

2018-19 Iowa District Policies

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1. DISTRICT BOARD OF DIRECTORS AND INSTALLATION

The District Board of Directors, defined in Optimist International Bylaws XII, Sec. 2, shall consist of the Governor, the Governor-Elect, the two immediate Past Governors, the Lieutenant Governors, the District Secretary-Treasurer and the President of each Club in the District. The official representative of Optimist International shall officially install this Board at the First Quarter District Conference.

2. DISTRICT BOARD OF DIRECTORS CONFERENCES (Acct. 130 & 360)

Pursuant to the International Bylaws, the District Board of Directors shall meet quarterly at such time and place as may be determined by the Board of Directors except that, at the Board's discretion, the Conference in the Second Quarter may be waived if all Zones hold meetings in that quarter. The First Quarter Conference shall be held not later than November 30, the Third Quarter Conference shall be held during the third quarter, and the Fourth Quarter Conference shall be held in conjunction with the annual District convention. Notice of all conferences of the District board of directors shall be sent by the District Secretary-Treasurer to all members of the Board, with an agenda prepared by the Governor and District Secretary, at least thirty days prior to said meetings. Board meetings shall be budgeted and conducted under Accounts 130 and 360 and operated on a break-even basis. The Secretary-Treasurer or his/her designate may collect cost of any meals and gratuities. (Optimist International Bylaws XIII, 1, B) Attendance at District Conferences may be taken from the registration cards in lieu of roll call.

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

The District Executive Committee, defined in Optimist International Bylaws VII, Sect. 3, F, shall consist of the Governor, the Lieutenant Governors, the District Secretary-Treasurer, the Governor-Elect, and the two most immediate Past Governors. This committee shall meet quarterly at the time, place and immediately prior to conferences of the District Board of Directors or at the call of the Governor or a majority of the members of the Executive Committee. (Optimist International Bylaws XIII, 2, B)

4. EXECUTIVE COMMITTEE - POWERS AND DUTIES

Pursuant to the International Bylaws, and limitations therein, and excepting 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 Executive Committee. (Optimist International Bylaws XIII, 2, A)

5. DISTRICT OFFICERS LAPEL INSIGNIA (Acct. 400)

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

- A. Governor's insignia with diamond
- B. Past governor's insignia with diamond
- C. Governor-Elect's insignia with diamond
- D. Lieutenant Governors' insignia with diamond
- E. Past Lieutenant Governors' insignia with diamond
- F. Secretary-Treasurer with diamond
- G. Past Secretary-Treasurer with diamond

6. MINUTES OF THE MEETINGS

It shall be the responsibility of the District Secretary-Treasurer to keep true and correct minutes of all meetings of the District executive committee, the District Board of Directors, and the annual District convention, and to provide a copy of such minutes to Optimist International not later than thirty days after the adjournment of each such Conference or Convention and to District Board of Directors at the next scheduled board meeting. (Optimist International Bylaws XIV, 4)

7. ESTABLISHMENT OF ZONES

Pursuant to the International Bylaws, the number and boundaries of Zones, for any administrative year, if subject to revision, shall be determined by the Board of Directors at First or no later than the Third Quarter Conference of the preceding year to accommodate the selection of lieutenant governors to serve during the next administrative year.

All proposals for the realignment of zone boundaries shall be submitted to the Governor not less than 30 days prior to said meeting. No Zone shall be created with less than four or more than twelve clubs. New clubs shall automatically be assigned to the Zones in which they are geographically located and services thereto shall be the responsibility of the Lieutenant Governor of such Zone commencing at the beginning of the next administrative year. Said new club remains in the Zone and responsibility of the sponsoring Club Lieutenant Governor until end of the administrative year in which it was officially organized. (Rev. 5/5/84)

8. ZONE MEETINGS

Each Lieutenant Governor shall schedule and conduct Zone meetings at least once each quarter. Notice shall be given to the Zone Club Presidents and Club Secretary-Treasurers at least 15 days prior to such meeting. The Lieutenant Governor shall make the prescribed report of each meeting within 30 days. (Optimist International Bylaws XIV, Sect 3, C)

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, if budgeted, shall be paid by the District Administration. (Account 360) At his/her discretion, the Governor may arrange with Lieutenant Governors for the Governor's presence at Zone meetings. The Lieutenant Governor shall be responsible for the preparation and distribution of each zone meeting program and the completion and filing of a report of each meeting on the form provided by Optimist International. Because Zones are not legislative bodies, minutes are inappropriate and not required.

