shall be responsible for the conduct of the business and affairs of the District as an administrative division of Optimist International as stated in the bylaws and as determined by the Board of Directors of Optimist International. (XIII, 1A)

## **ARTICLE VI – OFFICERS DUTIES (XIV)**

- Section 1. Powers and Duties:** The powers and duties of the governor, lieutenant governors and the secretary/treasurer shall be as provided in the Optimist International Constitution and Bylaws.
- Section 2. Governor – Duties:** Under the general supervision of the International Board of Directors, it shall be the duty of the governor to further the purposes of Optimist International and the District and promote the interest and coordinate the work of the member clubs within the District. The governor shall function as the chief executive officer of the District, preside at all meetings of the board, the Executive Committee and the annual convention of the District. He shall be an ex-officio member of all committees and exercise general supervision over delegates to the annual District convention and the Board of Directors of Optimist International in all relations with member clubs within the District. He shall also attend the annual convention of Optimist International and any special meetings or conferences conducted by Optimist International for governors.
- Section 3. Lieutenant Governors – Duties:** Each lieutenant governor shall function as the representative of Optimist International and the governor in his assigned zone and generally conduct his office in a manner contributory to the attainment of all objectives of the District and Optimist International within such zone. Each lieutenant governor must make at least two visitations to each club in his zone within 90 days following its official organization. He shall make the prescribed report of each visitation within 30 days.
- Section 4. District Secretary/Treasurer – Duties:** It shall be the duty of the secretary/treasurer to:
- A. Attend all meetings of the District Board of Directors, the District Executive Committee and the annual District convention and to act as secretary thereof.
  - B. Keep true and correct minutes of such meetings and to transmit a copy to the International Office and to others so designated by the District Board within 30 days after the close of any such meeting.
  - C. Receive and deposit all monies due the District.
  - D. Disburse monies within the limitations of the District budget or by specific instructions of the District Board, the District Executive Committee or the accredited delegates at the District convention.
  - E. Keep an accurate and complete record of all financial transactions; submit financial statements and records required by the District Board of Directors, as set forth in the Constitution and Bylaws.

- F. Keep books of account open at all times to the District and International Board of Directors, with such books to be subject to annual audit as of September 30 of each year.
- G. Obtain and safeguard the District Website password to be passed each year.
- H. Perform such duties as prescribed by the Optimist International Bylaws.

**Section 5. Assistant to the Governor – Duties:** It shall be the duties of the Assistant to the Governor to:

- A. Cooperate with and act as representative for the governor-designate in preparation for the year.
- B. Act as liaison between a certain number of lieutenant governors and/or committee chairs and the governor.
- C. Attend all District Board of Directors meetings and Executive Committee meetings as well as the annual convention.

#### **ARTICLE VII – EXECUTIVE COMMITTEE DUTIES**

**Section 1. Powers and Duties:** The District may delegate, subject to the limitations imposed by Optimist International Bylaws, the powers of the District Board of Directors to the Executive Committee. The Executive Committee is authorized to make purchases and pay expenses, travel allowances, reimbursements and obligations as provided by and within the limitations of the budget, make plans and establish policy furthering the objectives of the District, and exercise general control over plans, budget and programs of the District convention. (XIII, 2B)

#### **ARTICLE VIII – NOMINATIONS, ELECTIONS, TERMS OF OFFICE AND INSTALLATIONS**

**Section 1. Candidate Qualification Committee:** The District Candidate Qualifications Committee shall be composed of the governor-elect, the two most immediate and available past governors and two members appointed for one year by the governor. (XV, 3B)

**Section 2. Qualifications and Terms:** All District officers and the governor-elect shall take office on the 1<sup>st</sup> day of October which next follows their election and their term of office shall be for one year or until his successors are elected or appointed. During the period between election and taking office on the following October 1<sup>st</sup>, the members elected to serve as Lieutenant Governors shall also be known as Lieutenant Governors Designate. No one shall be eligible for election or hold a district office unless he is duly enrolled on the international roster as a member of a club in good standing in Optimist International. No one shall be eligible for nomination to the office of governor-elect unless he has held or is currently holding the office of lieutenant governor or be eligible for nomination or election to the office of lieutenant governor unless he has held or is

currently holding the office of club president. He must be a member of an Optimist Club, in good standing. (XV, 2,3)

**Section 3. Lieutenant Governors:**

- A. The District Candidate Qualifications Committee prior to April 1<sup>st</sup>, shall seek and receive the names and qualifications of prospective candidates from the clubs within the zones for each office of lieutenant governor and shall publish such names prior to the date of election. In the event a candidate cannot be obtained within the zone, the committee shall consider candidates outside the zone. The committee shall nominate at least one candidate for the office of lieutenant governor for each zone in the District at the third quarterly District meeting. The committee shall consider prospective candidates on its own motion. (XV, 3C)
- B. The committee shall seek and receive a written presentation of the proposed candidate's background and qualifications for the office of lieutenant governor and a letter from his club indicating membership status and the club supports his candidacy.
- C. The qualifications committee shall prepare a brief summary and description of each of the nominee's background and qualifications to be mailed to each club president and secretary/treasurer not less than 30 days prior to the date of the election.
- D. The District Secretary/Treasurer shall issue and cause to be mailed to each club in the District, at least 30 days prior to the date thereof, official notice of a District meeting to be held in the third quarter at which the election of the lieutenant governors shall occur, such notice to contain the time and place of said meeting. (XV, 1)

**Section 4. Governor:**

- A. The District Candidate Qualifications Committee, prior to July 1<sup>st</sup>, shall seek and receive the names and qualifications of prospective candidates for the office of governor-elect and shall publish such names prior to the date of election. The committee shall nominate at least one candidate for the office at the District convention. The committee may consider prospective candidate on its own motion. (XV, 3C)
- B. The committee shall seek and receive a written presentation of proposed candidate's background and qualifications for the office of governor, a letter from his club indicating membership status and that the club supports his candidacy, a statement from the proposed candidate's employer indicating his understanding and approval of the proposed candidate's anticipated commitment to serve one year as governor-elect and one year as governor. If a candidate is self-employed, he shall submit such a statement on his own behalf.
- C. A candidate shall not allow his name to be placed in nomination for Governor or Governor-Elect prior to the second quarterly District meeting.

- D. The qualifications committee shall prepare a brief summary and description of each of the nominee's background and qualifications to be mailed to each club president and secretary/treasurer not less than 30 days prior to the date of the election.

