

WISCONSIN NORTH UPPER MICHIGAN DISTRICT of OPTIMIST INTERNATIONAL

District Policies

Approved –

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DISTRICT POLICIES

1. DISTRICT PURPOSE

The sole purpose of the District is to function as an administrative division of OI in furtherance of the purposes of OI, these Bylaws and Policies as established by the Board. 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).

2. DISTRICT BOARD OF DIRECTORS INSTALLATION

The official representative of Optimist International, at the First Quarter District, Conference shall officially install the District Board of Directors; The District Board shall consist of the District Officers, the immediate Past Governor, Lt. Governors, District Secretary/Treasurer, and All Club Presidents, (O.I. Bylaws VII, Section 3A). To be eligible to be elected as Governor, a person must be a member in good standing and has served as Club President. The Governor Elect automatically becomes the Governor on 10/1 the year following the year he or she was elected Governor-Elect. The Governor-Elect shall be elected at the District Convention or at a special Convention of the Executive Committee and the District Board, (O.I. Bylaws VII, Section 5B & 5C).

3. DISTRICT ADMINISTRATION AND BOARD OF DIRECTORS MEETINGS (Acct. 130 & 360)

3.A. Board of Directors. The business of the District shall be administered by a Board of Directors (the "District Board"). The District Board shall consist of the officers of the District, the most Immediate and available Past Governors (at the option of each District), the Lieutenant Governors (if any), the District Secretary and/or Treasurer and the President of each Club in the District. Should the President of a member Club be unable to attend, a delegate from that Club would be allowed to speak and act as the President in the conduct of the business coming before the District Board. The JOI Governor shall serve as a non-voting member on the District Board. (OI Bylaw Article VIII, Section 3.A.).

3.B. Officers. The officers of each District shall be a Governor, Governor-Elect, Secretary and/or Treasurer and other officers designated. The duties of the officers shall be delineated in the District Policies. (OI Bylaw Article VIII, Section 3.B.).

3.C. Executive Committee. A District may delegate, subject to the limitations imposed by the OI Bylaws, the powers of the District Board to the District Executive Committee. (OI Bylaw Article VIII, Section 3.C.).

3.D. The Governor may call a meeting of the District Board each quarter or at such time and place as the Governor may determine with the advice and consent of the Executive Committee. Notices of all meetings of the District Board shall be issued and caused to be delivered to all members of the District Board by the District Secretary and/or Treasurer at least 30 days prior to said meetings. (A quorum of any District meeting shall be established by the District Board and stated in the District's policies.) (OI Bylaws VIII, Section 3.F.) Most recent financial statements and minutes will be distributed two weeks in advance of any District meeting. (Mandatory Policy) Pursuant to Optimist International Bylaws, the District Board of Directors shall meet quarterly, in person, electronically, or a combination of both, at such time, place, and format as may be determined by the District administration except, at the District administrations discretion, the meeting in the second quarter may be waived if all zones hold zone meetings during the quarter. The First Quarter meeting shall be held not later than 30 November, the Third Quarter meeting shall be held in the month of April, May, or June, and the Fourth Quarter meeting shall be held in conjunction with the annual District Convention. A Quorum for each meeting shall be 30% of WINUM Clubs by their Presidents or Designee. The District Board shall

annually determine the District Depository and Signatures. An annual review of the District books shall take place upon the call of the Governor during the 1st Qtr. of their year. Publication in the District newsletter may be used as proper notification. Board meetings shall be budgeted and conducted under Accounts 130 and 360 and operated on a break-even basis. The District Secretary-Treasurer or designate may collect cost of any meals and gratuities. Both the Secretary and the Treasurer appointments are for one year ending 9/30 and shall not serve more than three consecutive years (O.I. Bylaws VII, Section 6D). Both the District Secretary and the Treasurer shall deliver records to the incoming Secretary and Treasurer. The District Board is the final authority of the district.

4. DISTRICT EXECUTIVE COMMITTEE MEETINGS (Acct. 130 & 360)

Meetings of the Executive Committee may be called by a majority of its members or by the Governor. (OI Bylaw Article VIII, Section 3.C.). The District Executive Committee shall meet quarterly, in person, electronically, or a combination of both and in a format designated by the Governor or a majority of the members of the Executive Committee, within seven days prior to meetings of the District Board of Directors or at the call of the Governor or a majority of the members of the Executive Committee. (O.I. Bylaws VII, 3C)

5. DISTRICT EXECUTIVE COMMITTEE - POWERS AND DUTIES

The Executive committee shall consist of the Governor, the Governor-Elect, the District Secretary, the District Treasurer, the immediate past Governor, the Governor's Assistant, the Lt. Governors, JOI Governor, if WINUM has a JOI District, shall serve as a non-voting member. (OPI Bylaw Article VIII, Section 3.C.). Pursuant to Optimist International Bylaws, and limitations therein, and accepting those functions and responsibilities specifically assigned to the Board of Directors by the Bylaws, the Board of Directors shall, for the purpose of expediency and efficiency, delegate its powers and authority to the District Executive Committee. (O.I. Bylaws VI, 3C). The District Executive Committee is authorized to make purchases and pay expenses, travel allowances, reimbursements and obligations as provided by and within the limitations of the District budget, make plans and establish policy furthering the objectives of the District and exercise general control over plans, budget and program of the District convention. (OI Bylaw Article VIII, Section 3.C.). The District Board shall establish committees as it deems appropriate. The Governor and the Executive Committee shall fill any vacancies in any office of the District. The District Board shall administer the district.

6. DISTRICT OFFICERS LAPEL INSIGNIA (Acct. 400)

The District shall provide official lapel insignia for all District Officers to be presented at the time of their installation and such insignia shall be returned to the District Secretary at the end of the administrative year. The District shall also purchase and present past officers' insignia to the retiring Governor, Lieutenant Governors, Secretary and Treasurer. The recipients and identification of insignia shall be as follows:

1. Governor's insignia with stone
2. Past Governor's insignia with stone
3. Governor-elect insignia with stone
4. Lieutenant Governors insignia
5. Past Lieutenant Governors insignia with stone
6. Secretary insignia with stone
7. Treasurer's insignia with stone
8. Past Secretary and/or Treasurer's insignia with stone

7. MINUTES OF MEETINGS

It shall be the responsibility of the District Secretary or designate to keep accurate minutes of all meetings of the District Executive Committee, District Board of Directors, and the Annual District Convention, and to provide a copy of such minutes to Optimist International and such others as the Board of Directors may indicate, not later than thirty (30) days after the adjournment of each such meeting or Convention. Copies of the most recent Executive Committee Meeting minutes, Board of Directors Meeting minutes, and financial report shall be distributed to the appropriate people, including all clubs, 14 days prior to their next respective meeting.

8. ESTABLISHMENT OF ZONES

The number and boundaries of zones for any administrative year shall remain unchanged, unless a revision is required, shall be determined by a designated ad-hoc committee, appointed by the Executive Committee. Presentation of proposed Zone realignment will be at the First Quarter Conference, with approval by the Executive Committee and the Board of Directors at the Second Quarter Conference to accommodate selection of Lieutenant Governors, to serve during the next administrative year. Any changes in Zones or Zone boundaries shall become effective on 1 October of the administrative year immediately following approval.