9. ACHIEVEMENT AND AWARDS (A&A) PROGRAM (Account 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, Secretary-Treasurer, and through consultation with their predecessors, and which shall be presented to the District board of directors at its first quarter board meeting for final approval. It shall be the responsibility of the District administration to promote and encourage participation in both District and International Achievement and Awards programs. Pursuant to the Achievement and Awards program and policies of Optimist International, the District administration shall refrain from offering or conducting any awards competition, personal or club, for any activity or performance embraced by Optimist International's Achievements and Awards Programs. The District's Achievement and Awards program shall conform to the District program advocated by the International Board of Directors.

10. DISTRICT ACHIEVEMENT & AWARDS - APPEALS & PROTESTS

An appeal or protests of the final published standings of clubs or individuals in the District Achievement and Awards programs, to be considered, must be in the hands of the District Secretary-Treasurer not later than 30 days following publication of the standings. The District Executive Committee shall have the power and authority to review and adjudicate any such appeal or protest and their decision shall be final. To be eligible to receive any award or recognition, all financial obligations of the club to the District shall have been met by the closing day of the administrative year.

11. DISTRICT BULLETIN (Account 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 Chair) appointed by the Governor. Costs, publication frequency and distribution shall be established by the District administration from year to year, according to the budgetary provisions and available funds. At a minimum, the bulletin shall be published and distributed to all District officers, District committee personnel, club presidents, and the International office, as well as the past governors and past international officers of the District.

12. DISTRICT CONFERENCES (Accounts 130 and 360)

District conferences shall be planned and conducted by the District administration, at the time and place of and immediately following quarterly meeting of the District board of directors in the first and third quarters. 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 and if not otherwise

scheduled, the District oratorical contest finals and the fourth quarter conference shall include the election of the governor-elect. All such conferences will be budgeted and conducted by the District administration on a non-profit, break-even basis. The District administration may collect fees for any meal service and gratuities provided at such conferences. Notices of such conferences and programs thereof shall accompany the notice of District board of directors meetings.

13. DISTRICT CONVENTION

The District convention shall be held annually between the dates of August 1 and September 30, said dates to be established by the Board of Directors at the recommendation of the District convention committee. The convention site shall be determined by the vote of the accredited delegates to the annual convention following the recommendations of the convention committee, for as many years in advance, not exceeding five years, as may be deemed necessary. (Optimist International Bylaws X, I)

The District administration shall provide all member clubs with an opportunity to bid for the conduct of conventions in the respective locations. Such bids or invitations shall be submitted to the Convention Committee on the prescribed form not later than thirty days prior to the convention at which the selection(s) shall be made. The minimum fee for non-meal attendance shall be \$10. (Rev. 8/10/02)

14. CONVENTION ALLOCATION FROM DISTRICT DUES

In keeping with the fact that all clubs and members benefit from the conduct of the annual District conventions, the sum of \$0.70 (seventy cents) per member shall be allocated from the District dues paid by clubs for each of their members enrolled in the office of Optimist International as of the last dues billing date, which allocation shall supplement convention registration fees for the financing of annual District convention. The District Secretary-Treasurer shall make proper entries in July on Cash Statements to reflect transfer of dues allocation from District Dues category to Convention Revenue. (Rev. 8/18/ 85, 8/10/02)

15. CONVENTION BUDGET & FINANCE REPORT (Acct. 120 & 350)

The convention budget shall be prepared and approved as a supplement to the District administration's annual consolidated budget and shall be based on statements of receipts and expenditures and reviews of previous conventions. The statement of convention receipts and disbursements shall be prepared by the convention chair, governor and District secretary-treasurer and shall be included in the District's annual financial statement.