**Section 5. Election:** Annually, as provided in Optimist International Bylaws, following nominations by the nominating committee, nominations from the floor for each office shall be called for before the vote is taken for each office. Each office shall be voted upon separately and voting shall continue until one of the candidates has received a majority of the votes cast. (XV, 3A)

**A. Lieutenant Governors:** The lieutenant governors shall be elected at zone meetings to be conducted at the time of a district meeting held in the third quarter at which each club president or his official representative, in attendance, shall cast votes to which his club is entitled under the provisions of these Bylaws as of the end of the month immediately following the election. The lieutenant governor may be a member of a club within or outside the zone but within the district. (XV, 6)

**B. Governor-Elect:** The governor-elect shall be elected at the annual convention by a majority vote of the accredited delegates present and voting at the time of the election. The governor-elect shall not serve in any other elective office in the same year that he/she is governor-elect. (XV, 5)

**Section 6. Terms of Office:**

**A. Governor:** The governor-elect shall automatically become governor on October 1<sup>st</sup> of the year following the year in which he was elected governor-elect. Following the District Convention, the governor-elect shall be known as the governor-designate. (XV, 4)

**B. Secretary/Treasurer:** The District Secretary/Treasurer shall be appointed for a term of one year by the governor-elect. The appointment of the Secretary/Treasurer Designate shall be confirmed at the second quarter board meeting by the District Executive Committee and shall take office on the next October 1<sup>st</sup> following his appointment. (XV, 7)

**C. Assistant to the Governor:** The Assistant(s) to the Governor may be appointed for one year by the governor-designate, subject to the approval of the District Executive Committee. The number of Assistant's to the Governor so appointed may not exceed four and the Assistant to the Governor shall begin his term on October 1 following his appointment. Said Assistant to the Governor shall have served a full term as lieutenant governor. (XV, 8)

**D.** If the Governor cannot or is unable to serve his/her term, the Executive Committee will elect a replacement from Past Governor ranks.

**Section 7. Installation:**

- A. **Executive Committee:** The Optimist International representative at the annual District convention shall officially install the Executive Committee.
- B. **Board of Directors:** The official representative of Optimist International at the first quarterly District meeting shall officially install the District Board of Directors.

**ARTICLE IX – DISTRICT OFFICER’S LAPEL INSIGNIA**

**Section 1. Incoming Officers:** The incumbent district administration shall provide official lapel insignia for all incoming district officers which are to be presented at the time of his/her installation. The recipients and the identifications of insignia shall be as follows:

- A. Governor’s insignia with a diamond
- B. Governor-elect’s insignia with a diamond
- C. Lieutenant Governor’s insignia with a diamond
- D. Secretary/Treasurer’s insignia with a diamond
- E. Assistant to the Governor’s insignia with a diamond

These insignia shall be returned to the District Secretary/Treasurer at the end of the administrative year.

**Section 2. Retiring Officers:** The incumbent district administration shall purchase and present past officers insignia’s to the retiring governor, lieutenant governors and secretary/treasurer which are to be presented at the annual convention. The recipients and identifications of insignia shall be as follows:

- A. Past Governor’s insignia with a diamond
- B. Past Lieutenant Governor’s insignia’s with a diamond
- C. Past Secretary/Treasurer’s insignia with a diamond
- D. Assistant to the Governor’s insignia with a diamond

**ARTICLE X – ZONE MEETINGS**

**Section 1. Meetings:** Each lieutenant governor shall be responsible to conduct a zone meeting in each quarter of the administrative year and notice of such meetings shall be sent to the president and secretary of each club in the zone at least 21 days prior to the meeting. The dates for all zone meetings shall be established with the knowledge of the governor.

All zone meetings shall be conducted on a no-host, no-registration fee basis. The lieutenant governor shall be responsible for preparation and distribution of each zone meeting program and filing of a report on each meeting on the form provided by Optimist International. Zones are not legislative bodies so minutes are inappropriate and are not required. The district administration is not responsible for any expenses incurred for zone meetings.

## **ARTICLE XI –EXECUTIVE BOARD MEETINGS**

### **Section 1. Meetings:**

- A. Meetings of the Executive Committee may be called by a majority of its members or at the call of the governor. (XIII, 2B)
- B. The District Executive Committee shall meet quarterly at the time, place and immediately prior to the meeting of the District Board of Directors meeting.

## **ARTICLE XII – BOARD OF DIRECTORS MEETING**

**Section 1. Quarterly Meetings:** The governor shall call a meeting of the Board of Directors each quarter at such time and place as he may determine with the advice and consent of the Board of Directors, provided that the first meeting shall be held prior to November 30<sup>th</sup>. Zone meetings may be held in lieu of a board meeting in the second quarter only if all zones hold meetings in this quarter. (XII, 1B) The third quarter meeting shall be held in the month of May and the fourth quarter meeting shall be held in conjunction with the annual District convention.

A. **Second Quarter.** Youth Club Luncheon and Conference.

**Alternate 1.** The administration shall include a youth club luncheon and youth club conferences during said meeting.

**Alternate 2.** The administration shall plan and implement a youth club luncheon and youth club conference between the second and third quarterly board meetings.

B. **Second Quarter:** The annual awards banquet shall be included as a part of this quarterly conference meeting. The banquet shall be held in the evening, following the quarterly conference meeting. The awards ceremony will be conducted by the immediate past governor or his authorized representative. The incumbent administration shall neither conduct nor permit any activity or event which would abridge or conflict with the awards ceremony.

**Section 2. Notice of Quarterly Meetings:** Notices of all regular and special meetings of the Board of Directors shall be issued and caused to be mailed to all members of the Board of Directors by the District Secretary/.Treasurer at least 30 days prior to said meeting. (XIII, 1B)

- Section 3. Quorum:** A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business and a majority of those present and voting shall be necessary to give effect to any action of the Board. (XIII, 1C)
- Section 4. Conferences:** District conferences shall be planned and conducted by the district administration at the time and place and in conjunction with first, second, and third quarterly Board of Directors meetings. Club officers and chairmen, district committee personnel and any others who may benefit from the conduct of such conferences shall be invited and encouraged to attend. Conferences are introductions and promotions of club/ district goals and objectives, buzz sessions, forums, round tables, leadership development events, zone meetings, workshops or seminars at which no legislative business is conducted.
- Section 5. International Representative:** The governor shall issue an invitation, at this earliest convenience, to the Optimist International Representative assigned to visit the district board meeting as soon as his identity is known.
- Section 6. Complimentary Registrations:** The incumbent governor and his spouse, governor-elect and his spouse, secretary/treasurer and the most available immediate past governor serving on the Executive Committee, as well as the official Optimist International representative and his spouse, shall receive complimentary meeting registrations. A new club president and secretary/treasurer shall receive complimentary registrations to either of the next two quarterly Board of Directors' meetings following the new club's official organization. Any member(s) that has fifty years (50) or more of Optimist service and is in good standing with a member club in the district shall receive complimentary registration.
- Section 7. Complimentary Accommodations:** The incumbent governor, governor-elect, secretary/treasurer and the most available immediate past governor serving on the Executive Committee, as well as the official Optimist International representative and spouses, shall receive complimentary rooms.
- Section 8. Gifts and Mementos:** The District will purchase and present to the official Optimist International representative at the Board of Directors meeting, a gift or memento to the value of which shall not exceed \$150.00. The governor will be responsible for its purchase and presentation.
- Section 9. Display of Flags and Banners:**
- A. **District Banners:** The district administration will display flag(s) of the United States and other appropriate countries and the state flags of New Mexico and Texas, the district banner and the Optimist Creed banner in the room where the Board of Directors business is being conducted.
  - B. **Club Banners:** The district administration will encourage the display of club banners at all District Board of Directors meetings and social functions associated with such meetings.

