



# North Texas District Policies

2017-2018

The following are District policies to assist the District Board of Directors in the administration of the North Texas District. Every member club shall be bound by the Bylaws of Optimist International and Amendments thereto. These District Policies shall be in accordance with and implemented according to Optimist International Bylaws - Districts. Should any conflict be deemed to exist between these policies and any portion of the Bylaws; the Optimist International Bylaws shall take precedence.

## **Section I. District Purpose:**

The purpose of the District shall be:

- A. To function as an administrative division of Optimist International in the attainment of the purposes set forth in the Bylaws of Optimist International and to make effective the District, the policies, programs, and purposes of Optimist International and
- B. To give direction to and stimulate the leadership, administration and growth of member clubs and to encourage their participation in the purposes, progress and policies of Optimist International to the benefit of their communities and nations.

## **Section II Administration & Officers**

The business of the District shall be administered by a Board of Directors. The members of the Board of Directors shall be the officers of the District, the most Immediate and available Past Governor, and all Club Presidents (or their designee). In addition, the JOOI Governor and the District Secretary-Treasurer-Designate (if any) shall serve as non-voting members.

Officers of the District shall be:

- A. Governor
- B. Governor-Elect – Elected annually, and shall assume the office of Governor on October 1 of the following year.
- C. Secretary-Treasurer - appointed by the Governor-Elect for a one year term, subject to the confirmation of the Board of Directors, and shall take office 1 October next following confirmation.
- D. Immediate Past Governor – Governor from preceding year
- E. Lt. Governors – representing the Quadrants of the District

## **Section III. Committees.**

The District Board shall establish those committees it deems appropriate, in accordance with Optimist International Bylaws.

The following committees shall be appointed:

- A. Finance
- B. Candidate Qualifications
- C. Credential Committee
- D. Convention
- E. Oratorical Contest
- F. Club Fitness Committee
- G. Public Relations
- H. Leadership Development
- I. New Club Building
- J. Membership
- K. Awards and Achievement
- L. Optimist International Junior Golf Championships

#### **Section IV. District Board of Directors Meeting**

Pursuant to the International Bylaws, the District's Board of Directors shall meet not less than annually at such times and places as may be determined by the Board of Directors. The annual District Convention shall be held between August 1 and September 30 on such dates and at such location as shall be determined by the District Board of Directors.

Notice of all meetings 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-Treasurer, at least thirty days prior to said meetings. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business.

In the event of an emergency, with the approval of the International Board of Directors and the District Board of Directors, the District may hold a special Convention at any time or place. The District Secretary-Treasurer shall issue and 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 proposed business to be transacted.

Board meetings shall be budgeted and conducted under Account 130-360 and operated on a break-even basis. The Secretary-Treasurer or his designate may collect costs of any meals and gratuities.

Parliamentary Procedure: In the absence of specific order, the current edition of Roberts' Rules of Order shall govern the deliberation of the organization.

The District Board of Directors shall, before Convention, determine, review, and approve the District depository and signatories; requiring two independent signers on all disbursements.

The District Board of Directors shall establish and approve an annual budget and policies at the Convention for the following fiscal year.

#### **Section V. District Executive Committee Meetings**

The District Executive Committee shall be comprised of the Governor, Governor Elect, the District Secretary Treasurer, the Immediate Past Governor, and the Lt. Governors, with the JOOI Governor and Secretary-Treasurer-Designate (if any) as non-voting members.

The District Executive Committee shall meet at the call of the Governor or a majority of the members of the Executive Committee.

#### **Section VI. Executive Committee-Powers and Duties**

Pursuant to the International Bylaws, and limitations therein, and excepting those functions and responsibilities and specifically assigned to the Board of Directors by the Bylaws or as excepted herein, the Board of Directors shall, for the purpose of expediency and efficiency, delegate its powers and authority to the District Executive Committee.

For good cause or upon death, resignation, or incapacitation of any elected or appointed officers or any officer-designate of the District, or in the event of the failure of any officer to carry out the duties of the office, the Executive Committee may declare said office vacant and shall select a successor to fill the remainder of the term, provided that the successor shall be a member in good standing of an Optimist Club in the District and otherwise meet the requirements for the office. Should the Immediate Past Governor be unable to serve, the next Immediate Past Governor shall automatically become a member of the Executive Committee and Board of Directors in his/her place and stead.