No Zone shall be created with less than four (4) clubs. New clubs shall be assigned to the zone of the sponsor club and transferred to their respective geographical zone at the beginning of the next administrative year, in which they are geographically located, and services thereto, shall be the responsibility of the Lieutenant Governor of such zone.

9. ZONE MEETINGS

Each Lieutenant Governor shall be responsible for the conduct of a zone meeting, in person, electronically, or both to be determined by the Lt. Governor, 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 twenty-one (21) days prior to the meeting. To fulfill this responsibility, zone meetings may not be held in conjunction with other district events, such as District Board Meetings, District Conferences, and/or Convention except for the Lt. Governor election during the Third Quarter Conference. All zone meetings shall be conducted on a no-host, no-registration fee basis. If fees for the use of facilities for zone meetings are anticipated or incurred, such expenses shall be borne by the clubs participating in the Zone meeting.

The Lieutenant Governor shall be responsible for preparation and distribution of each zone meeting program and completion and filing of a report on each meeting on the form provided by Optimist International. Because zones are not legislative bodies, minutes are inappropriate and, therefore, not required. Zones are encouraged to hold joint Zone meetings to reduce the cost to the District for attendance by District officers and committee chairs. If a joint Zone meeting is scheduled, then time for each Zone to meet individually shall be built into the agenda.

10. DISTRICT ACHIEVEMENT AND AWARDS PROGRAM (Acct. 410)

The District may budget, maintain, and conduct an annual Achievement and Awards Program, which shall be prepared and evaluated by the Chair of Achievement and Awards with the collaboration of the Governor, and any others at the discretion of the Governor.

It shall be the responsibility of the District administration to promote and encourage participation in both District and Optimist International Achievement 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 Achievement and Awards Program. The District's Achievement and Awards Program shall conform to the District Program advocated by the Optimist International Board of Directors.

11. DISTRICT ACHIEVEMENT AND AWARDS APPEALS AND PROTESTS

Any appeal or protest of the final published standings of clubs or individuals in the District Achievement and Awards Program, to be considered, must be in the hands of the current District Secretary not later than thirty (30) days following publication of the standings. The current District Executive Committee shall have 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 day of the administrative year.

12. DISTRICT BULLETIN (Acct. 330)

The District Administration may publish a District Bulletin under the direction of the Governor and edited by the District Bulletin Editor (or District Publicity chairperson) appointed by the Governor. Costs, publication frequency, and distribution shall be established by the District administration from year to year according to budgetary provisions and available funds. As a minimum, the bulletin shall be published and distributed to all District officers, District committee personnel, Club Presidents and Secretary, Treasurers, District and Club Officers-Elect, and the International Office and Officers.

13. DISTRICT CONFERENCES (Accts. 130 & 360)

Conferences shall be planned and conducted by the District Board, in conjunction with the District Conference and Convention committee and the District Leadership Development committee. Conferences will be at the time and place of, in person, electronically, or both at the discretion of District administration, and to coincide with, quarterly meetings of the District Board of Directors in the First, Second and Third quarters. At the discretion of the incoming District Board, they may schedule in the upcoming year a combined Second and Third Quarter District Conference, in person, electronically, or both, so long as regional are held in place of the missed Conference. Such Conferences shall invite and encourage the attendance of club officers and committee chairs, District officers and District committee personnel, and such others as may benefit from the conduct of such Conferences. The program for such conferences may include the introduction and promotion of club and District goals and objectives, buzz sessions, forums, round tables, leadership development events and, under the leadership of Lieutenant Governors, brief zone meetings. The Third Quarter Conference shall include the election of Lieutenant Governors for the ensuing year, open nominations for Governor-Elect, and if not otherwise scheduled, the District Oratorical

Contest finals and the Communication Contest for the Deaf and Hard of Hearing finals. Additionally, the winning Essay(s), Oratorical, and C.C.D.H.H. speeches shall be presented as a part of this Conference. All such Conferences will be budgeted and conducted by the District administration on a break-even basis. The District administration may collect fees for any meal service and gratuities provided at such Conferences. Notice of such Conferences and programs thereof may accompany the notice of District Board of Directors meetings.

14. DISTRICT CONVENTION (Accts. 120 & 350)

The District Convention shall be planned and conducted by the District Board, in person, electronically, or both, in conjunction with the District Conference and Convention committee and the District Leadership Development committee. 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. No Member shall be deemed to be an accredited delegate unless the member has registered at the convention and paid the required registration fee and produced such credentials to the Credentials Committee as may be required by the District Board. (OI Bylaws VIII, Section 4.) District Board shall establish the voting procedures for Governor-Elect voting at the convention.

A convention of the Clubs in each district shall be held between the dates of 1 August and 30 September on such dates and at such location as shall be determined by the District Board. 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 shall have power to substitute another city in the event circumstances later make such action necessary or advisable. The District Secretary and/or Treasurer shall issue and deliver to each member Club in the District an official call for the annual convention at least 30 days prior to the date thereof, in which notice the time and place of the holding of said annual convention shall be set forth. In the event of an emergency, with the approval of the International Board and the District Board, a District may hold a special District convention at any time or place. The District Secretary and/or Treasurer shall cause to be delivered to each member Club in the District at least 20 days prior to the date of said special convention a written notice of the time and place of the holding of same together with a general statement of the proposed business to be transacted. (OI Bylaws VIII, Section 4.) The method and means of voting at convention shall be established by the District Board. 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. (OI Bylaws VIII, Section 4.) The Convention will be budgeted and conducted by the District administration on a break-even basis. The District administration may collect fees for any meal service and gratuities provided at the Convention. Notice of Convention and programs thereof may accompany the notice of District Board of Directors meetings. Each District shall adopt a set of operating policies authorized by the Board, which will cover the items necessary to administer the District. These policies shall be adopted annually by the District Board at the Annual Convention or a specially called convention. (OI Bylaws VIII, Section 5.)

15. CONFERENCE & CONVENTION ALLOCATION FROM DISTRICT DUES (Acts. 100, 120 & 130)

In keeping with the fact, all clubs and members benefit from the District Conferences and Convention, an amount determined by the Finance Committee, and included in the budget shall be allocated from district dues. The per member amount shall be allocated from District dues paid by clubs for each of their members enrolled in the office of Optimist International as 1 October of the current Administrative year. This allocation shall supplement Conference and Convention registration fees for financing the District Conferences and Convention. 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 OI, from convention fees and as hereinbefore provided from the general fund of OI. (OI Bylaws VIII, Section 5.A.) The amount of each District's Dues and dates on which such dues shall be payable shall be established by the International Board. Districts may reduce or eliminate dues for a College Member. A District, by resolution adopted by a two-thirds majority of the votes cast by the accredited delegates to its annual convention, may petition the International Board in the form and manner prescribed by the International Board of adjustment of the amount of its annual dues. (OI Bylaws VIII, Section 5.B.) No financial obligation or assessment of any kind, other than provided in these Bylaws, shall be placed upon or requested of the Clubs or their members by the District. (OI Bylaws VIII, Section 5.C.)