- C. **Theft:** The district will not allow theft on any club property or the auction of any club property at Board of Directors meetings or social functions associated with such meetings.

**Section 10. Hospitality Rooms:** All hospitality rooms and other accommodations serving a like purpose shall be closed during business sessions and conferences.

**Section 11. Registration:**

- A. **Pre-registration:** The district administration will encourage pre-paid registration for the Board of Directors meetings by means of a differential in the cost of registering prior to the meeting and at the door.
- B. For each quarterly meeting of the Board of Directors, provisions shall be made for a registration fee not to exceed fifteen dollars (\$15.00). If the spouse or guest is attending one optimist function only, the registration fee shall be waived for that spouse or guest.
- C. **Refunds/Cancellations:** Cancellation of pre-paid registrations for the Board of Directors meeting must be made in writing or by phone at least 72 hours prior to the first day of the Board of Directors meeting. The pre-registered individual must make cancellations to the registrar. All requests for pre-paid registration refunds must be made in writing by the pre-registered individual and received by the District secretary/treasurer no later than 14 days after the end of the Board of Directors meeting. Special request for cancellations and refunds due to emergency, illness or other unforeseen circumstances should be forwarded to the District Secretary/Treasurer. Approval of such request shall be at the discretion of the District Governor. No refunds of unused portions of registrations or meal tickets shall be made.
- D. **Travel Trophies:** The District maintains three Travel Trophies – Member, Spouse and Family. Trophies are awarded based on registered members, spouses and children. Members in Sections 6 and 7 will not be counted unless the registration fee is paid. The District Secretary/Treasurer shall be responsible for calculating who wins the trophies, based on the formula (distance to the meeting times (x) number of registered members, spouses or children present). Distance used will be the geographical distance from the club meeting place to the District meeting place. The winning clubs will be responsible for engraving the plaques and returning the trophies to the next District meeting.

**Section 12. Parliamentary Rules:** Roberts Rules of Order will govern the District Board of Directors meeting proceedings where it does not conflict with the Optimist International Constitution and Bylaws.

**Section 13. Interpreters for the Hearing Impaired:** The Club or Clubs requesting the services of and interpreter for the hearing impaired at any District Conference or Convention shall select the interpreter and:

- A. The Club requesting the service should coordinate with the Club sponsoring the District Conference or Convention to employ a person who lives in the area of the community in which the meeting is being held.
- B. The Club providing an interpreter must notify the District Secretary/Treasurer at least fifteen (15) days prior to the meeting.
- C. The cost of the services of the interpreter shall not exceed \$75.00 at each District Conference and /or Convention and shall be paid from District funds.
- D. An interpreter shall not be required by the District for social events at District meetings.

### **ARTICLE XIII – DISTRICT CONVENTIONS**

- Section 1. Annual Convention:** A convention of the clubs in the District shall be held annually to convene not sooner than August 7 and to adjourn not later than September 30<sup>th</sup>. The District Board of Directors shall determine the date of the annual convention. 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. (X, 1)
- Section 2. Notice of Annual Convention:** The District Secretary/Treasurer shall issue and cause to be mailed to each member club in the district an official call for The Annual Convention at least 60 days prior to the date thereof, in which notice the time and place of the holding of said annual convention shall be set forth. (X, 2)
- Section 3. Special Conventions:** In the event of an emergency, a district may hold a special district convention at any time or place. The District Secretary/Treasurer shall issue and cause to be mailed 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. (X, 3)
- Section 4. Number of Votes:** In the transaction of convention business requiring a vote, each club in the district in good standing with Optimist International and with the district shall be entitled to one vote for each ten members or major fraction thereof (six or more) enrolled by the club in the international office as of June 30<sup>th</sup>. Each club in good standing shall be entitled to cast its votes on the basis of the numerical charter membership enrolled by the club in the international office. (X, 4)
- Section 5. Accredited Delegates:** No member shall be deemed to be an accredited delegate unless he has registered at the convention and paid the registration fee and produces such credentials to the credentials committee as may be required by the District Board of Directors. The accredited delegates from each club shall select a chairman who shall cast the votes of his delegation on any convention business requiring a vote. (X, 5)

**Section 6. Convention Rules:** Adoption of convention rules shall be the first business in order. The rules shall be adopted by a majority vote but may be suspended, rescinded or amended after its adoption by a two-thirds vote. (X, 6)

The following rules were adopted at the NM/WT District 1980 Convention:

- A. **Convention Delegates.** The convention shall be composed of delegates representing Optimist clubs in good standing.
- B. **Parliamentary Rules.** Roberts Rules of Order shall govern the convention proceedings in all cases not governed by the Constitution and Bylaws and these convention rules.
- C. **Registration of Delegates.** Delegates shall register promptly upon arrival and shall attend all sessions of the convention. To be accredited by the Credentials Committee and eligible to vote on convention business, delegates must have registered at the convention, paid the registration fee and produced such credentials as may be required by the Board of Directors.
- D. **Credentials Committee.** The credentials committee shall report at the first session thereof and periodically thereafter or when directed to do so.
  - 1. The accredited delegates from each club shall select a chairman who shall cast the votes of his delegation on any convention business requiring a vote by voice ballot, roll call, rising or hand vote.
  - 2. Clubs may split voting strength with more than one vote. Such clubs may caucus prior to voting to determine how voting strength shall be split. (Whole votes only, no half votes shall be permitted.)
  - 3. Any accredited delegate may make or second motions. Any accredited delegate may speak on any issue. Any accredited delegate may cast a voice vote. Only delegation chairmen may cast a written ballot, roll call and rising or hand vote. At the convention business sessions, the delegation chairman will be seated in a special section.
  - 4. Each delegation chairman shall present himself to the Credentials Committee before the close of registration of the opening day of the convention to verify the accreditation of his club's delegates or then obtain official ballots for the use of his delegation throughout the convention.
  - 5. Delegation chairmen unable to verify the accreditation and obtain ballots within the hours of registration on the opening day of the convention may do so by presenting themselves to the Credentials Committee during the hour proceeding the time the business meeting of any day is called to order. Ballots shall not be distributed during the conduct of business meetings.