16. CONVENTION – COMPLIMENTARY REGISTRATIONS

The current governor, governor-designate, secretary-treasurer, secretary-treasurer designate and the official Optimist International representative (and spouse) shall receive complimentary registrations. The official Optimist International representative (and spouse) shall also receive hotel/motel lodging of suitable character. All complimentary registrations and OI representative's lodging shall be anticipated in the convention budget. Any complimentary rooms received by the Convention Committee should be used for the District in this priority order:

1. Current governor
2. Secretary-treasurer
3. Governor-designate
4. Secretary-treasurer designate.

Those not covered by Convention budget have to be budgeted in the District budget (Rev. 8/10/02)

17. CONVENTION DURATION

The annual District convention shall be a two-day event, exclusive of social, recreational or other extracurricular activities.

18. FLAGS, CREED AND BANNERS

It shall be the policy of the District to display the appropriate national flags, the District banner, and the Optimist Creed banner in the room in which convention business is conducted. The display of the clubs' banners is encouraged at the District convention and at all District board of directors' conferences.

19. GIFTS - MEMENTOS (Account 450)

It shall be the policy of the District to present a gift and/or memento to the International Vice-President at the District Board Conference and to the official Optimist International Representative to the annual District Convention; the cost of which shall not exceed \$75.00 each.

It shall be the policy of the District to present a gift and/or memento to the International President during his/her visit; the cost of which shall not exceed \$150.

It shall be the policy of the District to present a gift and/or memento to the retiring governor and retiring secretary-treasurer; the cost of which shall not exceed \$150 each.

The immediate past governor shall be responsible for the selection of the gifts to the outgoing officers and the governor shall be responsible for the selection of the gifts to the Optimist International Representatives.

20. CLUB HOSPITALITY ROOMS AT ALL DISTRICT MEETINGS

All club hospitality rooms or other accommodations serving a like purpose shall be closed during all training events or District official meetings except they may be opened during the Executive Board meeting to all but the Executive Board and District committee chairs. (Rev. 8/10/02)

21. CONVENTION PROGRAM

The convention committee shall prepare, through consultation with the governor and governor-elect, the schedule of convention events and meetings for submission to the District board of directors not later than prior to the third quarter board meeting. The governor, through consultation with the governor-elect, shall prepare the agenda and/or curriculum for all convention business sessions, forums, and meal service events. The governor-elect shall develop the leadership development events. The convention schedule and program shall be distributed to all District officers and chairpersons, club presidents and secretary-treasurers not less than 30 days prior to the convention. The convention schedule shall include, as a minimum, the following events, which will be paid from the convention budget:

- A. Business session(s) necessary to accomplish the business of the convention
- B. All leadership development events for club and District officers as prescribed by Optimist International.
Such events shall be developed and administered by the governor-elect
- C. A meal-service event to provide the official Optimist International Representative with an opportunity to address assembled delegates and spouses
- D. A recognition banquet featuring the installation of new District officers
- E. A breakfast honoring "Old Timers"
- F. Past Governors' Dinner
- G. Past Governors' Spouses Breakfast
- H. Memorial Service

22. CONVENTION & BOARD MEETING REGISTRATION REFUNDS

- A. All requests for refunds of prepaid convention or District conference registration fees need to be made in writing. All requests for refunds must be received by the District secretary/treasurer or convention chair prior to the Call to Order of the First General Session.
- B. All refunds (and the amount of refund) will be determined by the District secretary-treasurer or the convention chair. The refund will not exceed the amount of funds paid for the District Conference or what is recoverable by the convention chair.
- C. Justification of refund is as follows:
 - 1. Illness
 - 2. Death in family
 - 3. Emergency job conflict

23. CONVENTION RULES

- A. Adoption of convention rules shall be the first business in order. These rules shall be adopted by a majority vote but may be suspended, rescinded or amended after their adoption by a two-thirds vote. (Optimist International Bylaws X, 6)
- B. The convention shall be composed of delegates as set forth in the International Bylaws, Article X, Section 4 & 5. [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 30 June. Each club shall be entitled to a minimum of one vote.]