#### **Section VII. Minutes of the Meeting**

It shall be the responsibility of the District Secretary-Treasurer to keep true and correct minutes of the all meetings of the District Executive Committee, the District Board of Directors, and the District Convention. The District Secretary-Treasurer shall also provide a copy of such minutes to members of the District Board of Directors, Optimist International, and such others as the Board of Directors may direct, not later the thirty days after the adjournment of each such meeting or Convention.

#### **Section VIII. Establishment of Quadrants**

The numbers and boundaries of Quadrants shall be determined by the Board of Directors no later than its meeting held prior to the Convention in order to accommodate the timely selection of the Lt. Governors to serve during the next administrative year.

All proposals for the realignment of Quadrant boundaries shall be submitted to the Governor not less than fifteen (15) days prior to said meetings. New clubs shall automatically be assigned to the Quadrants of their sponsoring club for the first year and there after assigned to the Quadrant in which they are geographically located and services thereto shall be the responsibility for the Lt. Governor of such Quadrant.

#### **Section IX. Quadrant Meetings**

Each Lt. Governor shall be responsible for conducting Quadrant meetings not less than bi-annually during the administrative year. Notice of such meeting shall be sent to the President and Secretary of each club in the Quadrant not less than thirty (30) days prior to the meeting. To avoid conflict, the dates for all Quadrant meetings shall be established with the knowledge and approval of the Governor.

To fulfill this responsibility, Quadrant meetings may be held in conjunction with other District events such a District Board Meetings, District Conferences and or the District Convention. All Quadrant meetings shall be conducted on a no host, no registration fee basis. If fees for the use of the facilities for Quadrant meetings are anticipated or incurred, such expenses shall be budgeted and paid for by the District administration.

The Lt. Governor shall be responsible for the preparation and distribution of each meeting's program and the completion and filing of a written or verbal recap as requested by the Governor or District Board of Directors. Minutes of such meetings are not required.

#### **Section X. Achievements and Awards Program**

The District shall budget, maintain and conduct an annual Achievement and Awards Program which shall be prepared, defined, criterion set and evaluated by the Chairman of the Achievements and Awards Committee with the collaboration of the Governor, Governor-elect, Secretary-Treasurer and through consultation with their predecessors, and which shall be presented to the District Board of Directors for final approval at the Convention.

It shall be the responsibility of the District administration to promote and encourage participation in both District and International Achievement and Awards Programs. The District administration shall refrain from offering or conducting any award competition for any activity or performance contrary to or in conflict in any way with the Optimist International's Award program. The District program shall conform to those advocated by the International Board of Directors.

#### **Section XI. District Achievements and Awards Appeals and Protests**

Any appeal or protests of the final published standing of clubs or individuals in the District Achievements and Awards program must be in the hands of the District Secretary-Treasurer not later than thirty (30) days following publication of the standings to be considered. The District Executive Committee shall have the power and authority to review and adjudicate any such appeal or protest and its decisions shall be final. All financial obligations, of a club to the District shall have been met by the closing day of the administrative year in order to receive any award or recognition.

#### **Section XII. District Bulletin**

The District administration shall publish regularly a District bulletin under the direction of the Governor and edited by the District bulletin editor (or District Publicity Chairman) appointed by the Governor. Costs, publication frequency and manner of distribution shall be established by the District administration according to the budgetary provisions approved for the current year. The Secretary Treasurer or the District Bulletin editor shall make it available to all their members and the International Officers.

#### **Section XIII. District Conferences**

District Conferences shall be planned and conducted by the District administration, at the time and place as approved by the District Executive Committee. Such Conferences shall encourage the attendance of club officers and committee chairmen, District officers, District committee personnel and such other club members as may benefit from the conduct of such Conferences.

The program of such conference may include the introduction and promotion of club and District goals and objectives, forums, round tables, and leadership development events. Under the leadership of Lt. Governors, a time during these conferences may be made available for brief Quadrant meetings.

All such Conferences will be budgeted and conducted by the District administration on a nonprofit, break-even basis. The District administration shall collect fees for any meal service and gratuities provided at such Conferences.