6. A member holding membership in more than one club may become an accredited delegate for such clubs provided he has completed registration and paid a registration fee as a delegate from each club for which he intends to vote.
  7. In the event of the loss of blank ballots obtained in advance by a delegation chairman, he may appear before the Credential Committee to request duplicate ballots.
- E. **Voting Rules.** In the event that a vote by ballot is ordered, balloting shall be conducted in the following manner:
1. The meeting shall be recessed for a minimum of fifteen minutes for the marking and depositing of ballots.
  2. The presiding officer shall appoint a committee of tellers and name its chairman.
  3. To expedite the balloting process, two or more ballot boxes shall be placed in convenient locations within the meeting room. Tellers shall be stationed at each ballot box.
  4. Each delegation chairman shall deposit one ballot for his club only.
  5. At the conclusion of the balloting period, tellers shall remove the boxes, count the ballots and the chairman shall report the tabulated results, in writing, to the presiding officer.
  6. The Chair shall announce the name of the winner and then entertain a motion to destroy the ballots.
- F. **Program.** The program as printed shall be the official program of the convention.
- G. **Order of Business.** The Order of Business may be altered by a two-thirds vote of the accredited delegates present and voting.
- H. **Candidate Qualifications Committee Report.** The candidate qualifications committee shall report its nominations.
- I. **Nominations from the floor.** Following the report of the nominations by the Candidate Qualifications Committee, the Election Chairman shall call for other nominations from the floor (three times) then call for the closing of nominations.
- J. **Nominating Speeches.**
1. All candidates shall have a right to nomination speeches and demonstrations.
  2. Nominating speeches shall be limited to three for each candidate, one of three minutes duration and two of two minutes duration.

## **K. Delegates Rules of Order.**

1. No accredited delegate shall be entitled to the floor unless he rises, addresses the presiding officer and gives his name and club affiliation.
2. Debate shall be limited to five minutes per speaker. No accredited delegate shall speak a second time on the same question at the same sitting if another accredited delegate who has not spoken thereof rises and asks for the floor.
3. No accredited delegate shall speak more than once on the same question if anyone objects.
4. Main motions shall be put in writing when the Chairman directs.
5. The Chair shall entertain no motion unless seconded and shall not be open to debate or amendment before the Chair has repeated it.
6. The vote on a question, once commenced, shall not be interrupted except to ask that the Chair restate the question.
7. An accredited delegate may change his vote from one side to the other provided he rises and asks for the floor promptly and before the Chair declares the result final.
8. No appeal from a decision of the Chair shall be in order unless based on a point of order and shall be seconded. The vote thereon shall not be put on sustaining the appeal but on sustaining the decision of the Chair. A majority vote in the negative reverses the decision of the Chair.
9. Not more than two amendments to any questions shall be pending at one time but after disposal of one or both of them, other amendments may be proposed.
10. The convention may, to expedite the handling of business, limit as it chooses the time or the number of speakers for each side of any question or the total time for debate by a two-thirds vote.

L. **Committee Reports.** Committee chairmen may make reports during lull periods of the convention as requested by the Chair.

**Section 7. Voting:** The voting of accredited delegates on any question may be conducted by any one of the following methods: 1.) voice vote 2.) hand vote 3.) rising vote 4.) ballot or 5.) roll call. (X, 7A)

A. **Ballot.** Vote by ballot on any question may be ordered by majority vote of the accredited delegates. (X, 7A)

B. **Roll Call.** Accredited delegates representing not less than ten percent of the clubs represented at the convention may request roll call on any question in writing. (X, 7B)

- Section 8. Supervision:** The District Board of Directors shall have full supervision and management of all conventions of the District and shall prepare the official program. All plans, arrangements, programs and budgets shall be subject to the approval of said District Board of Directors. (X, 8)
- Section 9. Quorum:** A quorum of any District convention shall consist of a majority of the accredited delegates. (X, 9)
- Section 10. Program:** The convention committee shall prepare, through consultation with the governor and governor-elect, the schedule of convention events and meetings on behalf of and subject to the approval of the District Board of Directors at the third quarterly Board of Directors meeting. The governor through consultation with the governor-elect and Leadership and Development Chairman shall prepare the agenda and/or curriculum for all convention business sessions, leadership development events, forums and meal service events. The convention schedule and program shall be distributed to all district officers and chairmen, club presidents and secretary/treasurers not less than 30 days prior to the convention. The convention schedule shall include, at a minimum, the following events:
- A. A business session necessary to accomplish the business of the convention.
  - B. All leadership development events for club and district officers as prescribed by Optimist International.
  - C. A recognition banquet to provide the official Optimist International representative an opportunity to address the assembled delegates and guests and to install the incoming Executive Committee.
  - D. Old-timers'' Breakfast.
- Section 11. International Representative:** The governor shall issue an invitation at their earliest convenience to the Optimist International representative assigned to visit the district, as soon as his identity is known.
- Section 12. Complimentary Registrations:** The incumbent governor and his spouse, governor-elect and his spouse, secretary/treasurer and the most available immediate past governor serving on the Executive Committee, as well as the official Optimist International representative and his spouse, shall receive complimentary meeting registrations. Any member(s) that has fifty years (50) or more of Optimist service and is in good standing with a member club in the district shall receive complimentary registration.
- Section 13. Complimentary Accommodations:** The incumbent governor, governor-elect, secretary/treasurer and the most available immediate past governor serving on the Executive Committee, as well as the official Optimist International representative, shall receive complimentary rooms.

**Section 14. Gifts and Mementos:**

- A. The District will purchase and present to the official Optimist International representative at the Board of Directors meeting, a gift or memento the value of which shall not exceed one hundred fifty dollars (\$150.00). The governor will be responsible for its purchase and presentation.
- B. Retiring Governor. This District will purchase and present to the retiring governor at the annual convention a gift or memento the value of which shall not exceed one hundred fifty dollars (\$150.00). The governor-elect will be responsible for its purchase and presentation.