16. CONFERENCE & CONVENTION FINANCIAL REPORTS (Accts. 120, 130, 350. & 360)

Each District Conference and Convention financial report shall be prepared and submitted as a supplement to the District's quarterly financial report. The statement of District Conference and

Convention receipts and disbursements shall be prepared by the Conference and Convention Chairperson, in conjunction with the District Treasurer, and shall be included in the District's Annual Financial Statement.

17. CONFERENCE & CONVENTION - O.I. REPRESENTATIVES

The official Optimist International Representative (and spouse) shall receive complimentary registration, meals, and hotel/motel lodging of suitable character and such shall be anticipated in the District Conferences and Convention budget.

18. FUNDRAISING ACTIVITIES AT CONFERENCES AND CONVENTIONS

Anyone, including clubs, individuals, organizations, businesses, and the District, will be placed into one of two categories. (A) MEMBER CLUBS of WINUM District and the District itself, and (B) NON-MEMBER CLUBS/INDIVIDUALS/OTHER ORGANIZATIONS. The latter is to include any individual, club, organization, or business, which is not an Optimist Club of WINUM District or the District itself. This grouping will be considered selling for their own gain or profit. It is hoped individuals will refrain from selling "raffle" tickets from their pocket during Conferences/Conventions and will utilize a table/stand in accordance with the District policies. All sales and displays will be done and set up in a respectful and professional manner. These policies do not apply to individuals or organizations coming to a District Conference or Convention as a speaker at one of the general or breakout sessions. They are intended to provide any interested parties with a fair and equal opportunity to further their respective fundraising efforts. From time to time situations will arise requiring an exception be made to the above. Every effort will be made to accommodate these situations in a manner consistent with the above policies.

POLICIES SALES GUIDELINES FOR (A) MEMBER CLUBS:

1. Member Clubs shall be given the opportunity to sell items at WINUM District Conferences/Conventions only after receiving prior written approval.
2. The Executive Committee will approve or deny any request.
3. Member Clubs shall have the right to sell at District Conferences and Conventions items, which the club is selling within the normal course of its respective fundraising efforts.
4. All sales, which are in conjunction with a fundraiser, must be timely with the club's fundraiser. Sales will only be allowed at the Conference/Convention, which is during, or closest to the clubs scheduled fundraiser dates.
5. The District, except to cover any additional costs incurred by the District to accommodate the sales efforts, will assess no fees or charges. If any expenses are incurred, the club must reimburse the District prior to starting any sales activity.
6. All clubs will be responsible for staffing, maintaining, security, financial transactions, and anything else necessary to run their sales.
7. The District retains the right to deny or stop the sale of any item(s) it feels are inappropriate.
8. Placement of tables/stands will be permitted alongside or near, the Registration and Optimist International Supply tables, as space permits.
9. An individual may be considered within the Member Club category, if they are selling on behalf of a Member Club and all proceeds will go directly, and wholly, to the Member Club.

POLICIES SALES GUIDELINES FOR (B) NON-MEMBER CLUBS/INDIVIDUALS/OTHER ORGANIZATIONS:

1. Those in Category (B) shall be given the opportunity to sell items at WINUM District Conferences/Conventions only after receiving prior written approval. These clubs/organizations

must submit a written request to the Executive Committee by the Conference/Convention preceding the Conference or Convention at which the desired sales(s) are to take place.

2. The District will place the request on the agenda of the Executive Committee and decide on approval or denial. It will be the responsibility of the Executive Member who forwarded the request, or the District Secretary, to inform the requesting party of the decision of the Executive Committee.

3. A fee of \$75.00 will be charged, payable in advance. Additionally, any expenses incurred by the District in conjunction with the sale(s) will be paid by the selling club/organization, prior to the start of selling.

4. Placement of tables/stands will be in an area designated by the District, based on space available. The location will not, however, be placed so as to indicate there is an endorsement or recommendation to patronize.

5. The District retains the right to deny, or stop, the sale of any and all item(s) it feels are inappropriate.

6. The District will not permit the sale of any items, which are in competition with any sales efforts by the District, or it's Member Clubs.

7. Those in Category (B) will be responsible for staffing, maintaining, security, financial transactions, and anything else necessary to run their sales.

19. DISTRICT CONVENTION - COMPLIMENTARY REGISTRATIONS

The Governor and spouse shall receive complimentary District Convention registration and such shall be anticipated in the District Convention budget. The costs of meals included in the registration ~~are~~ may be, excluded from this policy at the discretion of the Executive Committee.

20. DISTRICT CONVENTION DURATION

The annual District Convention shall be a maximum two-day event exclusive of social, recreational, or other extra-curricular activities and any supplemental training sessions.

21. FLAGS, CREED, AND BANNER

The District administration will display at all District Conferences and Conventions appropriate national flags, the District Banner, and the Optimist Creed Banner, and any Awards Banners including Distinguished Lt. Governors and Builders of Excellence, in the room in which District Conferences or Convention business is being conducted. The District shall purchase these items and the District Treasurer, or a designate, is responsible for bringing these items to each District Quarterly Conference and Annual Convention.

22. GIFTS-MOMENTOS (Acct. 450)

It shall be the policy of the District to present a gift and/or memento to the retiring Governor. The cost shall not exceed \$100.00. The Governor-Elect shall be responsible for the selection of such gift/memento. It shall be the policy of the District to present a gift and/or memento to the Optimist International President or Optimist International Representative attending in an official capacity any District Conference or Convention. The cost shall not exceed \$150.00 for the Optimist International President or \$100.00 for the Optimist International Representative. The Governor shall be responsible for the selection of such gift/memento.

23. CLUB HOSPITALITY ROOMS AT DISTRICT CONFERENCES AND CONVENTION

All club hospitality rooms, or other accommodations serving a like purpose, shall be closed during Conference and Convention business sessions or training events. In no event will club hospitality room(s) at a District Conference or Convention be subsidized by District funds.

23A DISTRICT HOSPITALITY ROOM(S) AT DISTRICT CONFERENCES AND CONVENTIONS

A District hospitality room or accommodation shall be permitted at District Conferences and/or Convention. This space shall be closed during Conference and Convention business sessions and training sessions, except for use by significant others.

Donations and a portion of the registration fee can subsidize this space. The Governor and Conference and Convention Committee can designate the space be used as needed.

24. DISTRICT CONVENTION PROGRAM

The Governor, through consultation with the Governor-Elect, the Conference and Convention Committee, and the Leadership Development Committee, shall prepare the agenda and/or curriculum for all Convention business sessions, leadership development sessions, forums, and meal service events. The Convention schedule and program shall be distributed to all District officers and chairpersons, club Presidents, Secretaries, and Treasurers, not less than thirty (30) days prior to the Convention. The Convention schedule shall include, as a minimum, the following events:

1. A business session necessary to accomplish the business of the Convention.
2. All leadership development training sessions for club and district officers as prescribed by Optimist International.
3. A meal service event to provide the official Optimist International Representative with an opportunity to address assembled attendees.
4. Installation of new district officers.

25. CONFERENCE & CONVENTION REGISTRATION REFUNDS

The pre-registered individual must make all requests for refunds of prepaid District Conferences and/or Convention registration in writing. The Conference and Convention Chairperson or District Treasurer must receive such requests for refunds within one (1) week of the last day of the Conference or Convention. No refunds of partial registration shall be honored. Meal fees will not be reimbursed unless cancellation is received within 72 hours prior to the beginning of the District Conference and/or Convention, unless the meal was resold to another attendee.