#### **Section XIV. District Conventions**

The District Convention shall be held annually between the date of 1 August and 30 September, said dates to be established by the Board of Directors at the recommendation of the District Convention Committee. The Convention city shall be determined by the vote of 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.

The District administration shall provide all member clubs with an opportunity to bid for the conduct of Conventions in their respective locations. Such bids or invitations shall be preferably submitted to the Convention Committee on the prescribed form not later than thirty (30) days prior to the Convention at which the selection(s) shall be made. The District Board of Directors shall have the power to substitute another city in the event circumstances later make such action necessary or advisable.

#### **Section XV. District Convention Allocation from District Dues**

In keeping with the fact that all clubs and members benefit from the conduct of the annual District Convention and Conferences, the sum of \$1.20 per member shall be allocated from the District dues paid by clubs to supplement Convention registration fees for the District Convention and Conferences.

#### **Section XVI. District Conference/Convention Budget and Finance Report**

The Conference/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 of previous meetings. The statement of meeting receipts and disbursements shall be prepared by the Convention Chairman, Governor and District Secretary-Treasurer, as applicable, and shall be included in the District's annual financial statement and reported and submitted at the next Executive Committee meeting following the Convention.

#### **Section XVII. District Conference/Convention-Complimentary Registrations**

The incumbent Governor, Governor-elect, District Secretary-Treasurer, and their respective spouses shall receive complimentary Conference and Convention registrations and such shall be anticipated in the meeting budget along with accommodations when complementary accommodations are unavailable from the meeting hotel.

The President and Secretary-Treasurer of any club newly chartered since the last District Board Meeting or Convention shall receive complimentary registration at the next District Conference or Convention.

#### **Section XVIII. International Representatives**

The official International Representative to the annual District Convention and/or District Conference shall be provided with complimentary registrations and hotel/motel lodgings of suitable character for the representative and spouse and such shall be anticipated in the meeting budget.

#### **Section XIX. Gifts-Mementos**

It shall be the policy of this District to present a gift and/or memento to the retiring Governor, Secretary-Treasurer and to the official International representatives, the cost of which shall be reasonable and within the approved budget.

The immediate past Governor shall be responsible for the selection of such gifts or mementos to the retiring Governor and Secretary-Treasurer and the Governor shall be responsible for the selection of gifts or mementos to the International representatives.

#### **Section XX. Club Hospitality Rooms at District Conferences/Conventions**

All club hospitality rooms, or other accommodations serving a like purpose, shall be closed during Convention business sessions or training events. Such hospitality rooms shall be coordinated with the Governor and be the sole responsibility of sponsoring

club(s). All costs and responsibility will be borne by the sponsoring club(s). The District Governor will have the authority to close any hospitality room that is not in good taste or causes embarrassment to Optimist International.

#### **Section XXI. District Convention Program**

The Convention Committee shall prepare through consultation with the Governor-Elect, the schedule of Convention events and meetings for the submission to the District Board of Directors not less than 90 days prior to the Convention. The

Governor, through consultation with the Governor-Elect, shall prepare the agenda and or curriculum for all Convention business sessions, leadership development events, forums, and meal service events. The Convention schedule and program shall be distributed to all District officers and Chairman, club Presidents and Secretary-Treasurers not less than thirty (30) days prior to the Convention. Club Presidents shall distribute the schedule and program to the President-Elect and Secretary Treasurer-Elect as applicable. The Convention schedule shall include, as a minimum, the following events:

- A. A business session necessary to accomplish the business of the Convention.
- B. All leadership development events for club and District officers as prescribed by Optimist International.
- C. A meal-service event to provide the official International representative with an opportunity to address assembled delegates and guests.
- D. A recognition banquet featuring the installation of new District officers.