**Section 15. Display of Flags and Banners:**

- A. **District Banners:** The district administration will display flag(s) of the United States and other appropriate countries and the state flags of New Mexico and Texas, the District banner and the Optimist Creed banner in the room where convention business is being conducted.
- B. **Club Banners:** The district administration will encourage the display of club banners at all convention and social functions associated with the convention.
- C. **Theft:** The District will not allow theft of any club property or the auction of any club property at the District convention or the social functions associated with the convention. (NM/WT)

**Section 16. Hospitality Rooms:** All hospitality rooms and other accommodations serving a like purpose shall be closed during business sessions and training events.

**Section 17. Registration:**

- A. **Pre-registration:** The district administration will encourage pre-paid registration for the convention by means of a differential in the cost of registering prior to the convention and at the door.
- B. **Refunds/Cancellations:** Cancellation of pre-paid registrations for the District Convention must be made in writing or by phone at least 72 hours prior to the first day of the Board of Directors meeting. The pre-registered individual must make cancellations to the registrar. All requests for pre-paid registration refunds must be made in writing by the pre-registered individual and received by the District secretary/treasurer no later than 14 days after the end of the District Convention. Special requests for cancellations and refunds due to emergency, illness or other unforeseen circumstances should be forwarded to the District secretary/treasurer. Approval of such requests shall be at the discretion of the District governor. No refunds of unused portions of registrations or meal tickets shall be made.

**Section 18. Parliamentary Rules:** Roberts Rules of Order will govern the convention proceedings where it does not conflict with the Optimist International Constitution and Bylaws.

## ARTICLE XIV – INTERNATIONAL CONVENTION

### Section 1. Reimbursement of Expenses:

- A. **Governor, Governor-Elect, and incoming Secretary/Treasurer.** The District shall make partial reimbursements of expenses to the governor, governor-elect, and incoming secretary/treasurer for attending the Optimist International Convention. Each individual must attend and be registered at the full convention and show evidence thereof when submitting his or her expense voucher.
- B. **Lieutenant Governor-Elect.** The District shall make a partial reimbursement of expenses to the lieutenant governors-elect for attending the Optimist International Convention. Each individual must attend and be registered at the full convention and show evidence thereof when submitting his expense voucher.
- C. In the event that the secretary/treasurer is also the appointed secretary/treasurer, reimbursement shall be limited to the budget amount provided for the secretary-treasurer.

### Section 2. Hospitality Room and Mementos:

- A. **Hospitality Room.** A hospitality room in conjunction with other districts in the region may be provided at the discretion and approval of the Board of Directors at or before the third quarterly Board of Directors meeting. If a hospitality room is provided, the current governor with the assistance of the incoming district secretary/treasurer shall be responsible for its operation.
- B. **Mementos.** Convention mementos may be provided at the discretion and approval of the District Board of Directors at or before the third quarterly Board of Directors meeting.

## ARTICLE XV – COMMITTEES

**Section 1. Standing and Special:** The governor shall appoint such committees as are required by Optimist International and these Bylaws. (XVI, 1)

**Section 2. Rotating:** Rotating committees shall consist of three members whose terms of service shall be three years. At the inception of a rotating committee the governor shall appoint one member for a term of three years, one member for a term of two years, one member for a term of one year and shall appoint one member of each to serve as chairman. The rotating committees shall be: (XVI, 2A, B, C)

- A. Finance
- B. Convention
- C. Oratorical Contest
- D. Club Services

E. Leadership Development

F. Public Relations

**Section 3. Finance Committee:** The Finance Committee shall prepare the proposed annual budget to be submitted to the District Board of Directors for adoption at its first meeting and shall exercise advisory supervision over financial transactions and deposits and make recommendations thereon to the District Board of Directors. The Finance Committee shall also arrange for quarterly, annual and such other financial reports as may be required by the District Board of Directors from time to time and arrange for an annual audit as of September 30 by a certified public accountant or a chartered accountant as soon as possible after the close of the administrative year but not later than November 30. The Committee shall arrange for and supervise the orderly efficient transfer before or at the first meeting of the District Board of Directors of all district records and funds from each administration to its successor at the close of the administrative year. (XVI, 3A)

A. The Finance Committee will consult the incoming and retiring governors and District Secretary/Treasurer for his suggestions and comments regarding the proposed budget.

B. The Finance Committee shall consider all proposed budget revisions and proposals for expenditures not previously budgeted or approved and shall make recommendations thereon to the Executive Committee and/or Board of Directors.

C. The Finance Committee shall be composed of 3 members appointed for a three-year term by the governor. The first year, 1976-77, one member shall be appointed for 3 years, one for 2 years and one for 1 year to insure experienced board members and continuity from year to year. Each incoming governor shall appoint a new member to this committee for three years.

**Section 4. Convention Committee:** The Convention Committee shall plan and supervise all arrangements, programs, budgets, entertainment, promotions, financing and fees for the annual convention on behalf of and subject to the approval of the District Board of Directors. The committee shall submit a report on its progress and planning at the quarterly Board of Directors meeting preceding the convention and cause to be published at least 30 days prior to the dates of the convention the completed official convention program. The Committee shall also make recommendations to the convention on the selection of the time and place of future conventions. (XVI, 3B)

**Section 5. Oratorical Committee:** The Oratorical Committee shall supervise, program and promote the Optimist International Oratorical Contest in the form and manner established by the International Board of Directors. (XVI, 3C)

**A. Zone Contests.**

1. **Supervision.** Zone contests are to be conducted under the supervision of and coordinated by the district oratorical contest chairperson with responsibility for the actual conduct of the zone contests assigned to the lieutenant governors.

2. **Costs.** An entry fee of Fifteen Dollars (\$15.00) shall be paid per contestant by all clubs sponsoring entrants in zone contests. The sponsoring Club, at a minimum shall be responsible for the cost of food, lodging and transportation for the contestants while at or in route to and from zone contests.

## **B. District Contests.**

1. **When and Where.** The District shall conduct both a boy and girls oratorical contest each year. The District finals will be held in conjunction with the second quarterly District Board of Directors meeting. If preliminary contests are necessary, they will be held prior to the final contest. Actual time and date of scheduling will be established at the first quarterly Board of Directors meeting by the Executive Committee. **Both contests (Oratorical and CCDHH) will be held in the morning and winners will be announced immediately following the judges results at the end of the contest.**
2. **Club Costs.** The sponsoring clubs at a minimum shall be responsible for the cost of food, lodging and transportation for the contestants while at or in route to and from the District contest finals.
3. **District Costs.** The District will pay for trophies, certificates and frames. The District will pay for the contestant's luncheon ticket. All such items shall be supervised by the District contest chairperson and be accountable to the District Secretary/Treasurer who shall make all purchases and expenditures and record all revenue and expenses.
4. **Filing of Papers.** It shall be the responsibility of the district oratorical contest chairperson to submit the required materials and information on contest winners to the International Office within 30 days following the district contest.
5. **Presentation of Scholarships.** The governor at the District convention shall make the presentation of the official scholarship awards, provided by Optimist International, when possible.