C. 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. The Credentials Committee shall report at the first session thereof and periodically thereafter, or when directed to do so.

E. The program as printed shall be the official program of the convention.

F. There shall be no nomination speeches if there are no nominations from the floor following the report of the Nominating Committee.

G. Following the report of the Nominating Committee the Governor shall call for other nominations from the floor and then call for the closing of nominations.

H. If nominations are made from the floor following the report of the Nominating Committee, there may be nominating speeches on behalf of all candidates.

I. Nominating speeches shall be limited to two for each candidate and one or two minute's duration.

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

K. No accredited delegate shall be entitled to the floor unless he/she rises, addresses the presiding officer, and gives his/her name and club affiliation.

L. Debate shall be limited to five minutes a speaker. No accredited delegate shall speak a second time to the same question at the same sitting if another accredited delegate who has not spoken thereon rises and asks for the floor.

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

N. Main motions shall be put in writing when the Chair so directs.

O. The Chair shall entertain no motion unless seconded, and shall not be open to debate or amendment before the Chair has repeated it.

P. The vote on a question, once commenced, shall not be interrupted except only to ask that the Chair restate the question.

Q. An accredited delegate may change his/her vote from one side to the other provided he/she rises and asks the floor promptly and before the Chair declares the result final.

R. 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 be put not on sustaining the appeal but on sustaining the decision of the Chair. A majority vote in the negative reverses the decision of the Chair.

S. 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.

T. 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 of debate, by a two-thirds vote.

U. Chairs of committees may make partial reports during lull periods of the convention unless otherwise ordered.

V. *Robert's Rules of Order* shall govern the convention proceedings, not inconsistent with the Constitution and Bylaws and these convention rules.

24. INTERNATIONAL CONVENTION (Accounts 500, 510, 540 & 550)

With due respect to the location and duration of the International Convention, the governor, secretary-treasurer, governor-designate, and the secretary-treasurer designate shall receive an amount, to be budgeted annually toward the expense of attendance at the International Convention excluding those expenses reimbursable by Optimist International. To qualify for this amount, each must attend and be registered at the full convention. Such monies allocated may be paid in advance.

25. HOSPITALITY ROOM AT INTERNATIONAL CONVENTION (Account 560)

The District administration may maintain a District headquarters or hospitality room at the International Convention. Only the rental of room shall be budgeted and chargeable to Account 560 of the Standard District Chart of Accounts. Only the number of days that the hospitality room is in operation will be charged to this account.

26. DISTRICT DIRECTORY

The District administration shall publish, at the earliest possible date after the beginning of the administrative year, a District Directory. The directory shall contain the names, addresses and telephone numbers of all District officers, District committee chairs, club presidents and secretary-treasurers, club meeting days and location, past governors, and International officers. When feasible and practical the directory shall also include all District policies and the dates and locations of all District meetings and conferences of the administrative year. The distribution of the directory includes: District Board of Directors, Club Secretary/Treasurers, all past Governors, and past Optimist International officers of the District. The District Executive Committee must approve distribution of the District Directory or any portion thereof to outside interest groups or individuals.

27. DISTRICT DUES

Each club in the District shall pay for each member enrolled in the International office as of September 30, December 31, March 31, and June 30, annual dues of \$15.00 per member payable quarterly (Rev. 8/1/2010). Iowa District dues will be waived for Optimist members enrolled as College members (Revised 8/4/2018), subject to the approval of the Board of Directors of Optimist International and in accordance with the Bylaws thereof. Iowa District dues will be waived for Optimist members enrolled as members of "Special Needs Clubs" (the final Optimist International program/Club name is under review (Revised 8/4/2018).