#### **Section XXII. District Convention and Board Meeting Registration Refunds**

All requests for refunds of prepaid Convention or District Conference registration fees must be submitted in writing within seven (7) days of the end of the meeting, or no refund will be made. The District Secretary-Treasurer will determine all refunds and the amount of refund. The refund will not exceed the amount of the funds that are recoverable from the funds for that meeting. Justifications for refunds are as follows:

- A. Illness
- B. Death in the family
- C. Emergency job conflict

#### **Section XXIII. District Convention Rules**

1. The Convention shall be composed of delegates as set forth in the Optimist International Bylaws.
2. 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. The number of accredited delegates of a club shall not exceed the voting strength of the club.
3. The most recent edition of Robert's Rules of Order shall govern any Convention proceedings which are specifically addressed by the Optimist International Bylaws and these Convention rules.
4. The Governor or Governor's Designate shall act as Chair.
5. The Credential Committee shall report at the first session thereof and periodically thereafter or when directed to do so. The report of the Credentials Committee to the Convention shall include only those clubs with properly accredited delegates. The Committee may amend the report of the Credentials Committee before or between Convention business sessions.
6. A member holding membership in more than one club may become an accredited delegate for such clubs provided he or she has completed registration and paid a registration fee as a delegate from each club for which he or she intends to vote.
7. The program as printed shall be the official program of the Convention.
8. Any registered delegate may speak on any issue. To be entitled to the floor, said delegate must rise, address the presiding officer, and give his name and club affiliation.
9. Only accredited delegates may make or second motions.
10. Main motion shall be put in writing when the Chair so directs.
11. The Chair shall entertain no motion unless seconded, and shall not be open to debate or amendment before the Chair has repeated it.
12. Debate shall be limited to five minutes per speaker. A registered delegate shall not speak a second time to the same question at the same sitting if another registered delegate who has not spoken thereon rises and asks for the floor.

13. The Candidate Qualifications Committee shall nominate qualified candidates for the office of Governor elect.
14. Following the report of the Candidate Qualifications Committee, the Chair shall call for the nominations from the floor and then call for the closing of nominations.
15. Individuals nominated from the floor will be reviewed by the Candidate Qualifications Committee to assure that the candidates meet the requirements as outlined in the District Policies and Optimist International Bylaws.
16. There shall be no nominating speeches if there is only one candidate nominated.
17. If more than one candidate is nominated, there may be nominating speeches on behalf of all candidates.
18. Nominating speeches shall be limited to two (2) for each candidate, one for five (5) minutes duration and one of two (2) minutes duration.
19. All voting shall be by voice, hand raising or ballot, at the discretion of the Chair. A vote by ballot on any question may be ordered by a majority vote of the accredited delegates. A ballot on any question may be requested by not less than 10% of the clubs represented. In the event of a vote by ballot is ordered, the Chair shall appoint a committee of tellers and name its chairman. At the conclusion of the balloting, the tellers shall certify the tabulated results, in writing, to the Chair. If the balloting has been conducted for the purpose of electing an officer, the Chair shall announce the name of the winner only and then entertain a motion to destroy the ballots.
20. The vote on a question, once commenced, shall not be interrupted except only to ask that the Chair restate the question.
21. An accredited delegate may change his vote from one side to the other, provided he rises and asks for the floor promptly and before the Chair declared the result final.
22. 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.
23. Not more than two amendments to any question shall be ending at one time, but after disposal of one or both of them, other amendments may be proposed.
24. The Convention may, to expedite the handling of business, limit as it chooses the time or the number of speakers for each side on any question or the total time for debate by a two-thirds vote.
25. Chairmen of committees may make partial reports during lull periods of the Convention unless otherwise ordered.
26. Adoption of Convention rules shall be the first business in order. These 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.

#### **Section XXIV. International Convention**

With due respect to the location and duration of the International Convention, the Governor, the Governor-elect, the Secretary-Treasurer, and 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 and show evidence thereof when submitting an expense voucher.

#### **Section XXV. Hospitality Room at International Convention**

The District administration **may** maintain a District headquarters or hospitality room at the International Convention.

#### **Section XXVI. District Directory**

The District administration may publish in an appropriate format, such as the District web site, at the earliest possible date after the beginning of the administrative year, a District Directory. The Directory shall contain names, appropriate contact information (such as addresses, telephone numbers, e-mail, etc.) of all District officers, District committee chairs, club Presidents and Secretary-Treasurers, club meeting days and locations, 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.