26. DISTRICT CONVENTION RULES

1. The Convention shall be composed of registered Optimist Club delegates.
2. To be accredited by the Credentials Committee, District Secretary, or District Conference/Convention Chair and eligible to vote on the District Convention business, delegates must have registered at the Convention, paid the registration fee, and produced such credentials as may be required by the Board of Directors. The number of accredited delegates of a club shall not exceed the voting strength of the club.
3. "Robert's Rules of Order" shall govern the District Convention proceedings in all cases.
4. Delegates shall register promptly upon arrival and should attend all sessions of the District Convention.
5. The Credentials Committee, District Secretary, or District Conference/Convention Chair shall report at the first District Convention session thereof and periodically thereafter, or when directed to do so. The report shall include only those clubs with properly accredited delegates and may be amended before or between District Convention business sessions.
6. A member holding membership in more than one club may become an accredited delegate for such clubs provided he/she has completed registration and paid a registration fee as a delegate from each club for which he/she intends to vote.
7. The program as printed shall be the official program of the District Convention.

8. The Candidate Qualifications Committee shall report its nomination for Governor-Elect at the first business session. Following this report, the Presiding Officer, or representative shall call for other nominations from the floor three times, and then call for the closing of nominations. The elections shall be conducted during the last business session.
9. Nominations from the floor shall be limited to a statement including the candidate's name, club, and office for which he/she is being nominated.
10. The Friend of Optimist shall be ineligible to serve as an officer of an Optimist Club and/or on the Club Board of Directors or vote at International and District Conventions or Club meetings. (OI Bylaws III, Section 1.5.)
11. No one shall be eligible for election or hold a District office unless the 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, they should have served a full term as Club President. (OI Bylaws VIII, Section 6.A.)
12. The Governor-Elect shall automatically become Governor on the first day of October of the year following the year in which that person was elected Governor-Elect. Following the District convention, the Governor-Elect shall be known as the Governor-Designate. (OI Bylaws VIII, Section 6.B.)
13. The Governor-Elect shall be elected at the annual or a special duly called convention by a majority vote of the votes cast 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 as Governor-Elect. (OI Bylaws VIII, Section 6. C.)
14. The District Secretary and /or Treasurer shall be appointed for a term of one year by the Governor-Elect. The appointment of the Secretary and/or Treasurer Designate shall be confirmed by the District Board and shall take office on the first day of October following confirmation. A District Secretary and/or Treasurer, District Secretary, District Treasurer or any combination thereof, shall not serve more than three consecutive years. (OI Bylaws VIII, Section 6.D.)
15. A 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.
16. There shall be no nominating speeches if there are no nominations from the floor. In the event there are, nominating speeches shall be given on the day of election by persons approved by the respective candidates, and shall be limited to two for each candidate, one of five minutes duration and one of two minutes duration. It is permissible for the nominee to utilize the two-minute seconding speech to address the convention delegates.
17. Voting:
 - a. All voting shall be voice, hand, or rising vote, at the discretion of the Presiding Officer 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 Presiding Officer shall appoint a committee of tellers and name its chair. At the conclusion of the balloting, the tellers shall certify the tabulated results in writing to the Presiding Officer. If the balloting has been conducted for the purpose of electing an officer, the Presiding Officer shall announce the name of the winner only, and then entertain a motion to destroy the ballots.
 - b. Only accredited delegates may vote.
 - c. Accredited delegates from each club shall select a delegation chair who shall cast the votes of his/her delegation on any District Convention business requiring a vote by written ballot or roll call.
 - d. Each delegation chair shall present himself/herself to the Credentials Committee before the close of registration on the opening day of the District Convention, to verify the accreditation of his/her club's delegates and obtain official ballots for the use of his/her delegation throughout the District Convention.

e. Delegation chairs unable to verify accreditation and obtain ballots within the hours of registration of the opening day of the District Convention may do so by presenting themselves to the Credentials Committee during the hour preceding the time the business meeting of any day is called to order. Ballots shall not be distributed during the conduct of business meetings.

In the event of lost blank ballots obtained in advance by a delegation chair, he/she may appear before the Credentials Committee to request duplicate ballots.

f. Voting strength may be split by clubs 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 permitted).

g. The vote on any business or question before the Convention, except reports of the Candidate Qualifications, Resolutions or Constitution and Bylaws Committees, shall be taken immediately following its presentation and debate.

18. In the event a vote by ballot is ordered, balloting shall be conducted in the following manner:

a. The meeting shall be recessed for marking and depositing ballots.

b. The Presiding Officer shall appoint a committee of tellers as provided earlier in Paragraph 11 a.

c. To expedite the balloting process, multiple ballot boxes may be placed in convenient locations within the meeting room. Tellers shall be stationed at each ballot box.

d. Each delegation chair shall deposit one ballot for his/her club only.

e. At the conclusion of the balloting period, tellers shall remove the boxes, count the ballots and the chair shall report the tabulated results, in writing, to the Presiding Officer.

19. The vote on the question, once commenced, shall not be interrupted except to ask the Presiding Officer to restate the question.

20. No delegate shall be entitled to the floor unless he/she rises, addresses the presiding officer, and gives his/her name and club affiliation. Any registered delegate may speak on any issue; however, only accredited delegates may make or second motions.

21. Main motions shall be put in writing when the Presiding Officer so directs.

22. No motion shall be entertained by the Presiding Officer unless seconded and shall not be open to debate or amendment before the Presiding Officer has repeated it.

23. Debate shall be limited to five minutes a speaker. A delegate shall not speak a second time to the same question at the same setting. If another registered delegate who has not spoken thereon rises and asks for the floor.

24. No accredited delegate shall speak more than twice on the same question if anyone objects.

25. An accredited delegate may change his/her vote provided he/she rises and asks for the floor promptly and before the Presiding Officer declares the results final.

26. An appeal from a decision of the Presiding Officer should be based on a point of order and shall be seconded. The vote thereon shall be put on sustaining the decision from the Presiding Officer, not on sustaining the appeal. A majority vote in the negative reverses the decision of the Presiding Officer.

27. Not more than two amendments to any question shall be pending at one time. But, after disposal of one or both of them, other amendments may be proposed.

28. The District Convention may, to expedite the handling of business, limit as it chooses the time or the number of speakers for each side on any questions, or the total time for debate, by a two-thirds vote.

29. Chairs of committees may make partial reports during lull periods of the District Convention unless otherwise ordered.

30. These District Convention rules shall be adopted by a majority vote, but they may be suspended, rescinded, or amended after their adoption by a two-thirds vote (OI Bylaws X, Section 6).

27. INTERNATIONAL CONVENTION (Acct. 500 Series)

With due respect to the location and duration of the OI Convention, the current and incoming Leadership team may be reimbursed for the portion of expenses not reimbursed by other related

or unrelated organizations, and as pre-determined by the Budget process, and approved by the Board of Directors at the beginning of the fiscal year. To qualify for this amount, each must attend and be registered at the full convention and show evidence thereof when submitting his/her expense voucher. Preference shall be towards reimbursement for the Governor and the Elects and Appointees; the Governor to represent the District, and the Elects and Appointees to encourage the attendance of training in preparation for their upcoming term.