Annual dues payable by a newly affiliated club shall commence on the first day of the third month following that month in which such club is officially organized, such payments to be based on the number of members enrolled in the International office on that date (Optimist International Bylaws XI, 3). Any club more than 90 days in arrears for any indebtedness to Optimist International or to the District shall be considered not in good standing and may have its charter revoked by action of the International Board of Directors. (Optimist International Bylaws V, 8)

28. FINANCE COMMITTEE - BUDGET

The Finance Committee, in consultation with the incoming governor and District secretary-treasurer, shall prepare the proposed annual budget for submission to the incoming executive committee for recommendations and to the incoming board for approval at the first meeting of the administrative year. All budgets shall employ the Standard District Chart of Accounts, account numbers, definitions, and required supplements established by Optimist International. (Optimist International Bylaws XI, 5, D) (Optimist International Policy ID-15)

The Finance Committee shall:

- exercise advisory supervision over all financial transactions,
- arrange for such financial reports as may be required by the District board of directors and Optimist International;
- arrange for an annual review as of September 30 as soon as possible after September 30 but not later than November 30, (Optimist International Bylaws XI, 5) An IRS Form 990 or its equivalent may be substituted in lieu of the annual review. (Optimist International Policy ID-15)
- and supervise the orderly transfer, before or at the first meeting of the board of directors, of all District records and funds from each administration to its successor. (Optimist International bylaws XI, 6).
Transfer of funds within individual budgets will not be allowed without approval of the District Finance Committee. No expenses in excess of budget allotments will be reimbursed. Additional expenses should be referred to the finance committee for final approval. 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.

29. GOVERNOR'S CLUB VISITATIONS

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

30. NEW CLUB CHARTER PRESENTATIONS

Dates and programs for charter presentations 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 then immediate past governor shall have the prerogative of presenting the charter, gifts, and full jurisdiction of the program. Meal expenses connected with the charter party of the new club will be reimbursed to the governor, District secretary-treasurer, zone lieutenant governor and District new club committee chair. Charter presentation fees should be sufficient to cover all other costs, including the principal speaker's dinner.

31. GIFTS TO NEW CLUBS (Account 170)

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 purposes annually.

It is recommended that the sponsoring club, clubs and/or zone, present the new club with one or more of the following:

1. National and/or State flag
2. A Creed banner
3. A lectern or podium
4. Donations to "Youth Activities Account"
5. Member name badges and box

32. CANDIDATE NOMINATIONS

The Candidate Qualifications Committee (Policy 46E), are to solicit prospective candidates for each office to be filled, consider the qualifications of each prospective candidate and act as a nominating committee at the time of elections. The Governor appoints the Chair from the committees' membership. (Optimist International Bylaws XV,3)

33. NOMINATING PROCEDURES

Functioning under the provisions of the International Bylaws, the Nominating Committee shall seek, qualify and nominate one or more candidates for the office of governor (or governor-elect) and shall require the following, for the consideration of the committee:

- A. A written presentation of the proposed candidate's background and qualifications for the office of governor (or governor-elect).
- B. A letter from the club of which the proposed candidate is a member indicating that club's support of his/her candidacy.
- C. A statement from the proposed candidate's employer indicating his/her understanding and approval of the proposed candidate's anticipated commitment to serve one year as governor-elect and one year as governor. If candidate is self-employed, he/she shall submit such statement on his/her own behalf.

The nominating committee may 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 thirty days prior to the date of the election. Literature or material soliciting support or offering candidates for District office is permissible providing such is in good taste and is of small enough size to be placed at tables or in the hands of the delegates. However, nothing may be fastened to walls or other locations of like nature. Activities in support of candidacy for District office shall be conducted in a responsible manner consistent with the importance and dignity of the office.