#### **Section XXVII. District Dues**

Each club in the District shall pay annual dues to the District for each club member registered with the Optimist International office in an amount approved by the Board of Directors of Optimist International, not to exceed the amount approved by the District. The District by resolution adopted by a two-thirds majority vote of the accredited delegates at the Annual Convention, may petition the Board of Directors of Optimist International for adjustment of the annual dues. Clubs shall pay dues to the District based on the members enrolled at Optimist International and on the dates set by the Board of Directors of Optimist International.

Any club more than 90 days in arrears for any indebtedness to Optimist International or the District shall be considered not in good standing and may have its charter revoked by action of the International Board of Directors. The Board of Directors of Optimist International may restore such a club to good standing upon payment of its indebtedness.

No financial obligation or assessment, of any kind, other than provided for in the Optimist International Bylaws, shall be placed upon, levied, or requested of the Clubs or their members by the District.

The District will waive district dues on all members who fall under an Optimist International incentive program which specifically waives district dues such as the Teacher's Incentive Program, 30 for 30 and Friends of Optimist. In addition, the District will waive district dues on all College Members as defined by the Optimist International Bylaws.

#### **Section XXIII. Finance Committee-Budget**

The Finance Committee shall consist of the two most recent District Secretary/Treasurers, the current District Secretary/Treasurer, the Governor, the most recent and available Immediate Past Governor, and other members as designated by the Board of Directors. The District Secretary/Treasurer shall serve as Chair of the Committee.

The Finance Committee, in consultation with the incoming Governor and incoming District Secretary-Treasurer, shall prepare the proposed annual budget for submission to the incoming Executive Committee for recommendation, and to the current Board for approval at the District Convention. Budget allocation consideration shall be given to all youth oriented Optimist International and District sponsored programs. All budgets shall employ the Standard District Chart of Accounts, account numbers, definitions and required supplements established by the Optimist International.

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. An annual review of the books of account as of 30 September shall be performed by an independent Certified Public Accountant, a Certified Managerial Accountant, a Certified General Accountant, a Chartered Accountant, or a review committee, and a report thereon shall be available to the District Board of Directors not later than 31 December of each year.

The Finance Committee shall consider all proposed budgeted revisions and proposals for expenditures not previously budgeted or approved, and shall make recommendations to the Executive Committee and/or Board of Directors. The Finance Committee shall also arrange for quarterly, annual and such other financial reports as may be required by the Board of Directors from time to time.

#### **Section XXIX. Governors-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, Quadrant meetings and such special events as and to which he/she has been invited. In view of the demand upon his/her time and administration responsibilities, the Governor may delegate or appoint an individual to appear in his/her place on such occasions.

#### **Section XXX. New Club Charter Presentations**

Joint action of the new club, the new club's sponsor club, and the Governor or the Lt. Governor of the Quadrant acting on behalf the Governor may establish dates and programs for the charter presentation events of the new clubs. The Governor or his/her

appointee shall present the 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.

### **Section XXXI Gifts to New Clubs**

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. (The sponsor club(s) is/are encouraged to provide a gift to the new club, such as the Optimist Creed Banner, name badge and case of the sponsor club.)

### **Section XXXII District Candidate Qualifications Committee Members**

The District Candidate Qualification Committee shall be composed of the Governor-Elect, and two most immediate and available past Governors, and two members appointed for a one year term by the Governor.

### **Section XXXIII. Nominating Procedures**

To be eligible to serve as a District Officer, an individual must be a member in good standing of an Optimist Club in the District. In addition, to be eligible for election as Governor-Elect or election/appointment as Lt. Governor, an individual must have served, or currently be serving as a Club President.

The Governor-Elect shall nominate an individual to serve as District Secretary-Treasurer, subject to confirmation by the District Board of Directors. To be eligible for appointment as District Secretary-Treasurer, an individual must have served, or currently be serving as a Club President. Once so nominated and confirmed, this individual shall become the District Secretary-Treasurer-Designate.

Prior to April 1, the District Candidate Qualification Committee shall receive the names and qualifications of prospective candidates from the clubs within each respective Quadrant for the office of Lt. Governor, and shall publish qualified candidates for each Quadrant prior to the meeting where the elections and/or appointments will occur. Elections will occur at the District Convention.

In the event a candidate cannot be obtained from within the Quadrant, the committee shall consider candidates outside the Quadrant.