## **Section 6. Essay Committee:**

A. Shall be responsible for conducting the District Essay Contest, including providing judges and completing the project prior to Optimist International deadlines.

B. Each club shall submit its winning entry, along with a check for ten dollars (\$10.00) to the District Essay Contest Chairperson and the submitted funds shall be applied towards the expenses of the Essay contest and charged to line item 390 of the Budget.

## **Section 7. Club Services:** The Club Services Committee shall be responsible for emphasizing and strengthening club administration, membership maintenance through decreasing the deletion rate, district level assistance programs for weak clubs and continuing follow up and indoctrination for newly organized Optimist Clubs. (XVI, 3D)

## **Section 8. Leadership Development:** The Leadership Development Committee shall be established and composed of four members, one serving a three year term, one serving a two year term, one serving a one year term and one being the governor-elect. The

governor-designate will appoint someone to fill the vacated seat which will be for a three-year term and will name the chairperson. The committee will be responsible for promotion and planning of training at district conferences. The committee will provide liaison between district administration and clubs for training and will select the best faculty available for district training events. (XVI, 4A)

- Section 9. Candidate Qualifications:** The District Candidate Qualifications Committee shall consist of the governor-elect, the two most immediate and available past governors and two members appointed for one year by the governor.
- Section 10. E.E. Curley Roose Award:** The recipient of the award shall be a member of the District who has served the District above and beyond the normal duties assigned to a Chairperson, Lt. Governor or Governor. The award shall be presented during the banquet held during the District Convention by the Committee Chairperson who shall be prepared to make remarks appropriate to the occasion. The E.E. Curley Roose Award Committee shall consist of all prior recipients of the award. After the presentation of the Annual Award, the Committee shall elect one of its members to serve as Chairperson for the ensuing year who shall solicit from the members of the committee, recommendations for possible recipients. The Committee at the third quarterly conference shall make the selection and the name of the recipient shall remain confidential, known only to the members of the Committee. It shall be the duty of the Chairperson to have a suitable plaque made and the District Secretary/Treasurer, who shall not be informed as to the name of the recipient, thereof shall reimburse the cost to the Chairperson.
- Section 11. Other Committees and Chairpersons:** The governor-designate shall appoint the chairman and the required number of members of all committees and shall announce such appointments not later than October 1 following his election.
- Section 12. Duties of Other Committees:** The duties of other committees shall be to cooperate in making effective in the District the policies, programs and objectives of Optimist International and encourage the participation of member clubs therein. (XVI, 5)
- Section 13. Communication Contest for the Deaf and Hard of Hearing:** The Communication Contest for the Deaf and Hard of Hearing (CCDHH) Committee shall promote and conduct a District CCDHH contest in accordance with International Policy ID-22, as set out in the CCDHH Planning Guide 199r, as follows:
- A. There shall be one district contest, combining genders and methods of communication to be held at the Third Quarter District Conference.
  - B. The contest shall involve no less than five contestants.
  - C. The District shall receive one thousand five hundred dollars (\$1,500.00) in funds from the Optimist International Foundation to be awarded as a scholarship(s).
  - D. Optimist International shall be notified by September 30, if the District has the intention of holding a CCDHH contest during the coming Optimist year.

E. The District CCDHH reports must be received by Optimist International within 30 days of completion of the contest but not later than September 30.

F. The District committee shall also:

1. Encourage participation in this contest and at such time that the District committee deems necessary, zone or multi-zone contests may be held, with the first and second place winners progressing on to the District contest.
2. Strive to recruit outside support from businesses and other organizations to help in the continuing growth of this program.
3. Conduct fundraisers with the approval of the District Executive Committee to further support the contest.

G. The District shall support the CCDHH contest by including in the budget a minimum of five hundred dollars (\$500.00), beginning October 1, 1994, to help defray the costs of conducting the contest. The funds will be administered by the CCDHH committee and distributed by the District Secretary/Treasurer. All funds received for this contest shall go to the District Secretary/Treasurer. The budgeted amount will be reviewed each year by the Executive Committee and a recommendation will be made to the District Board of Directors as to whether the amount is adequate.

H. Costs. An entry fee of Fifteen Dollars (\$15.00) shall be paid per contestant by all clubs sponsoring entrants in the contests. The sponsoring Club, at a minimum shall be responsible for the cost of food, lodging and transportation for the contestants while at or in route to and from the contests.

**Section 14. Public Relations Committee:** The Public Relations Committee shall be responsible for overall promotion and publicity efforts of the District, including promotion of all programs and activities which occur at the District level, promotion of club and District level contests and overall promotional responsibility of the organization to both the clubs in the District and the general public. The committee shall also be responsible for assisting the clubs in the District with their local publicity efforts.

#### **ARTICLE XVI – REVENUE AND DISBURSEMENTS**

**Section 1. Annual Dues:** The conduct and administration of district business shall be financed by district dues, payable by clubs for each of their members enrolled in the office of Optimist International, from convention fees and as herein before provided from the general fund of Optimist International. (XI, 1)

**Section 2. Dues Amount and Date:** The amount of each District's dues and dates on which dues shall be payable shall be established by the Board of Directors of Optimist International. A district, by resolution adopted by a two-thirds majority vote of the accredited delegates to its annual convention, may petition the Board of Directors of Optimist International, in the form and manner prescribed by that Board, for adjustment of the amount of its annual dues. (XI, 2)

- A. **District Dues Payments:** Each club shall pay the District for each of its members enrolled in the office of Optimist International as of September 30, December 31, June 30, and March 31, the sum of Ten Dollars (\$10.00) annually, payable in the sum of two dollars and fifty cents each on October 1<sup>st</sup>, January 1<sup>st</sup>, April 1<sup>st</sup> and July 1<sup>st</sup> of each year.
- B. **Arrears:** Any club more than 60 days in arrears as of the billing date for any indebtedness to the District or Optimist International shall be considered not in good standing and shall forfeit all rights and privileges of membership during the period of indebtedness.
- C. When a club becomes 60 days in arrears in payment of dues, a notice shall be sent by the District Secretary/Treasurer informing them that the club is not in good standing. There will be a request for automatic revocation of club charter for any club, which exceeds 150 days in District financial arrears. A notice shall be sent for 150 days in arrears with notice of a request to revoke the club charter immediately following this notice, a 30 day grace period will start, in which time the club may submit full payment. If full payment is received by the District Secretary/Treasurer prior to the expiration of the 30 day grace period, revocation shall not be requested. Notice of intent to request revocation of club charter shall be distributed to the International Vice President, Governor, Governor-Elect, Club President, Club Secretary/Treasurer and Lt. Governor.