In the event no individual candidate received a majority of the votes cast on the first ballot, the two candidates receiving the highest number of votes cast in their favor will participate in a second ballot for the office involved.

34. INTERNATIONAL PRESIDENT'S VISITATIONS (Account 360)

The governor, at his/her earliest opportunity, shall invite the International President to visit the District and shall provide Optimist International with preferred and alternate locations and dates for such visitation, which dates and locations, once established, may enhance but shall not conflict with any other District date or event.

All plans and arrangements for the International President's visit shall be under the direct supervision of the governor and District administration including the provisions of complimentary accommodations, customary courtesies, and a suitable gift or memento of the occasion. The event shall be budgeted and conducted under accounts 130, 360 and 450, and operated on a break-even basis. 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 staffing for the conduct of the event. The governor and spouse, or a past International or District officer and spouse shall be designated as official host to the International President and spouse.

35. INTERNATIONAL REPRESENTATIVE TO DISTRICT CONFERENCES

In keeping with the policy of Optimist International to provide an official International Representative to the District board meeting and conferences 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 identity is established. Courtesies traditionally provided to the International President, including complimentary accommodations and registration, shall also be provided to such official International Representatives.

36. DISTRICT ORATORICAL CONTESTS

The District shall conduct a combined gender oratorical contest annually. The District finals will be held at the time of the third quarter District conference (Revised 8/4/2018).

- A. Pursuant to the policies of Optimist International, all phases of the District contests shall be conducted in strict compliance with the International contest rules.
- B. The rotating committee (Policy 46, B), will assist the District contest chair in the selection of facilities, equipment, judges, etc., and other details pertinent to the conduct of the contests. Assistance may be in the form of equipment, judges, and other requirements pertinent to the conduct of the contests (Revised 8/4/2018).
- C. Zone and Regional contests are to be conducted under the supervision of, and coordinated by, the oratorical contest chair, with responsibility for the actual conduct of zone and regional contests assigned to the lieutenant governor or zone or regional chair. (Rev. 10/6/84)
- D. **Zone level:** All participants will receive framed certificates that are generated by the District Chair, using the certificates provided through Optimist International or something comparable. Appreciation gifts will be provided in each Zone contest for up to four (4) judges at a maximum of \$10 each. There should be a minimum of three (3) judges and four are recommended. All judges are allowed to score; having four judges allows for a situation when a judge is not able to attend at last moment. All judges are considered equal and should receive an appreciation gift for being in attendance at the contest and giving their time and talent.

Regional level: same as Zone level

District level: all participants will receive a framed certificate of participation in the District contest. Only the first place winner will receive a plaque from the Optimist International supplier. Engraving will be done after the contest and the plaque will be presented or sent to the winner. Each of the participants will be presented with a gift card instead of meals at the Conference. The gift card amount shall be requested by District Chair and budgeted by the Finance Committee. Appreciation gifts (maximum \$25 each) will be provided to each of the four (4) judges. There should be a minimum of three (3) judges and four are recommended. All judges are allowed to score; having four judges allows for a situation when a judge is not able to attend at last moment. All judges are considered equal and should receive an appreciation gift as well for being in attendance at the contest and giving their time.

Any additional costs incurred in conducting various levels of competition, i.e. refreshments, will be the responsibility of the participating clubs. The cost of all transportation, food, and lodging while at, or in route to or from, any Club, Zone, Regional, and/or District contests shall be the responsibility of the sponsoring Club (Revised 8/4/2018).

- E. If there are fewer than three (3) contestants in a Zone or Regional contest, the contestants should automatically advance to the next level of competition (Revised 8/4/2018).
- F. No entry fee is required of clubs sponsoring an entrant in the District contest finals (Revised 8/4/2018).
- G. The cost of all District awards, Zone and Regional certificates and frames, and all authorized receipts and expenditures shall be budgeted and audited under Accounts 140 and 370. Purchases may be made by the District Oratorical Chair and/or the District Secretary-Treasurer, with documentation provided for payment (Revised 8/4/2018).
- H. It shall be the responsibility of the District Oratorical Chair to submit all of the required documents for the First, Second, and Third Place winners to Optimist International prior to the required date. The presentation of the awards will be immediately following the contest at the Third Quarter Conference (Revised 8/4/2018).
- I. Scholarships are funded through the Optimist International Foundation and will be presented as follows: First Place, \$2,500; Second Place, \$1,500; and Third Place, \$1,000 (Revised 8/4/2018).