Prior to July 1, the Candidate Qualifications Committee shall receive the names and qualifications of prospective candidates for the office of Governor-Elect. This committee shall publish the names of known candidates prior to the dates of election and shall formally nominate qualified candidates for that office at the District Convention. The Committee may consider prospective candidates on its own accord. The Committee shall require the following for their consideration and information:

1. A presentation of the proposed candidate's background and qualifications for the office of Governor Elect.
- 2 Verification from the club of which a proposed candidate is a member, indicating that the candidate has served or is serving as a Club President and that the club supports the individual's candidacy.

The Governor-Elect shall be elected at the Annual Convention, or a Special Convention duly called, by a majority of 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 serving as Governor-Elect.

### **Section XXXIV. International Presidents Visitations**

The Governor shall provide Optimist International with preferred and alternate locations and dates for such visitation, when requested in accordance with Optimist International Policies pertaining to the President's visitation. 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 suitable gift or memento of the occasion. The event shall be budgeted and operated on a break-even basis. All clubs in the District shall be invited to the event. Clubs in the city or area of the visitation, under the leadership of the Lt. Governor, may be invited to provide manpower to conduct the event. The Governor and spouse (if available), a past International or District officer and spouse, or other appropriate individuals shall be designated as official host for the International President and spouse (if attending with the President.)

### **Section XXXV. District Oratorical Contests**

- A. The District shall conduct a combined oratorical contest each year.
- B. Pursuant to the Policies of Optimist International all phases of the District Contest shall be conducted in strict compliance with the International contest rules.
- C. Quadrant/Regional contests are to be conducted under the supervision of and coordinated by the District oratorical contest chair, with responsibility for the actual conduct of Quadrant/Regional contests assigned to Lt. Governor or Quadrant/Regional chairs.
- D. The cost of food, lodging and transportation while in route to and from the Quadrant/Regional contest and the District contest finals shall be the responsibility of the sponsoring clubs.



- E. The costs of all District trophies, Quadrant/Regional certificates, frames, all authorized receipts and expenditures shall be budgeted and supervised by the District contest chair; and accountable to the District Secretary-Treasurer who shall record all revenue and expenses.
- F. The District shall budget and cover the cost of up to three (3) meals for each contestant (contestant and two family members) if the finals are held, or the winners are presented at a District meeting. Sponsoring Clubs may choose to cover all or a portion of other contestant meals or accommodations not covered by the District.
- G. If the District finals are not held at a District conference the oratorical chair will present the winners at the next scheduled Conference/Convention.

**Section XXXVI. District CCDHH Contest** (Communication Contest for the Deaf and Hard of Hearing)

- A. The District shall conduct a combined contest for boys and girls each year.
- B. Pursuant to the Policies of Optimist International all phases of the District Contest shall be conducted in strict compliance with the International contest rules.
- C. Quadrant/Regional contests are to be conducted under the supervision of and coordinated by the District CCDHH contest chair, with responsibility for the actual conduct of Quadrant/Regional contests assigned to Lt. Governors or Quadrant chairs.
- D. The cost of food, lodging and transportation while in route to and from the Quadrant/Regional contest and the District contest finals may be the responsibility of the sponsoring clubs.
- E. The costs of all District trophies, Quadrant/Regional certificates, frames, all authorized receipts and expenditures shall be budgeted and supervised by the District contest chair; and accountable to the District Secretary-Treasurer who shall record all revenue and expenses.
- F. The District shall budget and cover the cost of up to three (3) meals for each contestant (contestant and two family members) if the finals are held, or the winners are presented at a District meeting. Sponsoring Clubs may choose to cover all or a portion of other contestant meals or accommodations not covered by the District.
- G. If the District finals are not held at a District Conference the CCDHH chair will present the winners at the next scheduled Conference/Convention.
- H. The District may budget and recognize a second and third scholarship winner. The second and third scholarship may not exceed the amount of the scholarship awarded by Optimist International.