**Section 3. Annual Dues – New Clubs:** Annual dues payable by a newly affiliated club shall commence on the first day of the third month following that in which such club is officially organized, with such payments based on the number of members enrolled in the international office on that date. (XI, 3)

**Section 4. No Assessment:** No financial obligation, assessment of any kind, other than provided in these Bylaws, shall be placed upon or requested of the clubs or its members by the District. (XI, 4)

**Section 5. Annual Budget:**

- A. At its first meeting, the District Board of Directors shall prepare a budget of estimated income and expenditures, in a manner conforming with the standard district chart of accounts established by the Board of Directors of Optimist International for final approval. The budget shall include income only from authorized sources for the current fiscal year, any accumulated surplus, and shall not authorize the expenditures of any money in excess of such income and surplus. (XI, 5)
- B. **Disbursements – Incoming Administration:** A special account, Incoming Administration 256, shall be included in the annual budget. The minimum amount of monies budgeted in this account shall be five hundred dollars (\$500.00). This fund can be utilized after the third quarterly Board of Directors meeting for expenses which may include postage, letters, fliers, reproduction costs and similar expenses incurred to begin the upcoming administrative year.

**Section 6. Audit:** An annual audit of the books of account of each district as of September 30 shall be performed by a certified public accountant or a chartered accountant and a report thereof shall be submitted to the District Board of Directors not later than November 30 of each year. (XI, 6)

**Section 7. Raffles and Auctions:** The following District committees may conduct raffles and/or auctions at district meetings and conventions for the purpose of raising money to help fund the projects of that committee: CCDHH, Youth Clubs, OIJGC and CCC. Raffles and/or auctions must be approved by the Governor at least 48 hours prior to the opening day of the district meeting or convention. The Governor reserves the right to limit the number of items each group may sell raffle tickets for or auction off.

The sale of raffle tickets will be limited to the House of Optimism, hospitality and visiting areas or special areas coordinated by the District Meeting/Convention Chairman. No raffle tickets will be sold during any district meeting, training session, convention session or district organized meal function. The time and place for the drawing of raffle winners and any auctions will be at the discretion of the Governor.

No NM/WT District Club may sell raffle tickets and hold auctions that are for the benefit of the individual club at any function that is sponsored by the NM/WT District.

**Section 8. Optimist International Foundation:** All rules from Article XVI, Section 7 above will also apply to the Optimist International Foundation raffles and auctions. Any individual club conducting a raffle or auction for the Optimist International Foundation, during a district meeting or convention, must coordinate the fund raiser with the District Foundation Representative and all funds must be turned over to the District Foundation Representative at the conclusion of the raffle or auction, to be credited to the club and the NM/WT District.

## ARTICLE XVII – NEW CLUBS AND NEW YOUTH CLUBS

**Section 1. Notices:**

- A. **New Clubs:** An Optimist club shall file a notice of its intention to build a new Optimist club with the District New Club Building Chairman. This notice shall include the name of the sponsoring Optimist club, the date of the notice, the general location of the new club and the proposed new club name and meeting day and time. If no other Optimist club has previously claimed the location, the new club building chairperson shall grant the sponsoring Optimist club 90 days exclusive rights to that location. If the new club has not been built within 90 days, the sponsoring club shall file another notice of its intention to continue the effort. Upon failure to file this notice, the new club-building chairperson shall declare the location open to all other Optimist clubs.
- B. **New Youth Clubs:** An Optimist club shall file a notice of its intention to build a new youth club with the District Youth Club Chairman. This notice shall include the name of the sponsoring Optimist club, the date of the notice, the general location of the new club, the proposed new club name and meeting day and time. If no other Optimist club has previously claimed the location, the District Youth Club Chairman shall grant the sponsoring Optimist club 90 days exclusive rights to that

location. Exclusive rights to a location only apply to youth clubs being built in association with and meeting at public or private schools. If the new club has not been built within 90 days, the sponsoring club shall file another notice of its intention to continue the effort. Upon failure to file this notice, the District youth club chairman shall declare the location open to all other Optimist clubs.

**Section 2. Charter Presentation:** Dates and programs for the organizational meeting and charter presentation events of a new Optimist club shall be established by joint action of the new club, the sponsoring club, the governor and lieutenant governor of the zone. The governor or his representative shall present the charter. In the event of a charter presentation occurring after the end of the administrative year in which the Optimist club was established, the then immediate past governor shall have the prerogative of presenting the charter.

**Section 3. Gifts:** The district administration shall provide each new Optimist club with a complimentary club banner, bell and striker purchased from Optimist International. The cost of the bell and striker will be billed to the sponsoring club.

#### **ARTICLE XVIII – ACHIEVEMENTS AND AWARD PROGRAM**

**Section 1. Description:** The District may budget, maintain and conduct an annual Achievements and Award Program which shall be prepared and evaluated by the chairperson of Achievements and Awards in collaboration with the governor, governor-elect, secretary/treasurer and through consultation with his predecessors and which shall be presented to the District Board of Directors for final approval at its first quarter board meeting. It shall be the responsibility of the district administration to promote and encourage participation in both district and International achievements and awards programs, pursuant to the achievements and awards program and policies of Optimist International, the district administration shall refrain from offering or conducting any awards competition, personal or club, for any activity or performance embraced by Optimist International Achievements and Awards Program. The District's achievements and awards program shall conform to the district program advocated by the International Board of Directors.

**Section 2. Appeals and Protest:** Any appeal or protest of the final published standings of the clubs or individuals in the District achievements and awards programs to be considered must be in the hands of the District Secretary/Treasurer not later than 30 days following publications of the standings. The District Executive Committee shall have the power and authority to review and adjudicate any such appeal or protest and its decisions shall be final. To be eligible to receive any award or recognition, all financial obligations of a club to the District shall have been met by the closing of the administrative year.

#### **ARTICLE XIX – VISITATIONS**

**Section 1. International President's Visitation:**

A. The governor, at his earliest opportunity, shall invite the Optimist International President to visit the district and shall provide Optimist International with preferred and alternate locations and dates for such visitations. Which dates and locations

once established, may enhance but shall not conflict with any other district date or event.