37. DISTRICT POLICIES

The District secretary-treasurer shall provide Optimist International and each member of the District's board of directors with a copy of all District policies at the beginning of each administrative year immediately following the first quarter meeting of the board.

38. POLICY REVISIONS

These policies shall be reviewed at least annually by the District Executive Committee and revised as necessary per Policy Committee recommendations (Revised 08/07/09). All revisions in 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.

39. TRAVEL EXPENSES - GENERAL (Accts. 200 - 265)

Authorized individuals shall be reimbursed for expenses incurred in travel on District administration business upon receipt, by the District secretary-treasurer, of a properly completed and signed voucher accompanied by a copy of any required report in writing, such as a visitation report, zone meeting report, or committee chairperson report. Reimbursements shall be at the same rate per mile as permitted by Optimist International as of July 1 to be effective for following fiscal year beginning on October 1, plus \$50.00 per diem, except that no reimbursement shall be made for occasions within the city of the individual's residence, unless an individual is required to stay at the location of the activity being held and then reimbursement on the per diem basis only. All reimbursements shall be made within the limitation of the budget and available funds.

40. TRAVEL EXPENSE - COMMITTEE CHAIRS (Account 265)

District committee chairs shall be reimbursed for authorized travel expenses incurred in attendance at District conferences, District conventions, District executive committee and board of directors' meetings, when specifically requested, by the governor, to be present to report.

41. TRAVEL EXPENSE - GOVERNOR (Account 200)

The governor shall be reimbursed for authorized travel expenses when engaged in the execution of the responsibilities of his/her office excluding those occasions reimbursable by Optimist International.

42. TRAVEL EXPENSE - GOVERNOR-ELECT/DESIGNATE (Acct. 255)

The governor-elect (designate) shall be reimbursed for authorized travel expenses incurred on attendance at District conferences, District board and executive committee meetings, District convention, and such other occasions and events specifically requested by the governor.

43. TRAVEL EXPENSE - LIEUTENANT GOVERNORS (Acct. 210)

Lieutenant governors shall be reimbursed for authorized travel expenses, when engaged in the business of the District administration or Optimist International, incurred in required club visitations, authorized zone meetings and meetings of the District Executive Committee and Board of Directors, and District conferences.

Lieutenant governors-elect shall be reimbursed two (2) per diems for authorized travel expenses incurred in attending full lieutenant governor-elect conference at the District convention. (Rev. 10/6/84)

44. TRAVEL EXPENSE - PAST GOVERNORS (Acct. 260)

The past governors serving as members of the District board of directors shall be reimbursed for authorized travel expenses incurred in attendance at meetings of the District executive committee and board of directors and the District convention.

Immediate past governor attending charter presentation of new clubs established during his/her administrative year shall be reimbursed for travel expenses.

45. TRAVEL EXPENSE - SECRETARY-TREASURER (Account 250)

The District secretary-treasurer shall be reimbursed for authorized travel expense 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 conventions, and such other occasions and events

specifically authorized by the governor. The District secretary-treasurer-designate shall be reimbursed for travel expenses for his/her attendance at the District convention.

46. COMMITTEES

The governor shall appoint such "AD HOC" and "STANDING" committees as he/she deems necessary to fulfill the obligations and accomplish the objectives of the Iowa District.