28. HOSPITALITY ROOM AT INTERNATIONAL CONVENTION (Acct. 560)

The District administration may, at the discretion of the Governor and Executive Committee, maintain a District headquarters or hospitality room at Optimist International Conventions, the expenses of which shall be budgeted and chargeable to Account 560.

29. DISTRICT DIRECTORY

The District administration may publish, at the earliest possible date after the beginning of the administrative year, a District Directory. The Directory may contain the names, addresses, email addresses and telephone numbers of all District officers, District committee chairs, club Presidents, Secretary and Treasurers, club meeting days, times and locations, Past Governors, and Optimist International Officers. The District may publish directory information on the District website. Such information shall be password protected and its use is restricted to Optimist International business by authorized representatives of Optimist International. Directory information will not be shared with any party outside of Optimist International. When feasible and practical, the directory shall also include all district policies and the dates and locations of all District Conferences, and Convention of the administrative year and any other information the Administration desires to add.

30. DISTRICT DUES

Each club in the District shall pay, for each member enrolled in the International Office as of 30 September and 31 March, annual dues of \$13.00 per member, which includes a \$1.00 per member subscription to the District Bulletin. The dues are waived for members who are enrolled as a full-time student in a College or similar accredited institution of higher learning, and thus listed as such with Optimist International. Dues are payable semi-annually on or before 1 November and 1 May each year, subject to the approval of the Board of Directors of Optimist International and in accordance with O.I. Bylaws. Annual dues payable by a newly affiliated club shall commence on the first day of the third month following which such club is officially organized such payments to be based on the number of members enrolled in the Optimist International Office on the billing date. NO assessments may be levied and the District Board may petition the Optimist International Board for a dues increase (O.I. Bylaws VII, Section 5A&B)

31. DISTRICT FINANCE COMMITTEE

The Finance Committee shall be comprised of the Immediate Past Governor, Immediate Past Treasurer, the Governor-elect/designate, and at least one member at large appointed by the current Governor. Governor shall appoint the chairperson from the membership of the committee. The Finance Committee may also review, in consultation with the District administration; the District financial statements prior to each District Conference and Convention and the chairperson or District Treasurer will make any recommendations as warranted to the Executive Committee. The Finance Committee shall assist the Governor Elect and District Treasurer Appointee, in preparing the succeeding proposed annual budget. The Finance Committee shall review the proposed budget prior to submission to the incoming Executive Committee and incoming Board of Directors for approval at the First Quarterly District Conference

of the administrative year. At its first meeting the District Board shall review, amend and approve the annual budget submitted by the finance committee, ensuring that is done in a manner conforming with the standard District chart of accounts established by the International Board. Such budget shall be submitted to the International Board for final approval. The budget shall include income only from authorized sources for the current fiscal year and any accumulated surplus and shall not authorize the expenditures of any money in excess of such income and surplus. (OI Bylaws VIII, Section 5.D.) The District budget will be a break-even budget based on total expected receipts and expected expenses. Executive Committee approval shall be required for any expenditure exceeding the total budgeted expenses. All budgets shall employ the Standard District Chart of Accounts, account numbers, definitions and required supplements established by Optimist International (O.I. Bylaws VII, Section 5D).

32. ANNUAL FINANCIAL STATEMENTS REVIEW

An annual review of the books of account of each District as of September 30 shall be performed by an independent Certified Public Accountant, a Certified General Accountant or a review committee, and a report thereon shall be submitted to the District Board no later than December 31 of each year. (OI Bylaws, VIII, Section 5.E.)

33. GOVERNOR'S CLUB VISITATIONS

The Governor shall not be required or expected to visit every club in WINUM District. The Governor's club visitations shall be limited, at his/her discretion, to Charter Presentations to new clubs, zone meetings and such special events as may be conducted by clubs and to which he/she has been invited. In view of the demands upon his/her time and administrative responsibilities, the Governor may delegate or appoint an individual to appear in his/her place on such occasions.

34. NEW CLUB BUILDING AND CHARTER PRESENTATIONS

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

Dates and programs for the charter presentation events of new clubs shall be established by joint action of the new club, the new club's sponsor club, and the Governor (or the Lieutenant Governor of the zone on the Governor's behalf). The Governor or his/her appointee shall present Charters. In the event of a Charter Presentation occurring after the end of the administrative year in which the new club was established, the Immediate Past Governor shall have the prerogative of presenting the Charter.

35. GIFTS TO NEW CLUBS (Acct. 440)

The District administration shall provide each new club with a complimentary Club Banner, Bell, and Striker, purchased from Optimist International, and shall budget an estimated amount for such purpose annually. (Policy may include sharing a gift expense by sponsor club).

36. NOMINATING PROCEDURE

Functioning under the provisions of the International Bylaws, the Candidate Qualifications Committee, comprised of the five (5) most recent past Governors chaired by one of the Past Governors shall seek, qualify, and nominate one or more candidates for the office of Governor-elect. Nominations shall be presented at the Third Quarter Conference. The Candidate Qualification Committee may request the following for the consideration of the committee:

1. A written presentation of the proposed candidate's background and committee involvement, leadership training, WINUM District involvement, and Optimist International involvement;

bearing in mind the only requirements of Optimist International is to have served a full term as a club President and Lt. Governor, for the office of Governor-elect.

2. A letter from the club(s) of which the proposed candidate is a member indicating the club's support of his/her candidacy.

3. A statement from the proposed candidate's employer(s) indicating his/her understanding and approval of the proposed candidate's anticipated commitment to serve. If candidate be self-employed, he/she shall submit such a statement on his/her own behalf.

The Candidate Qualifications Committee shall prepare a brief summary and description of each of the nominee's background and preparedness, which shall be delivered to each club President and Secretary, via any means deemed feasible, prior to the date of the elections.

37. INTERNATIONAL PRESIDENT'S VISITATION (Acct. 360)

The Governor, at the request of Optimist International, shall provide preferred and alternative locations for the International President's visitations.

All plans and arrangements for the International President's visit shall be under direct supervision of the Governor and District administration including the provisions of complimentary accommodations, customary courtesies, and a suitable gift or memento. The event shall be budgeted and conducted under accounts 130 and 360, and operated on a break-even basis. All clubs in the District shall be invited, at least forty-five (45) 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 staffing for the conduct of the event. The Governor and spouse, or a past Optimist International or District officer and spouse, shall be designated as official host to the Optimist International President.

38. INTERNATIONAL REPRESENTATIVES TO DISTRICT MEETINGS

The policy of Optimist International to provide an official International Representative to the District Board Meeting held in the first quarter of each year and to the Annual District Convention, the Governor shall issue an invitation, at his/her earliest convenience, to such individuals as soon as their identities are established. Courtesies traditionally provided to the International President, including complimentary accommodations, meals, and registration, shall also be provided to such official Optimist International Representatives.