- B. All plans and arrangements for the International President's visit shall be under the direct supervision of the governor and the district administration including the provisions of complimentary accommodations, customary courtesies and a suitable gift or memento of the occasion not to exceed one hundred fifty dollars (\$150.00). All clubs in the District shall be invited at least 30 days in advance to send representatives to the event. Clubs in the city or area of the visitation, under the leadership of the lieutenant governor, may be invited to provide manpower to conduct the event.
- C. The governor or his official representative shall be designated as the official host to the Optimist International President.
- D. The District shall make this event a focal point of the year and all arrangements shall be made to make this event a memorable and effective meeting.

**Section 2. Governor's Club Visitations:** The governor shall not be required but will be encouraged to visit as many clubs as possible. The governor's official club visitations shall be limited to charter presentations to new clubs, to zone meetings and to special events which may be conducted by clubs and to which he has been invited...In view of the demand upon his time and administrative responsibilities, the governor may designate or appoint a representative to appear in his place on such occasions.

**Section 3. Inter-Club Visitations:** Inter-Club visitations are encouraged as a means of promoting fellowship and exchanging ideas for service to the home communities. A part of the tradition of these visitations is the appropriation of host club property by the visiting club. The host club may then redeem the appropriated property by returning the official visitation. The following rules shall apply to such visitations and appropriation of club property:

- A. To constitute an official inter-club visitation, at least four members of the visiting club must be in attendance.
- B. When possible, the president of the host club should be notified in advance of the planned visitation.
- C. Club property may be appropriated only during the meeting time when host club members are present and only when the visiting club has enough members present to constitute an official visitation.
- D. Force may not be used to remove club property.
- E. Only club property may be appropriated. No personal property or club records may be appropriated.
- F. Property appropriated from one club must be properly stored and safeguarded until claimed. The club appropriating the property is responsible for any damages to the property while in its possession.

- G. Clubs must reclaim appropriated property within 90 days. If not reclaimed, the appropriating club is responsible for delivery of the property and identification of the owning club to the next District Board of Directors meeting or district convention. Property so delivered will be returned to the owning club upon payment of a fine not to exceed Five Dollars (\$5.00) to be levied by the district governor or an authorized representative.
- H. No club may appropriate club or district property at District Board of Directors meetings or district conventions regardless of the number of members present.

## **ARTICLE XX – DISTRICT PUBLICATIONS**

**Section 1. District Directory:** The district administration shall publish a district directory, at the earliest possible date after the beginning of the administrative year. The directory shall contain the names, addresses and telephone numbers of all district officers, district committee chairpersons, club presidents and secretary/treasurers, club meeting days including times and locations, past governors and international officers. When feasible and practical, the directory shall also contain all district policies including dates and locations of the District Board of Directors meetings and the annual district convention of the administrative year.

**Section 2. District Bulletin:**

- A. **Name:** The district bulletin shall be named Sun, Sand and Sage.
- B. **Publish and Distribute:** The district administration shall publish a district bulletin under the direction of the governor and edited by the district bulletin editor or district publicity chairperson, who is appointed by the governor. Cost, publication frequency and distribution shall be established by the district administration from year to year according to budgetary provisions and available funds. At a minimum the bulletin shall be published and distributed quarterly to all district officers, district committee chairpersons, club presidents, secretary/treasurer, all past district governors who are registered Optimists and the International office and officers.

## **ARTICLE XXI – TRAVEL EXPENSES**

**Section 1. Authorized Individuals:** The District shall make partial reimbursement of expenses to authorized individuals for travel and supplies needed to execute his/her district responsibilities. Authorized individuals are:

- A. Governor
- B. Governor-Elect
- C. District Secretary/Treasurer
- D. The Most Available Immediate Past Governor
- E. Lieutenant Governors
- F. Committee Chairpersons

Each individual must attend and be registered at the function or event for which he is being reimbursed and must show evidence thereof when submitting his expense voucher. All reimbursements shall be with the limitations of budget and available funds.

**Section 2.** **Travel:** *Travel shall be reimbursed at the rate of 20 cents (\$.20) per mile except that no reimbursement shall be made for occasions within the city of the individual's residence.*

## ARTICLE XXII – POLICIES & PROCEDURES

**Section 1.** **How Made:** These Policies and Procedures may be amended by a majority vote of the accredited delegates present and voting at an annual NM/WT District Convention, provided that no amendment shall be adopted which shall be inconsistent with the provisions of the Constitution of Optimist International.

**Section 2.** **Who May Propose and When:**

- A. Amendments, which may be proposed only by clubs or the Board of Directors, shall be received by the district secretary/treasurer at least 90 days prior to the date of the convention. The secretary/treasurer shall send a copy of all proposed amendments to all district officers and to the president and secretary/treasurer of each member club not later than 30 days prior to the date of the convention.
- B. Notwithstanding provisions of the foregoing section, by unanimous consent of the accredited delegates, amendments may be proposed for considerations at the convention if submitted not less than 24 hours prior to final action thereon.

**Section 3.** **Effective Date:** Amendments or revisions of these Policies and Procedures shall be effective on the first day of the administrative year next following the annual convention unless otherwise specified at the time of adoption.

## ARTICLE XXIII – CORPORATE STATUS (XVIII)

**Section 1.** **Not-For-Profit Organization:** Optimist International is organized and shall operate as a not-for-profit organization for social welfare, civic improvement and other similar non-profit purposes. Optimist International shall not engage in any business of a kind ordinarily carried on for profit and shall not enter into any transaction, carry on any activity or engage in any business for pecuniary profit, any income received shall be applied only to the non-profit purposes and objectives of the organization and to part of the income shall inure to the benefit of any member club or club members.

**Section 2.** **Residence:** Optimist International is an incorporated Organization duly organized and existing under the General Not-For-Profit Corporation Act of the State of Missouri, with its residence and principal office in the State of Missouri.

## ARTICLE XXIV – INTERPRETATION (XIX)

- Section 1. The Constitution and Bylaws:** The construction and interpretation of the Optimist International Constitution and Bylaws by the Board of Directors shall be final and binding unless such construction and interpretation is rescinded at a subsequent convention of Optimist International.
- Section 2. Parliamentary Procedure:** In the absence of specific rules, Roberts Rules of Order shall govern the deliberations of the organization.

## ARTICLE XXV – DISTRICT POLICIES AND REVISIONS

- Section 1. Policies: The District Secretary/Treasurer:** Secretary/Treasurer shall provide each member of the District Board of Directors with a copy of all District Policies at the beginning of each administrative year prior to the first meeting of the board.
- Section 2. Policy Revisions:** The District policies shall be reviewed at least annually by the Executive Committee and revised as necessary. All revisions of the policies shall be approved by the full Board of Directors. Policies may be reviewed and revised by the Board of Directors at other times, as necessary.