The rotating committees for the Iowa District shall be defined as follows:

- A. Finance Committee: (Three members) Composed of the three most immediate past District Secretary-Treasurers. The senior Secretary Treasurer, based on year of office, may serve as chair subject to the appointment of the Governor.
- B. Oratorical Committee: (Three member) Composed of the Current Oratorical, Essay & CCDHH chair and the two most immediate past chairmen. The current Oratorical, Essay & CCDHH chairman may serve as the Chair for this rotating committee subject to the appointment of the Governor.
- C. Convention Committee: (Five members) Composed of the most immediate Past Convention Chair, Current Convention Chair, Next Year's Convention Chair and two other members appointed by the Governor of which at minimum; one of the two must be a Past Governor with convention experience or has been or is a District Finance Chair (Serving 2 year terms). The current Convention chairman or Co-chairs may serve as the Chair for this rotating committee subject to the appointment of the Governor.
- D. Policy Committee: (Four members) Composed of the four most immediate Past Governors. The most senior, based on year of office, may serve as the Chair subject to the appointment of the Governor.
- E. Candidate Qualifications Committee: (Five members) Composed of the Governor-Elect, the two most immediate Past Governors and two members appointed for one year by the Governor. The Immediate Past Governor may serve as the Chair subject to the appointment of the Governor.

47. CONVENTION DEFICIT FUND

This fund is to be held and used only in the event of a convention deficit. Surpluses from District Conventions may be applied to this fund. The fund shall not be less than a minimum amount of \$3000. (Rev. 8/01/2010)

48. DISTRICT ESSAY CONTEST

The District shall conduct an Essay Contest each year. The required information regarding the District winner shall be forwarded to the International Office no later than April 15.

- A. All phases of the contest shall be conducted in strict compliance with Optimist International Essay Contest Rules.
- B. A District chair may be appointed by the Governor to administer all details pertinent to the conduct of the District contest.
- C. The cost of all District awards and all authorized receipts and expenditures shall be budgeted and audited under accounts 147 and 390. All such items shall be supervised by the District Secretary-Treasurer, who shall make all purchases and expenditures.

If essay winner contest winner is invited to present their essay at a District function, the District will provide complimentary meals for the winner plus up to two (2) guests.

49. DISTRICT COMMUNICATIONS CONTEST FOR THE DEAF AND HARD OF HEARING

The District may conduct a Communications Contest for the Deaf and Hard of Hearing each year. The Governor may appoint a District chair to administer all details pertinent to the conduct of the contest. Optimist International Foundation will administer a scholarship.

50. PAST GOVERNORS ASSOCIATION - P.G.A.

The Past Governors Association shall serve as the Policy Committee to review and recommend policies to the District Executive Committee and to assist the District Executive Committee and the District as requested by the Governor. The Past Governors Association may meet, at minimum, twice a year but may convene when the District Board of Directors convenes. The Past Governor who served prior to the immediate Past Governor shall serve as chair and the secretary will be selected by the Past Governors. The chair shall arrange the time and place for the meetings.

51. CONFLICT OF INTEREST

The following provisions govern conflicts that may arise between the interests of any District officer or members of the executive committee and the Iowa District of Optimist International:

- A conflict of interest with respect to a transaction effected or proposed to be effected by the District exists if a member of the executive committee or the finance committee is known at the time of the commitment to be in a position to personally benefit financially from the transaction; or
- The transaction is brought before the executive committee or the finance committee for action, and the officer or member knows, at the time of the commitment that any person has or may have control or unusual influence over a voting member of those committees.

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

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

52. OPTIMIST INTERNATIONAL MEMBERSHIP INCENTIVES

When a new member joins under one of the OI incentives, Iowa District dues will be waived through the term of the incentive. Effective October 1, 2017 (adopted 08/05/2017).

53. LIMIT OF DISTRICT LEADERSHIP POSITIONS TO NO MORE THAN TWO IN ANY ADMINISTRATIVE YEAR

No member of an Optimist Club in the Iowa District may hold more than two District leadership position in any administrative year. Members of the Board of Directors may hold only one other District position (adopted 8/4/2018).

NOTES