39. DISTRICT ESSAY CONTEST

1. WINUM District shall conduct an Essay Contest each year. Each Optimist club within WINUM can forward their winning essay for judging at the District level. Following the District judging and the determination of first place winner, the required information regarding the District winner shall be forwarded to Optimist International as prescribed by Optimist International guidelines.

2. All phases of the contest shall be conducted in strict compliance with Optimist International Essay Contest Rules.

3. A District chairperson may be appointed by the Governor to administer all details pertinent to the conduct of the district contest.

4. Winning essay(s) shall be presented at the Third Quarter District Conference to attendees at a time allocated in the Conference agenda. If feasible, the youth entering the winning essay(s) shall be encouraged to attend and read their essay.

5. The costs of all District awards and all authorized receipts and expenditures shall be budgeted and conducted under accounts 147 and 390. All such items shall be purchased directly by the committee chairperson, subject to approved budget limitations and submitted to the District Secretary-Treasurer for direct payment or for reimbursement.

6. The cost of food, lodging, and transportation while in route to or from the District contest shall not be the responsibility of the District.

40. DISTRICT ORATORICAL CONTEST

1. WINUM District shall conduct an Oratorical Contest each year. The District finals will be held at the Third Quarter District Conference. If preliminary contests are necessary, they will be held as determined by the District Oratorical chairperson and approved by the Governor.
2. District Oratorical Contest winners shall present their winning speeches at the Third Quarter District Conference to attendees at a time allocated in the Conference agenda. WINUM Policies
3. Pursuant to the policies of Optimist International, all phases of the District Oratorical Contest shall be conducted in strict compliance with current Optimist International Oratorical Contest rules.
4. A committee may be appointed by the Governor to assist the District Oratorical Chairperson in the selection of facilities, equipment, judges, etc., and other details pertinent to the conduct of the contests.
5. Potential District oratorical contestants must present a speech on the pre-assigned topic to their local Optimist club for sponsorship to the zone and/or District level contest.
6. In order to encourage participation in the District Oratorical Contest, sponsoring clubs and/or zones may forward their winning contestant to present their speech at the District contest. Depending on the number of sponsored contestants from each club and/or zone, a preliminary contest may be necessary at the Zone or District level.
7. The costs of food, lodging, and transportation while en route to or from the District contest semi-finals and finals shall not be the responsibility of the District. Local clubs shall determine the number of contestants they can financially sponsor each year.
8. The costs of all District trophies and participation certificates and frames, and all authorized receipts and expenditures, shall be budgeted and conducted under Accounts 140 and 370. All such items shall be purchased directly by the District Oratorical Committee chairperson, subject to approved budget limitations and submitted to the District Treasurer for direct payment or for reimbursement.
9. It shall be the responsibility of the District Oratorical Contest chairperson to submit required materials and information on contest winners to Optimist International shall be forwarded to Optimist International as prescribed by Optimist International guidelines. The Governor, at the District Convention/conference, when possible, shall make the presentation of the official scholarship award provided by Optimist International.
10. All scholarship awarded by the District, or from any other source, will be sent to Optimist International Foundation for their administration. The cost of all District awards shall be accounted for in Account A370

41. DISTRICT COMMUNICATION CONTEST FOR THE DEAF AND HARD OF HEARING

The WINUM District shall conduct a Communication Contest for the Deaf and Hard of Hearing each year. The Governor shall appoint a District Communication Contest for the Deaf and Hard of Hearing Chairperson to administer all details pertinent to the conduct of the contest. District finals should be held at the Third Quarter District Conference. If preliminary contests are necessary, they will be held as determined by the District C.C.D.H.H. chairperson and approved by the Governor. The cost of all District awards shall be accounted for in Account A371.

1. WINUM District shall conduct both a boys and girls Communications Contest for the Deaf and Hard of Hearing each year. The District finals will be held at the Third Quarter District Conference. If preliminary contests are necessary, they will be held as determined by the District Communications Contest for the Deaf and Hard of Hearing Chairperson and approved by the Governor.
2. District Communications Contest for the Deaf and Hard of Hearing winners shall present their

winning speeches at the Third Quarter District Conference to attendees at a time allocated in the Conference agenda.

3. Pursuant to the policies of Optimist International, all phases of the District contest shall be conducted in strict compliance with International Communications Contest for the Deaf and Hard of Hearing rules.

4. A committee may be appointed by the Governor to assist the District Communications Contest for the Deaf and Hard of Hearing Chairperson in the selection of facilities, equipment, judges, etc., and other details pertinent to the conduct of the contests.

5. Potential contestants in the District Communication Contest for the Deaf and Hard of Hearing shall be sponsored by their local Optimist club.

6. The costs of food, lodging, and transportation while in route to or from the District contest semi-finals and finals shall not be the responsibility of the sponsoring clubs. The clubs shall not be responsible to cover the costs for more than four individuals.

7. The costs of all District trophies and participation certificates and frames, and all authorized receipts and expenditures, shall be budgeted and conducted under Accounts 140 and 371. All such items shall be purchased directly by the committee chairperson, subject to approved budget limitations and submitted to the District Treasurer for direct payment or for reimbursement.

8. It shall be the responsibility of the District Communications Contest for the Deaf and Hard of Hearing Chairperson to submit required materials and information on contest winners to Optimist International as prescribed by Optimist International guidelines. The Governor, at the District Convention/Conference, when possible, shall make the presentation of the official scholarship award provided by Optimist International.

9. Since Optimist International only funds one scholarship, if funds are available, WINUM may fund a second scholarship. All scholarship funds awarded by the District, or from any other source, will be sent to Optimist International Foundation for their administration.

42. DISTRICT JUNIOR GOLF

1. WINUM District may conduct a Junior Golf tournament each year. The District finals shall be conducted, and the number of contestants provided to Optimist International by the required date.

2. All phases of the contest shall be conducted in strict compliance with Optimist Junior Golf rules.

3. A chairperson shall be appointed by the Governor and shall be responsible for all details pertinent to the conduct of the contest.

4. Each golfer must be sponsored by a local Optimist club within the District.

5. The costs of all transportation, food, and lodging in relation to District contests shall not be the responsibility of the sponsoring clubs.

6. The costs of all District awards and all authorized receipts and expenditures shall be budgeted and conducted under accounts 145 and 380. All such items shall be purchased directly by the committee chairperson, subject to approved budget limitations and submitted to the District Secretary-Treasurer for direct payment or for reimbursement.

7. District winners will be one boy and one girl, or whatever is prescribed by Optimist International Junior Golf guidelines, with the lowest qualifying score. The District will pay only the fees set by the Optimist International Junior Golf Championship Committee for each winner. Travel and all other expenses involved in the Optimist International Junior Golf Championship will be the responsible of the individual participants.

8. A boy and a girl from each division may advance to Optimist International championship if the minimum qualifying score is shot. However, the WINUM District as stated above will only assist financially to the top boy and girl qualifying golfers.

43. TRI-STAR TOURNAMENTS

1. WINUM District may conduct Tri-Star Sports tournaments each year. The District finals shall be conducted, and the number of contestants provided to the International office by the required date.
2. All phases of the contest shall be conducted in strict compliance with Optimist Tri-Star Sports rules.
3. A chairperson shall be appointed by the Governor and shall be responsible for all details pertinent to the conduct of the contest.
4. The costs of all transportation, food, and lodging in relation to zone and/or District contests shall be the responsibility of the sponsoring clubs.
5. Expenditures shall be budgeted and conducted under accounts 147 and 375. All such items shall be purchased directly by the committee chairperson, subject to approved budget limitations and submitted to the District Treasurer for direct payment or for reimbursement.