**Section XXXVII Junior Golf**

**North Texas District Junior Golf Qualifying Events**

- A. Optimist International Junior Golf Tournament rules and guidelines are to be followed as outlined in the OI Junior Golf Handbook.
- B. The North Texas District has partnered with Junior Golf Championships to play in the Lone Star Junior Championship – presented by PGA Tour Superstore & Taylormade Junior Open presented by PGA Tour Superstore.
- C. Players are required to shoot specific qualifying scores to move on to the Optimist International Junior Golf Championships (OIJGC) – as mandated in the Optimist International Junior Golf Handbook.

**Participant fees:**

- A. Per the Policies of the Optimist International Junior Golf Handbook, Districts are responsible for paying a specific amount per participant for all golfers in a District's junior golf program. This fee helps defray some of the costs that Optimist International incurs in running such prestigious championships.
- B. This fee will be incorporated into the participants District tournament entry fee.

**Registration fees:**

- C. Districts are responsible for covering the registration fee of the first place boy and girl winners in the 16-18 age category within that District.
- D. The registration discount, as set by Optimist International Junior Golf Handbook, only applies to the first place winner of each age division. In the event the 1st place winner does not attend, the discount does not apply to the second place/alternate winner.
- E. If funding allows, Districts can also help offset some registration expenses of other golfers in additional age divisions.
- F. If a junior golfer from outside of the District plays in a tournament and happens to win the event, it is not the responsibility of the North Texas District to pay the registration costs of this golfer.

- G. Registration fees are inclusive of hotel accommodations, tournament entry fee (4 days of golf), meals and designated evening events. All fees are subject to change as mandated in the Optimist Junior Handbook.

#### **Section XXXVIII District Young Texan Texanne**

- A. The District shall support the Young Texan/Texanne program. Optimist Clubs will be encouraged to participate in the program.
- B. The Immediate Past Governor, the present Governor and the Governor Elect will serve on the Board of Directors.
- C. Funding considerations will be made as the budget is formulated.

#### **Section XXXVIX District Policies**

The District Board of Directors shall review and adopt policies annually at the District Convention. The District Secretary-Treasurer shall provide each member of the District's Board of Directors with a copy of all District policies at the beginning of each administrative year prior to the first official meeting of the Board.

#### **Section XXXX. Travel Expenses – General**

The following traveling expenses shall be controlled and governed by the approved budgets.

##### **A. General (Accounts 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, Quadrant meeting report, or committee chairman report. Reimbursement shall be at a rate not exceeding \$.20 per mile and per diem of \$25 per night, except that no reimbursement shall be made within the limitations of budget and available funds. Expense vouchers must be filed with the District Secretary-Treasurer not later the thirty (30) days after the District Board Meeting. Expense vouchers received later than thirty (30) days may not be paid. Expenses paid shall not exceed the dollar amount budgeted. If the total amount of expenses in any account exceeds the amount budgeted, then an equal percentage of the expenses submitted be paid, until the amount budgeted is exhausted.

##### **B. Committee Chairs (Account 265)**

District committee chairs shall be reimbursed, in accordance with paragraph A, for authorized travel expenses incurred in attendance at District conferences, District Convention, District Executive Committee and Board of Directors meeting when specifically requested by the Governor to be present and report.

##### **C. Governor (Account 200)**

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

##### **D. Governor-Elect (Account 255)**

The Governor-Elect shall be reimbursed (in accordance with paragraph A) for, authorized travel expenses incurred in attendance at District Conferences, District board and Executive Committee meetings, District Conventions, and such other occasions and events specifically requested by the Governor.

##### **E. Lt. Governors (Account 210)**

Lt. Governors shall be reimbursed (in accord with paragraph A) for authorized travel expenses when engaged in the business of the District administration or Optimist International. This business can include but is not limited to the following; required club visitations, authorized Quadrant meetings; charter club presentations within their Quadrants; District Executive Committee meetings; District Board of Directors meetings and the District Conferences.

F. Past Governors (Account 260)

The past Governors serving as members of the District Board of Directors shall be reimbursed (as defined in paragraph A) for authorized travel expenses incurred in attendance at meetings of the District Executive Committee and Board of Directors and the District Convention.

G. District Secretary–Treasurer (Account 250)

The District Secretary-Treasurer shall be reimbursed for authorized travel 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 Conventions, and such other occasions and events specifically authorized by the Governor. All reimbursements for the District Secretary-Treasurer shall be approved by the Governor.