44 YOUTH CLUBS CONFERENCE (Junior Optimist (JOI))

1. The District shall be encouraged to conduct a conference for Junior Optimist each year, if a JOI District exists.
2. A planning committee comprised of the District JOI Chairperson, JOI Governor, JOI Board of Directors and JOI Club sponsors and advisors, as the committee deems necessary, shall be responsible for organizing all phases of the conference.
3. Elections for District JOI officers must be held in accordance with guidelines in the District JOI Club's Policies.
4. Finances shall be under the control of the District Treasurer and JOI Chairperson.

45. DISTRICT POLICIES

The District Secretary shall provide each member of the incoming District Executive Committee with a copy of all District policies no later than the closing date of the District Annual Convention immediately preceding their term and shall provide Optimist International and each member of the District's Board of Directors with a copy of all District Policies by the beginning of the Administrative year. District policies will be made available to other members upon request to the District Secretary and will be posted on the District's web site. The posting of the District Policies to the District website, with notice sent to the District Board of Directors, will constitute providing a copy to the District Board of Directors.

46. POLICY REVISIONS

These policies shall be reviewed annually by an ad-hoc committee comprised of one (1) Past Governor not more than five (5) years out of office, a Lt. Governor, the District Secretary or Treasurer, and one WINUM District member appointed by the Governor-Elect. Selection of the ad-hoc Committee shall be appointed at the Annual Convention Executive Committee Meeting and announced at the Board of Directors Meeting. All revisions in policies shall be presented at the First Quarter Conference and voted on by the full Board of Directors at the Second Quarter Conference. Revisions shall take effect 1 October following their approval. Policies may be reviewed and revised by the Board of Directors at other times as necessary.

47. EXPENSES - GENERAL (Accts. 200 through 265)

Authorized individuals shall be reimbursed for expenses incurred on District administration business by the District Treasurer upon receipt of a properly completed and signed voucher accompanied by a copy of receipts and any required report in writing, such as a visitation report, zone meeting report, or committee chair report. Travel reimbursement shall be at the rate of 30 cents per mile and \$100.00 per night for an overnight stay at Conferences and Convention. No reimbursement shall be made for occasions within the city of the individual's residence or within a thirty (30) mile drive. Lodging shall be for one (1) night at WINUM District Conferences and two nights (2) at WINUM District Convention. Lodging reimbursement will only be for the scheduled nights of the District Conference or District Convention. Reimbursement for postage, photocopies, and related expenses would be limited to such as is necessary to the duties of authorized persons and as District funds permit. All reimbursement shall be made within the limitations of budget and available funds and not to exceed budgeted amounts unless approved by the Executive Committee. Reimbursements for expense where an individual is sharing expenses with another person will only be reimbursed to the maximum allowed for one person. Reimbursement from the district will be net of any reimbursement from any other source. Travel and other expense reimbursement requests should be submitted to the District Treasurer on a quarterly basis by the 15th of the month following the end of the first three quarters. For the 4th quarter, requests should be submitted by 15 September, or 7 days following the District Convention, whichever is later. If vouchers are not submitted, in this timely basis, they may not be reimbursed by the next Administration. The District Board shall annually determine the official depositories for District funds and designate officers authorized to endorse, execute and sign checks or orders for the payment of money and such shall be co-signed by two such officers. (OI Bylaws VIII, Section 5.F.)

48. EXPENSES - COMMITTEE CHAIRS (Acct. 265) and DISTRICT SECRETARY (Acct. 250)

All District committee chairpersons, excluding the Conference and Convention Chair, shall be reimbursed for authorized expenses incurred in attendance at District Conferences, Conventions, District Executive Committee and Board of Directors meetings, when specifically requested by the Governor to be present and report. Committee Chairpersons, excluding the Conference and Convention Chair, shall be reimbursed at the same rate and schedule as prescribed in Section 45. The hotel negotiated room rate at District Conferences and Conventions for the Conference and Convention Chair shall be paid in full. Room upgrades will be at the expense of the Conference and Convention Chair. Other authorized expenses shall be reimbursed at the same rate and schedule as prescribed in Section 45.

49. EXPENSES - GOVERNOR (Acct. 201).

The Governor shall be reimbursed for authorized expenses when engaged in the execution of the responsibilities of his/her office excluding those occasions/expenses reimbursable by Optimist International. The hotel negotiated room rate at District Conferences and Conventions shall be paid in full. Room upgrades will be at the expense of the Governor. All other expenses incurred by the Governor for District Conferences and Conventions, may be reimbursed after approval by the District Treasurer and/or the District Conference Chairperson. Lodging for WINUM Conferences and Convention shall be one (1) night for Conferences and two (2) nights for Convention. Additional authorized expenses include attendance at the annual Governor's Conference for the Governor and guest, as required by Optimist International. Other authorized Governor expenses shall be reimbursed at the same rate and schedule as prescribed in Section 45.

50. EXPENSES - GOVERNOR-ELECT (DESIGNATE) (Acct. 255)

The Governor-Elect (designate) shall be reimbursed for authorized expenses incurred in attendance at District Conferences and Convention, District Board of Directors and Executive Committee Meetings, and such other occasions and events specifically requested by the Governor. Governor-Elect shall be reimbursed at the same rate and schedule as prescribed in Section 45. Additional authorized expenses include attendance at the annual Governor-Elect conference for the Governor-Elect and guest, as required by Optimist International. Other authorized Governor expenses shall be reimbursed at the same rate and schedule as prescribed in Section 45.

51. EXPENSES - LIEUTENANT GOVERNORS (Acct. 210)

Lieutenant Governors shall be reimbursed for authorized expenses, when engaged in the business of the District administration or Optimist International, incurred in required Club Visitations, authorized Zone Meetings, New Club Building projects, and Charter Banquet presentations, within their zones, meetings of the District Executive Committee and Board of Directors Meetings, and District Conferences and Convention. Lt. Governors shall be reimbursed at the same rate and schedule as prescribed in Section 45. A Lieutenant Governor-Elect will be reimbursed for the District Convention and receive reimbursement for the International Convention as prescribed in Section 26.

52. EXPENSES - PAST GOVERNORS (Acct. 257)

The Past Governors serving as members of the District Executive Committee shall be reimbursed for authorized expenses incurred in attendance at meetings of the District Board of Directors and Executive Committee, District Conferences and Convention, and such other occasions and events specifically authorized by the Governor. These Past Governors shall be reimbursed at the same rate and schedule as prescribed in Section 45. The Immediate Past Governor shall be reimbursed for 2-night hotel expense for the 2nd quarter awards night at the rate described in Section 45.

53. EXPENSES –TREASURER (Acct. 250)

The District Treasurer shall be reimbursed for authorized expenses incurred in the execution of the duties of his/her office, attendance at meetings of the District Board of Directors and Executive Committee, District Conferences and Convention and such other occasions and events specifically authorized by the Governor. The hotel negotiated room rate at District Conferences and Conventions for the Treasurer shall be paid in full. Room upgrades will be at the expense of the District Treasurer. Other authorized expenses of the Treasurer shall be reimbursed at the same rate and schedule as prescribed in Section 45.

54. PAST GOVERNOR'S ASSOCIATION (PGA)

The past Governors shall have an association known as the Past Governor's Association (PGA). The Association shall be comprised of all past Governors of the Wisconsin Upper Michigan District (WISUM) and of the Wisconsin North Upper Michigan (WINUM) as well as the current Governor and Governor-Elect. The Association shall elect a chairperson at its First Quarter Conference meeting of each administrative year. The chairperson shall appoint a Secretary and/or Treasurer. The Association shall act as an advisory body for the District administration with an emphasis on WINUM District growth through New Club Building. The Past Governor's Association and its members shall assist in any New Club Building project requested and, as an association, initiate a minimum of two (2) projects per year. The Association shall meet a minimum of once each quarter. If said meeting is held at, the District Conferences or Convention it shall be a breakfast meeting and the cost shall be paid by the

members attending. The current Governor may request the Association and/or members thereof to assist him/her in whatever capacity necessary. The Association may charge dues to cover the cost of name badges or other expenses incurred for its members.

55. HISTORIAN

The Governor may appoint a Historian who shall keep records and information of District activities of the past to assist Governors in their planning and provide consistency in meetings, Conferences and Conventions.

56. DISTRICT SUPPLY SALES

If so desired, the Governor each year may appoint a Chairperson for supply sales. This Chairperson will be authorized to conduct a supply sales table at every District event. The District Supply Chairperson shall provide to the District Treasurer a full and detailed accounting of all supply sales and purchases during the administrative year no later than (thirty) 30 days after each Conference or Convention at which supply sales took place, and should cover the entire period since the last accounting. This accounting shall also include a detail listing of inventory on hand and of any receivables from members or clubs billed for supply purchases.

Supplies may only be billed to members and clubs if the invoice amount is over \$25.00. All invoices must be paid within thirty (30) days of receipt.

57. DISTRICT RESOLUTIONS COMMITTEE

At the Third Quarter District meeting, the Governor shall cause to be placed on the agenda the topic of resolutions. At the meeting, the Governor shall announce the chairperson and committee members of the District Resolutions Committee, which will act upon all resolutions ultimately forwarded to the District. All clubs will be solicited to submit resolutions to their Lt. Governor. No later than 15 July of each year, the Lt. Governor of each zone and all District Officers shall review any resolutions submitted to him or her and shall transmit those resolutions to the District Resolutions Committee. After 15 July, the District Resolutions Committee shall meet and consider all the resolutions forwarded to the committee as well as any other resolutions the committee wishes to address. The committee shall make a report of its deliberations and proposed action, if any, to the delegates at the Annual District Conventions.

58. DISTRICT CONFERENCE AND CONVENTION COMMITTEE

Committee shall be comprised of the Chairperson who is appointed by the Governor, and two (2) to four (4) additional members. Members shall be selected by the Chairperson.

1. The committee shall select the properties, in consultation with the Governor who will be in office at the time of the District Conference or Convention, negotiate the contracts, and establish the registration fees for each District Conference or Convention.
2. The committee shall be responsible for the running of each District Conference and Convention in coordination with the District Administration. It will be involved in the specific matters of coordinating rooms, meals, social functions, tours, children's programs, spouse's programs, and facilities. The committee shall utilize local clubs for the District Conferences and Convention wherever and whenever possible. The specific agenda for each conference will be established by the Governor and the Leadership Development Committee.
3. A report will be made at each Executive Committee meeting showing the income and expenses of the previous conference. A final compiled report of all expenses and income for each District Conference and the Convention will be submitted to the District Treasurer by 15 September or within two weeks after Convention if Convention is after 1 September.

4. The committee shall be responsible to recommend possible locations to the delegates at the Annual District Convention the sites for future Annual Conventions. All attempts shall be made to rotate the Annual Convention around the district.

5. All expenses incurred at a District Conference and/or Convention must be approved, prior to incurring such expenses, by the Conference and Convention Committee Chairperson. Any deviation from this policy may result in the reimbursement for the expense being denied. Only the District Conference and Convention Chairperson or appointed designate may sign for expenses at the Conference or Convention sites.

59. DISTRICT GOVERNOR

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

60. DISTRICT GOVERNOR-ELECT.

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

61. DISTRICT ASSISTANT TO THE GOVERNOR/GOVERNOR'S ASSISTANT – POWERS, DUTIES, AND RESPONSIBILITIES

The Governor may appoint an Assistant to the Governor. The duties of the Assistant to the Governor shall be those designated by the Governor. Assistant to the Governors shall be reimbursed at the same rate and schedule as prescribed in Section 45.

62. DISTRICT COMMITTEE STRUCTURE AND CHAIRPERSON

The District Board shall establish in its District policies such committees as it deems appropriate to carry out the administration of the District. The Governor-Designate shall appoint the chairmen and the required number of members of all committees and shall announce such appointments not later than 1 October following the election. (OI Bylaws VIII, Section 3.G.) and (OI Bylaws VIII, Section 5.G.) WINUM District shall have established committees consisting of up to three members who each serve a progressive three (3) year term. The Governor-Elect designates the Committee Chairperson for the upcoming year. The Governor will affirm the Committee Chairs at first quarter conference and may call for quarterly meetings. The following committees are established: Membership, New Club Building, Finance, Leadership Development, Optimist International Foundation, Club Fitness, Oratorical Contest, Essay Contest, Communication Contest for the Deaf and Hard of Hearing, Junior Optimist Clubs, Awards and Achievements, Junior Golf, Conference and Convention, Personal Growth and Involvement, Childhood Wellness, and Scrapbook. An incoming Governor may add one-year ad-hoc committees, as he/she deems necessary. The one (1) year ad-hoc committee members will serve one (1) year and the committee(s) will disband at the end of the year. The Governor-Elect will appoint three members to serve a one-year term per ad-hoc committee.

63. VACANCY

For good cause or upon death, resignation or incapacitation of any elected or appointed officers or any officer-designate of a District or in the event of the failure of any officer to carry out the duties of the office, THE INCUMBENT District Executive Committee may declare said office vacant and shall select a successor to fill the remainder of the term. Should the Immediate Past Governor(s) be unable to serve as members of the Executive Committee and the District Board, the next Immediate Past Governor shall automatically become a member of the Executive Committee and District Board in that individual's 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 the office. (OI Bylaws VIII, Section 3.D.)

64. ALLOTMENTS FROM OPTIMIST INTERNATIONAL

Optimist International (O.I.) sends to Districts (two per year currently) allotments from member dues. These allotments will be added to the general budget of the district. In order to receive allotments certain information or material(s) must be sent to O.I. The submission of this must comply with the requirements set forth by O.I. as follows: Districts have one year to submit all requirements in order to receive a District allotment for that period, after which time the allotment will be forfeited. The documentation required for the November allotment must be submitted within one year from the end of that period or the allotment will be forfeited. The documentation required for the May allotment must be submitted within one year from the end of that period or the allotment will be forfeited.

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